



**REQUEST TO ADDRESS THE  
CABOT SCHOOL BOARD**

The Cabot School Board welcomes your constructive comments. To be eligible to speak at the next regularly scheduled school board meeting, please complete this form. Requests are accepted beginning on the first business day of the week following a regularly scheduled board meeting. The paper copy must be submitted to the Superintendent at the Central Administrative Office five (5) business days prior to the meeting. You may only submit your own written request. Therefore, you will be asked to show a photo ID when submitting your request. Board meeting dates are posted on the Cabot School District website. The agenda is posted on the District's website twenty-four (24) hours in advance and speakers' names will be listed on the agenda. There will be no time set aside for public comment at special called board meetings.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Potential speakers must meet at least one of the following requirements. Check all that apply:**

I am a student in the Cabot School District. If so, please list your grade level and which school you attend: \_\_\_\_\_

I am a parent/guardian of a student currently enrolled in Cabot School District. If so, please list the name of your student(s), grade level, and which school he/she attends: (attach additional pages, if necessary.) \_\_\_\_\_

I am a current employee of the Cabot School District. If so, please list your job title and where you work: \_\_\_\_\_

I currently reside within the boundaries of the Cabot School District.

**Brief description of the topic that you would like to discuss:** (attach additional pages, if necessary.)

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**If you plan to read from or refer to a book, article, journal, curriculum, or similar material in your comments, please provide the citation for the work:** (attach additional pages, if necessary.)

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**If you plan to read from or refer to a book, article, journal, curriculum, or similar material in your comments, is that work currently available to Cabot School District students?**

Yes. If your answer is yes, please describe where the work is found in the District: (attach additional pages, if necessary.)

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No.

**If the purpose of your comments is to challenge the appropriateness of a title found in Cabot School District's libraries, have you challenged the title through the reconsideration process outlined in the Library Media Policies and Procedures?**

Yes. If your answer is yes, please explain where in the process you are or the outcome, if completed:

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No. If your answer is no, please explain why: \_\_\_\_\_

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I am not challenging a title in the District's libraries.

**Who have you contacted to discuss your concerns prior to addressing the Board?** (Check all that apply.)

Teacher/Staff Members (Names: \_\_\_\_\_)

Building Administrators (Names: \_\_\_\_\_)

District Administrators (Names: \_\_\_\_\_)

Please initial next to each statement to show your understanding of and agreement to adhere to each guideline:

\_\_\_\_\_ Submitting this request does not guarantee my ability to speak at the next regularly scheduled school board meeting.

\_\_\_\_\_ I understand that I must complete this form in its entirety to be eligible to be placed on the agenda.

\_\_\_\_\_ Speakers will be chosen based on the order in which requests were received, giving priority first to those who have not yet had the opportunity to address the Board and second to those who have not had the opportunity to address the Board recently.

\_\_\_\_\_ The speakers who will be recognized to speak will be listed on the meeting agenda found on the District's website twenty-four (24) hours prior to the meeting.

\_\_\_\_\_ If recognized to speak, I will limit my comments to a maximum of three (3) minutes. There will be a total of five (5) speakers recognized for public comment at each regularly scheduled board meeting.

\_\_\_\_\_ If recognized to speak, I will not include any other speakers in my comments.

\_\_\_\_\_ If recognized to speak, I will not be allowed to have a substitute speak in my place.

\_\_\_\_\_ If I am not recognized to speak, my request does not carry over to the next board meeting. I understand that I must submit a new request form.

\_\_\_\_\_ I agree to not speak on topics that operate to prejudice the Board concerning a student or personnel matter that could come before the Board for disciplinary or employment considerations or those in conflict with other District policy or law.

\_\_\_\_\_ I agree to limit my comments to those described above on this form.

\_\_\_\_\_ I understand that I am expected to be respectful in sharing my comments. I agree to avoid personal attacks, vulgarities, obscenities, and threats and disruptive and abusive speech.

\_\_\_\_\_ I understand that if I do not adhere with the guidelines, the Board President or his/her designee may stop my comments and the remainder of the time would be forfeited.

\_\_\_\_\_ I understand that failure to follow the guidelines may result in the speaker not being allowed to make comments at future meetings.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**For office use only:**

**Date/Time Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Copy of ID attached.**