**APPENDIX A**

**Public Participation Opportunity Agreement**

The **Toccoa Elementary** Governance Team is providing the public with an opportunity to communicate with members of the School Governance Team prior to the regularly scheduled Board meetings. In requesting to speak to the School Governance Team, the following should be noted:

*1. Concerns about specific employees cannot be discussed. These matters should be discussed with the Superintendent and/or principal to determine the best means for addressing the concerns.*

*2. Specific student discipline concerns cannot be discussed. Concerns of this nature will need to go through the proper channels.*

*3. The time allotted for the session will be no more than ten minutes.*

*4. The time allotted for each individual to speak will be determined by the number of requests received. Speakers will be allowed up to two minutes. If more than five individuals wish to speak, the time will be reduced accordingly.*

*5. Members of the Team may or may not respond to the remarks made by individuals.*

*6. The chairman reserves the right to stop the proceedings at any time to maintain order or for other purposes.*

*7. The School Governance Team cannot take any official action during these sessions.*

I have read and understand and will abide by the guidelines as stated above.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_