

LAKE FOREST BOARD OF EDUCATION	Last Reviewed: December 8, 2022
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PUBLIC CONCERNS AND COMPLAINTS

All members of the community have the right to address the Lake Forest Board of Education regarding any matter of importance to them. The Board requests and strongly suggests that the community adhere to the following Lake Forest School District chain of command:

- Staff Member
- Building Administrator
- District Administrator
- Superintendent
- Board of Education

Public Appeals to the Board

If the complaint is not resolved after following the chain of command and appealing to the Superintendent, an appeal may be filed with the Board. [The Citizen's Appeal Form](#) can be obtained on the District website. The form should clearly state the issue and desired outcome.

[The Citizen's Appeal Form](#) can be obtained on the District website and submitted to the Central Business Office. The form will then be shared with the Board. After due consideration, the Board may do any or all of the following:

- Request additional information from the complainant or Superintendent.
- Schedule a hearing to gather direct testimony from appropriate parties.
- Issue a decision based upon the evidence attached to the [Citizen's Appeal Form](#).

The Board's decision will be communicated to the complainant by letter. The Board's decision is final.

Public Concerns

The citizen's participation item on the Board agenda is an opportunity for members of the community to speak publicly. Those who wish to speak publicly to the Board must complete the information form provided at the Board Meeting and submit it to the Board Secretary prior to the opening of the meeting. The form should clearly state the reason for addressing the Board. The public should not expect discussion or responses at this Board meeting. Comments are limited to three (3) minutes per person.