

Hamilton Local School District  
Board of Education  
775 Rathmell Road  
Columbus, Ohio 43207

**PUBLIC PARTICIPATION REQUEST**

**Board of Education Policy KL** - Constructive criticism of the District is welcomed by the Board. Although no member of the community is denied the right to bring his/her complaints to the Board, he/she is referred to the proper administrative channels for solution before investigation or action by the Board. Exceptions may be made when the complaints concern Board actions or Board operations.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. The staff should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Board. The proper channeling of complaints involving instruction, discipline or learning materials is as follows.

1. Employee
2. Principal or building administrator
3. District administrator
4. Superintendent
5. Board of Education

The Board expects the staff to receive complaints courteously and to make a proper reply to the complainant.

Matters referred to the Superintendent and/or the Board must be in writing and are expected to be specific in terms of the action desired.

**Board of Education Policy BDDH and KD** –In order to permit the fair and orderly expression of such comment, the Board shall provide a period of not more than 30 minutes total of public participation at every public meeting of the Board and publishes rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

**OVER ⇨⇨⇨**

The presiding officer shall be guided by the following rules:

1. Public participation shall be permitted only as indicated on the order of business in the bylaws of this Board and at the discretion of the presiding officer.
2. The Board requires that public participants address only the items, which require Board action.
3. Public participation is limited to individuals that live within the school district or have children that attend the District.
4. All persons wishing to participate in a public Board meeting whose issue requires Board action shall register their intent with the Superintendent by noon the day of the meeting and include name and address of the participant, group affiliation if and when appropriate, and topic to be addressed.
5. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation if and when appropriate.
6. Each statement made by a participant shall be limited to three minutes duration.
7. The presiding officer may:
  - A. interrupt, warn or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant;
  - B. request any individual to leave the meeting when that person does not observe reasonable decorum;
  - C. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - D. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action or
  - E. allow the participant to exceed the three-minute limit if deemed necessary.
8. When recognized, each public participant will be asked to:
  - A. address the Board at the microphone so that remarks may be clearly heard and recorded;
  - B. give his/her name, address and group affiliation when appropriate;
  - C. limit comments to three minutes;
  - D. not specifically name individuals, employees and/or students and
  - E. be courteous and respectful.

Board members may ask questions of the speaker for information or clarification and may or may not make comments in response to a speaker's remarks. It should be noted that this section of the agenda is to hear the views of citizens about their schools. No board member has the power or authority to act for the board; therefore, no response from an individual board member should be interpreted as an official action of the Board. Portions of the board meeting are audio recorded.

**\*\*\*Please complete this form and return to the Treasurer PRIOR to the start of the meeting.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Topic of Comment \_\_\_\_\_

Have you discussed your concern with the teacher and/or administrator? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you discussed your concern with the Superintendent? \_\_\_\_\_ YES \_\_\_\_\_ NO

Updated 4/10/2023