

Gallipolis City Schools

REQUEST TO ADDRESS THE BOARD OF EDUCATION

Please print or type answers to all applicable questions. Separate forms must be completed by each individual requesting to address the board. This form must be returned to the Superintendent by 10:00 a.m. on the Friday before the Regular/Special Board Meeting.

1. _____ Name of Person requesting to address the board

2. _____ Street Address

_____ City, State Zip

3. _____ Home Phone _____ Work Phone

4. Name(s) of Children _____ Grade Level _____ Building _____ Teacher/Coach

5. _____ Topic to be presented to the board

6. Reason for the request: _____

Please follow the proper "chain of command" as listed below. (If you have a complaint against any employee, you must fully disclose and discuss all of your concerns with each person.)

Issue involving a teacher/administrator:

1. _____ Date you met with teacher
2. _____ Date you met with principal
3. _____ Date you met with superintendent
4. _____ Date you met with superintendent

Issue involving a coach:

1. _____ Date you met with coach
2. _____ Date you met with Athletic Director
3. _____ Date you met with principal

Issue involving a non-teaching staff member:

1. _____ Date you met with employee
2. _____ Date you met with principal
3. _____ Date you met with supervisor
4. _____ Date you met with superintendent

Issue involving the Athletic Program:

1. _____ Date you met with coach
2. _____ Date you met with Athletic Director
3. _____ Date you met with superintendent

According to Board Policies BDDH (Also KD), KL, KLB, KLB-E, and KLD (see attached), the proper chain of command MUST be followed before an individual may address the board.

My signature is to certify that I have followed the proper chain of command and I am officially requesting to address the Board of Education. I further certify that I have read the policies included with this form and will abide by the policies.

Signature of Requestor Date

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The Superintendent will review your request and contact you with a confirmation that the request will be on the board agenda and whether you will address the board in open or executive session. Executive session can only be approved if the request involves the following: discussion of personnel, purchase of property, charges against an employee or student, imminent court action, preparation for negotiations with employees, security arrangements or to consider matters required to be kept confidential by federal law or state statutes.

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For Office Use Only: Date Received _____ By _____

This request qualifies the above to address the board in Open Session Executive Session

PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Board and Board-appointed committees are open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting.

Each person addressing the Board shall give his/her name and address and is allotted three minutes to speak. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda.

Agendas are available to all those who attend Board meetings. The "Welcome" cover page for the public agendas contains the procedure for public participation at Board meetings.

[Adoption date: August 6, 1991]

Revised: December 18, 2019

LEGAL REF.: ORC 121.22
3313.20

CROSS REF.: BCE, Board Committees
BD, School Board Meetings
BDDB, Agenda Format
BDDC, Agenda Preparation and Dissemination
BG, Board-Staff Communications (Also GBD)

PUBLIC COMPLAINTS

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or equip the schools to do their tasks more effectively.

Although no member of the community will be denied the right to bring his complaints to the Board, he will be 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 of Education 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; therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. employee
2. principal
3. Superintendent
4. 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 Board must be in writing and are expected to be specific in terms of the action desired.

[Adoption date: August 6, 1991]

CROSS REFS.: KLB, Public Complaints About the Curriculum or Instructional Materials
KLD, Public Complaints About School Personnel

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the District's educational philosophy and goals.

Criticism of a book or other materials used in the school may be expected from time to time. In such instances:

1. If a parent requests that his own child not read a given book, the teacher and/or school administrator should resolve the problem, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board will not permit any individual or group to exercise censorship over instructional materials and library collections but recognizes that at times a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
 - A. The person who objects to the book or other material will be asked to sign a complaint on a standard form documenting his criticism.
 - B. Following receipt of the formal complaint, the Superintendent will provide for a re-evaluation of the material in question. He will arrange for the appointment of a review committee from among the faculty and community to consider the complaint.
 - C. The Superintendent will review the complaint and the committee's re-evaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.

The Board assumes final responsibility for all books and instructional materials which it makes available to students, and it holds its professional staff accountable for their proper selections. The Board also recognizes rights of individual parents with respect to controversial materials used by their own children and will provide for the re-evaluation of materials in library collections upon formal request.

[Adoption date: August 6, 1991]

LEGAL REFS.: ORC 3329.07; 3329.08; 3329.09

CROSS REFS.: IIA, Instructional Materials
IIAA, Textbook Selection and Adoption
IIAC, Library Materials Selection and Adoption
INB, Teaching About Controversial Issues
KL, Public Complaints
KLD, Public Complaints About School Personnel

CITIZEN'S REQUEST FOR RECONSIDERATION OF
LIBRARY/CURRICULUM MATERIALS

Type of material (book, film, pamphlet, etc.) _____

Author _____

Title _____

Publisher (if known) _____

Request initiated by _____

Address _____

Telephone _____

Complainant represents: Self _____

Organization _____

Other _____

1. To what do you object? (Be specific, cite pages, frames) _____

2. What do you believe might be the result of reading or seeing this material? _____

3. For what age group do you recommend this material? _____

4. Is there anything good about this material? _____

5. Did you read or see the entire material? _____

What parts? _____

6. Are you aware of the judgement of this material by professional critics? _____

7. What do you believe is the theme of this material? _____

8. What would you like your school to do about this material? _____

- Do not assign it to my child.
- Withdraw it from all students as well as my child.
- Restrict it to more mature students.
- Send it back for re-evaluation.

9. In its place what book of equal literary quality would you recommend which would convey as valuable a picture and perspective of a civilization? _____

Signature of Complainant

[Adoption date: August 6, 1991]

PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL

Complaints about personnel are investigated fully and fairly. Before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints are disregarded.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it is referred to the school administration for study and possible solution. If the complaint is related to a claim of sexual harassment, the District's Title IX sexual harassment grievance process will be followed.

The Superintendent develops, for approval by the Board, procedures that ensure prompt and fair attention to complaints against school personnel. The procedure requires that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an audience with the Board in executive session. Statutory restrictions on executive sessions are observed. Any Board action on the matter is taken in public session.

[Adoption date: August 6, 1991]

Revised: August 19, 2020

LEGAL REF.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.
ORC 121.22
149.43

CROSS REF.: ACAA, Sexual Harassment
BDC, Executive Sessions
BDDH, Public Participation at Board Meetings (Also KD)
GBL, Personnel Records
KL, Public Complaints
KLB, Public Complaints About the Curriculum or Instructional Materials

CONTRACT REFS.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement