



Procedures for Addressing the Hamilton County School Board

Thank you for taking the opportunity to attend a meeting of the Hamilton County School Board. We welcome your input. Citizen involvement is vital to the success of any public school system, and all of us must work together for the benefit of our children.

If you wish to address the Board, there is an opportunity to do so at the beginning of our regular business meetings. This opportunity is listed on the agenda as “Delegations/Individual Appearances.”

Prior to the meeting, the speaker should submit a completed request card to the Board Chairperson (these cards are located on the table at the entrance to the board room). When called upon, the speaker should approach the podium and state his or her name and address for the record. We ask that speakers limit their comments to three (3) minutes.

Speakers are also welcome to submit any comments or questions to the Board in writing. In keeping with Florida’s Sunshine Law, the Board can take official action on only those items legally noticed and listed for action on the meeting’s agenda.

We encourage you to work directly with teachers and/or administrators whenever possible. Contact information for our schools and departments is listed on the district’s web site at www.hamiltonfl.com.

If you still have concerns following a conference with a teacher or administrator, please call the school district’s main number (792-1228), and you will be directed to the appropriate individual to address your concerns.

A board meeting is not the appropriate forum to present complaints or charges against individual employees of the school system. Any charges of a serious nature against any individual should be submitted in writing to the Director of Administrative Services.