

**WRITTEN COMMUNICATIONS TO THE**  
**BOARD OF EDUCATION**

All written communications to the Board of Education will be acknowledged upon receipt. Correspondence will be responded to in an appropriate manner, as directed by the Board.

At the Board's discretion, written correspondence will be placed on the Board agenda. The writer will be advised of the meeting date on which the correspondence will appear on the agenda and may decline its inclusion. If included, the writer, or designee, may address the Board with regard to the subject of the communication at that meeting.

*Great Neck Public Schools*  
*Adopted: 03/07/05*