

<h1>POLICY</h1>	2009	2300
	Internal Operations	

Subject: Guidelines for Citizen Input

Since the Board members are the elected representatives of the community with respect to the District, each member should welcome community input observing the following guidelines so that such input is effectively handled:

- a) When a member receives input on matters such as disciplinary cases, complaints about staff members, etc., and in the cases where the Board member has no prior knowledge of the situation, the member should first ask whether the teacher or administrator involved has been contacted. If the appropriate District person has not been contacted by the subject party, the Board Member should request that such procedure prevail and refrain from making any remarks which would prejudice the orderly administration of due process related to the situation.
- b) In cases where the member is unsure of how to handle a query, the member should tell the party that he/she will research the situation. At this point the Superintendent or the President of the Board should be consulted.
- c) If citizens wish to address the Board on agenda items, time is set aside for this purpose at each meeting.
- d) Citizens who wish to have an agenda item considered for an upcoming meeting may do so by filling out the appropriate paperwork seven days prior to the meeting. The inclusion of items is at the discretion of the Board President with input from the Superintendent.

Approved: Board of Education
December, 2000

Approved: Board of Education
June 22, 2005

Approved: Board of Education
September 13, 2006

Approved: Board of Education
January 14, 2009