

**Lakeland Joint School District**

**THE BOARD OF TRUSTEES**

**1400**

Staff Communications to the Board of Trustees

Communications to the Board of Trustees from district employees should be submitted through the Superintendent.

In the event an administrative decision made by either the Superintendent or the Board of Trustees with which an employee disagrees, the employee shall notify the Superintendent of the intent to appeal the administrative decision with the Board.

All appeals shall be processed according to the applicable procedures for complaints and grievances.

Board Communications to Staff

Communications, policies, and directives of staff interest and concern shall be communicated to district employees through the Superintendent. The Superintendent may utilize any means necessary and appropriate to ensure district employees remain fully informed of the Board's decisions.

Visits to Schools

Trustees shall visit each school within the District a minimum of once each school year to examine its condition, needs, and build rapport with district employees. When a Trustee visits a school, the Trustee shall check in with the school's administrative office and comply with the building's check-in policy.

Cross Reference	4120	Uniform Grievance Procedure
	4140	Visitors in Schools
	5250	Staff Grievances
Legal References:	I.C. § 33-512	District Trustees - Governance of Schools

Policy History:

Adopted on: August 13, 2007

Revised on: August 17, 2022

Reviewed on: