

(School District or ISD)
RELATIONS WITH CONSTITUENT DISTRICTS
(Policy – SAMPLE)

The Board of Education realizes the importance of good communications with its constituent local districts if programs are to operate smoothly and efficiently.

To that end, the Board establishes the following guidelines for staff members to follow:

- A. Written communications from staff members to constituent districts should be directed to the local superintendents or to the Secretaries of the local Boards of Education.
- B. Written replies to requests from staff members of constituent districts shall include a copy of the reply to the local superintendent unless otherwise directed by the Superintendent.
- C. Notices of other materials sent to staff members of constituent districts should include a copy to the local superintendent unless otherwise directed by the Superintendent.

The Superintendent shall determine whether or not the most cost-effective business services are being made available to the constituent local districts and any public school academies. If not, she/he is to offer such services which may include, but not be limited to, data processing, payroll, class scheduling, distance learning coordinator and delivery, and transportation services. The Superintendent shall also determine if such services are better provided by the District or by outside resources contracted by the District. A schedule of fees is to be developed, appropriate to the service offered.