

**DISTRICT MAIL SERVICES**

The inter and intra District mail service including the school mailboxes has been established for District related matters: To provide a central mailing service, and to expedite the distribution of materials and professional communications among schools and staff members.

To achieve this end and to avoid over-burdening the service, use of the inter and intra District mail service and associated mailboxes is limited to the following:

- District initiated materials and communications.
- Materials and communications of non-profit community groups and organizations which provide direct educational, cultural, and/or recreational services to students. Such materials and communications must be approved by the Superintendent or designee prior to distribution.
- Materials and communications of governmental units and agencies related to students and/or staff. Such materials and communications must be approved by the Superintendent or designee prior to distribution.
- Materials and communications of the recognized collective bargaining units in accordance with the terms of their respective Master Agreements. Individual employees may not use the inter or intra school mail for the delivery of personal materials and communications to other employees.

Board Approved: 09/13/1982 [Replaces POPPS 6610 – District Mail Service]  
04/30/2020