

Non-Instructional Operations

Mail and Delivery

A mail service system shall be maintained within the district in order that in-district and out-of-district communications may be delivered to the intended recipient in an efficient way.

No personal mail should be received at a school system address.

All mail placed in school mailboxes is private and becomes the property of the box holder.

The use of district mail facilities and personnel for the distribution of materials and communications shall be restricted to those materials and communications that further the educational purposes of the district. The Superintendent may authorize certain exceptions without defeating the intent of this policy.

Political materials shall not be distributed through district mail boxes or school mail systems unless received through United States mail and directed to an individual recipient.

Mass mailings, not addressed to an individual employee and delivered to a school through the United States mail may be delivered at the discretion of the principal or his/her designee. Conversely, the principal or his/her designee may choose to dispose of the mass mailing in toto via the school recycling process or through the trash. It is not required that a mass mailing be delivered to individual boxes; nor does it need to be returned to the sender via the post office.

Policy
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BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut