

## MAIL AND DELIVERY SERVICE

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff members.

To avoid overburdening the service, employees will not be allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees. The Superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

Political materials shall not be distributed through the district mail boxes or school mail systems unless received through the United States mail.