Sparta Area School District

Article 615- Mail and Delivery Services

The Board of Education will exercise control over all aspects of the District interschool mail and delivery service, including the individual boxes assigned to school employees at school buildings in the District. Administration of the District interschool mail and delivery service will be assigned to the superintendent or designee.

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 and/or the well-being of the students or staff. The interschool mail and delivery services shall not be used to promote the interests of any commercial or other non-school agency or organization (including non-profit groups not associated with the District), nor to distribute political campaign materials unless any of these items are received, individually addressed, through the United States mail service.

The policy is not intended to limit the rights of employees to use the interschool mail service and mail boxes as defined in the various agreements between the Board of Education and the collective bargaining units or to prohibit the direct distribution of materials at the site level with the permission of the building administration except where such use or distribution would violate federal law or postal regulations. This policy is also not intended to prevent school officials from making fliers and other communications, approved by the building supervisor, available to interested students and distributed in an approved manner.

All printed communications from organizations outside of the School District, intended for distribution to students and/or parents, will be approved by the superintendent prior to distribution.

Any questions as to the applicability of this policy to any specific situation should be referred to the superintendent, who will review the case and make a decision within the scope of this policy, the letter and spirit of the law, and the regulations of the postal service.

Legal Reference: United States Postal Service ss 310.3(b)

Cross Reference:

Adopted: October 26, 2004

Revised: