

**MAIL AND DELIVERY SERVICE**

A mail service system shall be maintained within the district so that communications may be delivered in the most practical manner. Each faculty member will have a mailbox in the workroom at each school site.

The use of district mail facilities and personnel shall be restricted to materials and communications that further school business and the educational purpose of the district. Such materials and communications may include student lists and daily and weekly bulletins. The superintendent may authorize certain exceptions within the intent of this policy.

The district is not liable for items lost or opened or for any damage or injury incurred as a result of the use of the mail service.

*Adoption Date: November 13, 2000*