

## Administrative Regulation

District Mail Facilities, Procedures for Use of

The district mail facilities and services are for the use of the school district and for the operation of school business or projects and endeavors which are being assisted by the district. They are not to be used for personal mail, either incoming or outgoing.

Certain published material is permitted the use of district mail provided such publications are by individuals or organizations whose primary functions are supportive of public education and are of non-commercial nature. Such material must be approved for distribution by the superintendent or the designated representative.

- A. Each organization making use of the district mail service shall submit names of individuals authorized to release material for the organization. This list of names is to be submitted to the superintendent or the designated representative responsible for district mail procedures.
- B. Distribution of literature not of district origin at a personnel gathering in line of duty on district property is not permitted. Organizations authorized to use the district mail shall, unless approved for general certificated or classified distribution, or both, direct materials to their membership or building representatives only. Exception to this rule will be made only by the superintendent or the designated representative. The material must denote sponsorship and may contain no advertising or offers of sale, nor advocate an unlawful act.
- C. Questions arising as to acceptability of materials should be directed to the superintendent or the designated representative.
- D. Student records deposited in the U.S. mail must be made with payment of postage at the first class rate. Student records can be transferred within the district through the district mail after telephone contact has been made between the schools involved.
- E. It is important at times that certain communications be treated as confidential. Such communication should be sealed in an envelope, appropriately marked as "confidential," and addressed to the person in the district for whom the information is intended. Persons other than the addressee are cautioned to deliver such mail unopened.

Each principal shall provide a staff bulletin board to be used for the posting of official district information and other material of general interest.

The district mail room is open from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. All mail must be deposited between these hours. All mail distribution is to be done by district staff members assigned to the mail room.

In general, the principal shall determine what is to be placed on the school bulletin board, but any questions arising as to the acceptability of materials should be directed to the superintendent or the designated representative.

Ref: EC Sections 35014, 35161  
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