



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	OPERATIONS
TITLE:	MAIL AND DELIVERY SERVICES
ADOPTED:	11/16/16
REVISED:	

821 - MAIL AND DELIVERY SERVICES

Section 1. Purpose

- a. A courier system shall be maintained within the District in order to allow distribution of mail, cafeteria food, general supplies, bank deposits, etc., within the District to be processed in the most practical way.
- b. The courier service may extend out of the District at designated times.

Section 2. Guidelines

- a. Mail service, bank deposits and other general courier services shall operate in accordance with established administrative regulations or procedures.
- b. District mail service shall be handled entirely by District personnel. The use of District mail facilities and employees for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the District.
- c. The Superintendent or designee may authorize certain exceptions to this policy.
- d. Political materials shall not be distributed through District mail boxes or school mail systems unless received through the United States mail.

References:

Board Policy 321, 421, 521

Pol. 321, 421, 521