

**Use by
Organizations**

Education-related organizations may be granted the use on a continuing basis of the District's school mail service for distribution of nonprofit, noncommercial materials in accordance with the following provisions:

1. Requests for use of school mail services are made and approved by the Office of Contract and Procurement Services.
2. All school mail will be delivered directly to the central administration distribution center by the organization representative. The mail is channeled through building principals or supervisors and is subject to inspection by them.
3. An employee of the organization assigned to that school and recognized by the principal or supervisor will distribute all acceptable materials.

No such materials will be distributed to any employee who has registered with the building principal or supervisor an objection to receiving organization materials.

Violations

Upon investigation of allegations of inappropriate use of the District's mail system or communication systems, the Superintendent may suspend for an indefinite period of time the privilege of the use of the school mailboxes or communications systems from any organization found in violation of the intent of such services. Violations include, but are not limited to, the distribution through the school mailboxes or communications systems of materials containing political endorsements, political advertisements (unless otherwise provided for in Board policy), as well as materials that are considered to be in violation of the community's moral standards.

Use Procedures

Organizations, individuals, or groups granted the use of school mail services on a continuing basis or for a single distribution must adhere to the following procedures to ensure delivery:

1. Proper name of sender must clearly appear on every piece of mail.
2. Only letters, leaflets, brochures, and the like will be accepted for distribution. Items or a group of items routed to a particular destination that exceed 25 pounds in weight will not be accepted for delivery.
3. The principal/supervisor may dispose of mail that does not adhere to the above procedures.