

Kountze ISD  
100903

OFFICE COMMUNICATIONS  
MAIL AND DELIVERY

CPAB  
(LOCAL)

**Use of Internal Mail  
System**

The District mail system for delivering items between District buildings shall not be available for use other than official school business. With the permission of the Superintendent or designee, internal mailboxes at an individual campus may be used by campus employees and school-sponsored or school support groups affiliated with that campus. [See also GKDA]