

## **Policy EBK Mail and Delivery Service**

Issued 05/21

Inter-departmental/school mail and delivery service will be maintained in a manner to ensure that in-district and outside incoming communications are handled promptly. The administration of postal services is assigned to the superintendent or Superintendent's designee.

The use of district mail facilities and personnel will be used for the distribution of material and communication that further the educational purpose of the school district.

The District's postal services section will not be used for commercial purposes to promote the interest of any commercial, non-school agency, or organization in order to distribute political campaign material.

A central delivery will be used for inter-office, U.S. Postal Services, and other contracted mail services mail delivery-and packages.

The superintendent or his/her designee will be responsible for developing and implementing a central delivery system for the district by evaluating the efficiency and effectiveness of the services and its employees.

Adopted 5/23/00 Reviewed 9/8/15; Revised 05/11/21

Richland County School District One