



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6120**

### INTRADISTRICT MAIL AND DELIVERY SERVICE

An intra-district school mail and delivery service shall be maintained in order that in-district communications and authorized communications from outside sources may be delivered to the intended recipient in the most practical way. Administration of the intra-district mail and delivery service shall be assigned to an administrative division designated by the Superintendent of Schools or designee.

The Board of Education shall exercise control over all aspects of the intra-district mail and delivery service, including individual mail boxes assigned to school employees at school buildings in the district. The use of district mail facilities and personnel shall be for the distribution of materials and communications that further the educational purposes of the school district. Communications from non-school sources may, by regulation, be authorized by the Superintendent of Schools or designee.

The intra-district school mail and delivery service shall not be used for commercial purposes, to promote the interests of any commercial or other non-school agency or organization, nor to distribute political campaign materials.

The Superintendent of Schools, acting within regulations of the district, may authorize specific exceptions to permit distribution of appropriate non-school communications or materials, provided those items relate to the educational purposes of the district, and provided the distribution does not defeat the intent of this policy.

Requests for distribution of non-school materials shall be submitted to the Office of the Superintendent for review. Upon approval by the Superintendent of Schools or designee, the communications or materials may be authorized for distribution in accordance with instructions by the administrative staff.

Source: *Broken Arrow Board of Education policy adoption, January 11, 1988.*  
*Broken Arrow Board of Education policy revised, April 21, 1997.*  
*Broken Arrow Board of Education policy revised, July 13, 2009.*