

MAIL AND DELIVERY SERVICE

Teachers are not to send students to the workroom to pick up their mail. Check your boxes at least twice each day as announcements, mail, messages, and confidential papers are put in your box. You should clean out your box every day.

Teachers at school can make phone calls concerning school business. Teachers will make every effort to avoid leaving their classrooms while class is in session. Should the occasion arise that a teacher needs to leave the classroom, they will be able to leave the classroom only when a responsible staff member covers the class. Teachers will not be called out of class for phone calls unless it is an emergency situation.

A mail service system shall be maintained within the district so that communications may be delivered in the most practical manner.

The use of district mail facilities and personnel shall be restricted to materials and communications that further school business and the educational purpose of the district. The superintendent may authorize certain exceptions within the intent of this policy.

The district is not liable for items lost or opened or for any damage or injury incurred as a result of the use of the mail service.