

SECTION: OPERATIONS

TITLE: DISTRICT MAIL/POSTAGE

***SHALER AREA
SCHOOL DISTRICT***

ADOPTED: December 13, 2006

REVISED:

816. DISTRICT MAIL/POSTAGE

The interschool mail service, envelopes, and other mail supplies including postage is to be used solely and exclusively for official school district business. Mail supplies and postage paid by the District may not be used either on or off school property for postal reasons or for personal gain. Persons submitting mail to the District for postage to be paid by the District should have no expectation of privacy with respect to the District's access or review of the content of envelopes submitted for postage. The District reserves the right to inspect the contents of any envelopes submitted to the District for postage to be paid for by the District.