

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2825-01
SUBJECT: INTERSCHOOL MAIL DELIVERY	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 01/31/83; 01/15/87; 08/01/96 ; 08/17/15 <hr/> PREPARING OFFICE: CENTRAL SERVICES

I. PURPOSE:

To establish a method of effecting interschool mail delivery

II. PERSONNEL AFFECTED:

All employees of U.S.D. No. 501

III. PROCEDURES:

Interschool mail delivery will be provided for official school business with pickup and delivery each day school is in session. Any use of this service which would violate any local, state, or federal law is prohibited. (Mail service is restricted to official business only, to exclude all agencies and groups of people who are not officially connected with the conduct of school business.)

A. Location of Delivery Point

Delivery will be to one point in the building, mutually agreeable to the building administrator and the administrator charged with providing the service.

B. Mail

Mail will be delivered to the delivery point. Outgoing mail is to be placed at the delivery point for pickup.

C. Large Bulk Mail

Special arrangements will be required to large bulk distribution of boxed or bundled items which cannot reasonably be handled in the mail.

D. Other Delivery Requests

All other delivery requests should be made to the Warehousing and Distribution Department.

E. Determination of "official school business" will be made by the general director of instruction and learning.