

BOARD POLICIES	MAIL AND DELIVERY SERVICE (BP-5017) METRO TECHNOLOGY CENTERS	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

A mail service system will be maintained in order that communications may be delivered to the intended recipient in the most efficient and economical way. The use of Metro Technology Centers mail facilities and personnel for the distribution of materials and communications will be restricted mainly to school-related business. School funds may not be used to pay for postage or shipping costs associated with personal mail.

2.0 CROSS REFERENCE: N/A

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
09-Jan-95	B	Revised
22-Sep-03	C	Reformatted
15-Dec-03	D	Legal references reviewed and revised as necessary
22-Sep-10	E	Revised format
07-May-13	F	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework
10-Dec-13	G	Clarified that school funds may not be used to pay for personal mail.

***** End of Policy *****