

# BUS14 - Office Communications: Mail and Delivery

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## B - Business

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### Mail and Delivery Services

#### **Objective:**

The district will maintain an efficient mail and delivery system to facilitate internal communications and the receipt of external communications. The system will prioritize official school business while minimizing risks and liabilities.

#### **1. Mail Service System:**

The district will operate an internal mail service to ensure that in-district communications and communications from external sources are delivered to recipients efficiently and practically.

#### **2. Authorized Use:**

The district's mail facilities and personnel are reserved for distributing materials and communications directly related to official school business or educational purposes. Personal or unauthorized use of district mail services is prohibited.

#### **3. Liability:**

The district will not be liable for lost, damaged, or opened mail or for injuries or damages resulting from the use of district mail services.

#### **4. Superintendent's Authority:**

The Superintendent is authorized to establish procedures for the implementation and oversight of this policy to ensure the system operates effectively and securely.

#### **Legal References:**

- Arizona Revised Statutes (A.R.S.)