

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

USE OF EMPLOYEE MAILBOXES RESTRICTED

Effective Date: October 17, 2003
Original Effective Date: October 17, 2003
Reference:

PURPOSE:

To protect the use of state services and equipment

POLICY:

Employee mailboxes are intended to enhance the educational program provided to students by facilitating communication among school staff for school-related purposes. Mailboxes may not be used for the distribution of political solicitations or endorsements. Within these parameters, school directors shall develop guidelines for the use of school mailboxes. The Superintendent shall approve such guidelines.