

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Mail and Delivery Services ("PONY")

Series: E03A

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3.01 Description of Services. Kanawha County Schools shall maintain an internal mail and delivery system for communication and deliveries to and from staff members acting in their official capacities.

3.02 Permitted Use. Internal mail and delivery facilities, including vehicles, mailboxes, mail bags, mail rooms, etc., may only be used for official purposes and may not be used for private communications to and from employees, unstamped communications by employee organizations or unstamped communications by outside agencies or individuals.

3.03 Use by Governmental, Charitable or Educational Entities. The Superintendent may upon written request authorize the use of the internal mail and delivery system by governmental, charitable, or educational entities on a purely gratuitous basis. Any such authorization must fall within the "private-hands" exception to of the Private Express Statutes.

3.04 Inspection of Materials. Any non-stamped materials presented for handling by the internal mail and delivery systems are subject to inspection. Any materials so inspected, that are determined to be inappropriate for delivery under the terms of this regulation, shall be returned to the sender, or destroyed if the source may be not identified.

3.05 Public Forum. It is the intent of Kanawha County Schools that the internal mail and delivery system not be regarded as a "public forum" or a vehicle for public discourse. Therefore, the Superintendent shall not authorize use of the internal mail and delivery system pursuant to Section 3.03 if such use would tend to serve as a basis for the creation of a "public forum" within the internal mail and delivery system.

3.06 Access to Employee Mailboxes. Persons or organizations shall not be permitted to place materials in individual employee mailboxes located within schools.