

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 3550**

**Non-Instructional Operations**

**Mail and Delivery**

The use of school system mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the school system. The Superintendent may authorize certain exceptions without defeating the intent of this policy.

Political and commercial materials shall not be distributed through the school system mail boxes or school mail system unless received through the United States mail.

Adopted: November 17, 1987  
Reviewed: February 22, 2017