

USE OF THE PRINCIPALS' MAILBOXES

- Required
- Local
- Notice

The Board of Education recognizes the need for effective communication at the building level and the importance of providing a means to facilitate communication between all stakeholders.

The function of the mailboxes located in each principal's office and designated with individual teachers' names is to provide a means of communication between the administration and the staff.

Materials and messages may be placed there only with the direct consent of the principal or in accordance with the provisions of negotiated agreements. For convenience of operation and improvement of communication, materials from the Central Office, the U.S. mail and those materials specifically related to the administration of the instructional process may be circulated without direct consent of the principal.

No materials calling for action which is illegal may be placed in the principals' mailboxes.

Legal Reference:

New York State Educational Law, Section 1709

Approved 3/16/70

Approved 9/18/19

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A. Use Without Direct Prior Consent

The following may be placed in the mailboxes without direct prior consent of the building principal:

1. Materials forwarded or approved for distribution by the Central Office.
2. U.S. mail addressed specifically to an individual staff member or intended for the individual staff member by his designated title or instructional role.
3. Communications related to the administration of the instruction process such as meeting notices, minutes, materials for staff members concerning the instructional process and similar materials from curriculum committees, joint-teacher-administration committees, guidance counselors, chairpersons and coordinators.
4. Telephone message received in the principal's office.

B. Use Through Negotiated Agreement

Materials may be distributed by representatives of organizations or associations in accordance with the provisions of the negotiated agreement. Procedures for such use are as follows:

1. The material shall be properly identified as an official communication and shall bear the name of the organization or association.

Regulations

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3/16/70, 9/18/19

Amended: 9/70, 9/12/78

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B. 2. Where provisions of the applicable negotiated agreement require that prior notification be given to the principal, the representative, prior to placing material in the mailboxes, will sign a book which shall contain the following certification form:

I certify that material to be placed in the Principal's mailboxes on the date shown next to my signature is an official communication of the named association. This certification represents prior notice to the Principal.

<u>Date</u>	<u>Organization or Association Name</u>	<u>Signature</u>
_____	_____	_____
_____	_____	_____

C. Other Use

All materials other than those described above must be submitted to the building principal. His/her direct prior consent is required for the placement of such materials in the mailboxes.

Regulations
Approved
3/16/70, 9/18/19
Amended 9/12/78