

**USE OF MAILING LISTS AND ADDRESSING FACILITIES**

The mailing list and addressing facilities of the school district shall be used exclusively in connection with the educational functions of the schools.

Since under the Constitution of New York State, private organizations and individuals are prohibited from using school personnel, equipment, materials or services which are supplied by public funds, the primary purpose and major use of the district's mailing list and addressing facilities shall be for materials sent out by the individual schools and the District Office.

District PTA units, and other school-connected groups, may request the use of these facilities for purposes directly related to the educational functions of the school system.

All use of the school district's addressing facilities may be permitted only upon specific approval of the Superintendent or his/her designated representative.

Legal Reference:

New York State Constitution Article VIII, Section I

**Policy Adopted 3/7/63**

**Amended 9/12/78**

## Regulation 1339

### USE OF MAILING LISTS AND ADDRESSING FACILITIES

The district's mailing list and addressing facilities shall be used exclusively in connection with the educational function of the schools.

Requests for use of the mailing or addressing facilities by building principals and other district administrators and supervisors, from district PTA units and from other school-connected organizations, should be directed to the Superintendent's Office for approval and scheduling. There shall be no use made of these services without specific approval and authorization from the Superintendent or his/her designated representative.

The Hewlett-Woodmere Educational Foundation and the Hewlett-Woodmere Public Schools Endowment Fund are defined, for the purpose of this policy, as other school-connected organizations.

By purposes directly connected to the educational functions of the schools is meant the preparation of messages to community residents or employees of the Board of Education which deal with information growing out of the activities of the Board of Education, the instructional program, student activities, the program of school-community relations and the Adult Education program.

Requests by any private groups or individuals, for any purpose whatsoever, must be denied since such use of school facilities would violate the Constitution of the State of New York

Legal Reference:

New York State Constitution Article VIII, Section I

**Regulation**

**Approved**

**March 7, 1963**

**Amended 9/12/78;6/10/09**