

PLAINFIELD PUBLIC SCHOOLS

MAIL AND DELIVERY SERVICES

The inter-school mail service was established for school related purposes to provide a central mailing service to expedite the distribution of materials and professional communications between schools and staff members in an expeditious and cost saving way. The service is for school related purposes only and may not be used for inter-office personal letters, notes and materials to other employees. The recognized collective bargaining units will be permitted to use the service in accordance with the terms of their contracts. Deviation from this practice will result in disciplinary action.

Adopted: 11/9/87

Revised: 12/13/06