

REGIONAL SCHOOL UNIT NO. 18

File: EGAE-R

STUDENT RECEIPT OF MAIL AT SCHOOL PROCEDURE

The Board of Directors does not permit delivery of personal mail to students at school. Parents and students are also strongly discouraged from having mail from colleges or other educational institutions/businesses delivered to school. This policy is intended to protect student safety and to avoid disruption of school operations.

The following procedure shall be used if mail addressed to students is received at school.

1. All mail will be screened but not opened in the school office, and no mail will be delivered directly to students in the classroom. If any mail is delivered directly to a student's classroom, the teacher will not deliver it to the student, but will take it to the school office to be handled in accordance with this policy.
2. Any mail that appears to be personal in nature shall be held in the school office, and the student's parent/ guardian shall be notified that it may be picked up.
3. Any mail delivered to a high school student that appears to be school-related (such as official mail from an educational institution) will be delivered to the Guidance Office, and the student will be notified that he/she may pick up the mail there.
4. If any mail arrives for students that appears suspicious in any way, school staff shall notify the student's parent/ guardian, and/or the local law enforcement authorities who shall advise the school in how to address the particular situation.

Date of Adoption: August 18, 2010