

**MAIL, COURIER, AND DELIVERY SERVICES**

**FILE: EGAE**

**TITLE:** Mail, Courier, and Delivery Services

**POLICY:**

- (1) The School Board of Orange County, Florida ("Board") authorizes the Superintendent or designee to establish and maintain a district-wide courier mail service system to deliver in-district communications and communications from outside sources to the intended recipient in Orange County Public Schools ("OCPS") in the most practicable way.
- (2) The use of the district-wide courier mail service system and its employees for the distribution of materials and communications shall be restricted to those materials and communications which are in direct support of the operations of OCPS.
- (3) Incoming mail addressed to employees or officials of OCPS is considered properly delivered after it is received by the district-wide courier system. Incoming personal mail or packages to the Board's mail facilities is not permitted and will be refused.
- (4) Outside agencies shall be prohibited from using the district-wide courier system except for those having a direct contractual agreement with the district to provide services or for those recognized by the district as being in an official support relationship.

**SPECIFIC AUTHORITY:** Section 1001.41, Florida Statutes

39 U.S.C. 601

39 C.F.R. 310

ADOPTED: 10/12/93

REVISED: 05/10/16