



May 7, 1997

**ADMINISTRATIVE MEMORANDUM NUMBER SIXTY-ONE**  
**USE OF DISTRICT MAIL**

1. Granite District's in-house "district mail" is provided for the exclusive use of school and district personnel. District mail may be used only for the distribution of inter-office and inter-school mail, district materials and supplies, U.S. Mail, and for work-related communication among employees of the district. Any other use is prohibited, except as specifically provided in the memorandum.
2. Any employee of the district may use district mail for work-related communication with other employees. However, district mail may not be used for distribution of any form of advertising or soliciting relating to an employee's private business, private employment, or political or religious affiliations.
3. Employee organizations which are officially recognized by the Board of Education to represent a specific group of employees may use district mail for work-related communication involving their representational duties. However, such organizations may not use district mail to recruit membership or to organize job action of any kind. The district reserves the right to withdraw use of district mail from such employee organizations at any time.
4. Employee organizations without official recognition by the Board of Education to represent a specific group of employees may not use district mail.
5. The Granite District Parent Teacher Association (PTA) and the Granite Education Foundation (GEF) may use district mail for work-related communication within the district. However, unless it is related to an approved school fund raiser, PTA and GEF may not use district mail for any form of advertising or soliciting relating to private business, private employment, or political or religious affiliations. The district reserves the right to withdraw use of district mail from PTA and GEF at any time.
6. District mail is not a public forum. Companies, organizations, and individuals from outside the district may not use district mail for the distribution of advertisements, flyers, newspapers, or any other materials. Exceptions are sometimes allowed for educational and governmental agencies. Any exceptions must be approved in advance by the district Public Relations office.
7. The district reserves the right to deny the use of district mail to any person at any time.

/s/

Dr. Stephen F. Ronnenkamp  
Superintendent