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ADMINISTRATIVE MEMORANDUM NUMBER NINETY-TWO
USE OF FACULTY MAIL BOXES

Faculty mail boxes should be used by administrators for federal mail or official inter-district or inter-school materials. In addition, staff within the building may use them for inter-staff communication, including association materials; however, principals should decline permission for non-staff members to utilize staff mail boxes for distribution of any materials.

/s/

Loren G. Burton
Superintendent