

HUMBOLDT COUNTY OFFICE OF EDUCATION COURIER SERVICE

Examples of appropriate uses:

- Interoffice communications, files, records and reports transported between HCOE departments/sites and school district sites
- Office of Education or school district circulars, catalogs, bulletins, flyers or notices pertaining to school business, staff development, and school-sponsored student activities when Office of Education or school district sponsorship is clearly indicated on the material
- Official communications from the California Department of Education or other state agencies relative to school business
- Audio visual materials, library materials, computer disks intended for school use
- As room permits, small equipment, intended for school use, that can be reasonably handled by the courier

Examples of permissible uses requiring Superintendent of Schools/designee approval:

- Circulars, brochures, flyers or notices to school staff regarding a training opportunity directly related to school business that is provided by a non-school organization or business
- Information to schools/teachers regarding an adopted, curriculum-based field trip opportunity, or presentation by a guest speaker, offered by a non-school organization or business, provided that individual students will not be charged fees; however, a school or classroom fee for the service may be charged
- Information to schools/teachers/counselors regarding scholarship opportunities for students, provided the sponsor is non-sectarian and non-partisan and does not discriminate on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, or any basis contained in the prohibition of hate crimes set forth in Penal Code 422.6
- Information to schools/teachers regarding student contests, provided the contest has a basis in the school curriculum, does not charge students an entrance fee, the sponsor is non-sectarian and non-partisan, and the contest does not discriminate as described above
- Information on fund-raising activities that will benefit a school, student, or community purpose that is non-sectarian and non-partisan, will not benefit a political or religious cause, and is endorsed by the Superintendent of Schools or school district (e.g., The United Way)

Examples of uses that are not permitted:

- Any material which, if stamped, would be prohibited by federal postal regulations

- Unstamped personal mail or materials not related to school business, such as invitations to a private party
- Election or campaign literature of a partisan nature; petitions
- Advertisements for events or sale of materials that would provide financial profit to a public school employee or to an organization or business
- Notices, circulars, or flyers for non-school sponsored activities that would require individual students to pay a participation fee, regardless of the non-profit status of the organization sponsoring the activity
- Notices, circulars, or flyers for activities that are discriminatory on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, or any basis contained in the prohibition of hate crimes set forth in Penal Code 422.6
- Circulars or flyers of a religious nature, notices of worship services, solicitations on behalf of religious organizations
- Notices, circulars, or flyers for non-school activities or events that are primarily recreational
- Any materials that promote an activity that would violate federal or state laws (An example would be a circular encouraging students not to attend school on a regular school day in violation of compulsory education law.)

10/12/05