

EFC

PROCEDURE REGARDING MAIL RECEIVED WHEN SCHOOL IS CLOSED

During the times when school is not in session, the following procedure will apply.

Holidays: When school is not in session for Christmas and Thanksgiving breaks and other holidays throughout the school year, the mail is neither collected nor opened.

Summer: The school office officially closes at the end of summer school and reopens during the first week of August. When the school office is officially closed for the summer, mail is neither officially received nor opened. Mail is not officially received until the Superintendent opens it. Mail will be officially opened the first day that the school office reopens the first week of August. At that time the administration will officially be conducting school business. Therefore, once opened by the Superintendent (no later than the first week of August) mail will be considered officially received.

Approved by the Dent-Phelps R-3 School Board on June 9, 2005.

Effective: June 10, 2005

Re-adopted 6-28-12