

# Portland Public Schools Intra-District Mail (Pony) Guidelines

Individuals and non-district entities must submit a PONY Distribution Request form, and receive authorization from the Office of School Support, to send mail or materials through the PONY Service.

District regulations clearly indicate that the intra-district mail service is exclusively for school district business. Material submissions from individuals and non-district entities will be considered on a case-by-case basis assessing how they further either the District's curriculum or provide essential information to the students or staff of the District and whether they follow the regulations set forth in the United States Postal Express Statutes.

## Approval procedure for general information:

- Submit a sample of materials two weeks in advance to the Office of School Support. Contact Deborah Gazarine, 503-916-3992. The Fax number is 503-916-2125.

## Approval procedure for staff development:

- Submit a sample in advance to the Curriculum Content Specialist, Professional Development Academy at Rice. The information may be condensed and included in the Inservice Booklet, which is published three times a year. For deadlines and other information, call, 503-916-5404 ext 1021. The Fax number is 503.916.2795.

## Pre-approved uses include:

- Official school district business.
- Materials produced by The State Department of Education and Tri-County ESD.
- Board approved combined fund drives and collective bargaining materials and agreements as specified in Portland Public Schools Policies and Regulations.

PONY Distribution Request forms may be obtained at: <http://www.pps.k12.or.us/district/depts/edmedia/pony.shtml> or by contacting Deborah Gazarine at 503-916-3992, Marcia Arganbright at 503-916-5404 or Glen Harrison at 503-916-3243.

All other outside distributors of material will be expected to use non-District delivery sources.

## The PONY cannot be used for:

- Unapproved material from individuals and outside agencies, regardless of profit or non-profit status.
- Personal or non-school business correspondence or the promotion of any personal ventures.
- Promotion of a candidate to any position or association, public or private, nor election and political literature
- Mail that would not meet the standards of the U.S. Postal Service.
- Chain letters of any kind.

Unauthorized materials may be picked up within one week of their arrival or the materials will be destroyed.

## Preparation:

To reduce impact on district personnel:

- Materials should be submitted in single copy form.
- Multiple copies must be collated, bundled securely and appropriately labeled for each school or site.
- The requestor may be asked to assist sorting into individual school boxes.
- All intra-district mail must conform to standards outlined in the Mail Preparation Guidelines.

Questions regarding preparation procedures, contact Glen Harrison 503-916-3243.