

# Do's and Don'ts for April 2 Election

The board of education recognizes the right of its employees, as citizens, to engage in political activity. The board also recognizes that employees should not engage in political activities (promoting, advocating or opposing any specific issue or candidate) during work time, nor should school property be used for political activities during the regular school day.



## Staff Members May DO the following:

1. Provide factual information about the election anytime, anywhere to employees and patrons. Information can be located at [www.knr8.net](http://www.knr8.net)
2. Outside of working hours staff may distribute campaign literature, seek donations, telephone prospective voters, assist with mailings, etc.
3. Contribute money to the campaign.
4. Display political signage in or on personal vehicles and property.
5. Advise parents/citizens of the voting date, encourage voter registration, and urge them to vote on Election Day.
6. Use PERSONAL social media to support or oppose an election issue outside of contracted time.

## Staff May NOT DO the Following:

1. Wear buttons, wristbands, or shirts supporting or opposing an election issue while on duty.
2. Distribute any information in support of or against an election issue on school time. This includes newsletters or information not prepared by the staff member but given to the staff member to hand out.
3. Use school time or resources to promote or oppose an election issue or candidate (computers, laptops, ipads, school email, copy machines, phones, cell phones, etc.).
4. Use their school devices at home to support or oppose an election issue or candidate.
5. Use their personal devices when logged into district internet to support or oppose an election issue or candidate.
6. Use personal or district social media to support or oppose an election issue while on a school device, school internet, or on school time.

## School Announcements, Marquees, Emails, and any other forms of communication:

Say, "Vote on April 2." Employees CANNOT say "Vote Yes" or "Vote No" or anything relating to an Election Issue (candidate, ballot issue, bond issue, levy) or an Election Issue Rally (bond, candidate, ballot) using any school resources during the work day.

## Rapid Notification Usage (i.e. SchoolMessenger, Remind, etc):

District staff cannot use rapid notification systems to mention anything other than "Vote April 2" and provide factual information. Employees have to make sure that the message is not swaying for or against the issue.

## PTO/Booster Club Newsletters:

PTO & Booster Clubs can hand out newsletters with information encouraging people to "Vote Yes" or "Vote No." However, the following guidelines must be followed:

1. No part of the newsletter can be paid for using district funds. District copy machines cannot be used for anything containing information supporting or opposing any ballot issue or candidate.
2. The newsletter cannot be handed out or placed in folders by teachers or staff. It has to be distributed by PTO, Booster club, etc. only. All factual information about any district ballot issue should be reviewed by the Communications Office to ensure it meets all legal guidelines.

If you have questions or need clarification on the legality of something,  
please contact Tina Brant at 660-563-3186 ext 1012.