











Political Action Guidelines









EDUCATE, DON'T ADVOCATE

The Board of Trustees is empowered to provide voters relevant facts and aid them in reaching an informed decision when voting on a political issue. A school district or its employees may not expend public funds or public resources to promote one side or the other on a political position, however, the line between education and advocacy may be murky at times, and often the questions that arise are highly case specific. This guide aims to help employees properly navigate political campaign issues effectively. Staff must also adhere to applicable Board Policies and Administrative Regulations related to political activities, including BP/AR 4119.25 - Political Activities of Employees, BP/AR 6144 - Controversial Issues, and BP 7315 - Signs. Staff should also review the Guide for Classroom Artifacts,, which specifically focuses on the classroom/instructional setting.

POLITICAL ACTION DO'S

-  Staff may encourage people to register to vote for an election, including setting up booths at District events.
-  Staff may solicit or receive political contributions for ballot measures and candidates outside of working hours and outside of instructional settings.
-  Staff may wear political campaign buttons or other political apparel in a school or district office, but not in an instructional setting.
-  Staff may place political signs in their cars or bumper stickers on their cars that are parked in a school or district parking lot.
-  Staff may engage in political discussions and activities on their own time
-  Information about a ballot measure may be placed on a union bulletin board in a staff break room.
-  Flyers can be posted on the wall or set on a counter in a staff break room, but only if the District or school has permitted such dissemination of flyers and granted all viewpoints equal access to the staff break room for these purposes.
-  Staff may hand out pledge cards or information about propositions or candidates in the break room if the staff member is doing so in their private capacity, and on their own non-duty time rather than during instructional time.

POLITICAL ACTION DON'TS

-  Staff may not wear political buttons or other political apparel in a classroom or instructional setting.
-  Staff may not include political messages as part of their signature line or in other ways in their electronic communications, including emails, using district technology.
-  Staff may not post or distribute materials that advocate for or against a ballot measure on school property during work hours or copy at district expense.
-  Staff may not conduct political campaign activity during working hours or in an instructional setting.
-  Staff may not use students to write, address, or distribute campaign materials, or permit student campaign activity during instructional time.
-  Staff may not tell people on school property during work hours to register to vote so they can vote for or against a specific ballot measure.
-  Staff may not solicit or receive political contributions during working hours or in instructional settings.
-  Staff may not use district funds, equipment, services, staff time, email system, or employee mailboxes for political activities, even if the district is reimbursed.



PROTECTING FREE SPEECH

The district respects the right of employees to engage in political discussions and activities on their own time, and at their own expense. On such occasions, employees should make it clear that they are acting as individuals, not as district representatives. This guide is intended to provide general guidelines on common election-related situations. If you have any questions about an issue that is not covered by this guide, please contact the Communications and Family Engagement Department at **(916) 561-5267**.

