

**Alexandria City Public Schools**  
**Superintendent's Guidelines**  
**For the Conduct of School Board Campaigns**  
*Updated March 2009*

I. PURPOSE

To provide guidelines to schools and school employees for the conduct of School Board election campaigns.

II. ACCESS TO SCHOOL SYSTEM INFORMATION

- A. Any candidate or other Virginia resident may have access to public school system records pursuant to the Freedom of Information Act.
- B. The Superintendent will cooperate impartially with candidates in providing information about school governance, Board operations, and school programs. This cooperation may include:
  - 1. Notifying candidates of public meetings of the Board and providing agendas and minutes of the meetings.
  - 2. Providing candidates with published information on the duties and responsibilities of school boards and school board members.
  - 3. Arranging for a candidate to review the current policies of the Board, school system regulations, and publications of the school system.

III. DISPLAY AND DISTRIBUTION OF POLITICAL LITERATURE

The posting or distribution of campaign literature and materials is prohibited on lands or within buildings owned or controlled by the School Board with the following exceptions:

- A. Campaign literature and materials may be posted and distributed at election-related events that are held during non-school hours in accordance with Policy KG (Community Use of School Facilities) and authorized through the ACPS Permit for Use of School Facilities. All campaign materials must be removed from school premises at the end of such event.
- B. Campaign literature and materials may be used as classroom teaching aids on the condition that support for any individual candidate or candidates is not solicited pursuant to Policy INB (Teaching About Controversial Issues) and Policy GBG (Staff Participation in Political Activities and School Board Election Campaigns).

#### IV. USE OF FACILITIES

- A. When space is available, candidates may use school facilities during non-school hours for campaign activities pursuant to Policy KG (Community Use of School Facilities).
- B. Civic organizations and PTAs may organize all-candidate forums for community education purposes during non-school hours.

#### V. EMPLOYEE POLITICAL ACTIVITIES

- A. All employees are encouraged to exercise their constitutional rights; however, they shall not involve their schools, workplaces, or the resources of their schools in political campaigns and shall not participate in campaign activities during hours of official employment.
- B. Campaign materials may not be distributed by school system employees to any students or to other school employees during school hours, except as may be used to further student understanding of instructional objectives, as specified in the Alexandria City Public Schools curriculum and the Virginia Standards of Learning, pursuant to Policy INB (Teaching About Controversial Issues) and Policy GBG (Staff Participation in Political Activities and School Board Election Campaigns).
- C. No employee shall be expected or required to participate in any campaign or to support any candidate as a condition of employment.
- D. No current employee may simultaneously serve as a School Board member.

#### VI. USE OF ACPS-TV (Channel 71)

- A. A School Board member who has declared his or her candidacy or a candidate for any public office shall not host or participate in any program on ACPS-TV (Channel 71) (Policy GBG) from the first Tuesday in March on an election year through the election in which he or she is running (with the exception of cablecasts of School Board meetings and other televised public school meetings).
- B. ACPS-TV shall not be used for campaign advertising or fund solicitation by candidates or their representatives.
- C. ACPS-TV programming shall be non-political and non-partisan at all times.

#### VII. USE OF ACPS ELECTRONIC MEDIA

- A. ACPS computer equipment and electronic mail shall not be used by employees, School Board members, or candidates to distribute campaign literature to ACPS employees or to members of the public.

## VIII. CONDUCT OF CANDIDATES

- A. School Board candidates shall conduct themselves in accordance with the Virginia Conflict of Interests Act, Policy BBFA (School Board Members Conflict of Interest), including those provisions concerning nepotism, gifts or favors, School Board contracts, and any matter coming before the School Board for official action. School Board candidates shall also conduct themselves in accordance with the Alexandria City School Board Code of Ethics, and the Alexandria City School Board Standards of Conduct.
- B. Candidates for School Board election shall not use ACPS resources, facilities, personnel (except insofar as employees who may voluntarily participate during non-school hours), school events at which they are official participants, stationery, or the ACPS logo in support of their campaigns. Campaign literature shall not be placed in employee ACPS mail boxes.

### Attached documents:

- Policy KG (Community Use of School Facilities)
- ACPS Permit for Use of School Facilities
- Policy INB (Teaching About Controversial Issues)
- Policy GBG (Staff Participation in Political Activities and School Board Election Campaigns)
- Policy BBFA (School Board Members Conflict of Interest)
- Alexandria City School Board Code of Ethics
- Alexandria City School Board Standards of Conduct