

## NO POLITICS IN OUR SCHOOLS—How To File A Complaint

This is a guide of suggestions and resources that may be helpful if you are considering filing a complaint related to political activity in schools and/or in connection with a school employee(s). This is not intended to dictate any specific process for doing so and is only a set of guidelines, not a guarantee, of what may be a potential violation of ARS 15-511 or school policies. This information was not provided by legal counsel and is not legal advice in regards to any local, state or federal laws or school policies. If you have legal questions/concerns, please consult with an appropriate professional.

### WAS A VIOLATION COMMITTED?

If you are considering filing a complaint, you should first determine if a violation has actually occurred. Violations can occur on various levels (see below). Be sure to review the guidelines at all of these levels so you can reference specifically what statute/policy you believe was violated. See last page of this document for a list of potentially prohibited activities.

**STATE (ARS 15-511)**-State statute ARS 15-511 states: “**A person acting on behalf of a school district or a person who aids another person acting on behalf of a school district** shall not spend or use school district or charter school resources ... for the purpose of influencing the outcomes of elections.” It does not just apply to employees and teachers, it applies to anyone who is associated with public schools, for example, parent organizations and school board members. It means using any school resources including time, facilities, email and anything else of value to influence the outcome of elections is against the law. Review ARS 15-511 <https://www.azleg.gov/ars/15/00511.htm>

**STATE/CERTIFIED EMPLOYEES**- The State Board of Education has an Arizona Administrative Code with guidelines for the behavior/conduct of certified employees. This ONLY applies to any administrator/teacher who holds a certification with the Arizona Department of Education. This code references unprofessional conduct but does not cite anything specifically related to political activity. However, they do investigate any violation of a state statute as that may be considered unprofessional behavior. Review the code and reference any state statute (ARS 15-511) you believe was violated in your complaint.

Check if an employee holds a certification <https://oacis.azed.gov/PublicOACIS/NormalPages/Educators.aspx>

Review Arizona Administrative Code Article 13 Conduct (See R7-2-1308-Unprofessional and Immoral Conduct on page 130) [https://azsbe.az.gov/sites/default/files/7-02\\_0.pdf](https://azsbe.az.gov/sites/default/files/7-02_0.pdf)

**DISTRICT/CHARTER**—School districts have established policies with guidelines in areas including participation in political activities, staff conduct, dress code, use of social media/electronic devices, public solicitation in schools, advertising in schools and distribution of promotional materials. Charter schools have their own policies as well so you will need to refer to their policy handbook for more information.

Review school district policies <https://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>

[Check your school district website for the most current policies.](#)

[A list of suggested policies to look for in your district is included in this guide](#)

### REMEMBER

- ✓ It may only be considered a violation if the school employee committed it on school property or while in an official capacity for the district/charter performing the duties of their job. Employees can do what they want regarding politics on their own free time and when they are on not on school grounds.
- ✓ If it is something that occurred on social media, anything that appears on an employees’ personal page is usually not prohibited. If their post uses their position as an employee to assert a political stance or is posted during school hours then it may be considered a violation. If it is posted on any official school website/social media page then it may likely be considered a violation.

# NO POLITICS IN OUR SCHOOLS—How To File A Complaint

## POLITICAL CANDIDATE/CAMPAIGN COMPLAINTS

Complaints about activity happening on a school campus that involve a political candidate/campaign or ballot proposition should be directed to the school principal. See more information under the potential areas of violations section of this guide.

## GET DOCUMENTED PROOF

**The burden of proof is on you if you choose to file a complaint.** Most reported violations never result in any action due to a lack of evidence. Here are guidelines to keep in mind when documenting your complaint.

**PHOTOS/VIDEO**—Pictures and video are worth a thousand words. If you can, take a picture or video of the violation while it is occurring.

**SCREEN SHOTS**- If it is something that occurs on social media, take screen shots. Be sure to get shots of the date/time and account it was posted on. Remember that people can always go back and delete stuff so be sure to take screen shots right away.

**AUDIO**- Arizona is a single consent state which means you can record any conversation that you are participating in and can record a conversation that you are not participating in if one party to that conversation consents to you doing so. Before you engage in any recording, please make your own assessment as to if it is legal as this is not intended to serve as legal advice. You may want to review Arizona Statute 13-Criminal Code (Chapter 30- Eavesdropping and Communications) <https://www.azleg.gov/arsDetail/?title=13>

**EMAIL/DOCUMENTS**- If the violation involves any emails or documents (student assignments, flyers, etc.) be sure to save copies of everything. Immediately write down details such as the date, who distributed the documents and other information, if it's not already in the document itself.

**COMMUNICATION**-If you address your complaint with the employee, school administrator/principal or anyone else, be sure to do so in writing. You may need to submit copies of any correspondence you have regarding the complaint especially if you escalate it to a higher level. They may want proof that you attempted to have the issue resolved at other levels first.

**PHONE CALLS**-Report your complaint in writing so you have proof and to prompt a response in writing. If you discuss the complaint by phone or in person be sure to document your conversation afterwards. Send an email afterwards to the person(s) you spoke with outlining what was discussed. This may help serve as evidence if needed.

## GET FULL COMPLAINT DETAILS

In order to file a complaint, you will need to have basic details in order to have it investigated properly.

**DATE**- Date the violation occurred. Any communication regarding the complaint should also be dated.

**LOCATION**- Location in which the violation occurred. Be specific. (School, location on campus, etc.)

**NAMES/TITLES**- Names/titles of all individuals involved. No one can investigate a "John Doe."

## SUGGESTIONS

- ✓ Be careful if you choose to address the person who is committing the violation. Document your conversation. Don't be confrontational or make any threats. It may be best not to approach them and just report it to the school to let them handle it.
- ✓ Be careful who you talk to about your complaint (other teachers, staff, parents, etc.). It's probably not a good idea to post it all over social media and identify the person as you don't want to damage their reputation publicly.

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## FILE A COMPLAINT

Follow the chain of command. File the complaint with the school administrator/principal first in effort to get it resolved. If that doesn't work, you may want to escalate it to the superintendent then the board. If that doesn't work, you may want to escalate it to the state level. The superintendent/school board will usually require that you address the concern with school administration first. The Arizona Department of Education suggests that you try to resolve the issue at the district level first. Remember that the complaint process takes time. If you don't get any kind of initial acknowledgement from your complaint within 48-72 hours then follow up by phone.

### SCHOOL PRINCIPAL/ADMINISTRATION

Send an email to the school principal/administration outlining your complaint. Be specific, include all relevant information and attach any proof. If you expressed any concerns to the violator themselves, be sure to note that as well. See list of district websites for school administration contact information <https://www.azed.gov/districtwebsites/>

### SUPERINTENDENT

If you need to escalate your complaint, send an email to the superintendent. Be specific, include all relevant information and attach any proof. Note your efforts to resolve it at the school level and include copies of any related communication. If you have to file a second complaint to the school on the same employee, meaning they committed the same violation again or committed a different violation, then you may want to consider escalating it to the superintendent.

See list of district websites for superintendent contact information <https://www.azed.gov/districtwebsites/>

### SCHOOL BOARD

Superintendents are hired by and report to the district governing board. If you need to escalate your complaint to the board send them an email. Be specific, include all relevant information and attach any proof. Note your efforts to resolve it at the superintendent level and include copies of any related communication.

See list of district websites for board contact information <https://www.azed.gov/districtwebsites/>

### ATTORNEY GENERAL

The Attorney General investigates complaints against individuals, schools or school boards in relation to state statutes like ARS 15-511. They do not have an online form to file a complaint. Write an email outlining your complaint. Be specific, include all relevant information and attach proof. Share why you believe your complaint violates AS 15-511. Share any efforts to have the issue resolved at other levels, the outcomes and attach all evidence. **DO NOT CALL THE ATTORNEY GENERAL'S OFFICE.** They don't take complaints by phone, may not be able to direct you appropriately and may just refer you to the Arizona Department of Education. They also will not comment on whether your complaint is a violation of state statute. If you believe it is and have proof, file the complaint. If you file a complaint to the Attorney General regarding a certified employee, it is also a good idea to file a complaint with the Arizona Department of Education as well. Include a note in your complaint that you have filed reports simultaneously with both agencies. Email your complaint to [Nick.Dranias@azag.gov](mailto:Nick.Dranias@azag.gov). This is the contact at the Attorney General's office who handles complaints related to ARS 15-511. NOTE-he is not the contact for consumer, criminal or other complaints. Refer to the office website for info on how to report other types of complaints <https://www.azag.gov/>.

### ARIZONA DEPARTMENT OF EDUCATION (ADE)

ADE ONLY handles complaints regarding employees who hold a certification with the ADE. They do NOT investigate schools, school boards or any school staff who are not certified (support staff, etc.). You are required to complete their statement of allegations packet to file a complaint. NOTE- this packet has a page that you will need to sign and have notarized. This must be completed. **DO NOT CALL THE ADE OFFICE.** They don't take complaints by phone and will just direct you to complete the statement of allegations packet. They also will not comment whether your complaint is a violation. If you believe it is and have proof, file the complaint.

Check if an employee holds a certification <https://oacis.azed.gov/PublicOACIS/NormalPages/Educators.aspx>.

File a complaint <http://www.azed.gov/adeinfo/investigative-unit-complaints/>.

## NO POLITICS IN OUR SCHOOLS—How To File A Complaint

### SUGGESTED COMPLAINT VERBIAGE FOR SCHOOL ADMINISTRATION-FIRST COMPLAINT

Below is verbiage that you may use to help in filing a complaint with your school administration.

Date

Complaint: [NAME/TITLE OF VIOLATOR(S)]

Issue: Violation of state law/district policies regarding politics in schools

Dear [NAME AND TITLE],

I am a [PARENT, COMMUNITY MEMBER, ETC.] who would like to submit a complaint involving activity that occurred on your school campus and/or in connection with a school employee. I believe this activity may be a violation of state laws and district polices in relation to politics in schools.

[SHARE STORY OF WHAT YOU OBSERVED—Include all details]

I believe this activity may be a violation of ARS 15-511 as well as district policies. As you may know, ARS 15-511 prohibits school employees from using school resources, school grounds or their position in any attempt to influence the outcome of elections. District policies are also in place regarding participation in political activities, staff conduct, dress code, use of social media/electronic devices, public solicitation, advertising and distribution of promotional materials on school grounds. I have attached evidence to support my claim.

I want to ensure that we keep our school free of politics for the benefit of our students. Such activity is a distraction to the school environment and educational mission, demonstrates unprofessional behavior on behalf of the employees who engage in it, and opens the door for potential conflicts. No one is trying to prevent employees from exercising their First Amendment rights or engaging in political action, but it must be done when they are acting as a private citizen and not while they are being paid by the district to perform their assigned duties.

I appreciate you cooperation in looking into this matter and providing a timely response as to how it may be addressed/resolved. Please feel free to contact me with any questions.

Sincerely,

[NAME]

[PHONE]

[EMAIL]

Attachment(s) [LIST SPECIFICALLY WHAT IS ATTACHED—Photo, flyer, screen shot, video, etc.]

## NO POLITICS IN OUR SCHOOLS—How To File A Complaint

### SUGGESTED COMPLAINT VERBIAGE FOR SCHOOL ADMINISTRATION-ESCALATED

Below is verbiage that you may use if you filed a complaint with your school administration and their response did not address/resolve the issue and you need to escalate it.

Date

Complaint: [NAME/TITLE OF VIOLATOR(S)]

Issue: Violation of state law/district policies regarding politics in schools

Dear [NAME AND TITLE],

Thank you for your response to my complaint that was filed on [DATE COMPLAINT MADE] against [NAME/TITLE OF VIOLATOR(S)] for activity that I believe may be a violation of state laws and district polices in relation to politics in schools. While I appreciate your response, I don't feel it was addressed properly or was resolved and needs further consideration at the next level.

State statute ARS 15-511 clearly states that any political activity conducted on school grounds, by school employees while performing their official duties or with the use of any school resources is a violation. This includes any efforts that directly address a ballot proposition such as Invest In Education and any organization that is clearly tied to a political stance such as Save Our Schools who advocates in favor of Proposition 305. Last year there were some question as to whether or not Red For Ed efforts were considered a violation of this policy. The circumstances have changed since then as Red For Ed was the driving force behind the signatures collected for the Invest In Education Act and continues to publicly advocate in the support of this proposition.

I have forwarded my concern and complaint to the [SUPERINTENDENT/GOVERNING BOARD] and have asked them to investigate the issue. Thanks for your time.

Sincerely,

[NAME]

[PHONE]

[EMAIL]

Attachment(s) [EMAIL TO SUPERINTENENT/SCHOOL BOARD]

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### SUGGESTED COMPLAINT VERBIAGE FOR SUPERINTENDENT/SCHOOL BOARD

Date

Unresolved Complaint With School Administration

School: [NAME OF SCHOOL INVOLVED]

Employee(s): [NAME/TITLE OF VIOLATOR(S)]

Issue: Violation of state law/district policies regarding politics in schools

Dear [NAME AND TITLE],

I am a [PARENT, COMMUNITY MEMBER, ETC.] who submitted a complaint to [PRINCIPAL NAME] involving activity that occurred at [SCHOOL NAME] that I believe may be a violation of state laws and district policies in relation to politics in schools. My complaint was not addressed/resolved properly at the school administration level so I am forwarding it to you for review.

[SHARE STORY OF YOUR COMPLAINT—Include all details]

I believe this activity may be a violation of ARS 15-511 as well as district policies. As you may know, ARS 15-511 prohibits school employees from using school resources, school grounds or their position in any attempt to influence the outcome of elections. District policies are also in place regarding participation in political activities, staff conduct, dress code, use of social media/electronic devices, public solicitation, advertising and distribution of promotional materials on school grounds.

I want to ensure that we keep our schools free of politics for the benefit of our students. Such activity is a distraction to the school environment and educational mission, demonstrates unprofessional behavior on behalf of the employees who engage in it, and opens the door for potential conflicts. I believe it is in the best interest of everyone involved (employees, parents and students) for the district to take a proactive approach to discourage political activities on school grounds and enforce the state laws and policies of the district to avoid any further issues. No one is trying to prevent employees from exercising their First Amendment rights or engaging in political action, but it must be done when they are acting as a private citizen and not while they are being paid by the district to perform their assigned duties.

I appreciate your cooperation in looking into this matter to have it resolved at the district level so I can avoid having to file formal complaints with the Attorney General and/or Arizona Department of Education. Please feel free to contact me with any questions.

Sincerely,

[NAME]

[PHONE]

[EMAIL]

Attachment(s) [COPY OF COMPLAINT FILED TO PRINCIPAL, THEIR OFFICIAL RESPONSE AND ALL SUPPORTING EVIDENCE]

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## POTENTIAL AREAS OF VIOLATION

Anything Invest In Education, Prop 305 or Save Our Schools on a school campus is prohibited because it is clearly connected to a ballot proposition (Anything a non-employee or student wear does not apply). It is still unclear if Red For Ed related activities constitute a violation of state law and/or district policies as no cases have been enforced YET by any state agency. It is recommended that you still report any Red For Ed activities until that determination is made by the Attorney General's office, ADE or your district administration. Red For Ed is in a different position now than last school year because that they have since asserted a position on Invest In Education and were the driving force behind collecting signatures. A strong case can be made to clearly tie them to political activity.

Political activity= support or opposition of a cause, political candidate, ballot measure/proposition or political stance.

- ✓ Tshirts, hats or other items displayed on their persons or apparel promoting any political activity or organization that is connected to political activity.
- ✓ Tshirts with ANY logos/advertising (exception of name brands of the manufacturer and school logo wear).
- ✓ Any attire that may be symbolic that when asked prompts a response from a school employee that leads them to assert a position on political activity.
- ✓ Wearing of a solid color is not prohibited but if done in such unity that it becomes excessive it may be considered a disruption to the school environment.
- ✓ Use of an official school email address connected to political activity.
- ✓ Use of school equipment/technology to post messages on social media connected to political activity.
- ✓ Social media messages connected to political activity posted during school hours.
- ✓ Social media messages posted on personal employee pages connected to political activity that relate to their position as a teacher/employee.
- ✓ Messages connected to political activity posted on any official school websites or social media pages.
- ✓ Messages connected to political activity posted on any school related websites or social media pages (example PTO organizations).
- ✓ Use of school resources including facilities, vehicles, postage, telecommunications, expenditures, copy machines and computer hardware/software connected to political activity.
- ✓ Distribution of any materials connected to political activity on school grounds (by anyone, not just employees).
- ✓ Collection of funds connected to political activity on school grounds.
- ✓ Circulation of any petitions related to political activity on school grounds.
- ✓ Posting of any materials connected to political activity on school grounds (classrooms, break rooms, etc.)
- ✓ Employee personal vehicles parked on campus can have political propaganda, yet it can't be excessive (flags, banners, etc.) and cannot be parked long term to serve as a mobile advertisement.
- ✓ Recruitment for volunteers/events or any efforts connected to political activity on school grounds.
- ✓ Assembly of employees on school grounds connected to political activity (walk-ins that extend on campus).
- ✓ School organizations like PTO's should not take any position or participate/promote in any political activities on behalf of the group.
- ✓ Students may not be asked to complete any assignments connected to political activity (may be permitted in a government class setting depending on how the assignment is positioned).
- ✓ Employees should not engage in any conversations with other employees, students or parents connected to political activity on school grounds or if the conversation is related to their official capacity as an employee.
- ✓ Use of their position to influence an employee or student on political activity.
- ✓ Discrimination against any employee, parent or student because of their political beliefs.
- ✓ Schools may be used for government-sponsored forums or debates if the government sponsor remains impartial and the events are purely informational and provide an equal opportunity to all viewpoints. The rental and use of a public facility by a private person or entity that may lawfully attempt to influence the outcome of an election is permitted if it does not occur at the same time and place as a government-sponsored forum or debate.

# NO POLITICS IN OUR SCHOOLS—How To File A Complaint

## **POLITICAL CANDIDATE/CAMPAIGN COMPLAINTS**

Complaints about activity happening on a school campus that involve a political candidate/campaign or ballot proposition should be directed to the school principal. If a candidate's supporters are passing out propaganda on school grounds (putting flyers on cars, etc.) then you should notify the school principal/administration at the time it is occurring. This would most likely occur during school events like concerts, sporting events, etc. The school would need to notify the offenders that the activity is prohibited on school grounds. There is not much that can be done after the fact. You may consider personally notifying the offenders that their activity may be prohibited by ARS 15-511 and district policies and that you intend to report it to school administration. Sometimes this may be enough to get them to stop. If an employee is participating in the activity then you should document it and report it to the school principal. Regardless, you should take a picture of the activity to show school administration what is occurring and to document it in case it happens again. You may also send a note to the candidate's campaign reminding them that distributing campaign literature on school grounds is prohibited by ARS 15-511 and district policies.

## **DISTRICT POLICIES TO WATCH FOR**

School districts have established policies that all employees must follow, including administrators and governing board members. Many of these are developed with guidance from the Arizona School Board Association so they may be the same for many districts unless the district chooses to revise them. Charter schools have their own policies as well so you will need to refer to their policy handbook for more information. Here are some common policies you may want to look for in your district guide. NOTE: This does not mean that your district recognizes these policies so be sure to check their official policy guide before citing them in any complaint.

Review school district policies <https://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>  
Check your school district website for the most current policies

### **GBEB- Staff Conduct**

Employee Ethics-Employees are expected to maintain high ethical standards in the performance of their job duties and in their relationships with other employees, students, and community members. Examples of the standards to which employees are expected to adhere include, but are not necessarily limited to, the following:

- Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or propaganda of any kind. Avoid using position for personal gain through political, social, religious, economic, or other influence.

### **GBEBA-R Staff Dress Code**

All Employees' Appearance Should Reflect The Following: Category 1 Employees: Office Personnel, Teachers, Administrators, Psychologists, Nurses and Health Assistants, Social Workers, Instructional Assistants and Para-Professionals.

- No hats inside the building
- No t-shirts (logo/advertising)

### **GBEBC- Gifts To And Solicitations By Staff Members**

Staff-member solicitation(s) of other employees for any outside profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent or designee in advance. No other solicitations shall be made by or of employees during official duty time.

### **GBEF- Staff Use Of Social Media And Electronic Devices**

The Governing Board expects employees to utilize social media communications and electronic devices in a professional manner at all times. Social media is defined as the use of web-based and mobile technologies to communicate through interactive dialogue. Mobile technologies are any devices that include, but not limited to: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays or stores information; or accesses the



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Internet or private communication or information networks through the use of smartphones and other mobile technologies and subsequent generations of these and related devices.

District employees:

- shall be responsible for the content of their posting on any form of technology
- shall ensure that technologies used to communicate with students and District staff are maintained separately from personal accounts such as Twitter and Facebook
- shall not use District-owned or provided technologies to endorse or promote a product, a cause, political position or candidate
- shall be aware of his/her affiliation with the District and ensure the related content of any posting on District-owned or provided technologies adhere to policies relative to staff conduct with colleagues, community members, parents and students

Violations of this policy may result in disciplinary action up to and including termination and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified.

### **GBEF-R Staff Use of Social Media and Electronic Communication (Regulation)**

The regulations listed below shall be followed to protect reputations of employees, students and parents as well as adhere to State and/or District rules and policies.

#### **Regulations for District/Professional Use**

The [school email] address attached to an employee name/or e-mail implies that the employee is acting on behalf of the District and, as such, is expected to conduct themselves professionally. When using a District email address and/or equipment to participate in any social media forum, employee actions are public and employees will be held fully accountable for any and all activities. Any information shared via email, social networking sites and/or blogs regarding the business of the District, whether using personal or District equipment, is considered public record.

#### **Regulations for Personal Use**

The personal use of social media forums creates the risk of affecting the professional career of an employee. To that end, it is vital that the employee conduct themselves in such a way that does not adversely affect their position with the District. Below are recommendations when using social media forums for personal use:

- If an employee identifies themselves as a District employee, the employee should remember that any action may reflect not only on the employee but on the District as well.

#### **Staff/Student Use**

- Employees should not communicate with students using personal social media forums except for school business. All electronic communication with students should be conducted through a District managed/approved social media forums. This includes becoming "friends" or allowing students to access the personal page of an employee to communicate.
- Employees will refrain from creating personal social media forums that permit social interaction with students enrolled in the District. This does not include approved professional social media forums that may be used for work-related purposes (homework blogs, school sports teams, etc.).
- Employees shall notify parents of their intention to use approved District social media forums to communicate with students and the intended purpose of such communications. All ethical expectations for appropriate employee/student relationships shall be followed.
- Employees shall refrain from providing their personal email address to students currently enrolled in the District. Employees should only provide their official District email address as a way to communicate with students or parents regarding District and/or school related business.

### **GBI - Staff Participation In Political Activities**

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time may not be used for political purposes. Staff members who intend to engage in political activities shall be guided by the following:

- No employee shall engage in political activities upon property under the jurisdiction of the Board, unless permission has been granted for that purpose through the "Community Use of School Facilities" policy of the Board.

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- Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity for the District, and without the participation of District employees or students acting in the capacity of District or school representatives.
- The use of school district resources, including facilities and equipment, for District sponsored forums or debates are permitted if the District remains impartial and the events are purely informational and provide an equal opportunity to all viewpoints.
- Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be extended only when such invitations are extended to all candidates for the office. The rental use of District property by a private person or entity that may lawfully attempt to influence the outcome of an election is permitted if it does not occur at the same time and place as a related District-sponsored forum-debate.
- The use of District equipment, supplies, materials, buildings, or other resources to influence the outcome of any election is not permitted.
- Political circulars or petitions may not be posted or distributed in school.
- The collection of campaign funds and/or the solicitation of campaign workers is prohibited on school property.
- The use of students for writing or addressing material intended to influence the outcome of any election, or the distribution of such materials to or by students, is forbidden.
- Employees of the District may not use the authority of their position to influence the vote or political activities of any subordinate employee.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board. The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy. The District may distribute informational reports on a proposed budget override election as provided in A.R.S. 15-481 and on a proposed bond election as provided in A.R.S. 15-491 if those informational reports represent factual information in a neutral manner, except for those arguments allowed under A.R.S. 15-481. Nothing in this policy shall preclude the District from producing and distributing impartial information on elections other than District budget override elections or reporting on official actions of the Governing Board. Pursuant to the Sections 4(f)(4) and 203 of the Voting Rights Act of 1965, informational reports and any other materials of information relating to the electoral process, shall be in the Spanish language, as well as in the English language. This policy shall apply only when an employee is serving as an agent of or working in an official capacity for the District. District employees shall be permitted time as provided in statute, if required, to vote in the primary or general election.

### **IJNDB-R -- Electronic Information Systems (EIS) Unacceptable Or Unauthorized Use**

**Internet and World Wide Web:** District employees, students, parents, and other authorized community members may have access to the Internet and World Wide Web through the district's wired and wireless infrastructure. The district retains sole discretion in determining unacceptable and unauthorized EIS use. The list below includes, but is not limited to, the types of unacceptable and unauthorized EIS uses.

- Using the system for entertainment, commercial or political lobbying purposes.

An individual search will be conducted if there is reasonable suspicion that a user has violated district policies, procedures, or the law. The investigation will be reasonable and related to the suspected violation. Files created by district employees on district computers may be accessible under state public records laws.

### **KD-- Public Information And Communications**

The Superintendent has the responsibility of keeping the public informed as to the purpose, goals, methods, and progress of the educational program. Accuracy, reliability, and leadership in this area will develop confidence and understanding, creating better relationships between the District and the community. All school personnel are responsible for good public relations. All written notices, bulletins, newsletters, and matters pertaining to students are to be approved prior to release. Matters that pertain to an individual school are to be approved by the principal prior to release. Matters that pertain to the District are to be submitted for approval to the Superintendent prior to release. Non-school originated material of a commercial, political, or religious nature shall not be released through the students.

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### **KHA --Public Solicitations In Schools**

The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals. This policy shall apply particularly to ticket sales and sales of articles or services except those directly sponsored by school authorities or school organizations. Solicitation of employees and/or students by any outside profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent's designee in advance.

### **KHB --Advertising In Schools**

#### Advertising Standards

Unless otherwise prohibited by law, nothing herein shall be construed to prevent the District or a District school from the sale of advertising space in accordance with A.R.S. 15-342.27(a) subject to the following conditions:

- Advertisements shall not promote any particular political interest, candidate, party or ballot measure.
- Advertisements shall not be contrary to the best interests of the District or its students, or which might result in public criticism of the District or its advertising program, or which promote a political, religious or other issue-oriented viewpoint.

### **KHC --Distribution Of Promotional Materials**

The Governing Board believes the mission of the District is to educate its students. The relationship between [CITY] Public Schools and community organizations that support our students is very valuable, and the District wishes to cooperate with those organizations. However, because of the District's mandate to educate students and to treat all community and other outside organizations in a consistent manner, [CITY] Public Schools' students will not receive, for classroom distribution, written information pertaining to the activities of these organizations. The District will allow these community and outside organizations to display/distribute their information in a kiosk located in the office of each school, and/or provide an electronic copy of their flyer to be posted on our District website, as long as this information meets the policy guidelines. [CITY] Public Schools neither endorses nor sponsors the organizations or activities promoted in these materials.