# DOUGLAS COUNTY SCHOOL DISTRICT RE. 1

## Guidelines for Compliance with the
## Colorado Fair Campaign Practices Act,
## COLO. REV. STAT. §§ 1-45-101 et seq.

## March 2006

*Colorado's Fair Campaign Practices Act forbids public resources from being used to support or oppose a candidate or ballot issue. The following guidelines have been prepared to insure compliance with the law and the orderly operation of regular school functions during the election season.*

A.  <u>Access to School Grounds During the Instructional Day</u>:

   1.  The instructional day is reserved exclusively for carrying out the School District's educational mission. Therefore, campaigning on school grounds during the instructional day is prohibited. The instructional day is defined as one-half hour before school begins until one-half hour after school ends.

   2.  Campaign literature may be distributed on the public sidewalks bordering school campuses during the instructional day so long as the distribution is not disruptive of the educational environment and does not unduly impede access to school grounds.

   3.  Campaign materials may not be placed or left in staff mailboxes, staff lounges, work areas, offices, or lounges, nor posted on bulletin boards, on the walls of school facilities, or on school grounds.

   4.  Candidates and persons campaigning on behalf of candidates or ballot issues may not solicit District employees during working hours nor attend District employee or staff meetings at any time.

B.  <u>Distribution of Campaign Materials At School-Sponsored Activities</u>:

   1.  During school-sponsored activities that are held after the instructional day, candidates and members of campaign committees may place campaign materials on cars in parking lots, but must avoid littering.

   2.  Candidates and members of campaign committees may distribute materials inside a school building prior to or after an after-school event that is sponsored by the school and open to the public as long as the distribution does not interfere with the event. If the distribution does interfere, the principal may

redirect or stop the distribution. Alternatively, principals may designate a temporary table or location for rental at which candidates may leave campaign materials during the meeting or event. Any materials remaining on the table at the conclusion of the event will be discarded.

C.  Distribution of Campaign Materials At Board of Education Meetings:

1.  Candidates and members of campaign committees may place campaign materials on cars in the parking lot prior to or during board meetings, but must avoid littering.

2.  Candidates and members of campaign committees may distribute campaign materials in the foyer of the Board Room and outside the administration building before, during, and after the meeting as long as the distribution does not disrupt the meeting.

3.  Candidates may not distribute campaign materials in the Board Room while the meeting is in progress.

D.  Use of School Facilities:

1.  Campaign committees may rent school facilities pursuant to District Policy KF, Community Use of School Facilities, and its implementing regulations. While School District facilities are available on an even-handed basis, a campaign committee may be denied this opportunity if school facilities are not available.

2.  Organizations, whether or not school-sponsored, that have free or reduced-rate access to District facilities, may not invite candidates to make presentations at their meetings unless the meeting is a candidate forum and every candidate has been invited and is given equal opportunity to attend and participate.

3.  Campaign committees may not use or rent District copy machines, telephones, computers, fax machines, or other equipment.

E.  Requests for District Information:

1.  Candidates, like other citizens, may request School District records pursuant to Colorado's Public Records Act.

2.  School and employee directories are for school and District purposes only and are not available for candidate use.