

**Administrative Procedures for Policy #1020 (Administration)
Regarding Political Activities on CCPS Property and During School Activities**

I. Definitions

- A. Ballot question – a question appearing on an official election ballot as defined in Title 7 of the Election Law of Maryland
- B. Campaign – to engage in activities designed to support a candidate, a ballot question, or a political campaign
- C. Campaign material – materials containing text, graphic or other images, relates to a candidate, a prospective candidate, or the approval or rejection of a ballot question and is published or distributed. This includes materials transmitted or appearing on the Internet or other electronic medium as well as oral campaign advertisements. Road signs are also considered to be campaign materials
- D. Candidate – an individual who has filed a certificate of candidacy for election to a public or party office. This includes an individual, prior to that individual filing a certificate of candidacy, if a campaign finance entity has been established on behalf of that individual.
- E. Partisan – devoted to or biased in support of or opposition to a political party, group, or cause
- F. Political party – an organized group that is qualified as a political party in accordance with Title 4 of the Election Law Article of the Annotated Code of Maryland
- G. Political campaign – an organized effort to influence the decision-making process of voters in regard to the outcome of a primary, general or special election
- H. Public office – a job or position to which an individual must be elected in a general or special election
- I. School property - Any Calvert County Public Schools (CCPS) building and/or grounds, any CCPS leased or owned vehicles, and vehicles contracted for official school business

II. Guidelines on Political Activities on Calvert County Public Schools property

- A. Individuals, including employees, and groups may not, unless otherwise allowed by negotiated contracts:
 - 1. Campaign or fund raiser for a candidate for public office, a ballot question or a partisan election issue on CCPS property during the school day, during the workday, or during scheduled student activities;
 - 2. Use students as part of a school activity to promote a candidate for elected office, a ballot question or a partisan election issue;
 - 3. Use the CCPS internal email system, pony mail system, employee mailboxes, or personnel directory to:

Administration 1020.1

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Page 1 of 3

- a. Distribute campaign or partisan materials
- b. Advance a candidacy or a ballot question; or
- c. Fundraise for a candidate or for the support or defeat of a ballot question or campaign issue.

B. Individuals and groups may:

1. Research minutes of past Board meetings to glean votes cast by Board of Education members or research school system operations. Minutes are available on the CCPS website or, when requested in advance, will be made available during business hours. There may be a charge if copies are requested;
2. Call any key official of the school system to ascertain public information, provided it already exists in a non-confidential format, and does not require the creation of a new document. There may be a charge for any copies made; or
3. Contact the appropriate Calvert County Public Schools office to confirm the correctness of a statement or fact that the candidate, individual, or group plans to share with the press or public.

III. Employee Restrictions

- A. Depending on the public office, individuals who are currently employed by CCPS may need to take leave to run for office, as determined by the Superintendent.
- B. When expressing viewpoints in the community in support of candidates for public office, employees must take care not to be perceived as speaking on behalf of the school system or any of its units.
- C. Teachers may not present campaign or partisan issues in a classroom setting unless students are given the opportunity to investigate all facets, sides, and/or opinions of and about any and all political and/or campaign issue(s). Teachers shall strive to promote tolerance for the views of others and for the right of individuals to form and hold differing views and opinions.
- D. In some cases, employees who are successful candidates for elected positions may have to resign their employment with CCPS in advance of being sworn into office as determined by Maryland State law and/or the Superintendent of Schools.

IV. Facility Use

- A. Individuals and groups may schedule the use of CCPS facilities in accordance with CCPS Policy 8120.
- B. Per CCPS Policy 8120, political committees, political parties and candidates may not use school facilities for fundraising activities.

V. Exceptions

Administration 1020.1

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Page 2 of 3

- A. Employee bargaining units have specific negotiated rights regarding endorsement of candidates. Negotiated contracts should be reviewed for details. Student elections for CCPS school and system-wide offices are exempt from this procedure.
- VI. Related Policies and Procedures
- A. 1048 Outdoor Signs
 - B. 1200 Selection and Service of Student Member to the Board of Education
 - C. 2715 Internet Acceptable Use
 - D. 2720 Electronic Mail Acceptable Use
 - E. 3405 Student Participation in Political Campaigns
 - F. 8105 School Visitation
 - G. 8120 Use of School Facilities