



## Employee Best Practices for Election Issues

**General rule to remember:** During the time you are acting in the capacity of a Calcasieu Parish School Board employee, you are not allowed to advocate for or against a tax renewal, but you can provide factual information. If you are on your own time and acting as a private citizen, you can advocate in the manner you wish.

**Q:** What does the law say about providing tax renewal information to the public?

**A:** Districts must provide information about the campaign in a neutral manner. Any publications distributed by the district must not promote a vote for or against the issue. It is the district's job to educate voters with the facts. It is the right of citizen and advocacy groups to advocate for the renewal.

**Q:** What may I tell parents at school when asked about the renewal?

**A:** You may provide information that is factual, such as what the tax renewal will accomplish and when the election will take place. You can also share any factual information that is provided by the district. You *may not* campaign to vote "yes" or "no" while working in your official capacity as an employee. You *may* campaign to vote "yes" or "no" when on your own time as a private citizen.

**Q:** Can I distribute information about the tax renewal to parents?

**A:** Yes, you can distribute any district tax renewal materials or provide other factual information in many ways to parents. This includes but is not limited to monthly newsletters, school websites, parent conferences, etc.

**Q:** Can I use my district email account to share information about the tax renewal?

**A:** District employees cannot use district email to campaign for the renewal, but you can provide factual information regarding the renewal using district email. If you wish to inform parents and the public regarding facts surrounding the renewal, the best source of information is what is available on the [district web page](#).

**Q:** Can I post or share information on my personal social media accounts regarding the renewal?

**A:** As long as the social media account is your private account, you may share information about the renewal and advocate in the manner you wish.

**Q:** Should I avoid giving my opinion when I see a parent at the store?

**A:** No, as a private citizen you can advocate outside of school time.

**Q:** Can I ask my students to tell their parents to vote "yes" for the renewal?

**A:** No, that is considered advocacy while working in your official capacity as an employee.

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