ACADEMY OF ACCELERATED LEARNING, INC.
BOARD POLICY MANUAL
SAFETY – COMMUNITY RELATIONS: USE OF ACADEMY OF ACCELERATED LEARNING, INC. FACILITIES AS A POLLING PLACE

Section 1. Policy Purpose and Authority

The Academy of Accelerated Learning, Inc. shall cooperate with the legally authorized election authority when an Academy of Accelerated Learning, Inc. facility is selected for early voting or election-day voting, while preserving voter access, ballot secrecy, student safety, instructional continuity, accessibility, and the security of Academy of Accelerated Learning, Inc. property. The governing board retains final authority to adopt policies governing charter operations and the use of public property.

Section 2. Designation and Agreement with Election Authority

When a facility under Academy of Accelerated Learning, Inc. control is lawfully requested and qualifies for use, the Superintendent or designee shall coordinate with the county or other election authority through a written agreement or written site plan. The agreement shall identify the voting room, dates and hours, setup and removal periods, entrances and exits, curbside-voting space, accessible routes, parking, equipment delivery, custodial services, emergency contacts, restricted areas, restoration of the facility, allocation of permissible costs, and responsibility for election workers, voting equipment, statutory notices, and distance markers.

The Superintendent or designee shall promptly notify the election authority of construction, emergencies, conflicts, or conditions that may affect suitability or accessibility. If simultaneous requests make use impracticable, Academy of Accelerated Learning, Inc. shall coordinate a lawful resolution with the requesting authorities.

Section 3. Student Safety and Separation of Operations

If voting occurs while school is in session, administration shall establish a secure, direct public route to the polling place that is physically and operationally separated from classrooms, student services, food service, staff work areas, and other restricted spaces.

Voters shall not be required to complete ordinary campus visitor screening solely to reach the polling place, but access shall be limited to the designated voting route and voting area.

Academy of Accelerated Learning, Inc. personnel shall maintain student supervision, protect education records and confidential information, and coordinate arrival, dismissal, meals, transportation, deliveries, and emergency procedures to reduce contact between students and election traffic.

Election workers, voters, poll watchers, campaign workers, media, and other members of the public may enter only areas authorized by law or the site plan. Academy of Accelerated Learning, Inc. staff shall refer questions concerning voter eligibility, poll watchers, ballot procedures, election records, and conduct inside the polling place to the presiding election judge or election authority.

Section 4. Accessibility and Curbside Voting

The voting area and route shall be arranged in coordination with the election authority to satisfy applicable accessibility requirements.

Administration shall not obstruct required accessible parking, curbside-voting spaces, ramps, entrances, door clearances, corridors, or paths of travel. Temporary controls used for student security shall not deny or unreasonably burden lawful voter access.

Section 5. Electioneering, Signs, and Neutrality

During the voting period, electioneering and loitering are prohibited within 100 feet of an outside door through which a voter may enter the polling-place building and within 20 feet of a designated curbside-voting parking space, as provided by law.

The election authority is responsible for statutory distance markers.

Outside the protected areas, Academy of Accelerated Learning, Inc. may enforce reasonable, viewpoint-neutral regulations concerning the time, place, and manner of electioneering but shall not prohibit lawful electioneering on premises controlled by Academy of Accelerated Learning, Inc. when state law requires it to be permitted.

Academy of Accelerated Learning, Inc. employees acting in their official capacity shall remain politically neutral, shall not use Academy of Accelerated Learning, Inc. resources to advocate for or against a candidate, measure, or political party, and shall not remove or regulate campaign materials except as authorized by law, this policy, the site plan, or the presiding election judge.

Section 6. Security, Weapons, and Emergency Response

The Superintendent or designee shall coordinate a site-specific security plan with the election authority and, when appropriate, local law enforcement.

The plan shall preserve the authority of the presiding election judge, address emergencies without interfering with voting or ballot security, and identify communications and reunification procedures if students are present.

Nothing in this policy authorizes an Academy of Accelerated Learning, Inc. employee to enforce election law unless otherwise legally authorized.

Weapons are prohibited on school premises and polling-place premises except as expressly authorized by applicable law. Administration shall coordinate any legally permitted notice with the election authority and shall immediately refer suspected weapons violations or threats to law enforcement and the presiding election judge.

Section 7. Facilities, Records, and Costs

Administration shall document the condition of the designated area before and after use; protect Academy of Accelerated Learning, Inc. equipment, records, networks, keys, and restricted systems; and ensure that election equipment is not connected to Academy of Accelerated Learning, Inc. systems unless specifically approved.

Academy of Accelerated Learning, Inc. records concerning facility coordination shall be retained under the applicable records-retention schedule.

Charges, reimbursements, or in-kind services shall comply with the Texas Election Code and the written agreement. No fee shall be imposed if prohibited by law.

Section 8. Administrative Procedures and Training

The Superintendent shall designate an Academy of Accelerated Learning, Inc. election-site coordinator and maintain written procedures addressing site approval, safety review, accessibility, campus communications, staff assignments, student movement, confidentiality, emergency response, custodial support, and post-election restoration.

Staff assigned duties under this policy shall receive appropriate instructions before each voting period.

Academy of Accelerated Learning, Inc. shall conduct a post-use review and document corrective actions.

Section 9. Legal References

- Texas Education Code Chapter 12, Subchapter D, including §§ 12.103, 12.104, 12.1056, and 12.111
- 19 Texas Administrative Code Chapter 100, including §§ 100.1091 and 100.1113
- Texas Election Code §§ 1.0015 and 1.002
- Texas Election Code Chapter 43, including §§ 43.0015, 43.002–43.004, and 43.031–43.034
- Texas Election Code Chapter 61, including §§ 61.001–61.003, 61.010, 61.012, 61.031–61.036, and 61.051
- Texas Election Code Chapter 64, including §§ 64.009 and 64.031–64.036
- Texas Election Code Chapter 85, including §§ 85.002, 85.036, and 85.061–85.064
- Texas Election Code § 32.075
- Texas Election Code Chapters 62 and 63
- Texas Penal Code §§ 46.03 and 46.15
- Texas Education Code §§ 37.108 and 37.125
- Texas Government Code Chapter 552
- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99
- Americans with Disabilities Act (ADA), Titles II and III
- Voting Accessibility for the Elderly and Handicapped Act
- Help America Vote Act of 2002 (HAVA)
- Voting Rights Act of 1965, as amended
- Applicable guidance and advisories issued by the Texas Secretary of State, Texas Education Agency, and local election authorities

Section 10. Review and Adoption

This policy shall be reviewed after material changes in law or guidance and at least annually before the first scheduled voting use of an Academy of Accelerated Learning, Inc. facility.

Adopted: _____

Last Reviewed: _____