

Fort Wayne Community Schools understands the importance of the electoral process and encourages staff and students to be responsible citizens. To maintain a focus on academics even in election season, the following guidelines have been established.

1. **Advertising:** Advertising for political offices or other political purposes are not permitted in any FWCS publication.
2. **Use of an FWCS facility for a meeting/event:** In order to schedule an FWCS building for a meeting or other event, candidates should contact the principal of the facility desired for use. The Grile Administrative Center is not available for use by outside entities. Requests will be processed based on availability and the District's Facility Use Guidelines.
3. **Use of an FWCS facility for a news conference:** FWCS grounds are not available for press conferences. Candidates planning to hold a press conference near a school are asked to give a courtesy call to the Public Affairs Department at 467-2020.
4. **Attendance at school events:** Candidates should not use any school function or event (football games, back-to-school nights, etc.) to pass out campaign literature or make contact for campaign purposes with any employee who is working. While a candidate may attend an event and greet members of the public, which is within their First Amendment Rights, there is no right to distribute literature during a school event or engage in any activity that might imply endorsement or approval of FWCS. Such events are not public forums and cause increased expense to FWCS for management of grounds and custodial assistance.
5. **Employee contact:** During the school day, teachers and administrators are on the job. Candidates are not to use student instructional time or employee working hours for campaign purposes. Candidates may arrange with the principal of a building to observe classes and programs during the day. Schools are busy learning environments where academic instruction and focus are key; consideration of our mission is appreciated.
6. **Student contact:** Candidates intending to involve students in a campaign should not contact students for that purpose during school hours.
7. **Promotional materials:** Candidates may leave flyers, buttons or other promotional items with principals for placement in the school lounge. Employee mailboxes may not be used for campaign-related materials. FWCS school delivery service and e-mail system are not available to candidates for campaign-related items.
8. **Signs:** Campaign signs are not allowed on school property.