

## **Nebraska Law and District Policy must be followed when our schools serve as polling places on Election Day!**

- Campaign signs may be erected no closer than 200 feet from the entrance of a polling place. Campaign workers and candidates must observe the 200-foot rule when handing out campaign literature and materials.
- The Millard School District will provide facilities to the Douglas County and Sarpy County election offices for local, state, and national elections. On Election Day, political signs may be erected and materials distributed at polling places, including schools and District facilities that serve as polling places.
- Political literature and signs are permissible only at schools/district facilities that serve as polling places. It is NOT permissible to post signs or distribute literature at schools/district facilities not serving as polling places.
- The typical sign on a wire or wood stake that is pounded into the ground will be allowed on Election Day. However, we will not allow our grounds to become damaged. For example, we would not allow anyone to bring in a post-hole digger to erect a large sign on our property. Common sense should be applied as always.
- The rest of the time (every day but Election Day), our policy prohibits political signs and distribution of political literature on district property when school is in session. Schools shall be deemed to be in session beginning one hour before the start of classes until 30 minutes after the end of any school sponsored student activities taking place on the school property.
- The rest of the time (every day but Election Day), it is unlawful to post political signs on and between the public sidewalks and the street (public right-of-way). **Bottom line: No political signs on district property, except on Election Day.**
- The law states that all political signs must be removed within 7 days following the date of an election. It is the duty of the owner of the property where such political signs are placed to remove them within 7 days after an election.
- Who should be called if someone is suspected of violating any city ordinance governing political signs? Complaints should be directed to Permits and Inspections at 444-5350 or to the Chief Building Inspector at 444-5364.
- Polls are open 8 a.m. – 8 p.m. Allow an hour before and after for clean-up by poll workers. Phone numbers: Douglas County Election Commission 444-7200. Sarpy County Election Commission 593-2100.

### Sources of information:

NE R.R.S. 32-1221

Omaha City Code Sec. 55-823

Douglas County Election Commissioner

### Related Millard policies:

1306/1306.1 Community – Political Activity

4145/4145.1 Personnel – Political Activities

4157.1 Personnel – Use of District Computers

## Ensure **your school** leaves a good impression on **VOTERS** on **Election Day!**

Please remember that Election Day is a great public relations opportunity. It is the only time that many of our patrons come inside our schools.

- ➡ Please make sure your building and grounds look neat and well-maintained and that the flag is properly displayed.
- ➡ Provide seating for waiting voters.
- ➡ Display student work where voters will see the material.
- ➡ Remind staff to be friendly and helpful to make voters feel welcome. At the same time, they need to be watchful that voters don't wonder into classroom areas.
- ➡ Ask the PTA/PTO/Booster Club to provide cookies and coffee. Make sure a sign indicates that the treats are compliments of the parent organization (not provided by district resources).
- ➡ Try to arrange parking designated just for voters that is closest to the school's entrance.

### **Election Day Safety**

The issue of students' safety is occasionally raised when schools serve as polling places. The following information will help you prepare your staff for heightened security and help you answer questions from parents.

1. The Douglas/Sarpy County Election Boards are responsible for additional security, not the school. Election workers have received training so that they can be vigilant.
2. Each building has a safety plan, and all staff members need to be watchful and aware. They should be alert for anyone wandering into the classroom, cafeteria and playground areas. If the location of the polling place in your school makes it difficult to secure classroom areas, you should assign a paraprofessional to make sure no one wanders into classrooms.
3. The principal should discuss with the election workers the need for them to be responsible for keeping the flow of voters moving in and directly out of the building.