

DEFINITIONS

Political Activity - Activity including the following: organizing or participating in any political event, soliciting contributions or votes for a candidate or organization, assisting at the poles, participating in any campaign activity (including wearing shirts or putting up posters), and conducting or answering public opinion polls, surveys, or candidate questionnaires.

RESTRICTIONS ON POLITICAL ACTIVITY

A CPS employee or official **may not**:

- Act in his or her official CPS capacity while performing political activity, e.g. making endorsements or speeches as a CPS employee
- Use CPS time or resources, e.g. photocopiers, phones, or e-mail/internet, for political activity
- Require any other employee to perform political activity for any reason, either as a duty or for additional benefit
- Determine an employee's status due to his or her political affiliation

USE OF CPS PROPERTY BY POLITICAL GROUPS

A political candidate, campaign, or organization is permitted to use CPS property, including a school, in accordance with the following:

- The candidate, campaign, or organization must secure a permit and corresponding insurance
- If using school property, the use occurs outside of school hours when the building is not being used for school events
- The use of property does not include use of school supplies or other resources
- Filming is only conducted by specific agreement with CPS
- An official or employee who allows or denies a political group access to a school must also do the same for all other political groups
- An elected official who is not campaigning does not need a permit to visit a school

QUESTIONS & ANSWERS

Q: I am the principal of a school in Ward A. The alderman of Ward A is running for reelection and would like me to endorse him in his campaign literature. May I do this?

A: You are free to support the candidate and assist the campaign on your own time, but you may not endorse the candidate in your official capacity as a CPS principal.

Q: I am a principal. A state Senate candidate, with whom I disagree on many issues, wants to hold a rally at our school. May I deny this request?

A: Yes, you may deny this request. However, if you deny this candidate's request you cannot allow another candidate to use your school for a rally.

Q: I have been receiving e-mail at work from a political campaign seeking volunteers and donations. What should I do about this?

A: A political campaign should not be using the CPS e-mail system to solicit volunteers and donations. Please report the behavior and forward the e-mails to the Ethics Advisor.

ADDITIONAL INFORMATION

Violations of our Code of Ethics may result in disciplinary action up through discharge for employees, removal from office for officials, and debarment for vendors or contractors.

The above Guidelines are meant to explain and supplement, but not replace, the Code provisions regarding political activity.

Please review the complete [CPS Code of Ethics](#).

For specific inquiries, contact Jennifer L. Chan, Ethics Advisor, at ethicsinquiries@cps.edu