

## **ELECTION DAY RECOMMENDATIONS FOR SCHOOLS**

**Tuesday, November 3, 2015**

***Polls open 7:00 a.m. – 8:00 p.m.***

Five EPS schools will be used as polling places on Election Day:  
**Concord, Cornelia, Countryside, South View Middle School  
and Valley View Middle School.**

*In an effort to maintain security in these facilities and support the voting process, as well as to provide a welcoming experience to community members at all of our schools on Tuesday, district staff are advised to note the following:*

### **Schools Serving as Polling Locations on Election Day**

- I. Ensure that the school is clean and welcoming – consider including student artwork on the walls.
- II. Ensure all staff members wear their picture ID badges, especially those staff members patrolling the halls.
- III. Identify designated parking areas for voters. Encourage staff to park away from voter entrance for Election Day.
- IV. Ensure that all outside doors (except the main entrance and voter entrance) are locked throughout the day.
- V. Increase the presence of administrators, teachers and hall monitors throughout the student contact day. Instruct all personnel to address non-identified individuals walking in the schools without a visitor pass.
- VI. Post signs in the hallways near the polling place advising the public not to enter the school for security reasons. Consider posting the attached “For security reasons” signs in your areas of the building that voters should not be.
- VII. Enlist the help of parent or students volunteers to direct voters to the polls. Ensure that these volunteers are identified as such.
- VIII. Building administrators should make contact with the Head Election Judge first thing in the morning. Introduce yourself to him/her and let them know how to contact you during the day. Also, brief them about building emergency procedures (fire drill, lockdown, etc.) should they occur during the voting hours. If you should have questions about voting at your site, notify the Head Election judge.
- IX. If possible, designate rest rooms for the sole use of voters and election judges. Ensure staff and students are directed to non-voter rest rooms during the day. Have adequate signage directing voters to the designated rest rooms.
- X. Monitor the school facility and grounds (including designated voter areas) for unattended suspicious packages and activity.

### All Schools and District Facilities

- I. Ensure that the school is clean and welcoming – consider including student artwork on the walls.
- II. Ensure all staff members wear their picture ID badges, especially those staff members patrolling the halls.
- III. Ensure that all outside doors (except the main entrance and voter entrance) are locked throughout the day.
- IV. Assist all community members in finding their polling location. With the redistricting of federal, state and local districts, some voters may be in new polling locations. If the voter is unsure where to vote, invite them to the main office where you can look up the individual's polling location by clicking on the [Secretary of State's Polling Place Finder web site](#)

*Remember for many voters, Election Day is the only contact they may have with Edina Public Schools. The positive experience they have in our schools on Election Day will make an impression that can benefit us in the future.*

### Relevant Minnesota Election Laws

#### **§ 204C.06 – CONDUCT IN AND NEAR POLLING PLACES**

**Subd. 1. Persons allowed near polling place.** An individual shall be allowed to go to and from the polling place for the purpose of voting without unlawful interference. No one except an election official or an individual who is waiting to register or to vote or an individual who is conducting exit polling shall stand within 100 feet of the building in which a polling place is located. "Exit polling" is defined as approaching voters in a predetermined pattern as they leave the polling place after they have voted and asking voters to fill out an anonymous, written questionnaire.

#### **§ 211B.11 – ELECTION DAY PROHIBITIONS**

**Subd. 1. Soliciting near polling places.** A person may not display campaign material, post signs, ask, solicit, or in any manner try to induce or persuade a voter within a polling place or within 100 feet of the building in which a polling place is situated, or anywhere on the public property on which a polling place is situated, on primary or election day to vote for or refrain from voting for a candidate or ballot question. A person may not provide political badges, political buttons, or other political insignia to be worn at or about the polling place on the day of a primary or election. A political badge, political button, or other political insignia may not be worn at or about the polling place on primary or election day.



DEFINING EXCELLENCE

**For security  
reasons,  
authorized  
personnel only  
beyond this point.**

***If you wish to visit the school,  
please sign in with the  
main office.***

***Thank you for your cooperation.***