

**Lower Merion School District  
Administrative Regulation**

Policy No.:	<b>357, 457, 557</b>
Section:	ADMINISTRATIVE EMPLOYEES PROFESSIONAL EMPLOYEES CLASSIFIED EMPLOYEES
Title:	OUTSIDE EMPLOYMENT AND BUSINESS INTERESTS
Date Adopted:	6/11/18
Date Last Revised:	3/18/19; 1/28/19; 12/17/18

**357, 457, 557 OUTSIDE EMPLOYMENT AND BUSINESS INTERESTS**

Definition

“Related entity” as used in the definition of “Outside Employment” in the accompanying Policy means one of the following organizations:

- the Lower Merion Township Scholarship Fund,
- the Education Foundation of Lower Merion, and
- the Lower Merion/Harriton Alumni Association.

Disclosure Requirement

Using **Attachment A**, District employees must disclose to their direct supervisor specified information including, but not limited to, the nature of all Outside Employment and Business Interests (collectively, “Outside Business Interests”) as defined in the accompanying Policy if the Outside Business Interest:

1. creates an actual or potential conflict of interest;
2. affects the ability of the employee to perform their obligations to the District;
3. entails the employee using either their position with the District or District resources, including their District email, to further their own outside business interests;
4. negatively affects the reputation of the District;
5. impinges on the employee’s LMSD work responsibilities;
6. implies the District endorses their services or product; or
7. involves students as customers, employees, attendees or otherwise.

If an employee is in doubt regarding any of the above requirements for disclosure, the employee should consult the building principal or an employee’s immediate supervisor.

Also, to the extent not otherwise addressed above, District employees shall disclose the names of all District students who are (1) employed by or are a volunteer of the District employee in connection with any Outside Business Interest or (2) participants of any nature in a Non-District Sponsored Activity either as customers, employees, attendees or otherwise. This does not include students who are related to or share a household with the District employee. It also does not include student customers/employees/attendees with whom contact is incidental and completely unsolicited.

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Additional Rules for Non-District Sponsored Activities

As set forth in the accompanying Policy, “Non-District Sponsored Activity” means an Outside Business Interest which involves District students as participants. An example of a Non-District Sponsored Activities is travel involving District students outside the District by an organized group led by a guide which is neither:

1. funded in whole or in part by the District either directly or indirectly through a student organization approved by the Board; nor
2. supervised by a District employee or contractor acting within the scope of their employment or contractual relationship with the District.

To avoid any conflict with the interests of the District when a District employee sponsors or chaperones a Non-District Sponsored Activity, all District employees are required to adhere to the below provisions. Waiver of any of provisions below must be in writing from the Superintendent or designee.

1. Staff may not solicit students or their parent(s)/guardian(s) to sign up for or otherwise participate in a Non-District Sponsored Activity during work time.
  - The term “solicit” includes, but is not limited to, in-person conversation as well as the distribution and posting of information in a location reasonably calculated to come to the attention of students or their parents.
2. Staff may not use confidential information learned about students during the ordinary course of their employment with the District for the purpose of soliciting student participation in a Non-District Sponsored Activity.
3. Staff may not use the District’s internet, District network resources, or other District property for soliciting student participation in a Non-District Sponsored Activity or planning the Non-District Sponsored Activity.
4. There shall be no posting or distribution of information regarding a Non-District Sponsored Activity on District property or during work time.

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5. No meetings may take place on District property during the school day or work hours regarding a Non-District Sponsored Activity. Meetings during non-school/work hours shall be governed by applicable Board Policy and Administrative Regulations regarding use of District facilities.
6. Compliance with Board Policy and Administrative Regulations regarding adult/student boundaries is required at all times in connection with a Non-District Sponsored Activity.
7. All materials developed to solicit student participation in Non-District Sponsored Activities must clearly indicate that the activity is not sponsored or endorsed by the District.
8. District staff members who sponsor a Non-District Sponsored Activity must notify, in writing, any students who are considering participating in such Non-District Sponsored Activity and their parents/guardians that the activity is not sponsored by the District and that the District assumes no responsibility with respect to the activity. A copy of the letter to each student shall be provided to the employee's direct supervisor. An example of such a letter is attached hereto as **Attachment B**.
9. All staff members who participate in a Non-District Sponsored Activity will remain responsible for all work-related responsibilities.

Complaint Procedure

Any person, including students, parents/guardians, administrators, coaches, sponsors, volunteers, District employees, representatives, agents, and contractors, who becomes aware of conduct by a District employee that violates the accompanying Policy or this Administrative Regulation are encouraged to promptly report such incidents to any District administrator. Any District Administrator who becomes aware or is made aware of conduct by a District employee that violates the accompanying Policy and this Administrative Regulation are encouraged to promptly report such incidents to the employee's direct supervisor.

Complaints shall be handled in the same manner as other employee disciplinary investigations. Consequences for violations of this Administrative Regulation or the accompanying Policy may lead to discipline up to and including termination.

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Questions regarding this Policy should be directed to the building principal or an employee's immediate supervisor.

Cross References:

Board Policy and Administrative Regulation No. 354, 454, 554, 831, (Maintaining Appropriate Boundaries With Students)  
Board Policy and Administrative Regulation No. 460 (Tutoring for a Fee)  
Board Policy and Administrative Regulation No. 555 (Private Coaching or Training of Students by District Athletic Coaches)  
Board Policy and Administrative Regulation No. 920 (Distribution of Promotional Information)