



Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319
Status	Active
Adopted	November 18, 2013

### **Authority**

The Board recognizes that administrative, professional and support employees do have the right to private lives and associations with others outside of school. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school district, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.[\[1\]](#)

The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.

### **Delegation of Responsibility**

The Superintendent or designee shall disseminate this policy and administrative regulations so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

### **Guidelines**

#### **Employee Conflict of Interest**

In order to avoid any conflict of interest or misunderstanding of intent, the following guidelines have been established:

1. Classroom teachers who plan to tutor a student who attends the same school where the teacher is assigned must obtain approval from the building principal.
2. School equipment and facilities may not be used by any employee for personal use or for personal financial gain. District facilities and equipment may not be used to render private tutorial services.
3. Employees may not solicit students or their families directly or utilize names and addresses of students for the purpose of soliciting services, funds, or for other purposes not directly authorized by school authorities.

Legal

[1. 24 P.S. 510](#)

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