

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: OUTSIDE ACTIVITIES and INTELLECTUAL PROPERTY

ADOPTED: May 24, 2010

REVISED: July 11, 2016

SOUTHERN LEHIGH SCHOOL DISTRICT

<p><i>Replaces former Policies 319 and 319.1</i></p> <p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;">319.1 OUTSIDE ACTIVITIES and INTELLECTUAL PROPERTY</p> <p>The Board recognizes that members of the administrative staff enjoy private lives and respects their right to associate with others outside of school for economic, religious, cultural or personal reasons.</p> <p>The Board and its supervisory staff have a responsibility to evaluate staff members in terms of their effectiveness in discharging school duties and responsibilities.</p> <p>When nonschool activities impact upon an administrator’s effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon an administrative employee's responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support nor assume liability for any district administrator who conducts nonschool, outside activities of any kind in which students and employees of this district may participate.</p> <p>The Superintendent or his/her designee shall act as a consultation resource so that administrators may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district and the duties of their position.</p> <p>The following guidelines are provided for the direction of administrators:</p> <ol style="list-style-type: none"> 1. Administrators may not utilize District material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district. 2. Administrators may not use school property or school time to solicit or accept customers for private enterprises. 3. Administrators may not use school time for outside activities when there is no valid reason to be excused from assigned duties.
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<p>Policy 116</p>	<p>4. Staff members are subject to the provisions of the Pennsylvania Public Official and Employees Ethics Act, 65 Pa CS Section 1101 et seq., regarding "restricted activities," including but not limited to misuse of confidential information and conflicts of interest.</p> <p><u>Private Tutoring</u></p> <p>No administrator employed by the district shall provide privately paid tutoring to any student of the school district except by specific approval of the Superintendent or his/her designee pursuant to the Tutorial Instruction Policy 116.</p> <p><u>Organizations</u></p> <p>Administrators shall be encouraged to participate and to hold office in professional organizations within and outside the school district.</p> <p>When service as an officer of a professional organization shall require the absence of the administrator for more than ten (10) days during any part of the regular school year, s/he shall secure the approval of the Board through the office of the Superintendent prior to acceptance of the nomination for the position.</p>
<p>Policy 827</p>	<p><u>Non-school Employment and Conflict of Interest</u></p> <p>No member of the administration shall receive compensation from outside sources for special instruction offered to students or patrons of the school during the regular school day; nor shall s/he promote in the schools any activity or project from which s/he is likely to receive compensation from sources other than his/her salary as an employee of the District.</p>