

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 319-AR-0. OUTSIDE ACTIVITIES

The district expects employees to comply with applicable federal and state laws and regulations. Employees must ensure that their business conduct is ethical and cannot be interpreted as in contravention of the laws and regulations governing district operations.

The following guidelines are established for the information and direction of district employees to avoid situations in which their personal interests, activities and associations may conflict with the interests of the district:

1. Do not utilize school material for personal gain. Copyrights to materials, software or equipment developed, processed or tested by district employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the district.
2. Do not use school property or school time to solicit or accept customers for private enterprises.
3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

### Conflict Of Interest

Employees may not use their position in the district for personal or private advantage.

Regardless of the circumstances, if an employee determines that his/her course of action may result in a conflict of interest with the district, s/he must immediately communicate the facts of the situation to the building principal or direct supervisor.

### Tutoring

A teacher may not arrange to tutor for a fee a student in his/her class.

A teacher who tutors district students for a fee will not conduct any tutoring sessions on district property and will make his/her own arrangements regarding a fee.

A building principal may provide instructional materials for a student in the school who is receiving tutoring assistance.

Outside Employment

District employees may receive compensation for outside employment as long as that employment does not interfere with the proper discharge of their assigned district duties and does not create public relations issues within the community.

Clients And Suppliers

District employees should avoid investing in or acquiring a financial interest in a business organization that has a contractual relationship with or provides goods or services to the district if such investment or interest could influence, or create the impression of influencing, their decisions on behalf of the district while performing their assigned duties.

Consultants

District employees may serve as a consultant to other school districts, educational entities or other organizations, or engage in writing or speaking activities.

Preparation of materials to be used for consulting activities and the actual conduct of these activities must be completed only on the employee's personal time and without the use of district time, staff or supplies.

Any monetary remuneration derived from consulting activities is retained by the employee.