

Sylvan Heights Science Charter School

Policy Number: 319

Policy Title: Outside Activities

Approved: November 16, 2020

Revised:

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 non-school activities directly impact upon an employee's effectiveness within the Sylvan Heights Science Charter School (School), the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.

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

Delegation of Responsibility

The Principal/Chief Academic Officer (CAO) or designee shall disseminate this policy and any applicable administrative guidelines so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the School.

Guidelines

The following guidelines are provided for the information and direction of staff members:

1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by School employees in the performance of school activities in fulfillment of the terms of their employment, reside with and may be claimed by the School;
2. Do not use school property or school time to solicit or accept customers for private enterprise;
3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties; and
4. Do not tutor for compensation students assigned to this School without prior approval from the Principal/CAO or designee.

The Principal/CAO or designee shall obtain prior approval from the Board for any outside employment.

Outside employment may not be used as grounds for refusal to perform an assigned schedule or duty. If the School determines that an employee's outside work interferes with the School, the employee may be asked to terminate the outside employment.

References:

24 P.S. 510