



Document Name:	Educational Services Outside of Regular Employment
First Approved Date:	April 9, 2016
Latest Approved Date:	March 23
Version Number:	3

1.0 Purpose

Wasatch Waldorf Charter School recognizes that public school educators have expertise and training in various subjects and skills, and should have the opportunity to enrich the community with their skills and expertise while still respecting the unique public trust that educators have.

2.0 Definition

"Activity sponsor" means a private or public individual or entity that employs an employee in any program in which public school students participate.

"Extracurricular activity" means an activity for students recognized or sanctioned by an LEA which may supplement or complement, but is not part of, the LEA's required program or regular curriculum.

"LEA" or "local education agency" means a school district, charter school or, for purposes of this rule, the Utah Schools for the Deaf and the Blind.

"Public education employee (employee)" means a person who is employed on a full-time, part-time, or contract basis by any LEA.

"Private, but public education-related activity" means any type of activity for which:

- (a) a public education employee receives compensation; and
- (b) the principle clients are students at the school where the employee works.

"Private, but public education-related activity" may include:

- (a) tutoring;

- (b) lessons;
- (c) clinics;
- (d) camps; or
- (e) travel opportunities.

3.0 Policy Content

An Employee that participates in a private, but public education-related activity, is subject to the following:

1. The employee's participation in the activity shall be separate and distinguishable from the employee's public employment as required by [Rule 277-107](#).

The employee may not, in promoting the private activity:

- a. contact students at Wasatch Waldorf Charter School except permitted by Rule 277-107; or
- b. use education records or information obtained through his employment at Wasatch Waldorf Charter School unless the records or information are readily available to the general public.
- c. use school time to discuss, promote, or prepare for any private activity.

The employee may:

- a. Offer public education-related services, programs or activities to students provided that they are not advertised or promoted by the employee during school time;
- b. discuss the private but public education-related activity with students or parents outside of the classroom and the regular school day;
- c. use student directories or online resources which are available to the general public; and,

- d. use student or school publications in which commercial advertising is allowed, to advertise and promote the activity.
2. Credit and participation in a Wasatch Waldorf Charter School program cannot be conditioned on a student's participation in such activities as clinics, camps, private programs, or travel activities not equally and freely available to all students.
3. No employee may state or imply to any person that participation in a regular school activity or program is conditioned on participation in a private activity.
4. No provisions of this rule shall preclude a student from requesting or petitioning a teacher or school for approval of credit based on an extracurricular educational experience consistent with Wasatch Waldorf Charter School's policy.

A Wasatch Waldorf Charter School employee may purchase advertising space to advertise an activity or service in a publication. Unless an activity is sponsored by Wasatch Waldorf Charter School, the advertisement shall distinctly and clearly state that the activity is not sponsored by Wasatch Waldorf Charter School.

Wasatch Waldorf Charter School complies with Utah Code section 63G-6-1001. Wasatch Waldorf Charter School employees shall not solicit or accept gifts, incentives, honoraria or stipends from private sources for their personal or family use unless the gift is of nominal value and is for birthdays, holidays or teacher appreciation occasions or is a public award in recognition of public service.

(R277-107)

An agreement between an employee and an activity sponsor shall be signed by the employee and include a statement that reads substantially: "I understand that this activity is not sponsored by an LEA, that my responsibilities to the activity sponsor are outside the scope of and unrelated to any public duties or responsibilities I may have as a public education employee, and I agree to comply with laws and rules of the state and policies regarding my advertising and participation."



An employee shall provide the school director with a signed copy of all contracts between the employee and a private activity sponsor. WCS shall maintain a copy of a contract described in R277-107-7B in the employee's personnel file. (See Appendix A: Outside Employment Disclosure and Agreement)

4.0 Relevant Procedures, Guidelines & Restrictions

5.0 Appendices

5.1 Appendix A: Outside Employment Disclosure and Agreement

Outside Employment Disclosure and Agreement

I, _____, as an employee of Wasatch Charter School
provide notice that I am also performing work for _____.

While this work may be related in content, practice, or expertise, I understand that this activity is not sponsored by Wasatch Waldorf Charter School and that my responsibilities to the activity sponsor are outside the scope of and unrelated to any public duties or responsibilities I may have as a public education employee, and I agree to comply with laws and rules of the state and policies regarding my advertising and participation.



I have attached a copy of my signed contract with the private activity sponsor and understand that this will be maintained as a part of my employee file.

Signed,

NAME

DATE