

**Buffalo-Hanover-Montrose #877**

**Expectations for Employees Regarding Non-School District Sponsored Activities**

1. Pursuant to School Board Policy No. 610, School District employees may not use School District time or resources to engage in, organize, promote, or otherwise solicit students to participate in a field trip or other activity that is not approved by the School District. Employees may not use school related relationships with students, parents, other custodians of students or colleagues to private advantage.
2. Employees who discover information regarding the occurrence of non-School District sponsored activities or field trips or other violations of these expectations should report that information to the Superintendent.
3. The School District requests and expects employees who wish to be entrepreneurial and involve themselves in an activity or field trip that is not approved by the School District to take any and all actions necessary to ensure that such involvement is in no way connected to the School District. Such actions include, but are not limited to the following:
  - a. Except as provided in School Board Policy No. 610, School District employees may not use District resources, including but not limited to, School District time, facilities, directories or other data, clerical staff, office supplies, copying and scanning equipment, and telephone and Internet services in connection with an activity or field trip that is not School District approved.
  - b. Employees may not use any portion of their duty day in furtherance of any non-School District sponsored activity or fieldtrip, including, but not limited to, organizing, creating promotional flyers or collecting fees for non-School District sponsored activities or field trips.
  - c. Employees seeking to use School District facilities in connection with non-School District sponsored activities or field trips must comply with School Board Policy No. 610, including completing an Application for Use of School Facilities, paying the associated application fee, and abiding by the established rules and regulations for community use of school facilities. Facility Use charges will apply.
  - d. The School District requests and expects employees involved in non-School District sponsored activities or field trips to inform participants and their parents of the fact that the activity or field trip is not sponsored by or in any way connected to the School District. Written declarations avoid potential misunderstanding and disputes.

- e. Both Minnesota and Federal law regarding the provision of special education obligate the School District to provide a free and appropriate public education to all children eligible for special education services. It must be clear to parents of special education students that any private tutoring of their children is strictly independent from the School District's obligations under Minnesota and Federal law, and does not constitute an admission by the School District that the special education services provided by the School District are in any way insufficient. Therefore, the School District requests and expects employees engaging in private for profit tutoring of special education student(s) to notify the School District of the identify of the student(s) receiving private tutoring. The School District will then send a form to the parent(s) of each special education student receiving private tutoring.
4. Any violation of School District policy by an employee of the School District may result in discipline.