

Policy

OUTSIDE ACTIVITIES

The Little Silver Board of Education recognizes that district staff members enjoy a private life outside their job responsibilities in the school district. The board believes school employees exert a continuing influence away from the school district. Accordingly, the board reserves the right to determine if activities outside the staff member's job responsibilities interfere with their professional performance and the discharge of the member's responsibilities to the students of this district.

All staff members are advised to be governed in the conduct of personal activities by the following guidelines:

- A. Staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
- B. The board does not endorse, support, or assume liability in any way for any staff member of this district who takes students on trips not approved by the board or superintendent, and shall not be liable for the welfare of students who travel on such trips. Any staff member who takes students of this district on a trip not approved by the Board or Superintendent shall clearly and concisely inform the parent(s) of any student solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the board of education. A staff member shall not solicit students on school grounds for trips not approved by the board or superintendent;
- C. The board does not endorse, support, or assume liability in any way for any staff member of this district who conducts a private activity in which students or employees of this district participate;
- D. Staff members shall not send campaign literature home with students, or request, direct, or have students distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question;
- E. Staff members shall not privately tutor students for compensation that are currently enrolled in their classes; and
- F. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the board.

Consulting Outside the District

The board of education recognizes that staff members will have expertise and knowledge in areas that other school districts, agencies, and other entities may desire. Recognizing that the school district will request the expertise from staff members from other school districts, agencies and other entities, the board supports sharing of its staff members with other school districts, agencies, and other entities to the extent it does not interfere with the efficient operation of the school district.

OUTSIDE ACTIVITIES (continued)

The superintendent may recommend to the board a staff member’s attendance in another school district, agency or other entity without additional remuneration to the teaching staff member or school district, upon a written request from the agency or from the staff member.

The board recognizes staff members will have expertise and knowledge in areas that other school districts, public and private agencies, and private business organizations may desire to compensate as a paid consultant. When a staff member serves as a paid consultant, the staff member is not permitted to use normal work hours for any paid consulting activities. The staff member must complete any paid consulting activities on their own time to include vacation days, evenings, weekends, and/or school holidays.

The staff member must comply with the New Jersey School Ethics Act N.J.S.A. 18A:12-21 et seq. and, if required, must comply with financial disclosure requirements of N.J.S.A. 18A:12-24 and 12-25.

Outside Employment as Athletic Coach

The board of education will permit, in accordance with this policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member’s professional responsibilities in this district.

A staff member who wishes to accept employment as an athletic coach in another school district must request and receive permission to do so from the superintendent of this district if the staff member may need to request any special accommodation(s) from this school district to fulfill their coaching responsibilities in another school district. A special accommodation may be consideration for a requested duty assignment(s), a temporary work schedule adjustment and/or other considerations. A special accommodation will not be considered if it would violate any provisions of any collective bargaining agreement within the district. The staff member’s request to the superintendent must be in writing and must indicate with specificity the accommodation(s) that may be required. The superintendent, in consultation with the staff member’s Building Principal and/or immediate supervisor, will evaluate each request on a case-by-case basis.

Adopted: October 8.2009
 Revised: February 21, 2013, June 17, 2014, August 23, 2016
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Key Words

Personal Activities, Tutoring, Conflict of Interest, Consulting

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teachers,

Possible

Cross References: *4119.21/4219.21 Conflict of interest
 *4138/4238 Nonschool employment
 *4138.2/4238.2 Tutoring

*Indicates policy is included in the Critical Policy Reference Manual.