



Book	Policy Manual
Section	Volume 35, No. 2 for Board Approval
Title	Technical Correction - Volume 35, No. 2 - July 2023 - OUTSIDE ACTIVITIES OF STAFF
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### Technical Correction - Volume 35, No. 2 - July 2023

#### 3231 - OUTSIDE ACTIVITIES OF STAFF

The Board of Managers directs the Director to promulgate the following guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the Cooperative. ~~If non-school~~ non-school activities threaten a staff member's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activity upon a staff member's responsibility to the students and to the Board.

- A. Staff members ~~should~~ shall not give school time to an outside activity without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.
- D. Staff members ~~may~~ shall not accept fees for tutoring when such tutoring is conducted during the normal workday.
- E. Staff members ~~may~~ shall not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes.

#### Research and Publishing

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Publications and productions shall be subject to the following copyright provisions:
  1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time ~~will~~ shall be relinquished by the Board upon request of the staff member provided that:
    - a. the books, materials, devices, etc. were prepared without the use of Cooperative data, facilities, and/or equipment;
    - b. the Cooperative is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
    - c. the staff member does not become involved in any way in the selling of the product to the Cooperative.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Director. ~~(-) who shall submit such decisions to the Board.~~

Professional staff members who desire to publish or produce materials on their own time ~~should~~ shall make such action known to the Director prior to the time such work is started in order that proper procedures can be established to assure that Cooperative interests and the interests of the staff member are protected.

- 2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the Cooperative. The Cooperative shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Director is authorized to secure copyrights, patents, etc. which ~~will~~ shall ensure the ownership of the product by the Cooperative.

The Director is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

~~I.C. 35-44-2-4(f)~~  
I.C. 35-44.1-1-3(f)

Cross References:

Policy 3113 - Conflict of Interest  
Policy 4113 - Conflict of Interest

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Legal I.C. 35-44-2-4(f)

Cross References Policy 3113 - CONFLICT OF INTEREST  
Policy 4113 - CONFLICT OF INTEREST