Administrative Procedures
Employees Engaging in Private Activities Related to Public Education

Purpose

Wasatch Peak Academy (the "School") recognizes that its employees may have opportunities to engage with students in private activities related to public education that are not sponsored by the School. The School supports its employees participating in such activities so long as they are done appropriately.

These procedures are intended to help ensure that any private, but public education-related activity involving School employees is conducted in a manner that complies with state law and rules, including R277-107, and maintains the integrity of the public education system. These procedures outline expectations for School employees who sponsor or participate in private activities related to public education and delineate boundaries between public employment and private enterprise.

Definitions

For purposes of these procedures:

"Employee" means a person who is employed on a full-time, part-time, or contract basis by the School.

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

a. An employee of the School receives compensation; and
b. The principal clients are students at the School.

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

a. Tutoring;
b. Lessons;
c. Clinics;
d. Camps; or
e. Travel opportunities.

General Rules for School Employee Participation in Private, But Public Education-Related Activities

Employees may participate in a private, but public education-related activity in accordance with R277-107 and these procedures.

1. <u>Separation of Private and Public Roles</u>

    a. Employees who participate in a private, but public education-related activity must ensure that such participation is separate and distinguishable

from their employment with the School. For example, such employees may not:

i. Contact students at the School during School hours to promote such private activities; or
ii. Use student education records, School resources, or information gained through employment with the School in connection with such private activities, unless that information is readily available to the general public.

2. Prohibited Use of School Time and Resources

   a. Employees who participate in a private activity or a private, but public education-related activity may not use School time or resources to:
      i. Discuss, promote, or prepare for such private activities; or
      ii. Organize or advertise such private activities.

3. Permissible Activities by Employees

   a. Employees who participate in a private, but public education-related activity may:
      i. Offer such private activities to students outside of regular School hours;
      ii. Discuss such private activities with students or parents outside of the classroom and regular School hours;
      iii. Use student directories or online resources which are available to the general public; or
      iv. Advertise or promote such private activities in accordance with the rules in R277-107-3 and -4, including in School publications that allow commercial advertising.

4. Equity and Access

   a. Employees may not condition credit or participation in a School program or activity on a student's participation in such activities as clinics, camps, private programs, or travel activities that are not equally and freely available to all students.
   b. Employees may not state or imply to any person that participation in a regular School activity or program is conditioned on participation in a private activity.

5. Student-Initiated Educational Opportunities

   a. Nothing in these procedures prohibit students from requesting or petitioning the School for academic credit for educational experiences obtained outside of School consistent with School policy and applicable state law.

6. Contracts Governing Private, But Public Education-Related Activities

    a. Contracts between an employee and a sponsor of a private, but public education-related activity shall be signed by the employee and include the acknowledgments set forth in R277-107-6.
    b. An employee shall provide the School with a signed copy of all contracts between the employee and a sponsor of a private, but public education-related activity. The School shall maintain a copy of such contracts in the employee's personnel file.