



## **I. PURPOSE**

Athlos Academy recognizes that educators have knowledge and training in various subjects and skills and should have the opportunity to enrich the community with their expertise while still honoring their duties as an Athlos employee. This policy provides parameters for employees providing private educational services outside of their employment at Athlos Academy, and identifies and reserves the proprietary rights of Athlos Academy to certain publications, instructional materials, inventions and creations which employees may develop or create, or assist in developing or creating, while employed by the school.

## **II. POLICY**

- A. An employee that provides a private educational service, even one related to the school (such as tutoring), must keep the service separate and distinct from the employee's employment at Athlos Academy.
- B. Private educational services include:
  - 1. Tutoring or lessons;
  - 2. Camps;
  - 3. Travel opportunities.
- C. The employee may **not**, in promoting the service or activity:
  - 1. Contact students at the school except as permitted in (D);
  - 2. Use school time to discuss or prepare for the private service or activity;
  - 3. Use education records or information obtained through his/her public employment unless the records or information are readily available to the general public.
- D. The employee may, in promoting the service or activity:
  - 1. Offer educational services, programs or activities to students provided that they are not advertised or promoted by the employee during school time;
  - 2. Discuss the private, educational activity with students or parent/guardians outside of the classroom and the regular school day;
  - 3. Use student directories or online resources which are available to the general public;

## Educational Services Outside of School Employment

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4. Use student or school publications in which commercial advertising is allowed, to advertise and promote the activity.

E. The conditions for advertising private educational services include the following:

1. An employee may purchase advertising space to advertise an activity or service in a publication, whether or not sponsored by Athlos Academy, that accepts paid or community advertising.
  - a. The advertisement may identify the activity participants, leaders, or service providers by name, provide non-school contact information, and provide details of the employee's employment, experience, and qualification; and
  - b. The name of Athlos Academy shall not be used in the advertisement except in relation to the employee's employment history or if school facilities have been rented for the activity.
2. Posters or brochures may be posted or distributed in the same manner as could be done by a member of the general public, advertising an employee's services, consistent with Athlos Academy's policy.
3. Unless an activity is sponsored by Athlos Academy, the advertisement shall state clearly and distinctly that the activity is **not** sponsored by Athlos Academy.

F. Employee Publications, Instructional Materials, Inventions and Creations:

1. Unless the employee develops, creates or assists in developing or creating a publication, instructional material, invention or creation entirely on the employee's own time and without the use of any school facilities or equipment, the employee shall immediately disclose and, on demand of the school, assign any rights as deemed appropriate by law, during the term of employee's employment and for 5 years thereafter.
2. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school relating to such publications, instructional materials, inventions and/or creations, including domestic and foreign patents and copyrights.

**Legal References:**

[17 U.S.C. § 101 et seq.](#) (Copyrights)