

INDEPENDENT SCHOOL DISTRICT #877 POLICY

Buffalo-Hanover-Montrose

INDEX TITLE School District – Community Relations **SERIES NO.** 900
POLICY TITLE School District Employee Use of
 School District Facilities and Equipment **CODE NO.** 902.1

I. **PURPOSE**

The purpose of this policy is to provide guidelines for school district employee use of school facilities and equipment.

II. **GENERAL STATEMENT OF POLICY**

The school board encourages maximum use of school facilities and equipment if, in its judgment, that use will not interfere with use for school purposes.

Employees of the School District are prohibited from using School District time or resources to promote or otherwise engage in non-School District sponsored activities or field trips, except as provided in this policy. Employees may not use school related relationships with students, parents/custodians of students, or colleagues to private advantage.

Employees may not use School District time or resources except under the following four circumstances:

1. School District pre-approved field trips;
2. School District pre-approved activities;
3. Tutoring for private profit, if School District-established procedure is followed; and
4. Use of School District Facilities pursuant to Facility Use Application process.

III. **DEFINITIONS**

- A. “School District resources” include but are not limited to School District time, facilities, directories or other data, clerical staff, office supplies, copying and scanning equipment, and telephone and Internet services.
- B. “School District time” refers to an employee’s duty time and professional responsibility beyond the basic duty day.

IV. APPROVED USE OF SCHOOL DISTRICT FACILITIES BY SCHOOL DISTRICT EMPLOYEES

- A. No School District employee may use School District facilities for non-School District sponsored activities absent School District approval of the employee's Facility Use Application.
- B. School District employees may use School District facilities for non-School District sponsored activities, including but not limited to private tutoring, provided the following procedure is followed:
 - 1. Employees seeking to use School District facilities for non-School District sponsored activities must complete a Facility Use Application form, and must abide by *all rules and regulations* associated with doing so, including but not limited to paying the facility use application fee, as well as the applicable Facility Use rate.
- C. The mere use of School District facilities pursuant to the Facility Use Application process does not render an activity School District-sponsored.
- D. Any School District employee in violation of this policy is subject to disciplinary action, including but not limited to, nonrenewal, suspension, termination, or discharge as deemed appropriate by the School Board.

V. TUTORING BY SCHOOL DISTRICT EMPLOYEES

- A. Employees of the School District who wish to tutor District students for profit must comply with the following rules and procedures:
 - 1. All tutoring of students done by School District employees must occur during the employee's own time and outside the employee's duty day.
 - 2. Employees may not use School District time or resources to promote their private for profit tutoring, with the exception of using School District facilities where all provisions of Section VII below are met.
 - 3. In addition to the requirements set forth in Section VII, employees using School District facilities for private for profit tutoring must inform the parent/guardian of the tutored child that they should issue an IRS form 1099 for the compensation paid to the tutor.
- B. In no event shall private tutoring for profit by School District employees be considered a School District sponsored activity, regardless of whether the tutoring occurs in a School District facility.

- C. Professional employees have the ongoing responsibility outside of the student day to perform professional duties. This policy may not be construed to limit that professional responsibility.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects employees who use facilities and equipment to do so with respect for school district property and an understanding of proper use. School District Employees shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

**Administrative Offices
Buffalo, Minnesota 55313**

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