MSD: Employee Disclosure, Parent Notification, Advertising, and Contract Controls

A District employee involved in a private or non-school-sponsored activity involving District students shall provide required parent notification and release documentation, disclose any form of compensation or special benefit received, and submit required employee involvement or outside sponsor disclosure documents before the activity occurs.

Advertising for a private or non-school-sponsored activity must clearly and distinctly state that the activity is not sponsored by the District. Employees may not use class time, school contact information, education records, or student information obtained through District employment to promote the activity, except as permitted by law and District policy.

When a District employee is employed by or contracts with an outside sponsor for a private or non-school-sponsored activity involving District students, the employee shall provide the District with the required contract and disclosure documentation. The activity must remain separate and distinguishable from the employee's District employment and must not interfere with assigned District duties.

The principal or designee shall approve camps, clinics, lessons, workshops, and similar non-school-sponsored activities involving District employees, District students, or District facilities before the activity occurs, subject to the current USBA model, ethics rules, facility-use requirements, and District procedures.

Source: MSD School Transparency Packet, Guidelines for Non-School Sponsored Events and related disclosure forms, updated 2024; MSD Policy 2070, Commercialism, Fundraising, and Donations, approved 2024.