Washington County School District
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Administrative Letter A172

School District Employees Performing Private Educational Services Outside of Regular Employment

Administrative Letter #172 School District Employees Performing Private Educational Services Outside of Regular Employment - Approved 8-18-2025

DATE: August 2025

FROM: Rusty Taylor, Executive Director of High Schools

REGARDING: School District Employees performing private educational services outside of regular employment

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Purpose

The Washington County School District (WCSD) recognizes that many of our talented teachers and coaches also operate or participate in private instructional or coaching programs outside of their contracted duties. While the District values and encourages opportunities that enhance student learning and development, it is essential to maintain a clear separation between these private ventures and an employee's official role within the District.

Educational Services Outside of an Educator's Regular Employment (Utah Admin Code R277-107)

- Educators and coaches must ensure that private services do not interfere with their public employment obligations.
- They must not exploit their position or access to students to promote or benefit from private programs.
- Participation in outside employment must be disclosed when a conflict of interest could reasonably be perceived.

Use of District Facilities (WCSD Policy 5200- Community Use of Facilities including Buildings and Grounds)

- Any use of district buildings, classrooms, fields, or other resources for private services must follow the district's facility rental process, including proper scheduling, payment of fees, and providing

insurance according to the rental agreement.
- Having keys or access to school facilities does not confer unrestricted access or use of those facilities, especially when they are used to generate income for the employee.
- Private programs may not use district resources (supplies, equipment, uniforms, transportation, etc.).
- Facility usage for private programs must occur outside of contract hours and may not interfere with any school-sponsored activities or programs.

Advertising and Communication (WCSD Policy 3600- Distribution and Posting of Promotional Materials)

- Staff may not promote private services (tutoring, coaching clinics, camps, travel tours, etc.) during school hours, at school activities, or on school grounds unless approved in accordance with Policy 3600.
- Staff may not use school communication channels (emails, school websites, newsletters, or announcements) to promote private programs.
- Promotional materials for private programs may not imply school endorsement or affiliation, and may not use school logos, letterhead, branding, or email addresses in connection with private services.

Student Selection and Equity

For coaches and teachers involved in both public and private instruction:

- Team selection, academic grouping, or program participation decisions must be made impartially.
- Students who participate in private services must not receive preferential treatment in public school settings.

Public Perception and Conflict of Interest

- Staff must be especially mindful of how their dual roles are perceived by the community.
- Staff should not wear school-branded attire while coaching private sessions or use school logos in private program marketing.
- Any appearance of favoritism or overlap between public duties and private interests must be proactively avoided.
- It is not appropriate to solicit or pressure students or parents into enrolling in private programs.
- Any conflicts of interest or potential concerns should be disclosed to the school administration.