

NAVIGATOR POINTE ACADEMY

Employee Involvement in Private, But Public Education-Related Activities

1. Purpose

Navigator Pointe Academy (NPA) permits employees to participate in private, public education-related activities outside of their regular NPA employment consistent with Utah Administrative Code R277-107.

Employees participating in such activities must ensure that the activity is separate and distinguishable from their employment with NPA and comply with applicable Utah law and NPA policy.

2. Definitions

Activity Sponsor: A private or public individual or entity that employs an employee in a program in which public school students participate.

Employee: A person employed by NPA on a full-time, part-time, or contract basis.

Private, But Public Education-Related Activity: An activity for which an NPA employee receives compensation and the principal clients are students at the school where the employee works. Such activities may include tutoring, lessons, clinics, camps, or travel opportunities.

3. Private Education-Related Activities

An employee participating in a private, but public education-related activity shall ensure that the activity is separate and distinguishable from the employee's NPA employment.

In promoting such an activity, an employee may not:

1. Contact NPA students except as permitted by Utah Administrative Code R277-107;
2. Use education records, resources, or information obtained through NPA employment unless the information is readily available to the general public;
3. Use school time to discuss, promote, or prepare for the private activity;
4. Condition a student's credit or participation in an NPA program or activity on participation in a private activity that is not equally and freely available to all students; or
5. State or imply that participation in an NPA activity or program is conditioned upon participation in a private activity.

An employee may offer private education-related services to students provided the services are not advertised or promoted by the employee during school time. Employees may discuss such activities with students or parents outside the classroom and regular school day and may use publicly available directories or resources as permitted by Utah Administrative Code R277-107.

Nothing in this policy prevents a student from requesting approval of credit for an extracurricular educational experience consistent with applicable law and NPA policy.

4. Advertising

Employees may advertise private education-related activities as permitted by Utah Administrative Code R277-107 and applicable NPA policies.

An employee may purchase advertising in publications that accept paid or community advertising and may post or distribute advertising at NPA to the same extent permitted to members of the general public.

Unless an activity is sponsored by NPA, advertising distributed or made available at NPA or sent to the employee's students must clearly state that the activity is not sponsored by NPA when required by Utah Administrative Code R277-107.

NPA's name may be used only as permitted by Utah Administrative Code R277-107.

5. Use of NPA Facilities

Use of NPA facilities for a private activity is subject to NPA's applicable facility-use requirements and any applicable fees, agreements, or other requirements.

Use of NPA facilities does not constitute NPA sponsorship or endorsement of the private activity.

6. Ethics and Procurement

Employees participating in private, but public education-related activities shall comply with Utah Administrative Code R277-107, the Utah Procurement Code, the Utah Public Officers' and Employees' Ethics Act, and other applicable state law and NPA policy.

Employees may not solicit or accept gifts, incentives, honoraria, stipends, or other benefits prohibited by applicable law.

An employee holding a Utah educator license may be subject to license discipline for violations of Utah Administrative Code R277-107 or related Utah law.

7. Employee/Sponsor Agreements

An agreement between an NPA employee and an activity sponsor must be signed by the employee and is consistent with Utah Administrative Code R277-107-6(1) and shall acknowledge that:

1. The activity is not sponsored by NPA;
2. The employee's responsibilities to the activity sponsor are outside the scope of and unrelated to the employee's duties as an NPA employee; and
3. The employee will comply with applicable Utah laws, rules, and policies regarding advertising and employee participation.

An employee shall provide the School Director with a signed copy of each contract between the employee and an activity sponsor for a private, but public education-related activity.

NPA shall maintain the required contract in the employee's personnel file.

8. Compliance

Employees are responsible for complying with this policy, Utah Administrative Code R277-107, and other applicable laws.

Violations may result in disciplinary action consistent with NPA personnel policies and applicable law.

The School Director may establish administrative procedures as necessary to implement this policy.

Legal Authority

Utah Constitution Article X, Section 3; Utah Code §§ 53E-3-401(4) and 53E-3-512; Utah Administrative Code R277-107.

Reviewed/Revised: August 2026 **Board Approval:** September 17, 2026