

Adopted from MSBA/MASA Model Policy 409, Orig. 1995, Rev. 2008

Approved: 7/21/22 by Board of Directors

Revised: 2/22/24 by Board of Directors

**BLUFFVIEW MONTESSORI SCHOOL
POLICY 409
EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND
CREATIONS**

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of Bluffview Montessori School to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by Bluffview Montessori School.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any Bluffview Montessori School facilities or equipment, the employee shall immediately disclose and, on demand of Bluffview Montessori School, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for 3 years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of Bluffview Montessori School relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. Ownership of Materials

This policy states whether the school or faculty/staff member maintains ownership of materials based on purchaser of supplies.

A. School-Purchased and Donated Materials

All materials and/or books purchased with school funds or donated by parents are the property of the school. Materials are often donated as gifts to their child's class. Montessori equipment and all materials provided to your class/work area (baskets, containers, paper, supplies, etc.) are property of the school and are not to be taken from the building by faculty or staff.

B. Faculty/Staff Member Purchased Materials

Often a faculty/staff member supplements his/her class/work area with materials s/he has purchased with personal funds. The presence of such materials is a personal decision of the individual which we appreciate. The faculty/staff member may remove these items from the school at any time after submitting an inventory to the Head of School for the purpose of replacement. The faculty/staff member is responsible for labeling these materials with their name or initials. Anything that is not labeled will be considered school property.

C. Handmade Materials

Often a faculty/staff member creates materials for his/her classroom/work area using school resources. These materials are the property of the school. Faculty/staff members may complete a Materials Approval Form and submit it to the pedagogy committee if they wish to make a second set for their personal use. If their form is approved by the committee, the staff may use school resources including time and personnel to create the second set but must pay for black and white copies, color copies and laminate used. Both sets must be clearly labeled as to which classroom/work area or staff member they belong and year they were created. The second set is then property of that staff member.

IV. NOTICE OF POLICY

Bluffview Montessori School shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:

Materials Approval Form
(submit to Pedagogy Committee)

Staff Member _____

Name of Material _____

How will this be used in your classroom/work area?

Estimated copies: _____ black & white _____ color

Estimated laminate: _____ inches

Signature _____ Date _____

To be filled out by Pedagogy Committee

Approved _____ YES _____ NO

Signature _____ Date _____

Comments

Actual copies _____ black & white x .01 = \$ _____

_____ color x .05 = \$ _____

Actual laminate _____ inches x _____ = \$ _____ Total All \$ _____

Payment received by _____ Date _____

Pedagogy Chair or HOS Signature _____ Date _____