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

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 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 (baskets, containers, paper, supplies, etc.) are property of the school and are not to be taken from the building by faculty or staff.

B. Teacher-Purchased Materials

Often a teacher supplements his/her class with materials s/he has purchased with personal funds. The presence of such materials is a personal decision of the individual for which we are appreciative. The teacher 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 teacher is responsible for labeling these materials with their name or initials.

C. Handmade Materials

Often a teacher creates materials for his/her classroom using school resources. These materials are the property of the school. Teachers 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 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				
Estimated copies:	black & wh	ite	color	
Estimated laminate:	inches			
Signature				
To be filled out by Peda				
Approved	YES		_NO	
Signature			Date	
Comments				
Actual copies	black & w	hite x .01 = \$		
_	color x .	05= \$	_	
Actual laminate	inches x	= \$	Total All \$	
Payment received by			Date	
Pedagogy Chair or HOS Signature			Date	