

**OLYMPIC ESD 114 BOARD POLICY  
PUBLISHING, RESEARCH AND ENDORSEMENT OF  
EDUCATION MATERIALS**

**POLICY 2023**

It is the policy of Olympic ESD 114 to encourage staff members to develop and write educational materials or conduct research regarding educational matters.

Materials authored by professional staff during their hours of District employment and/or prepared with the aid of agency equipment, supplies, facilities, or staff, are the property of Olympic ESD 114. Materials authored by employees during their noncontracted time are the property of the employees. Non-agency authorship or publication shall not involve the use of agency materials, agency equipment or agency time of other employees (e.g., secretaries). "Materials" in this policy refers to all products, deliverables, improvements, discoveries, and informational content as well as all materials covered by federal copyright statutes.

Agency-owned materials that are deemed suitable for publication shall be submitted to the Superintendent. When recommended by the Superintendent, copyrights for these materials shall be claimed in the name of Olympic ESD 114. Release of agency copyrighted materials shall be at the discretion of the Board of Directors or the Superintendent.

When instructional materials are being considered for adoption, and such materials include those published independently by an agency employee, it shall be the policy of the board to require that said employee, because of a possible conflict of interest, shall not be involved in the making of any decisions regarding such adoptions or use.

While the board recognizes the importance of the home, business, and industry (vendors) as a partner in the educational process, the staff of the agency shall not endorse for remuneration any commercial materials which have been produced to supplement a student's program.

Date Adopted: October 19, 1995  
Renumbered: March 2013, 4120  
Renumbered: January 21, 2016, from 3500