

**CODE OF PROFESSIONAL CONDUCT AND ETHICS  
REGARDING SUPPLEMENTAL EDUCATIONAL SERVICES**

- District employees shall not accept payments or other compensations from SES providers in exchange for providing access to facilities, providing student lists, assisting with marketing or student recruitment, promoting enrollment in a specific provider's program.
- District employees **shall not** provide SES providers with a list of students eligible to receive services, as this information would identify a student as eligible for Free and Reduced Lunch, which is in violation of the Family Educational Rights and Privacy Act (FERPA)
- District employees in the capacity of principal, assistant principal, school or district administrator or SES facilitator **shall not** work for an SES provider.
- District employees **shall not** be hired by an SES provider for any purpose other than instruction-related services (Tutor) or program coordination (Lead Tutor)
- District employees shall not be hired by an SES provider for any purpose other than instruction-related services (Tutor) or program coordination (Lead Tutor)
- District employees **shall not** distribute or send home, via backpack or mail, the school district SES enrollment form that has a provider's name preprinted as part of the form or flyers endorsing a specific SES program.
- District employees **shall not** market or promote the services of the provider they work for to parents or students.
- District employees may offer general information about SES tutoring services and factual, non-biased information about provider's programs if the information is requested by the parent or guardian.
- District employees **shall not** modify any SES enrollment form completed by a parent or guardian.

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**ACKNOWLEDGEMENT OF RECEIPT OF SCHOOL DISTRICT CODE OF  
PROFESSIONAL CONDUCT AND ETHICS REGARDING SES**

By signing this form, I acknowledge that I have received and read the school district Code of Professional Conduct and Ethics regarding SES and I agree to comply by these requirements.

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Employee Name

Date: \_\_\_\_\_