

School District Code of Professional Conduct and Ethics  
Regarding Supplemental Educational Services

Please be reminded that school district employees must adhere to the following District Code of Professional Conduct and Ethics regarding Supplemental Educational Services (SES):

- District employees **shall not** accept payments or other compensation 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 coordinator **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** offer a parent or student any form of incentive for signing-up with a specific provider.
- 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.
- District employees **shall not** modify and SES enrollment form completed by a parent.

**ACKNOWLEDGEMENT OF RECEIPT OF SCHOOL DISTRICT CODE OF  
PROFESSIONAL DONDUCT 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 with these requirements.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date