

Contractual Agreement between School District and State-Approved SES Providers

Expectations and Guidelines for District Employees Who are Employed by Supplemental Educational Services Providers

1. No employee will campaign, recruit, solicit for, or otherwise work for the purpose of gaining students for the provider during hours of employment by the district. This includes talking to parents about a specific provider and the provider's program.
2. No district employee may represent an SES provider during parent/student night, school functions at which the employee is required to attend by the district, or other school activities.
3. No employee may have access to student lists, phone numbers, free/reduced lunch lists, or other student information at any time to be used for the purpose of recruiting students for an SES provider.
4. Employees are prohibited for using district materials and supplies, such as paper, pencils, books, computers, printers, crayons, etc. for the purpose of administering the SES program.
5. Employees of SES providers do not have access to copiers, phones, or other equipment owned, leased, or operated by the school district, even if the tutor is a school district employee.
6. District employees are not necessarily able to tutor in the classroom they are assigned to during the regular school day. Providers can request space at the school. Principals (with input from Assistant Superintendents) make the decision as to whether there is space available and principals determine where the provider will be placed in the school.
7. SES providers are required to supply their tutors with all materials needed to implement the program described in the provider's RFA to the State of Florida.
8. Distribution of materials by providers to school staff requires the permission of the principal of the school. Distribution of these materials can only take place before or after regular school hours.

Employee Signature and Date

SES Provider's Signature and Date

Company Name of SES Provider