

MIAMI-DADE COUNTY PUBLIC SCHOOLS' GUIDELINES FOR PROFESSIONAL CONDUCT AND ETHICS FOR STATE-APPROVED SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDERS' EMPLOYEES AND CONTRACTED ENTITIES

Please be reminded that State-Approved Providers servicing Miami-Dade County Public Schools (M-DCPS) and their staff must adhere to the following M-DCPS' Guidelines for Professional Conduct and Ethics regarding Supplemental Educational Services (SES):

- SES Providers **shall not** compensate district employees personally in exchange for providing access to facilities, providing student lists, assisting with marketing or student recruitment to promote enrollment in a provider's program.
- SES Providers **shall not** request from district employees a list of students eligible to receive services, as this information would identify a student as eligible for Free and Reduced Meals, which is in violation of the Family Educational Rights and Privacy Act (FERPA).
- SES Providers **shall not** employ district employees in the capacity of principal, or district administrator or SES Coordinator.
- SES Providers **shall not** hire school personnel for any purpose other than instruction-related services (Tutor) or program coordination (Lead Tutor).
- SES Providers **shall not** offer a parent or student any form of incentive for signing-up to receive Services (simple door prizes of a nominal value (approximately \$5 per prize) and refreshments to potential students and their families can be offered, while attending informational sessions.
- SES Providers **shall not** distribute or make arrangements with school administrators, teachers or school support staff to send home, via backpack or mail, the M-DCPS' SES Enrollment Form that has a Provider's name preprinted as part of the form or flyers endorsing a specific SES Program.
- SES Providers **shall not** use school staff to market or promote their program to parents or students.
- SES Providers **shall not** modify any SES enrollment form completed by a parent.
- SES Providers **shall not** post signs, pass out flyers or implement any other marketing strategies on school ground or district's property, as this creates disruption, which prevents the school from operating in a safe and orderly manner.
- SES Providers **shall not** encourage students/parents to switch Providers once enrolled. A student is considered enrolled once the District has issued the formal student / Provider selection list.
- SES Providers **shall not** implement a rewards program for attendance and/or achievement that is not part of the provider's state-approved program (rewards for student's performance up to \$50.00 can be offered per student per year).
- SES Providers **shall not** misrepresent to anyone, including parents (during student recruitment), the location of a Provider's program, principal, district or state's approval of a Provider, or the likelihood of becoming so approved.
- SES Providers **shall not** interact with each other in unprofessional manner in the presence of students and parents, particularly during M-DCPS' sponsored activities. M-DCPS' sponsored activities are not appropriate venues for confrontations between providers.

ACKNOWLEDGEMENT OF RECEIPT OF M-DCPS' GUIDELINES FOR PROFESSIONAL CONDUCT AND ETHICS FOR STATE-APPROVED SES PROVIDERS

By signing this form I acknowledge that I have received and read the M-DCPS' Guidelines for Professional Conduct and Ethics regarding SES and agree to comply with these requirements. I will also ensure that all employees and contracted entities are informed about their obligations in meeting the above Guidelines for Professional Conduct and Ethics.

Employee Name

Employee Signature

Date