

**MIAMI-DADE COUNTY PUBLIC SCHOOLS' GUIDELINES FOR PROFESSIONAL CONDUCT  
AND ETHICS REGARDING SUPPLEMENTAL EDUCATIONAL SERVICES FOR  
DISTRICT EMPLOYEES**



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

- M-DCPS 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.
- M-DCPS employees **shall not** provide SES approved providers with a list of students eligible to receive services, as this information would identify a student as eligible for free or reduced-price meals, which is in violation of the Family Educational Rights and Privacy Act (FERPA).
- District employees in the capacity of principal, school or district administrator or SES Coordinator **shall not** work for an SES Provider.
- School personnel **shall not** be hired by an SES Provider for any purpose other than instruction related instruction-related services (Tutor) or program coordination (Lead Tutor).
- M-DCPS employees **shall not** offer a parent or student any form of incentive for signing-up with a specific Provider.
- School-employees **shall not** distribute or 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.
- School staff **shall not** market or promote the services of the Provider they work for to parents or students.
- School employees may offer general information about SES tutoring services and factual, non-biased information about Providers' programs if the information is requested by the parent.
- School personnel **shall not** modify any SES enrollment form completed by a parent.

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**ACKNOWLEDGEMENT OF RECEIPT OF M-DCPS' GUIDELINES FOR PROFESSIONAL CONDUCT AND ETHICS REGARDING SES**

By signing this form I acknowledge that I have received and read the M-DCPS' Guidelines for Professional Conduct and Ethics regarding SES and I agree to comply with these requirements.

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Employee Name

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Employee Signature

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Date

