

Policy Title: Tutoring for Pay/Professional Services for Pay

Purpose: The purpose of this policy is to provide direction to employees regarding tutoring for pay while in the employment of the North Andover Public Schools (NAPS). Such direction is intended to protect faculty and staff from unknowingly violating the conflict of interest law.

Students are entitled to reasonable assistance both in and outside of class time without charge from their teachers and/or other NAPS employees. In order to avoid a conflict of interest, faculty and staff are prohibited from accepting money in exchange for private professional services either on school premises or elsewhere provided to their current students or those with whom they have official dealings

The conflict of interest law (M.G.L. , c. 268A) places restrictions on private tutoring and other services provided by public employees. In short, such arrangements may be made if the service is not required by the school district, the faculty or staff member does not recommend the service to the student or parent or otherwise solicit private work, and the employee files a written disclosure of the private business arrangement with the district. In addition, an employee providing private service for pay must provide specific disclosure should a student subsequently be assigned to that employee in order to avoid an appearance of conflict of interest or bias in the employee's official actions as a result of the private relationship. Disclosure of a prior private relationship is a matter of public record.

NAPS recognize that from time-to-time parents of students may request tutoring services of the District's faculty and staff. However, tutoring is not recommended unless the appropriate teacher(s) of the student(s) involved has (have) been consulted and agrees that such additional support will provide real help.

Employees providing professional services on NAPS premises are required to do the following:

- Complete a building use form, submit it to the main office, and follow building payment guidelines per policy.
- Complete a disclosure statement, which includes the student's name, the details of the service to be provided, and the conditions under which the service was arranged, and submit it to the Principal. (Special Education faculty and staff must provide a copy to the Special Education Director as well.)
- Provide the parents of the student being tutored a NAPS information form.

Employees providing private services for pay to NAPS students off campus must disclose these arrangements to the Principal of the student by providing the same information requested under the second bullet above and also provide a NAPS information form to the parents (see bullet 3 above).

First Reading: 3/6/08

Approved NASC: 3/20/08