

**NORDONIA HILLS CITY SCHOOLS  
APPLICATION TO PROVIDE PRIVATE SERVICES OR LESSONS  
TO A DISTRICT STUDENT FOR A FEE**

The Nordonias Hills City School District seeks to maintain unquestionably high standards of honesty, integrity, impartiality, and professional conduct by the Board of Education's employees. Such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the following guidelines are set to assure that conflicts of interest do not occur.

1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
2. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
  - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records
  - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
  - d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
3. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Exceptions to these guidelines shall be approved by the Superintendent before entering into any private relationship.

The application on the reverse of this page must be approved by the Superintendent or his designee before a staff member engages in any private, for-profit tutoring of any district student. Such tutoring shall not occur on school property or during regular work hours. It is strongly encouraged the tutoring is done in a public location (e.g. public library).

Teacher's Name: \_\_\_\_\_ Date of Application \_\_\_\_\_

Student to be tutored: \_\_\_\_\_ Grade/Building \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Anticipated duration of tutoring: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Anticipated location of tutoring: \_\_\_\_\_

I grant the above named teacher permission to enter into a private, for-profit tutoring relationship between the teacher and student listed above.

Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_