

**Administrative Procedures for Policy #1740.7 (Administration) of the Board of Education
Regarding Ethics: Private Tutoring and Private Educational Services**

I. Guidelines

- A. The Board of Education acknowledges that there are times when a student may benefit from instruction or educational services beyond the regular school day. In fact, Calvert County Public Schools offers a variety of extra- and co-curricular activities and opportunities, and educational services designed to extend learning and/or offer re-teaching and support. This support offered to individual students or a group of students before, during and after the school day is offered at no cost to student(s) and/or parent(s). In addition, CCPS occasionally offers extended learning and educational services through outside organizations for a modest fee.

II. Definitions

- A. Private Educational Service Provider – Any service related to the educational program of a student or group of students performed for compensation by a person or entity other than the Calvert County Public Schools.
- B. Private Entity – A business, whether for profit or nonprofit, or an individual, including parents or guardians of students of the Calvert County Public Schools.
- C. Private Tutoring – Any instruction performed for compensation by a person or entity other than the Calvert County Public Schools.

III. Possible conflicts of interest may arise when a Calvert County Public Schools employee contracts with a private entity to provide tutoring or educational services to a student(s) of Calvert County Public Schools. In order to avoid those conflicts, Calvert County Public Schools employees may not:

- A. Privately tutor or offer private educational services to students for whom they are a teacher of record, related service provider or are serving in the course of regularly assigned duties;
- B. Use Calvert County Public Schools' facilities, instructional materials, or equipment for private tutoring or for offering private educational services unless arrangements are made in advance through CCPS Policy #8120 – Use of School Facilities;
- C. Privately tutor or offer private educational services to students during the contracted workday; or
- D. Use time during the contracted workday or use Calvert County Public Schools resources to advertise private tutoring or private educational services.

IV. Private tutors or private educational service providers who are self-employed or are employed by an entity other than the Calvert County Public Schools may not use Calvert County Public

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Schools facilities, instructional materials, or equipment unless arrangements are made in advance through CCPS Policy #8120 – Use of School Facilities.

- V. The Superintendent or his/her designee may make exceptions to this procedure. Any exception must be made in writing.