

## Private Service Providers

For purposes of this policy, a “Private Service Provider” shall be defined as a private individual or company that provides services or meals on a school campus for a fee.

From time to time a private service provider may request or be requested to provide services for students on campus. These services may include, but are not limited to, private instruction in voice or musical instruments, private tutoring in academic subjects, food services or after-school care.

A private service provider may be permitted to provide services on the campus of an NCC school only under the following conditions:

1. The service provider shall enter into a use agreement with the school, prepared and approved by the Northern California Conference of Seventh-day Adventist Department of Property and Trust Services.
2. The service provider shall submit proof of liability insurance as specified in the use agreement.
3. The school board has voted to approve the arrangement with the service provider.
4. In the case of private instruction or tutoring services, the service provider shall provide individual student instruction only and shall not provide group or classroom instruction.
5. The service provider shall bill and be paid by the students’ parents directly. The school shall not handle billing or fee collection for the service provider.

A private service provider meeting the above requirements may, but is not required to be, a Seventh-day Adventist.

A private service provider who does not meet each of the above requirements shall be required to be an employee of the school before providing services on campus for compensation. This employment shall be subject to the requirements of the Pacific Union Education Code, Northern California Conference policies and applicable state and federal employment statutes and regulations.