

PROFESSIONAL RESPONSIBILITY – CONFLICT OF INTEREST

The District recognizes that the education profession is vested by the public with a trust and responsibility requiring the highest ideals of professionalism. It expects its staff to practice the profession according to the highest possible degree of ethical conduct and standards. Accordingly, all certified staff are expected to be familiar with and to comply with the Connecticut Code of Professional Responsibility for Educators and the accompanying state regulations.

For purposes of this policy, the term “certified staff” refers to all staff who are required to have a certificate, authorization or permit or other credential from the State Board of Education as a condition of their employment with the Manchester Public Schools, including superintendents, administrators, teachers, special services professionals, and coaches.

1. Certified staff will not engage in or have a financial interest in any business or activity for financial remuneration that interferes with their ability to fulfill their professional obligations to the District.
2. Certified staff will not actively engage in any private business or non school related volunteer activity during school hours or on school grounds and shall not use school resources such as materials, supplies, equipment, facilities, clerical assistance, or other school services for any private business or non school related volunteer activity without advance written approval from the Superintendent except to the same extent and on the same terms as such resources are available to the general public.
3. Certified staff will not provide private diagnostic, therapeutic, counseling, instructional or remedial services to students attending the Manchester Public Schools, except as permitted in paragraph 4.
4. Certified staff may provide private tutoring or instructional services for profit at the request of a parent under the following conditions:
 - a. the student is not being taught by or under the direct supervision of that staff member and the staff does not have actual notice that the student will be taught by or under the direct supervision of that staff member during the next school year;
 - b. the District has not recommended the services as necessary for the student such as in an Individual Education Plan;
 - c. the staff member has not recommended the tutoring;

- d. the staff member has not solicited the student or the parent; or
 - e. the tutoring does not occur on school grounds or with the use of school resources not otherwise available to the general public.
5. Certified staff will refrain from referring any student attending the Manchester Public Schools to specific providers of private tutorial, counseling, evaluative or other educational services. Nothing in this section shall be interpreted to prevent a staff member from providing a student or family with information about access to publicly available community resources.
6. Certified staff will not represent for profit a student, other than their own child, or the student's family in a private capacity with regard to seeking educational services.
7. Certified staff will not engage in the direct solicitation of students during the school day or at school sponsored activities to participate in non-school sponsored activities in which the certified staff member has a financial interest without advance written approval from the Superintendent. Any such solicitation that is approved shall be in writing.
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Any certified staff employee who violates this policy may be subject to disciplinary action, up to and including, termination of employment.

Legal References:

- Connecticut State Regulation §10-145d-400a
- Connecticut State Regulation §10-145d-400b

ADOPTED: January 28, 2013