

## Procedure

**File:GBEA**

### **STAFF ETHICS/CONFLICT OF INTEREST- DICIPLINE**

Appropriate procedures for processing student disciplinary matters in accordance with school district guidelines and State ethics standards:

In matters pertaining to student discipline, employees shall not advocate for disciplinary actions which oppose the finding and recommendation of the WPS personnel carrying out appropriate student disciplinary procedures.

Occasionally, an employee may express support on behalf of a student for whom the school administration is executing the appropriate disciplinary process because the student has violated a school disciplinary rule.

Providing a letter of support for the student or being a reference for the student at a hearing is acting as a character witness for the student and advocating for a certain outcome of the disciplinary issue. In this type of situation, such actions express and constitute an adverse interest with that of the school administration. In the opinion of the City of Worcester Law Department, such actions violate Massachusetts General Laws Chapter 268A.(c), Conduct of Public Officials and Employees, which reads as follows:

Chapter 268A: Section 4. Other compensation; offer, gift, receipt or request; acting as agent or attorney for other than state; legislators; special state employees

*(c) No state employee shall, otherwise than in the proper discharge of his official duties, act as agent or attorney for anyone other than the commonwealth or a state agency for prosecuting any claim against the commonwealth or a state agency, or as agent or attorney for anyone in connection with any particular matter in which the commonwealth or a state agency is a part or has a direct and substantial interest.*

*Whoever violates any provision of this section shall be punished by a fine or not more than three thousand dollars or by imprisonment for not more than two years, or both.*