

HOW TO FILE AN ETHICS COMPLAINT AGAINST AN IDAHO CERTIFICATED EDUCATOR OR ADMINISTRATOR

Prior to referring the matter to the Professional Standards Commission for intervention, **please explore every avenue available to you at the local level** (e.g., principal, superintendent and, finally, the board of trustees).

Please review this information to determine if your concern is outlined in one of the principles of the Code of Ethics of the Idaho Teaching Profession. If you feel strongly that there is a potential violation of the Code of Ethics, please do the following and submit to:

Chief Certification Officer
Professional Standards Commission
Idaho State Department of Education
PO Box 83720
Boise, ID 83720-0027

Complete the following complaint form. All fields must be completed for consideration of your complaint. Incomplete forms will not be reviewed.

The Professional Standards Commission is empowered by law to investigate and determine if a violation of the law or the Code of Ethics has occurred (Idaho Code § 33-1209). If an allegation does not appear to be defined within the law or the Code of Ethics, an investigation will not be warranted. If sufficient grounds are determined to indicate a potential violation, by law the Professional Standards Commission may take appropriate disciplinary action upon the teaching credential of a certificated individual.

NOTE: Non-certificated individuals (e.g., administrative assistants, aides, cooks, custodians, bus drivers, volunteers) are under the jurisdiction of the local Board of Trustees and **not** the Professional Standards Commission.

If the Commission determines sufficient grounds exist to proceed, a formal, written Administrative Complaint is issued to the certificate holder, which may lead to the denial, revocation, suspension or placement of reasonable conditions on any Idaho certificate (Idaho Code § 33-1208).

COMPLAINT SCREENING GUIDELINES

The Professional Standards Commission (PSC) is dedicated to protecting the children of Idaho and to maintaining the integrity of the education profession. Likewise, the Commission recognizes the benefits and responsibilities of local control in resolving issues. To these ends, the Commission staff will screen all formal allegations using these guidelines to determine jurisdiction.

1. A Professional Standards Commission investigation may be warranted if:
 - a. The complainant exhausts locally available district remedies, including addressing the allegation with the teacher, building principal, school superintendent, and/or school board.
 - b. Immediate consideration may be warranted if:
 - 1) the complaint alleges a breach of ethics of such a serious nature so as to warrant immediate consideration by the Commission; or,
 - 2) the complaint is brought by law enforcement or other State agency.
 - c. The alleged action constitutes a violation of ethics and/or law.
2. Alleged contract violations must be addressed first by local grievance procedures or other legal actions.

Professional Standards Commission
Idaho State Department of Education
PO Box 83720
Boise, ID 83720-0027
Phone: (208) 332-6888
Fax: (208) 334-2228

COMPLAINT FORM

All fields are required

I. Complainant's Name: _____

(Person making complaint)

Address: _____

City/County/State/Zip: _____

Home Phone: _____

Work Phone: _____

Email Address: _____

NOTE: PLEASE LIST ONLY ONE (1) RESPONDENT PER COMPLAINT FORM. PLEASE USE A NEW FORM FOR EACH ADDITIONAL RESPONDENT.

II. Respondent's Name: _____

(Person against whom complaint is being made)

Title/Position Held: _____

Employing District and/or School : _____

Date(s) of Occurrence(s) : _____

I believe that these actions violate the following sections and subsections of the *Code of Ethics for Idaho Professional Educators* [IDAPA 08.02.02.076](#):

As required, I have made the following efforts to address this issue with locally available district remedies, including appeal to teacher, building principal, school superintendent, and school board (please include results of these steps).

III. Statement of Facts:

State in your own words the *detailed* facts and the actions of the person named in paragraph II which prompted you to make this complaint. The brief space provided below is not intended to limit your statement of facts. Enclose any supporting documents, minutes, recordings, statements, news clippings, etc. The information you provide must support your belief that a violation occurred and the named person was responsible. Please feel free to attach additional sheets if necessary. Include relevant dates and time and the names and addresses of other persons whom you believe to have knowledge of the facts.

Other persons who may have information relevant to this complaint:

Name Address Telephone No. Position

IV. I understand that this complaint may initiate an administrative proceeding. It is my intention to fully cooperate with the staff of the Idaho Professional Standards Commission in the investigation of this matter. I agree to testify, if needed, before a hearing panel and/or any other judicial body necessary to resolve this case.

I understand that my failure to fully cooperate in this investigation could result in dismissal of this complaint.

I understand that my name and the other personal information on this form will not be released by anyone at the Idaho Professional Standards Commission. I am aware, however, that at the appropriate time this information may be available to the respondent and/or his/her attorney.

I hereby swear or affirm that the information on this form is true and correct to the best of my knowledge.

Complainant's Signature _____ Date _____

An unsigned complaint cannot be processed.