

PROFESSIONAL STANDARDS COMMISSION  
CODE OF ETHICS COMPLAINT PACKET

*REVISED OCTOBER 22, 2024*



## CODE OF ETHICS COMPLAINTS

The Professional Standards Commission (PSC) is dedicated to protecting the students of Idaho and to maintaining the integrity of the education profession. The PSC 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 you are interested in filing a complaint with the PSC, you should first ensure that the person you are interested in filing against is a licensed educator, as the PSC only has statutory authority to discipline licensed educators. You may look up educator licenses by using the [Certification Lookup Tool](#).

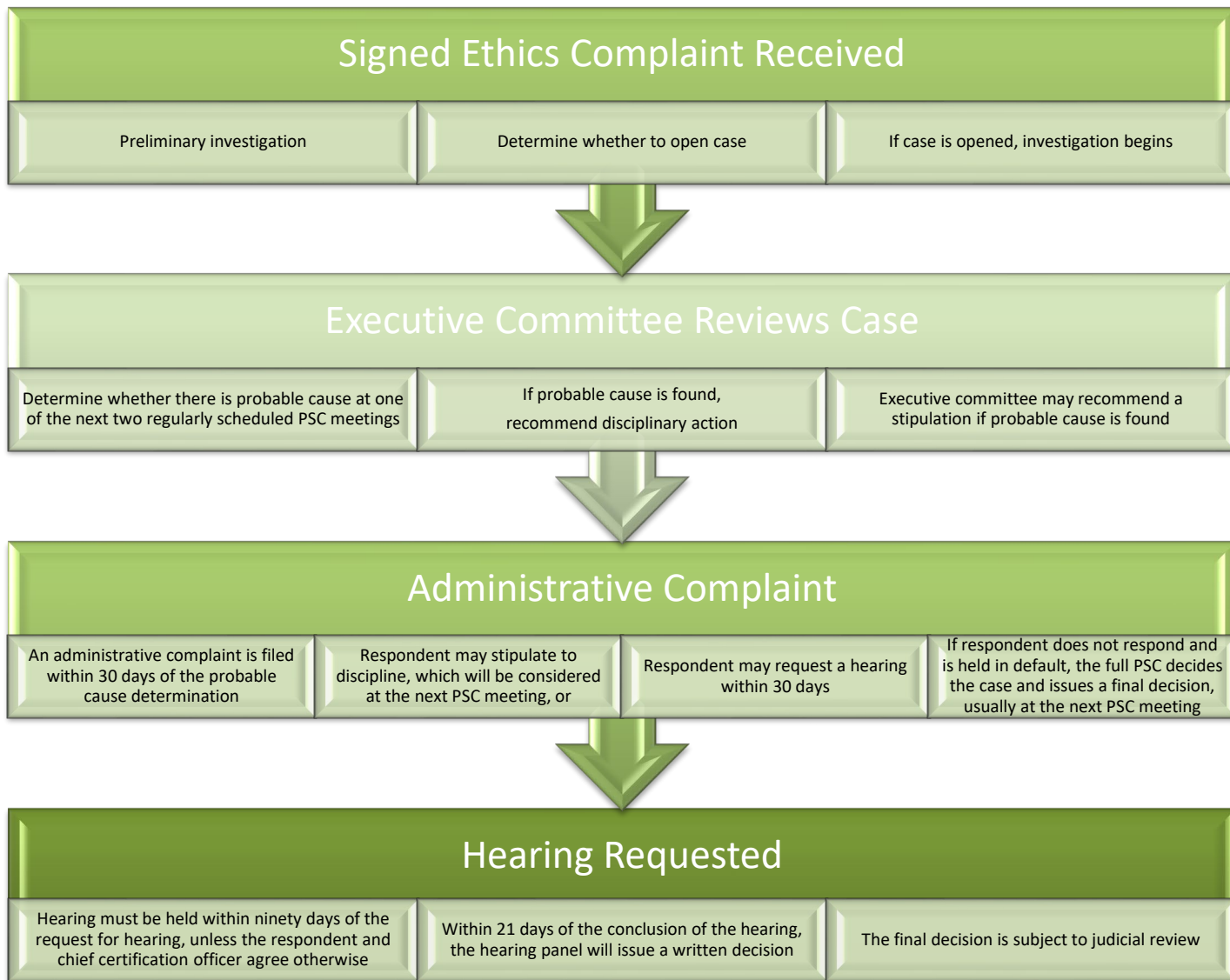
Please note that only certain individuals are allowed to file complaints. According to **Idaho Code §33-1209** a signed, written allegation of ethical misconduct may be initiated by an Idaho local board of trustees or by an individual who has a substantial interest in the matter. Individuals who have a substantial interest may include, but are not limited to: licensed educators; individuals employed by a school district, charter school, or local or state professional education organizations; or parents/guardians of students involved in the alleged complaint. . The code does not allow students to file complaints with the PSC. Per Idaho Code, complaints to the PSC must be signed; the PSC cannot take action on anonymous complaints.

To warrant a PSC investigation, complaints must be related to an alleged violation of one or more of the principles in the [Code of Ethics for Idaho Professional Educators](#). The complaint must be of a sufficient scale to warrant disciplinary action, and there must be adequate, concrete evidence (not just suspicion or conjecture) to support the allegations. If an allegation does not appear to be defined within the law or the Code of Ethics, an investigation will not be warranted.

Additionally, potential complainants (individuals filing a complaint) should first make every effort to resolve issues at the local level. The PSC complaint process involves many steps, and in some cases it can take months to arrive at a final resolution. While the PSC has the power to impose disciplinary actions on an educator's license (such as a letter of reprimand, conditions on certificate, suspension, or revocation), it does not have the power to order local school districts or charter schools to take any particular action regarding employment, as employment decisions are handled at the local level. Therefore, working with local administrators and/or school board members can sometimes address a potential complainant's concerns more quickly and effectively.

If a complaint meets the basic requirements outlined above, it will be investigated. The investigation may include a subpoena for documents, interviews as needed, and preparation of a report for review by the Executive Committee of the Professional Standards Commission. The Executive Committee will then determine whether there is probable cause to believe there has been a violation of the Code of Ethics for Idaho Professional Educators. If probable cause is determined, by law the PSC may take appropriate disciplinary action upon the license of an educator. The chart below shows the process flow of an ethics complaint.

## ETHICS COMPLAINT FLOWCHART



For additional information regarding the procedures for processing a Code of Ethics written complaint, please see the [Professional Standards Commission Procedures Manual](#).

# CODE OF ETHICS COMPLAINT FORM

All fields must be completed for consideration of your complaint. Incomplete or anonymous forms will not be reviewed.

Please submit completed form to:

Chief Certification Officer  
 Professional Standards Commission  
 PO Box 83720  
 Boise, ID 83720-0027

Complainant's Information (person making the complaint)	
Complainant's Name	Title (e.g., Colleague, Parent, Superintendent, etc.)
Email Address	
Street Address or PO Box #	
City, State, Zip Code	Phone #

Respondent's Information (certified individual against whom complaint is being made)
<i>Note: Please list only one (1) respondent per complaint form. Please use a new form for each additional respondent.</i>
Respondent's Name
Position/Title
Employing School District, Charter School, or School

Allegation(s) of Code of Ethics Violation(s)														
Date(s) of Incidents														
<p>I believe the actions described below in the statement of facts violate the following principles of the <a href="#">Code of Ethics for Idaho Professional Educators</a>:</p> <table> <tr> <td><input type="checkbox"/> Principle I – Professional Conduct</td> <td><input type="checkbox"/> Principle VIII – Breach of Contract or Abandonment of Employment</td> </tr> <tr> <td><input type="checkbox"/> Principle II – Educator/Student Relationship</td> <td>- <b>NOTE: Copy of contract and School Board minutes indicating employee resignation was not accepted <u>must</u> be included with a Breach of Contract allegation.</b></td> </tr> <tr> <td><input type="checkbox"/> Principle III – Alcohol and Drugs Use or Possession</td> <td><input type="checkbox"/> Principle IX – Duty to Report</td> </tr> <tr> <td><input type="checkbox"/> Principle IV – Professional Integrity</td> <td><input type="checkbox"/> Principle X – Professionalism</td> </tr> <tr> <td><input type="checkbox"/> Principle V – Funds &amp; Property</td> <td><input type="checkbox"/> Statutory Violation of <a href="#">Idaho Code 33-1208</a></td> </tr> <tr> <td><input type="checkbox"/> Principle VI – Compensation</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Principle VII – Confidentiality</td> <td></td> </tr> </table>	<input type="checkbox"/> Principle I – Professional Conduct	<input type="checkbox"/> Principle VIII – Breach of Contract or Abandonment of Employment	<input type="checkbox"/> Principle II – Educator/Student Relationship	- <b>NOTE: Copy of contract and School Board minutes indicating employee resignation was not accepted <u>must</u> be included with a Breach of Contract allegation.</b>	<input type="checkbox"/> Principle III – Alcohol and Drugs Use or Possession	<input type="checkbox"/> Principle IX – Duty to Report	<input type="checkbox"/> Principle IV – Professional Integrity	<input type="checkbox"/> Principle X – Professionalism	<input type="checkbox"/> Principle V – Funds & Property	<input type="checkbox"/> Statutory Violation of <a href="#">Idaho Code 33-1208</a>	<input type="checkbox"/> Principle VI – Compensation		<input type="checkbox"/> Principle VII – Confidentiality	
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**Statement of Facts** – State in your own words the detailed facts and the actions of the respondent which are in violation of the Code of Ethics. 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 allegation that a violation occurred and the respondent was responsible. Please feel free to attach additional sheets if necessary. Include relevant date(s) and time(s) and the names and email addresses of other persons whom you believe to have knowledge of the facts.

**Summary of Efforts to Resolve at Local Level** – Identify your efforts to address the issues with locally available district/charter school remedies. Include appeal to teacher, building principal, superintendent, charter administrator, and school board. Please include the results of these steps.

**Other Persons** – Please provide a list of other individuals who may have information related to the allegations if applicable.

Name	Email Address	Phone #	Position

**Signature**

I understand that this complaint may initiate an administrative proceeding. It is my intention to fully cooperate with the staff of the PSC and/or Attorney General’s Office 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 failure to fully cooperate in this investigation could result in dismissal of this complaint.

I understand that my name and other personal information on this form will not be released by anyone at the PSC. I am aware, however, that at the appropriate time, this information may be available to the respondent and/or respondent’s attorney.

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

<b>Complainant’s Signature</b>	<b>Date</b>
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