



Clear Form

Instructions to Request an Advisory Opinion – Ethics Panel

Board of Education of Frederick County
191 South East Street, Frederick, Maryland 21701

FCPS Form 109F.1
[Policy 109](#) / [Policy 305](#)
January 2025

The Board of Education of Frederick County (the “Board”) established the Ethics Panel to serve as an independent body responsible for providing advisory opinions, investigation complaints alleging ethics violations by a member of the Board, the Superintendent, or a Frederick County Public School employee and reporting its findings to the Board with a recommendation for action, and to review annual financial disclosure statements.

A Board member, school system official, employee, consultant, volunteer, or other person subject to the authority of the Board may request the Ethics Panel issue an advisory opinion concerning the application of the Board Policy 109, *Board and Board Candidate Ethics*, or Board Policy 305, *Conflict of Interests and Employee Ethics*.

If you are requesting an advisory opinion, you must submit the **Application to Request an Advisory Opinion** form (the “Application”) to:

Board of Education of Frederick County
Ethics Panel
c/o FCPS Legal Services Division
Attn: Chief Legal Counsel
191 South East Street
Frederick, Maryland 21701

In lieu of a mailed copy, the Application may be submitted by e-mail as a PDF to the attention of FCPS’ Chief Legal Counsel at: LegalServices@fcps.org. Once received, FCPS’ Chief Legal Counsel will acknowledge receipt and assign an Advisory Opinion number to the Application.

You should submit the Application as soon as you become aware of the circumstances that necessitate the Ethics Panel’s involvement. To facilitate the Ethics Panel’s review of the Application, please be sure to complete all sections of the Application with as much detail as possible and attach any records, documents, or other exhibits you believe may help the Ethics Panel in its decision-making process.

The Ethics Panel will respond to the request, providing an interpretation of the applicable Ethics Policy based on the facts provided or reasonably available to it. The Ethics Panel may request additional information if it is needed to respond to a request and may, but is not required to, invite the individual making the request to attend an Ethics Panel meeting to provide information regarding the request.

Copies of the Ethic Panel’s advisory opinions, with the identity of the subject(s) redacted, will be made available to the public.