Ethics Panel Complaint Form

Clear Form

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

FCPS Form 109-F02
Policy 109 / Policy 305
September 2026

CONFIDENTIAL

I, the Complainant, hereby request that the Ethics Panel of the Board of Education of Frederick County initiate an investigation into the identified individual for the potential violation of Board of Education Policy 109, *Board and Board Candidate Ethics*, or Policy 305, *Conflict of Interests and Employee Ethics*.

Complainant Information

Name: _____ Telephone: _____ E-mail Address_____

Mailing Address: _____

Preferred Method of Communication: ☐ E-mail ☐ Mail

Details of the Complaint

Name of Individual: _____
(If multiple individuals, submit one form for each individual.)

Individual is: ☐ a Board Member ☐ the Superintendent ☐ an FCPS employee ☐ a Lobbyist

List all sections of the applicable ethics policy you allege the identified individual violated (125 character limit):

_____

(Note: The failure to allege at least one section of the applicable ethics policy may result in dismissal of the complaint.)

Narrative Statement of Charges (1200 character limit)

☐ In addition to or instead of the above narrative, I am submitting an attachment with the narrative statement.

Attachment(s)

I am submitting documents in support of the charges. ☐ Yes ☐ No
(Note: All supporting documents must be in PDF format and consecutively numbered on the bottom right corner of the page.)

Attestations and Signature on Next Page

Ethics Complaint No. _____

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Attestations
(Initial next to each attestation.)

_____ I understand that the failure to complete any portion of this form or to follow the instructions for submitting a complaint to the Ethics Panel may result in the delay of processing of the complaint.

_____ I understand that the Ethics Panel will not process this complaint if the complaint is not signed.

_____ I affirm that I am not submitting this complaint with the intended purpose of harassing or haranguing the subject of the complaint.

_____ I agree to abide by the Rules of Procedure for Ethics Complaint filed with the Ethics Panel of the Board of Education.

I hereby declare and affirm under the penalties of perjury that the contents of this document and any attachment(s) are true and correct to the best of my knowledge, information, and belief.

_____ _____
(Type/Print) (Signature)

_____
Date of Complaint

HOW TO SUBMIT THIS APPLICATION (Choose One)

E-mail the complaint form and any attachments to the listed addresses	BoardAppealsComplaints@fcps.org and LegalServices@fcps.org
Send a physical copy of the complaint form and any attachments to both of the listed addresses by USPS Mail, private carrier (*i.e.,* UPS), or by personal delivery	Attn: Ethics Panel Board of Education of Frederick County 191 South East Street Frederick, MD 21701 and Attn: Chief Legal Counsel Frederick County Public Schools 191 South East Street Frederick, MD 21701
Send a copy of the complaint form and any attachments by facsimile to the listed phone numbers	(240) 586-8949 and (240) 586-8601

Ethics Complaint No. _____