BOARD OF EDUCATION OF FREDERICK COUNTY
191 South East Street
Frederick, Maryland 21701

Telephone 240-586-8905
Fax 240-586-8949

Instructions for Filing an Ethics Complaint

The Ethics Panel of the Board of Education is an advisory committee of the Board established by Board Policy 101 with the responsibility for hearing, processing, and making findings regarding complaints that Board members, the Superintendent, FCPS staff, or lobbyists have violated the governing ethics policies – Policy 109 with respect to Board members and Policy 305 with respect to staff.

To submit a complaint to the Ethics Panel, complete and sign Form 109F.2 (https://apps.fcps.org/forms/public-policy-forms/21) to the address indicated below. You may attach a narrative description of the charges in lieu of completing the space designated on the Complaint Form for that purpose. Any attached narrative should be in Times New Roman, 12-point font with one-inch margins on all sides and shall not exceed ten (10) pages in length. You may also attach any documents you believe support the charges. All attachments **must** be in PDF format and must be consecutively numbered in the bottom right corner of the page. If you are submitting a complaint against multiple individuals, you must complete a Complaint Form for each individual subject of the complaint.

The failure to complete all fields of the Complaint Form or to keep with these instructions may result in the delay in processing of the complaint. If you need any assistance in completing the form, you may contact BoardAppealsComplaints@fcps.org.

How to Submit a Complaint Form (Choose One Submission Method)

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