Arkansas Department of Education
Division of Secondary and Elementary of Education
Professional Licensure Standards Board

Code of Ethics for Arkansas Educators
Allegation Packet

Revised August 2025

Arkansas Department of Education
Division of Elementary and Secondary Education
Professional Licensure Standards Board

Code of Ethics Allegation Information Packet

The Professional Licensure Standards Board ("PLSB") is dedicated to keeping Arkansas students safe and the teaching profession professional. As stated in the Rules Governing the Code of Ethics for Arkansas Educators, the PLSB is empowered by law to authorize investigations against Educators and determine if a violation of the Code of Ethics for Arkansas Educators occurred.

The Code of Ethics applies to persons holding a valid Arkansas standard teaching license, ancillary license, provisional license, technical permit, or administrator's license issued by the State Board of Education, even if the license expires during the pendency of the ethics complaint process; a preservice teacher; an individual employed under a waiver from licensure; or a person employed under an emergency teaching permit.

While the PLSB has the authority to take action against an educator's license, it does not have the ability to order local school districts or charter schools to take any particular action regarding an educator's employment. Employment decisions are handled at the local level. Therefore, working with the school's administration and/or school board members could potentially be a quicker and more efficient way of addressing a potential complainant's concerns.

The PLSB investigative process has multiple steps. A flow chart of the complaint process has been included in this packet. Allegations are reviewed on a monthly basis at the scheduled Ethics Subcommittee meeting.

A PLSB staff member will contact the complainant to verify the information provided in the Allegation of Violation Form prior to the review and potential authorization of the complaint. Complainants may not file anonymously. The accused educator is the only entity entitled to records pertaining to an authorized ethics complaint filed against them.

All records and all hearings, meetings, and deliberations relating to an ethics complaint are confidential and exempt from the Freedom of Information Act of 1967, except those records that are relied upon by the State Board of Education to render a decision based on a recommendation from the Ethics Subcommittee. **(Ark. Code § 25-19-101)** Orders for educators issued a sanction of a written reprimand or greater may be found on the Division of Elementary and Secondary Education's webpage under Orders for PLSB and Licensure Actions.

Complainants should complete the Allegation of Violation Form with all information available, including any available evidence (i.e. video footage, text, emails, audio, etc.). Complainants shall complete one Allegation of Violation Form per accused educator. Complainants shall not file complaints that are frivolous or in bad faith.

Complaints may be mailed to:

Office of Educator Licensure
Arkansas Department of Education
Four Capitol Mall, Room 103B
Little Rock, AR 72201

Or Email:

ADE.PLSBAllegation@ade.arkansas.gov

The PLSB Investigative Process

The Allegation of Violation form is received by the Division of Elementary and Secondary Education. Once received a PLSB staff member will contact the individual who filed the allegation ("the complainant") and validate the form.

At their next scheduled monthly meeting, the Ethics Subcommittee will review all information submitted by the complainant and either authorize or deny the allegation for investigation.

If denied, the complainant will receive notification in the mail that the allegation has been denied. The educator will not be notified of the allegation.

If authorized, both the complainant and the educator will be notified by mail. The educator will receive a copy of the complaint and supporting documents with their authorization letter.

The complaint is assigned to a PLSB investigator who conducts an investigation into the alleged conduct. A final report of investigation is completed and mailed to the accused educator for review.

The final report of investigation is reviewed by the ethics subcommittee. The ethics subcommittee determines the following:

No preponderance of evidence found. Case closed.

Preponderance of evidence found. Sanction recommended.

If the sanction is accepted or no response is received, an Order will be entered by the PLSB. An educator may exercise his or her right to appeal a recommended sanction.

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Code of Ethics for Arkansas Educators	
Standard 1	An educator maintains a professional relationship with each student, both in and outside the classroom. ***Examples, but are not limited to: Physical contact with a student; sexual contact with a student; inappropriate communication with a student in person or any electronic communication; cursing; or embarrassing and/or bullying a student.***
Standard 2	An educator maintains competence regarding his or her professional practice inclusive of professional and ethical behavior, skills, knowledge, dispositions, and responsibilities relating to his or her organizational position. ***Examples, but are not limited to: Leaving your class unattended; failing to follow district policies; or not following a student's IEP,***
Standard 3	An educator honestly fulfills reporting obligations associated with professional practices. ***Examples, but are not limited to: Falsifying the reporting of grades; failing to report child maltreatment to the DHS Hotline as a mandated reporter; falsifying teacher of record; or falsifying student information.***
Standard 4	An educator entrusted with public funds and property, including school sponsored activity funds, honors that trust with honest, responsible stewardship. ***Examples, but are not limited to: Stealing money from a school fundraiser; utilizing school funds for personal gain; or misuse of district issued property.***
Standard 5	An educator maintains integrity regarding the acceptance of any gratuity, gift, compensation or favor that might impair or appear to influence professional decisions or actions and shall refrain from using the educator's position for personal gain. ***Examples, but are not limited to: Accepting excessive or extravagant gifts or utilizing school property for personal gain.***
Standard 6	An educator keeps in confidence secure standardized test materials and results, and maintains integrity regarding test administration procedures. ***Examples, but are not limited to: Leaving students and/or test materials unattended; manipulating testing data; or copying information from the test materials.***
Standard 7	An educator maintains the confidentiality of information about students and colleagues obtained in the course of the educator's professional services that is protected under state law or regulations, federal law or regulations, or the written policies of the educator's school district, unless disclosure serves a professional purpose as allowed or required by law or regulations. ***Examples, but are not limited to: Inappropriately discussing a student's IEP or medical information that serves no educational purpose; discussing test scores, grades, or assignments with other students; or discussing colleague information to students and/or other colleagues.***
Standard 8	An educator, while on school premises or at school-sponsored activities involving students, refrains from: a) using, possessing and/or being under the influence of alcohol or unauthorized drugs/substances, and/or possessing items prohibited by law, or b) possessing or using tobacco or tobacco-related products, e-cigarettes, e-liquid, or vapor products, or c) abusing/misusing prescription medications or other authorized substances as evidenced by impairment.

**Additional information pertaining to the Standards listed above can be found in Appendix C of the Rules Governing the Code of Ethics for Arkansas Educators.*

Possible Outcomes of Investigations	
No Preponderance of Evidence	No preponderance of evidence found. Case closed.
Private Letter of Caution	A private reprimand issued to an educator by the ethics subcommittee. Case closed.
Written Reprimand	A written admonishment from the State Board of Education to the educator for his or her conduct. Fine issued: $100
Probation	The placing of conditions, requirements, or circumstances on the status of an educator's license by the State Board of Education for a period of time. Fine issued: Up to $250
Suspension	The temporary invalidation of any license for a period of time specified by the State Board of Education. Fine issued: Up to $500
Revocation	The invalidation of an educator's license. Fine issued: $500

Checklist of Additional Guidance for Completing Allegation of Violation Form:

☐ Name of Accused Educator: Means the name of the person whose conduct is alleged to have violated the Code of Ethics.

☐ Complainant Name: Means the name of the person who is making the allegation. If it is on behalf of a school district, it means the district's contact for this complaint such as the superintendent, or the superintendent's designee.

☐ Date of Incident: Be specific if a specific date is known. If there is a date range/school year/event, list that date range.

☐ Date of Notification: The date the complainant was notified or learned of the alleged incident.

☐ Statement of Alleged Conduct: Write a detailed factual statement of the events or conduct that you believe violated the Code of Ethics. Be specific with regard to names of involved persons, students, and/or witnesses. Please use dates, even approximate, wherever appropriate.

☐ Details of Incident: Identify any other reporting or other steps to resolve the issue that you have undertaken concerning the alleged conduct and the outcome of reporting.

☐ Brief Description of Witness Involvement: Indicate the individual's involvement in the alleged incident and/or attach the witness' written statement.

☐ Perjury: Act 1045 of 2011 requires that complainants sign the allegation form under penalty of perjury. Signing under penalty of perjury means that you believe that the facts and circumstances alleged are true, it does not mean that the information will ultimately be proven to be true.

Arkansas Department of Education

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PLSB Case # _____

Code of Ethics for Arkansas Educators Allegation of Violation Form		
Confidential		
Name of Accused Educator:		Educator's Position:
Educator's Address:		
Work Phone:	Cell Phone:	Email:
Educator's School:		Phone:
School Address:		
School District		Phone:
District Address:		

If Administration, Provide Accused Educator's Licensure Information

☐ Standard/Provisional Teaching License ☐ Educators on Teacher Licensure Plan

☐ Preservice Teacher ☐ Waiver

Administrators must attach licensure or waiver information to this form.

Complainant Information

☐ Administrator ☐ Educator ☐ Parent ☐ Other, please specify:

Complainant Name:	Email:
Address:	
Daytime Phone:	Cell Phone

Details of Incident

Date of Alleged Incident: Date Notified of Incident:

Has this behavior occurred previously?
☐ No ☐ Yes, Give Dates:

Was the alleged conduct reported to the district?
☐ No ☐ Yes, Who was the alleged conduct reported to?

Was the alleged conduct investigated at the district level?
☐ No ☐ Yes, Outcome:

Was the alleged conduct investigated by any other entity? (i.e. Law enforcement, DHS, etc.)
☐ No ☐ Yes, Specify:

Is the accused educator still employed at the district?
☐ No ☐ Yes

Statement of Alleged Conduct

Detailed Statement Describing the Alleged Conduct (Attach Additional Pages, if Necessary).

Witness Information

Please list the information for those individuals who have first-hand knowledge of the alleged conduct. Please attach additional pages as necessary.

Witness Name:	Association with District:
Contact Information: (i.e. Address, phone, email, etc.)	
Brief description of witness involvement or attach witness statement:	

Witness Name:	Association with District:
Contact Information: (i.e. Address, phone, email, etc.)	
Brief description of witness involvement or attach witness statement:	

Witness Name:	Association with District:
Contact Information: (i.e. Address, phone, email, etc.)	
Brief description of witness involvement or attach witness statement:	

Allegation(s) of Code of Ethics Violation

I believe the actions described in the statement of facts violate the following standard(s) of the Code of Ethics for Arkansas Educators.

☐ Standard 1 – Interactions with Students*	☐ Standard 5 – Gifts/Gratuities
☐ Standard 2 – Competence, Disposition, and/or Professionalism	☐ Standard 6 – Standardized Testing
☐ Standard 3 – Reporting Obligations	☐ Standard 7 – Confidentiality
☐ Standard 4 – School Property/Funds	☐ Standard 8 – Drugs/Alcohol/Tobacco

*If this is a Standard 1 allegation and you are a mandated reporter who believes suspected child maltreatment has occurred pursuant A.C.A. 12-12-501 et. seq., did you report it to the Arkansas State Police Child Abuse Hotline? ☐ No ☐ Yes, Date: Referral #

☐ I have reviewed and understand the information provided in this complaint packet.
☐ I understand that I may not file this form anonymously and the information will be shared with the accused educator upon authorization of investigation.

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

Complainant Signature Date

Mail to: Office of Educator Licensure, Four Capitol Mall, Room 103B Little Rock, AR 72201
Email to: ade.PLSBAllegation@ade.arkansas.gov