

Code of Ethics Training

For Administrators



24-Hour Standard 1 Reporting



Standard 1

An educator maintains a professional relationship with each student, both in and outside the classroom.



Common Standard 1 Violations



Inappropriate communication with a student, including the following:

- Using profanity toward the student

- Communication with a student outside of school-approved protocols (texting, social media)

Physical contact with a student

- Using an unsanctioned hold on a student

- Pushing or pulling a student aggressively

Leaving students unsupervised

Sexual contact or sexual conversation

***Standard 1 violations should be reported even if they are not sexual in nature*



PLSB 24-Hour Standard 1 Process

It is mandatory that **within 24 hours** of a matter coming to the attention of a **public school supervisor**, an educator in a supervisory role must file an ethics complaint if he or she observes, has reasonable cause to suspect, or there is a **substantiated allegation** that an educator has violated Standard 1. This is anything involving Standard 1, **not just sexual abuse**.

- Substantiated allegation: Observance of or reasonable cause to believe that a violation of the Code of Ethics has occurred. This may be a preliminary determination by a school and a completion of investigation is not required.

Registered volunteer coaches, interns, and individuals with an Aspiring Teacher Permit are included in the definition of “educator” in the Code of Ethics.

Standard 1 Reporting Forms



History

[PLSB History
& Responsibilities](#)



**File a
Complaint**

[Allegation Form](#)



**24 Hour
Standard 1
Packet**

[24-hour Standard 1 Packet](#)

Completion of the forms



- Once the form is completed and sent via email, you will receive a confirmation number.
- Complete your initial investigation.
- An investigation is NOT required prior to submission of the red form.
- When investigation is complete, file allegation or rationale form (see next slide).



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

Form: S1-

24-HOUR STANDARD 1 VIOLATION REPORTING FORM

Please use this form only for reporting violations of Standard 1 per Ark. Code Ann. § 6-17-428(p)(2)(B), which requires that within 24 hours of a matter coming to the attention of a public school supervisor, an educator in a supervisory role in an Arkansas school shall file an ethics complaint if he or she observes, has reasonable cause to suspect, or there is a substantiated allegation that an educator has violated Standard 1 of the Code of Ethics.

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:		

Complainant Information

Complainant Name:	Email
Address:	
Daytime Phone:	Cell Phone

Details of Incident

Date of Alleged Incident:	Date Notified of Incident:
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Statement of Alleged Conduct (If needed, add additional pages)

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- ☐ I have reviewed and understand the information in this form.
☐ I understand that I may not file this form anonymously.

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 _____

Email a completed copy of this form to: adc.plsb24@ade.arkansas.gov

Rationale Forms



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

Confirmation #: _____

RATIONALE FOR DECLINING TO FILE ALLEGATION

Please use this form after completing a 24-Hour Standard 1 Reporting Violation and following completion of an investigation of a Standard 1 violation only if your district has decided not to proceed with filing a formal allegation with the PLSB.

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:			

Complainant Information

Name:	Position:
District Address:	Email:
Daytime Phone:	Cell Phone:

Details of Incident

Date of Alleged Incident:	Date Notified of Incident:
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Summary of Results of District Investigation, Including Rationale

(Please include a detailed rationale for declining to file an allegation form with the PLSB. Please also attach copies of all documentation gathered during your investigation. If additional pages are needed, please attach.)

Witness Information (Please attach additional pages as needed.)	
Witness Name:	Date of Interview:
Association with District:	Contact Information: (ex. phone number, email, etc.)
Brief description of witness involvement or attach witness statement:	
Witness Name:	Date of Interview:
Association with District:	Contact Information: (ex. phone number, email, etc.)
Brief description of witness involvement or attach witness statement:	
Witness Name:	Date of Interview:
Association with District:	Contact Information: (ex. phone number, email, etc.)
Brief description of witness involvement or attach witness statement:	

If 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 in this form.

☐ I understand that I may not file this form anonymously.

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 _____

Email a completed copy of this form to: ade.plsb24@ade.arkansas.gov

Overview of Process

24 Hour Standard 1 Reporting Form



Within 24 hours of a matter coming to the attention of a public school supervisor, an educator in a supervisory role in an Arkansas school shall file an ethics complaint with the Professional Licensure Standards Board if he or she observes, has reasonable cause to suspect, or there is a substantiated allegation that an educator has violated Standard 1 of the Code of Ethics.

Standard 1: An educator maintains a professional relationship with each student, both in and outside the classroom.

Upon receipt of the 24 - Hour Standard 1 Reporting Form, the PLSB will respond with a confirmation of the receipt of the form and provide additional instructions.

The filing district will continue the investigation process by collecting the needed information to file an Allegation of Violation.

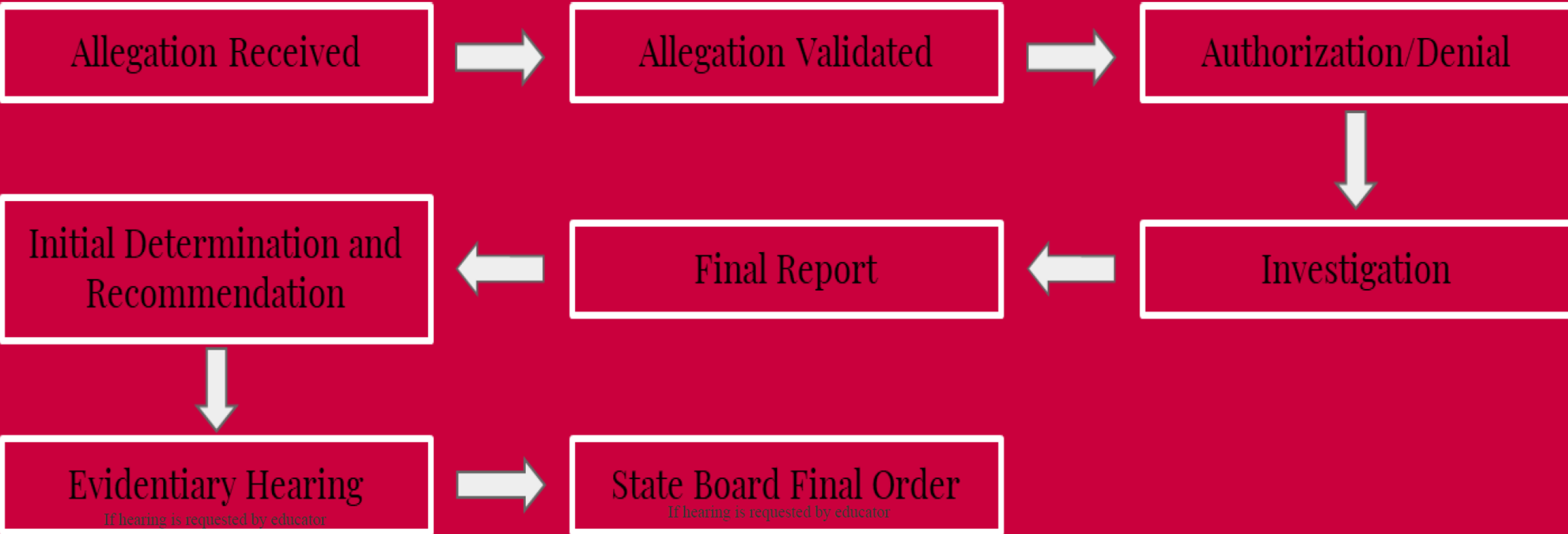
The district will collect the needed evidence for the allegation.
If the filing district determines an allegation does not need to be filed and no further action is needed, the district will provide rationale on the attached form for not filing an Allegation of Violation.

The PLSB will:
Validate the Allegation of Violation form; or
Review the rationale for not filing the Allegation of Violation.



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

Standard PLSB Allegation Process



Standard 1

An educator maintains a professional relationship with each student, both in and outside of the classroom.



Standard One Guidance



Interaction with Guardrails

Expressing concern for student well-being

Referring a student to the counselor when concerned

Placing a hand on the student to guide or comfort

Modeling appropriate communication to students

Using school protocol to send messages to students

When trained, using sanctioned holds for student safety

Interaction without Guardrails

Asking students to confide personal information

Counseling the student in the classroom

Prolonged or aggressive physical touch

Using profanity or demeaning language

Texting, Snapchat, social media messaging

Restraining students in a manner that causes injury



Most Common Standard 1 Violations

1. Inappropriate interaction with students
2. Inappropriate communication with students
3. Non-sexual physical contact
4. Failure to supervise
5. Sexual contact

Key Points to Remember

- Contact with students should be transparent, archivable, and accountable.
- Keep your professional life separate.
- Keep your personal social media presence personal.
- Your communication with a student should always serve an educational purpose.
- If you allow students to Friend and/or Follow you on Social Media, you could be violating your school district policy and the Code of Ethics.



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.



Standard 2 Guidance

- An educator has an obligation to implement best practices and maintain competence in skills and knowledge.
- Exercise professionalism and competence when interacting with the school community.
- Be familiar with district policies.
- Adhere to professional responsibilities regarding paperwork.



Standard 3

An educator honestly fulfills reporting obligations associated with professional practices.



Child Abuse Hotline



Mandated Reporting

Report Child Abuse/Neglect online:

[Mandatedreporter.arkansas.gov](https://mandatedreporter.arkansas.gov)

Or Call: **800-482-5964** or
(844) SAVEACHILD

All
persons
may
report

Reasonable cause to suspect:

- Child maltreatment has occurred
- A child has died as a result of child maltreatment
- You observe a child being subjected to conditions that would reasonably result in child maltreatment

Mandated
reporters
must
report

- Reasonable cause to suspect that a child has:
 - Been subjected to child maltreatment
 - Died as a result of child maltreatment
 - Died suddenly and unexpectedly
- You observe a child being subjected to conditions or circumstances that would reasonably result in child maltreatment

Most Common Standard 3 Violations

- Failure to report child abuse.
- Forging special education documents.
- Changing student grades.
- Falsifying student information so the student will be eligible for scholarships.
- Fabricating degrees for licensure and pay raises.



Standard 4

An educator who is entrusted with public funds and property including school sponsored activity funds, honors that trust with honest, responsible stewardship.



Standard 4: Guidance

- Be a good steward of public funds, personnel and property dedicated to school related purposes.
- Use and accounting of resources must comply with state and/or federal laws.
- The use of resources for personal gain, other than incidental personal benefit for which there is no public education purpose, would not be in keeping with the intent of this standard.
- Consider individual limitations before assigning responsibility for managing public funds



Standard 5

An educator maintains integrity regarding the acceptance of gratuity, gifts, compensation, or favors that might impair or appear to influence professional decisions or actions and shall refrain from using the educator's position for personal gain.



Standard 5: Guidance

- Prohibits conduct, which is solely for personal gain, and creates an appearance of a conflict of interest.
- The standard of conduct involves an examination of the total circumstances surrounding the gratuity, gift, compensation, or favor.



Standard 6

An educator keeps in confidence secure standardized test materials and results and maintains integrity regarding test administration procedures.



Standard 6: Guidance

- Adhere to the protocols set forth by your testing supervisor.
- Maintain confidentiality of those parts of the standardized test materials that are to remain confidential such as actual test items and booklets.
- The State Board may take direct action to revoke, suspend, or place on probation, the license of an educator whose conduct violates the standard without the filing of an ethics complaint.



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.



Standard 7: Guidance

- Educators have access to confidential information and must maintain that confidence unless the disclosure serves a *legitimate education purpose* as allowed or required by law.
- Confidential student information may include:
 - Student academic and disciplinary records
 - Health and medical information
 - Family status and/or income
 - Assessment/testing results



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
- B. possessing or using tobacco or tobacco-related products, e-cigarettes, e-liquid, or vapor products
- C. abusing/misusing prescription medications or other authorized substances as evidenced by impairment while on school premises or at school-sponsored activities involving students



Standard 8 Guidance



- “On school premises” includes parking lots and vehicles parked in parking lots
- Evidence of impairment is sufficient for preponderance



Current PLSB Data

Average Age of Educators with Allegations: 44

Average Years of Experience: 17

Current Length of Investigation 79 days

Current Number of Open Cases: 107



PLSB Data Trends

Rising number of cases in older educators

Rising number of cases in special education

Initiatives for novice educators are showing a
positive impact

Increase in reporting

2023: PLSB worked 63 cases

2026: PLSB worked 199 cases

Contact Information

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