

31st Annual Certification and



Program Officials Conference

Ensuring Compliance: Submitting Complete Ethics Violation Packets to the GaPSC





Ensuring Compliance: Submitting Complete Ethics Violation Packets to the GaPSC

Presented by:
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Ethics Division
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Locating the Presentation

- Go to www.gapsc.com
- Point to **Educator Preparation** in the blue bar to open the drop-down menu
- Click on Conference Presentations



Objectives of the Session

- Understand the GaPSC's role and requirements
- Identify district responsibilities in ethics reporting
- Learn what makes a packet complete
- Recognize common mistakes to avoid
- Review case study and apply process



Why Ethics Matters

- Protects students and communities
- Safeguards professional integrity
- Ensures accountability and transparency



Georgia Code of Ethics Overview

- 11 standards govern professional conduct
- Covers honesty, finances, relationships, and professional behavior
- Applies to all certified educators in Georgia



Common Types of Violations

- Unethical relationships with students
- Substance abuse
- Misuse of funds/resources
- Misrepresentation of credentials
- Failure to maintain professional conduct



District Responsibilities

- Legal and ethical obligation to report
- Timeliness is critical
- Reports usually submitted by HR, Superintendent, or ethics officer



Required Packet Components (Checklist)

- Cover letter / summary of violation
- Incident reports & investigative findings including action taken by the district
- Witness statements
- Student/Victim address and contact information and Parent/Guardian contact information (if applicable)
- Witness Contact information
- Employment history & prior disciplinary records
- Correspondence with educator
- Supporting evidence (digital/video/audio/financial/etc.)



Common Mistakes in Submissions

- Missing documents or incomplete forms
- Hearsay instead of signed statements
- Lack of confidentiality protections
- Delayed submission



Best Practices for Submissions

- Double-check against GaPSC checklist/requirements
- Keep a district-level template for submissions
- Train all administrators annually
- Maintain confidentiality throughout process



GaPSC Review Process

- Receipt and initial screening
- Assignment to Investigator
- Committee review of report and packet
- Decision options: reprimand, suspension, revocation
- District notified of outcome



Case Study: Hypothetical Violation

- Scenario: Educator displays unprofessional behavior by reciting inappropriate song lyrics to her first-grade class.
- Discussion: What documents must be included?
- Activity: Apply checklist to scenario



Example



Georgia Professional Standards Commission

General Complaint Form for Public Submission

Date of Complaint* December 5, 2025

Educator's Full Name* Ima Havan Case

Educator's Address 123 Ethics Ave

Educator's Work Phone 123-456-7890

Educator's School System or Agency* Best School System

Educator's School or Program* Teacher

Educator's Employment Position* Resigned/Terminated/Employed

Briefly describe the alleged violation of Code of Ethics for Educators or the reason for your complaint. Include dates and time of alleged violations.*

The educator was witnessed singing Sir-Mix-Alot's "Funky Cold Medina" to her first grade class by a parent who had volunteered in the classroom for the day. The parent was shocked that the educator would recite such inappropriate lyrics to children and reported the incident to the Principal on November 14, 2025. The Principal notified the Director of HR on November 15, 2025. The educator was placed on administrative leave with pay pending the outcome of the investigation. The educator was interviewed by the HR investigator on November 20, 2025, and expressed immediate regret and promised to never do that again. The educator was issued a letter of direction and received a one day suspension without pay. The educator complied with the suspension and the effective date of suspension was November 22, 2025. The educator remains employed in her current position.



Example (cont.)

Attach a list of witnesses and other persons who have knowledge of the facts alleged in the complaint. Include names, addresses and telephone numbers if known. Attach pertinent documentation or evidence.

Complainant - Name of Person(s) Filing the Complaint* Imma DaBoss

Complainant's Signature* _____

Complainant's Address* 1234 Complainant St.

Complainant's Phone Number* 999-999-9999

Complainant's Email Address immadaboss@school.org

***Information Required - An unsigned complaint cannot be processed.**

Mail to: Educator Ethics, 200 Piedmont Avenue, Suite 1716, Atlanta, GA 30334-9032

OR

Email to: Ethics@GaPSC.com

Contact Numbers: (404) 232-2700 or (800) 537-5996 FAX (404) 232-2720



Example (cont.)

- ✓ Initial complaint summary
- ✓ Student contact information (including parent/guardian information)
- ✓ Witness contact information
- ✓ Signed Witness Statements
- ✓ Video footage from camera located in the classroom
- ✓ Principal statement
- ✓ Audio/Transcript from HR Investigator interview with educator
- ✓ Written statement from the educator
- ✓ Copy of the district's notification of administrative leave
- ✓ Copy of the negotiated decision the district and the educator agreed on.
- ✓ Copy of a previous letter or reprimand that the educator received for a prior incident showing the educator had spontaneously uttered an inappropriate movie line while in the presence of students and other educators.



Case Study Debrief

- Checklist review applied to scenario: Did your packet include all the requested documentation?
- Were there any missing items or information gaps? Did you effectively explain them?
- Remember an Investigator can only work with what they know.



Key Takeaways

- Ethics reporting protects students & trust
- Complete packets protect due process
- Avoid errors with standardized checklists
- Timeliness and accuracy are critical

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Questions?



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Survey Link



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