

Wyoming Professional Teaching Standards Board



Chapter 9 Section 7 Allegation Packet

Emerson Building
2001 Capitol Ave Room 128
Cheyenne, WY 82002
307-777-6222

jillian.reagan@wyo.gov



Professional Teaching Standards Board
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Chapter 9 Section 7

The Professional Teaching Standards Board (PTSB) is dedicated to keeping Wyoming students and educators safe and maintaining the professionalism of educators. As stated in the **Rules and Regulations – Chapter 9 Section 7**, the PTSB is empowered by law (W.S. 21-2-802) to authorize investigations against educators and determine if a violation of the Rules and Regulations of PTSB has occurred.

Chapter 9, Section 7: Actions which may result in Suspension or Revocation applies to persons holding a valid Wyoming Standard Educator License, Teaching Permit, Exception Authorization, or Coaching Permit issued by the PTSB, even if the license expires during the resolution of the complaint process. While the PTSB has the authority to act 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 PTSB investigative process has multiple steps. A flow chart of the complaint process has been included in this packet. Allegations are reviewed on a weekly basis by the in-house investigator. The investigator will contact the complainant to verify the information provided in the Allegation of Violation Form prior to the review of the complaint. Complainants may not file anonymously. The accused educator is the only entity entitled to records pertaining to the complaint filed against them. All records and all hearings relating to the complaint are confidential until a decision is made based on the recommendation of the Investigative Committee (IC). The recommendation from the IC is presented quarterly to the full board for a vote. If a reprimand or greater is issued against an educator, it will be posted on the NASDTEC Clearinghouse and may be available with a public records request.

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.

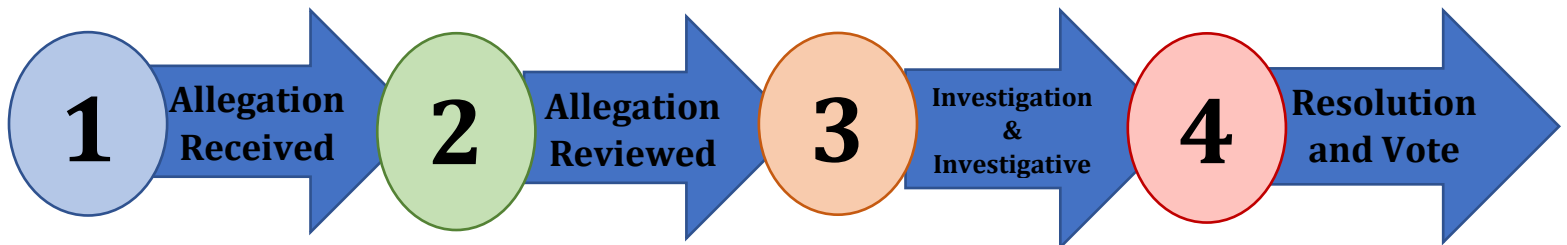
Complainants must mail or email the full Allegation form with evidence to:

Jillian Reagan, Disciplinary Specialist
Emerson Building
2001 Capitol Ave Room 128 Cheyenne, WY 82002
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The PTSB Investigative Process



The Allegation of Violation form is received by a Complainant. Once received a PTSB Investigator member will contact the individual who filed the allegation (“the complainant”) and validate the form

PTSB’s Investigator will review the allegations, assign an Investigative Committee (IC). The IC includes the investigator, the Director, Prosecuting Attorney, and two (2) members of our board.

The Investigator will notify by certified mail. The educator will receive a copy of the complaint and supporting documents with PTSB’s Notice of Complaint.

The educator has twenty (20) days to respond to the allegation. The allegations and complaint will be investigated by the PTSB Investigator.

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

1. No preponderance of evidence found. Case closed.
2. Preponderance of evidence found. Sanction recommended.

The IC makes a recommendation to the full board. The board reviews the recommendations and votes on the recommendations during the quarterly meetings.

Once finalized the educator will be provided a signed letter of the outcome of the vote.



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:			

License or Permit Held by Educator

Standard/Provisional Teaching License	Sub Permit	Intern	Coaching Permit
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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, DFS, 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:
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Contact Information: (i.e. Address, phone, email, etc.)

Brief description of witness involvement or attach witness statement:

Witness Name:	Association with District:
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Contact Information: (i.e. Address, phone, email, etc.)

Brief description of witness involvement or attach witness statement:

Witness Name:	Association with District:
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Contact Information: (i.e. Address, phone, email, etc.)

Brief description of witness involvement or attach witness statement:

Allegation(s) of Chapter 9 Section 7 Violation

I believe the actions described in the statement of facts violate the following standard(s) of the Chapter 9 Section 7 Wyoming Educators. See pages 3-4 for a detailed description

Incompetency	Being on school grounds under the influence
Immorality	Breach of Contract
Reprehensible conduct	Arrested and charged with a felony
Gross Neglect of duty	Other:

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 or Email to: Jillian Reagan, Disciplinary Specialist, 2001 Capitol Ave Room 128 Cheyenne, WY 82002
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Chapter 9 Section 7

Section 7. Actions Which May Result in Suspension or Revocation. A License, Permit, or Exception Authorization may be suspended or revoked for the reasons stated in W.S. 21-2-802. For purposes of these rules and for clarification of W.S. 21-2-802 (c):

(A) Incompetency includes, but is not limited to:

- (i) a judicial declaration of legal incompetence;
- (ii) inability to teach suitably and adequately.

(B) Immorality includes, but is not limited to:

- (i) committing or soliciting any sexual act with a student;
- (ii) soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.

(C) Reprehensible conduct includes, but is not limited to:

- (i) committing any act of child abuse, including physical, sexual, or verbal abuse;
- (ii) engaging in, encouraging, or supporting harassing or discriminatory behavior on the basis of race, gender, sexual orientation, family, social or cultural background, national origin, political or religious beliefs, or disability;
- (iii) sharing confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status and/or income, assessment/testing results, unless disclosure is required or permitted by law;
- (iv) violating other confidentiality agreements required by state or local policy;
- (v) providing false information and/or failing to provide all requested information on documents required by the Professional Teaching Standards Board when applying or renewing any License, Exception Authorization, or Permit;
- (vi) misuse of public or school-related funds;
- (vii) submitting fraudulent requests for reimbursement of expenses or pay;
- (viii) co-mingling public or school-related funds with personal funds or checking accounts;
- (ix) using school property without approval of the appropriate designated authority;



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<p>(x) having a License or Permit disciplined by other jurisdictions; (xi) assisting a non-educator in the unauthorized practice of teaching; (xii) failing to report knowledge of conduct which is incompetent, immoral, or reprehensible as defined by these rules, or which demonstrates gross neglect of duty.</p>
<p>(D) Gross neglect of duty includes, but is not limited to: (i) unreasonably denying students access to varying points of view, or suppressing or distorting subject matter to promote personal bias; (ii) failing to fulfill professional development requirements;</p>
<p>(E) Being on school premises and/or at a school sponsored activity involving students while under the influence of alcohol, or possessing, using, or consuming illegal or unauthorized drugs;</p>
<p>(F) Breach of contract</p>
<p>(G) A certified copy of a judgment and sentence or other court order establishing conviction of a felony shall be conclusive proof of the felony conviction.</p>

Possible Outcomes of Investigations

No Preponderance of Evidence	Case Dismissed- no evidence to support allegation(s) – Board Vote
Written Reprimand	A private reprimand issued to an educator by the Investigative Committee - Board Vote
Settlement Agreement	Placing conditions, requirements, or circumstances on the status of an educator’s license - Board Vote
Suspension	Temporary invalidation of any license or permit for a period of time - Board Vote
Revocation	The invalidation of an educator’s license or permit - Board Vote
<p>ANY ACTION OTHER THAN DISMISSAL WILL BE REPORTED TO NASDTEC (NATIONAL ASSOCIATION OF STATE DIRECTORS OF TEACHER EDUCATION AND CERTIFICATION) CLEARINGHOUSE.</p>	



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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 Chapter 9 Section 7 Rules and Regulations.

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 Chapter 9 Section 7 Rules and Regulations. 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.

Signature