

**Article X  
EMPLOYEE AUTHORITY AND  
PROTECTION**

10.01 Corrective Action Plan for Discipline

- A. No Employee shall be corrected for discipline including reprimand, suspension pay, demotion, or discharge without just cause.
- B. Where a request for LCTA representation is made, correction action for discipline shall be delayed for up to twenty-four (24) hours to allow employees to attain such representation.
- C. The correction action for discipline plan anticipates that actions for a first offense will begin at the lowest level most appropriate to the behavior:
  - verbal warning
  - counseling memorandum
  - letter of reprimand
  - suspension without pay
  - dismissal/ termination

and proceeding to higher, more intrusive discipline should the desired behavior not be achieved. Corrective action at the lowest level for a first offense is not always appropriate when the severity of the misconduct demonstrates that discipline should begin at a higher threshold. In the event an investigation must take place to determine if corrective action is needed, an employee may be placed on administrative leave with pay to determine the merits of a corrective action or discipline. Both the District and the Association understand that there are violations of conduct where strict adherence to corrective action would be a breach of the District's duty. For the purpose of this process, a verbal warning is not considered part of the disciplinary procedure.

- D. If corrective action for discipline in the form of a written reprimand, suspension without pay, or discharge is to be taken against an employee, the site administrator or designee shall give the employee three (3) business days to provide written or oral information addressing the proposed action. A meeting with the site administrator or designee to review the information on which the corrective action is to be based, will then be scheduled.
- E. Corrective action for discipline administered by the District for a written reprimand and above shall be subject to the grievance process. If a grievance decision is rendered against the employee, the employee shall have an opportunity to respond in writing to any record that appears in the personnel file.
- F. An employee summoned to the office of a principal or appropriate site administrator, or designated district-level administrator for an investigatory conference (initiation of questioning) or meeting which may lead to disciplinary action or discipline shall be advised that they have the right to Union representation. Employees upon request of the union may have access to representation during interviews with DCF. For matters unrelated to a safety or time sensitive matter which must be immediately addressed to mitigate further harm, if a Union representative is not available for the initially scheduled conference/meeting, the conference/meeting shall be rescheduled within twenty-four (24) work days unless there are extraordinary conditions when Union representation is available. The rescheduling shall in no circumstances result in an unreasonable delay. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the LCTA is present.
- G. The administrator/supervisor shall refrain from advising employees regarding union participation and necessity of representative for other groups, including but not limited to DCF and Law Enforcement.
- H. Employees are entitled to a fair and thorough investigation by the district of their administrator/supervisor prior to receiving progressive discipline.

10.02 Personnel Files and Documentation.

- A. Derogatory materials relating to work performance or other matters that may be cause for discipline that are to be placed in an employee's District or school site personnel file are to be provided to the employee by personal delivery or mail, return receipt requested. The employee

- may respond in writing to the derogatory material, which response shall be attached to the material in the file(s).
- B. Employees may review and copy the materials in their school site or District personnel file under conditions necessary to provide for its integrity and safekeeping. The employee may be charged the authorized District charge for copying such materials.
  - C. No derogatory materials relating to work performance or other matters will be recorded without just cause.
- 10.03 If in the lawful performance of his/her prescribed duties an employee is:
- A. Complained against, or sued, as a result of any action taken by him/her, the Board agrees to exercise its right to defend that employee to the extent permitted by law, and time for appearances before a judicial body shall result in no loss of wages or reduction in accumulated leave;
  - B. Injured, the employee shall be considered eligible for leave and benefits as provided in Section 16.12.
- 10.04 Reimbursement for Damaged Personal Property. The District, through its Risk Management Office, will repay or reimburse employees the current value of any clothing or other personal property damaged or destroyed in the course of the legal performance of his/her assigned duties unless such loss is covered by insurance or reimbursement is obtained from other sources. In case of employee negligence, the Board will not be responsible for reimbursement or replacement of an employee's personal property. Claims for reimbursement must be filed with the Risk Management Office within three (3) days of the time of the incident; forms for this purpose are available through that office.
- 10.05 Classroom Discipline and Control. The District agrees to give support and assistance to employees with respect to control and discipline in the classroom. The District additionally agrees to provide a written statement governing the use of punishment of students to all employees not later than the first week of each school year. In keeping with those guidelines, an employee may impose customary classroom discipline where necessary. Employees may use such force as is necessary in protection from attack or to prevent injury to another student or employees.
- A. FOCUS shall be the platform for documenting and processing behavior. No other documentation, systems or platforms shall be used for student discipline.
  - B. Teachers and other instructional personnel shall have the authority to undertake any of the following actions in managing student behavior to ensure the safety of all students in their classes and school, and to preserve their opportunity to learn in an orderly and disciplined classroom.
    - 1. Establish classroom rules of conduct.
    - 2. Establish and implement consequences, designed to change behavior, for infractions of classroom rules.
    - 3. Assist in enforcing school rules on school property, during school-sponsored transportation, and during school-sponsored activities.
    - 4. Request and receive information as to the disposition of any referrals to the administration for violation of classroom or school rules.
    - 5. Request and receive immediate assistance in classroom management if a student becomes uncontrollable or in case of emergency.
    - 6. Request and receive training and other assistance to improve skills in classroom management, violence prevention, conflict resolution, and related areas.
    - 7. Press charges if there is a reason to believe that a crime has been committed on school property, during school-sponsored transportation, or during school-sponsored activities.
    - 8. Use reasonable force, according to standards adopted by the State Board of Education, to protect themselves or others from injury.
  - C. Student Discipline shall be addressed by site administration within 24 hours.
  - D. Referrals shall not be written under another employee's name or modified by anyone other than the employee.
  - E. All employees shall have access to FOCUS for the purpose of writing referrals.
- 10.06 Student Compulsory Attendance Policy. The District shall implement all possible automated processes to track and hold students accountable for attendance.
- 10.07 Zero Tolerance.
- A. The District is committed to a policy of zero tolerance on matters of student misbehavior, acts of violence or threatened acts of violence, and assault and battery on school personnel. It is

recognized that it is the employee's responsibility to pursue the prosecution of perpetrators of such acts.

- B. Each site administrator will emphasize Board policies and procedures relevant to State and Federal Juvenile Justice and zero tolerance requirements with all employees at the beginning of each school year.

10.08 Assaults on Employees – Reporting Crimes of Violence.

- A. Any case of assault on an employee shall be promptly reported to the site administrator or his/her designated representative. The Board agrees to provide legal counsel to advise the employee of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the employee in connection with handling the incident with law enforcement and judicial authority.
- B. An employee who knows or has reason to suspect that a person has committed, or has made a credible threat to commit, a crime of violence on school property shall report such knowledge or suspicion in accordance with the provisions of Section 1006.13, F.S. The Superintendent and each site administrator shall fully support good-faith reporting in accordance with this provision. Any person who makes a report required by law in good faith shall be immune from civil or criminal liability for making the report.

10.09 Removal of Students from the Classroom.

- A. An administrator or a designated person shall be in the building at all times when students are present to handle discipline problems and emergencies.
- B. Consistent with Section 1003.32, F.S., Board Policies 5500—Student Conduct/Discipline; 5540—The Schools and Investigations Involving Students; 5610.01—Emergency Removal of Students; and Administrative Procedures 5500— Juvenile Justice Information; and 5610— Student Discipline, an employee may:
  - 1. Send a student to the site administrator's office to maintain effective discipline in the classroom. The site administrator shall respond by employing appropriate discipline-management techniques consistent with the student code of conduct under Section 1006.07, F.S.
  - 2. Have disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students temporarily removed from the classroom for behavior management intervention.
  - 3. Have violent, abusive, uncontrollable, or disruptive students directed for information or assistance from appropriate school or District personnel.
  - 4. Remove a student from class (see paragraph 5 below for provisions relevant to ESE students) whose behavior the employee determines is so unruly, disruptive, uncontrollable, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. If an employee has such a student removed from class, the site administrator may place the student in another appropriate classroom, in in-school suspension, or in an alternative education program as provided by Section 1003.53, F.S., or the site administrator may recommend the student for out-of-school suspension or expulsion, as appropriate. The student may be prohibited from attending or participating in school- sponsored or school-related activities. The site administrator may not return the student to that employee's class without the employee's consent unless the committee, established under Section 1003.32, F.S. (see provisions stated below), determines that such placement is the best or only available alternative. The employee and the Placement Review Committee must render decisions within five (5) days of the removal of the student from the classroom.
    - a. The provisions of Section 1003.32(6), F.S., providing for a Placement Review Committee are as follows: Each school shall establish a committee to determine placement of a student when a teacher withholds consent to the return of a student to the teacher's class. Committee membership must include at least the following:
      - Two (2) teachers, one selected by the school's faculty and one selected by the teacher who removed the student; and
      - One member from the school's staff who is selected by the principal.The teacher who withheld consent to readmitting the student may not serve on the committee.

- b. The teacher and the Placement Review Committee must render decisions within five (5) days of the removal of the student from the classroom. If the placement review committee's decision is contrary to the decision of the teacher to withhold consent to the return of the removed student to the teacher's class, the teacher may appeal the committee's decision to the Superintendent.
    - 5. Have an ESE student removed from class for behavior that is so unruly, disruptive, or abusive that it seriously interferes with the employee's ability to communicate upon compliance with the provisions of Board Policy 5500—Student Conduct/Discipline/Discipline Procedures for Students with Disabilities, and State Board Rule 6A-6.0331 addressing ESE students.
  - C. An employee who removes twenty-five (25) percent or more of his/her total class enrollment shall be required to complete professional development to improve classroom management skills.
- 10.10 The individual records maintained by the school administration on student discipline shall be available to designated employees as an aid for determining disciplinary recommendations concerning the students. These records shall contain infractions with dates and action taken. (Reference Board Policy 7.08 and Administrative Procedures D-2a, 2b, 2c, and D- 15.)