Teachers' Bill of Rights

Document Control	Current Draft
SOP Number	SOP-HRO-3700
Responsible Office	Human Resources
Administering Divisions or Departments	Labor Relations Department
Coordinating Offices	Office of the General Counsel; Office of Academics and Chief of Academics; Regional or School Transformational Offices; principals; teacher certification and professional learning personnel; student assessment personnel; Risk Management; Finance and Payroll; Superintendent; Board agenda-support personnel
Effective Date	Oct 19, 2026
Review Cycle	At least every two years and whenever Policy 3700 or related brand standards change
Supersedes	Adopted: Oct 19, 2026
Approval	Ernie Lozano (Oct 19, 2026 13:50:29 EDT)

1. Purpose

Implement the employment, continuing-education, classroom-management, and instructional rights summarized in Policy 3700. Labor Relations administers coordination and issue tracking for Human Resources, while the responsible instructional and support offices execute their assigned functions. General Counsel retains the policy-designated FLDOE contact and special-magistrate payment duties.

2. Authority and Related Materials

- School Board Policy 3700, Teachers' Bill of Rights, adopted September 15, 2026
- F.S. 1015.01–1015.06 and the other statutes cited within that policy; F.A.C. 6A-1.094127, Special Magistrate for Teacher Empowerment; applicable District employment, nondiscrimination, classroom management, student discipline, certification, professional learning, assessment, insurance, contracting, and records processes. No Neola procedure was supplied for this SOP.
- The Chief Human Resources Officer serves as the Superintendent's designee for administrative implementation and signs the final SOP. General Counsel

coordinates the District's legal response; any submission requiring the Superintendent's personal certification or action is routed to that office. The Superintendent remains the official whose salary may be affected by a State Board order; that consequence is not transferred to a chief. The District School Board retains decisions reserved by law or policy, including any required policy, contract, expenditure, or employment action. The Florida State Board of Education retains its separate authority over special-magistrate recommendations and State enforcement.

3. Scope

Applies to teachers exercising rights under Policy 3700 and District personnel receiving, reviewing, or resolving related requests. The special-magistrate process concerns an alleged school or District direction to violate general law or State Board rules. Other employment grievances, discrimination reports, student-discipline issues, or professional-practice proceedings follow their applicable processes; Labor Relations coordinates referrals without replacing those processes.

4. Definitions

Term	Definition
District School Board	The School Board of Broward County, Florida; the District governing body.
State Board	The Florida State Board of Education, which acts on teacher-empowerment special-magistrate recommendations.
FLDOE	Florida Department of Education; receives teacher requests and District statements under the governing special-magistrate process.
Classroom teacher	A teacher covered by the classroom-teacher definition in F.S. 1012.01(2)(a) for special-magistrate eligibility; employment status is verified for the FLDOE response.
School or District direction	The procedure, practice, or instruction alleged to require a teacher to violate general law or State Board rules; General Counsel applies the governing rule to disputed coverage.
Special magistrate	The qualified person appointed through the Commissioner of Education's process to determine facts and recommend resolution to the State Board.
School and District resolution record	The teacher's written concern, applicable procedure, reviews and responses, escalation history, and available remaining remedies.

Term	Definition
Rebuttable presumption	The policy's presumption that a qualifying classroom-management action was necessary to restore or maintain classroom safety or the educational atmosphere; it may be challenged in the relevant proceeding.
Rule deadline days	Business days excluding state, federal, and school District holidays under F.A.C. 6A-1.094127; General Counsel verifies the applicable notice and trigger.
BPB	Business Practice Bulletin provides implementation instructions, forms, routing, and tools supporting the SOP.

5. Roles and Responsibilities

Role	Responsibility
Chief Human Resources Officer	Oversees implementation as Superintendent designee, reviews unresolved administrative employment matters and the coordinated FLDOE response, routes reserved decisions and signs the final SOP.
Labor Relations Department	Administers rights guidance, intake, issue classification and referral, local-resolution tracking, employment-status and procedure evidence of coordination, deadline follow-up with General Counsel, and monitoring. Coordinates applicable bargaining or employment processes.
Teachers	Identify concerns and requested relief, provide relevant records and specific legal or rule provisions for instructional-direction disputes, use applicable school and District resolution processes, and maintain required contact information in State proceedings.
Principals	Support lawful classroom rules and interventions, respond to immediate assistance and referral-disposition requests, review instructional concerns, and provide documented responses, and supply case evidence to the responsible offices.
Regional or School Transformational Offices	Review unresolved school instructional and operational concerns after principal review, coordinate assistance and corrective action within authority, and escalate unresolved instructional matters to the Chief of Academics.
Chief of Academics and Office of Academics	Review escalated instructional-direction disputes, coordinate lawful instructional and classroom-management support, resolve assessment access issues, and implement authorized instructional corrections.

Role	Responsibility
Human Resources certification and professional learning personnel	Provide certification pathway guidance and learning opportunities, verify employment information, coordinate tuition-waiver employment verification, and document their response to referred requests.
Student assessment personnel	Provide authorized teacher access to available student assessment data, resolve access or delivery issues, and coordinate with principals and Academics.
Risk Management	Provide educator liability coverage information and route potential coverage matters with General Counsel; support review of legal-expense requests without guaranteeing coverage or payment.
Office of the General Counsel	Serves as the policy-designated FLDOE contact, leads legal review and District response preparation and transmission, evaluates dismissal grounds, coordinates proceedings and State orders, and expeditiously arranges special-magistrate payment and the twenty-day FLDOE notification.
Finance and Payroll	Support authorized legal-expense and special-magistrate contracting or payment; implement any lawfully directed payroll action based on the State order and authorized instructions.
Commissioner of Education, FLDOE, special magistrate, and State Board	Exercise their respective State process, appointment, fact-finding, recommendation, and decision authorities. District staff support required submissions and implement authorized outcomes without assuming those authorities.

6. Standards

- Teachers' right to work may not be denied or abridged because of labor-union membership or non-membership. Students and public K–20 employees, including teachers, have the right to freedom from discrimination.
- Except for excessive force or cruel and unusual punishment, teachers may not be held civilly or criminally liable for actions conforming to State Board rules. Educator liability coverage is subject to the General Appropriations Act. Reasonable legal-service expenses for qualifying assigned-duty actions may be reimbursed by the District under the cited statute.
- Teachers must have multiple educator-certification pathways and a coordinated professional-learning system directed toward student achievement, classroom instruction, and further education or workforce preparation. District-employed teachers may receive tuition and fee waivers for up to six credit hours per term at a State University or Florida College System institution.

- Consistent with law and State Board rules, teachers may establish classroom conduct rules and behavior-changing consequences, including a designated wireless-device area during instructional time for grades 9–12; remove qualifying disruptive students for intervention; refer qualifying students for information and assistance; and assist enforcement of school rules on school property, sponsored transportation, and sponsored activities.
- Teachers may request and receive referral-disposition information, immediate assistance for an uncontrollable student or emergency, and classroom-management and related training. They may press charges when they reasonably believe a crime occurred in the policy's covered settings and use reasonable force under State Board standards to protect themselves or others from injury.
- For litigation or professional-practice sanctions involving the policy's classroom-control actions, a rebuttable presumption recognizes necessary action to restore or maintain classroom safety or the educational atmosphere.
- Teachers may direct classroom instruction consistently with general law and State Board rules and receive student assessment data timely to assist instruction.
- A teacher directed to violate general law or State Board rules may request a qualified special magistrate through the Commissioner of Education. The policy provides a recommended decision within thirty days and State Board approval or rejection at its next scheduled meeting. The District bears magistrate costs; the State Board may withhold the Superintendent's salary for a violation until corrected.
- General Counsel is the designated FLDOE contact. Within fifteen days of FLDOE notice of a teacher request, the Superintendent provides a written statement addressing classroom-teacher employment, cited District resolution procedures, their use and remaining remedies, applicable dismissal grounds, and other helpful information.
- General Counsel expeditiously contracts for magistrate payment and notifies FLDOE within no more than twenty days after appointment notice that a payment agreement has been reached.
- Initiating a special-magistrate proceeding does not affect an ongoing employment action or prevent a new one. A State Board-approved recommendation and order may be evidence in an employment action when otherwise permitted by law.

7. Procedure

7.A Provide rights guidance and route concerns

7.A.1 Labor Relations makes Policy 3700 and applicable submission and referral guidance available to teachers and administrators. Identify contacts for employment, nondiscrimination, certification, professional learning, classroom support, assessment access, and instructional-direction disputes. Principals communicate the school assistance and referral-disposition channels.

7.A.2 When a teacher raises a concern, Labor Relations records the right involved, school or office, conduct or direction at issue, dates, available evidence, prior

responses, and relief requested. Labor Relations routes it to the responsible office and documents the handoff. Emergencies go immediately through the school emergency process; administrative intake does not delay help.

7.A.3 For union-membership employment concerns, Labor Relations and Human Resources review the challenged action under applicable employment and bargaining processes. For discrimination concerns, refer promptly to the designated District nondiscrimination process. The responsible office communicates its determination or next step and returns completion information to Labor Relations; unresolved administrative employment issues go to the Chief Human Resources Officer with legal review as needed.

7.B Coordinate liability coverage and legal-expense review

7.B.1 A teacher facing a claim, charge, or professional-practice matter relating to assigned duties promptly supplies available notices and duty-related facts to the appropriate District reporting channel. Labor Relations refers the matter to Risk Management and General Counsel and records the referral without offering a coverage or immunity determination.

7.B.2 Risk Management supplies current educator liability program information and directs the teacher to the applicable coverage process, subject to available program terms and appropriations. General Counsel evaluates the relevant policy protections and any classroom-control presumption in the appropriate proceeding; staff do not promise immunity or a particular litigation result.

7.B.3 For a request to reimburse reasonable legal-service expenses, the teacher provides the action or charge, assigned-duty relationship, service and expense documentation, and requested amount. General Counsel, Risk Management, Human Resources, and Finance review eligibility and reasonableness under the governing authority. Route any reserved approval through Section 7.I; Finance processes only an authorized reimbursement and the responsible office notifies the teacher of the decision.

7.C Support certification and continuing education

7.C.1 Labor Relations refers certification questions to Human Resources personnel administering certification. Those personnel identify the applicable multiple pathways and current application or qualification requirements, provide the teacher the appropriate guidance, and document any District verification or follow-up needed.

7.C.2 The teacher requests professional-learning assistance through the appropriate District channel. Professional learning personnel coordinate applicable opportunities with Academics and principals, including classroom management, violence prevention, conflict resolution, and related assistance. Document the offered opportunity, registration or referral instructions, and completion information when available.

7.C.3 For a tuition or fee waiver inquiry, the responsible Human Resources personnel provide employment verification and direct the teacher to the participating State university or Florida College System institution's process for up to six credit hours per term. The institution determines the applicable waiver

requirements; District verification is not approval of an automatic benefit. Refer unresolved District support needs to Labor Relations and the responsible chief.

7.D Support classroom control and referral feedback

7.D.1 Principals and Academics support teachers in developing classroom conduct rules and behavior-changing consequences consistent with law, State Board standards, and applicable District student procedures. Include the policy's grade 9–12 wireless-device area authority within governing requirements. Review questions through the principal, Regional or School Transformational Office, and Chief of Academics as needed.

7.D.2 When a teacher requests removal, intervention, or assistance for qualifying student behavior, the principal or designated school administrator responds through the applicable student-intervention process. For an uncontrollable student or emergency, initiate immediate assistance through the school emergency channel. Record the referral and response; this SOP does not replace any separately required placement or return decision process.

7.D.3 Upon a teacher's request for disposition of a classroom or school-rule referral, the principal or responsible administrator provides the disposition information through the authorized school channel and records the response. Refer an unresolved request to the Regional or School Transformational Office and then the Chief of Academics. Share information consistently with applicable student-record protections.

7.D.4 Teachers may assist enforcement in the policy's covered settings, report suspected crimes and pursue charges through law enforcement and use reasonable protective force under State Board standards. Principals provide safety and reporting assistance; administrative permission is not added as a prerequisite to the policy's right to press charges. Refer force-related legal or professional-practice matters to General Counsel and the applicable investigation process. Classroom support and training requests follow Section 7.C.

7.E Provide assessment data and resolve instructional directions

7.E.1 Principals and student assessment personnel provide teachers with authorized access to available student assessment data in time to support instruction through established release and access processes. A teacher reports missing or inaccessible data to the principal and assessment office; those offices document the issue, resolve access, or identify availability and the next action. Escalate unresolved school access issues through the Regional or School Transformational Office to the Chief of Academics.

7.E.2 If a teacher believes a school or District direction requires violating general law or State Board rules, the teacher submits the concern in writing to the principal, identifying the specific provision, the challenged direction, how the act or omission would violate it, and requested relief. The principal reviews the direction with the responsible instructional office and General Counsel as needed and provides a documented response under the applicable District resolution procedure.

7.E.3 After principal review, unresolved instructional concerns proceed to the Regional or School Transformational Office and then the Chief of Academics for

District-level review. Labor Relations tracks the submissions and responses; General Counsel reviews legal questions. Record the applicable published procedure and citations, factual findings, disposition, corrective direction if authorized, and any remaining remedies. Where an existing adopted procedure governs, follow its requirements and document how the stated review chain is carried out.

7.E.4 The responsible instructional office communicates any authorized correction to the teacher and affected supervisors and verifies implementation. Labor Relations retains the resolution history and confirms unresolved issues with Academics and General Counsel. Do not require a newly invented Board appeal or waive existing grievance rights; matters reserved to the District Board follow Section 7.I.

7.F Support teacher requests and prepare the FLDOE statement

7.F.1 Labor Relations supplies the teacher with the official FLDOE Teacher Empowerment page and current request form and explains the governing school- and District-resolution requirement. General Counsel verifies the applicable rule and remaining remedies. The teacher files through FLDOE's process; District staff do not decide whether FLDOE must appoint or dismiss a magistrate.

7.F.2 Any office receiving FLDOE notice of a teacher request immediately forwards it to General Counsel and alerts Labor Relations. General Counsel records the actual receipt date, calculates the fifteen-day response deadline under the rule's business-day definition and FLDOE notice, and assigns evidence deadlines that permit timely submission. General Counsel maintains the designated FLDOE contact and notifies FLDOE of contact changes as required.

7.F.3 Human Resources verifies whether the requester is an employed classroom teacher. Labor Relations, the principal, Regional or School Transformational Office, and Academics provide the resolution procedures and citations, review history, and remaining remedies. General Counsel assesses applicable dismissal grounds under the current rule and assembles other relevant information; incomplete internal records do not suspend the response deadline.

7.F.4 General Counsel prepares the written statement addressing all five policy elements: classroom-teacher employment; District resolution procedures and citations; full use and available remedies; applicable dismissal grounds; and other helpful information. Coordinate factual and administrative review with the Chief Human Resources Officer as Superintendent designee and the Chief of Academics. Obtain any legally required personal Superintendent action and transmit the statement to FLDOE within fifteen rule-defined days. Retain the signed or authorized statement and delivery evidence.

7.G Arrange magistrate payment and support proceedings

7.G.1 On appointment notice, General Counsel records receipt and expeditiously arranges the special-magistrate payment agreement with Finance under applicable contracting authority. Track the twenty-day deadline using the rule's business-day definition. If an approval is reserved to the District Board, route it promptly through

Section 7.I and coordinate timely lawful action; the State deadline is not extended merely because internal approval is pending.

7.G.2 General Counsel notifies FLDOE within no more than twenty rule-defined days after appointment notice that an agreement for payment has been reached. Retain the executed or authorized agreement, required approvals, notification, and delivery record. Finance processes authorized invoices and payment; the District bears the magistrate costs as the policy provides.

7.G.3 General Counsel coordinates the District's submissions, evidence, witnesses, and responses with Labor Relations, Academics, and affected schools. Track the State notice and magistrate schedule and the applicable thirty-day recommendation period; reconcile the rule's magistrate-receipt trigger with the policy wording and refer ambiguities for legal direction. Staff respond to procedural directions and preserve relevant records; the magistrate controls fact-finding and the recommendation.

7.H Implement the State decision and coordinate employment matters

7.H.1 General Counsel obtains the magistrate recommendation and the State Board's action at its next scheduled meeting as provided by the policy. Record the official order, required correction, compliance reporting, and any enforcement direction. A recommendation is not treated as an approved State decision before the State Board acts.

7.H.2 General Counsel coordinates implementation with the Chief Human Resources Officer, Chief of Academics, Labor Relations, and responsible school or office. Assign each required correction and evidence of completion; communicate authorized instructions to affected teachers and administrators. General Counsel submits required compliance information and confirms the State's response. A change reserved to the District Board is routed under Section 7.I.

7.H.3 If the State Board orders withholding of the Superintendent's salary, General Counsel provides the actual order and legally reviewed implementation instructions to the authorized District officials and Payroll. Payroll acts on that authority and documents action. General Counsel coordinates required correction and any restoration instructions; neither a pending request nor an unapproved recommendation authorizes withholding, and the consequence remains attached to the Superintendent.

7.H.4 Labor Relations and Human Resources continue applicable employment actions under their governing processes; initiating the State proceeding does not automatically stay or prevent them. General Counsel reviews any proposed evidentiary use of the State-approved recommendation or order for legal admissibility. Maintain required employment approvals and procedural rights separately from the State request and record authorized outcomes.

7.I Preserve District Board authority and monitor implementation

7.I.1 When a remedy, contract, expenditure, policy amendment, employment action, reporting obligation, or appeal requires District Board authority under its governing source, Labor Relations and the responsible office identify the required action with General Counsel. Prepare the supporting facts, recommendation, legal

and financial review, and necessary agenda material for the appropriate chief, Superintendent, and designated Board-support process.

7.I.2 Board-support personnel maintain the official District Board decision. The responsible office obtains it, communicates approved implementation, and records completion or further direction. District Board action does not substitute for the Commissioner's appointment or State Board decision. This SOP adds no routine teacher-case report or separate Board appeal absent a governing requirement.

7.I.3 Labor Relations monitors referrals, school and District resolution records, assessment and classroom-support responses, FLDOE deadlines, payment notification, corrective actions, and unresolved concerns with the source offices. Report administrative findings to the Chief Human Resources Officer without unnecessary sensitive information and coordinate needed training. The Chief signs SOP revisions; proposed policy changes return to the Board.

8. Records

Labor Relations maintains the rights-request register, referrals, school and District resolution history, procedure citations, employment verification, coordinated responses, training, and monitoring records. General Counsel maintains or coordinates FLDOE notices and statements, transmission evidence, deadline calculations, magistrate agreements, proceeding records, recommendations, State orders, and compliance reporting. Source offices retain certification, learning, assessment-access, classroom-support, coverage, reimbursement, contracting, and payroll records. Board-support personnel retain official District Board action. Follow District retention, access, confidentiality, and preservation requirements; this SOP creates no new retention period or unrestricted disclosure authority.

9. Training and Monitoring

- Labor Relations coordinates teacher and administrator guidance on Policy 3700 rights, submission channels, and appropriate referrals.
- Academics and principals provide classroom-management, immediate-assistance, referral-feedback, instructional-resolution, and assessment-access guidance.
- Human Resources and professional learning personnel explain certification pathways, learning opportunities, and tuition-waiver verification.
- General Counsel trains designated staff on FLDOE intake, the five-element statement, rule-defined deadlines, magistrate payment, State orders, and sensitive records.
- Labor Relations monitors response and implementation records with the responsible offices; General Counsel verifies State deadlines and compliance, and the Chief Human Resources Officer reviews needed procedural corrections.

10. Recommendations: BPB Development

- **Provide rights guidance and route concerns (Section 7.A):** Labor Relations should develop a rights-guidance and intake BPB identifying accessible policy information, teacher contacts, and submission channels. Provide an intake form and referral matrix covering each policy right, emergency assistance, union-membership concerns, and discrimination. Include handoff and completion tracking, review by the responsible office, and Chief escalation without replacing existing employment or complaint procedures.
- **Coordinate liability coverage and legal-expense review (Section 7.B):** Labor Relations, Risk Management, General Counsel, and Finance should develop a coverage-and-legal-expense BPB identifying reporting contacts, program information, claim referral, and a reimbursement submission checklist. Include assigned-duty verification, supporting expenses, legal and financial review, approval authority, decision notice, and payment records. Explain the policy's conditions without guaranteeing coverage, immunity, or reimbursement.
- **Support certification and continuing education (Section 7.C):** Human Resources certification and professional learning personnel, with Labor Relations and Academics, should develop a BPB identifying pathway guidance, learning-request contacts, course referrals, and verification responsibilities. Provide a teacher assistance checklist and employment-verification instructions for institutional tuition waivers. Identify how participation and unresolved requests are tracked without creating new certificate standards or guaranteeing an institution's waiver.
- **Support classroom control and referral feedback (Section 7.D):** Academics, with principals, Regional or School Transformational Offices, and Labor Relations, should develop a classroom-support BPB identifying lawful rule review, intervention and immediate-assistance channels, and referral-disposition requests. Include an intervention and response record, student-information safeguards, escalation, crime-reporting support, and links to governing reasonable-force standards and existing student procedures. Connect training requests to the professional-learning process.
- **Provide assessment data and resolve instructional directions (Section 7.E):** Academics and Labor Relations should develop an assessment-access and instructional-resolution BPB identifying data contacts and the principal, Regional or School Transformational Office, and Chief of Academics review chain. Provide a written concern template collecting the specific law or rule, challenged direction, alleged conflict, and relief. Cite applicable adopted resolution procedures and include response records, remaining remedies, corrective instructions, and implementation verification.
- **Support teacher requests and prepare the FLDOE statement (Section 7.F):** General Counsel, with Labor Relations, should develop a FLDOE-response BPB identifying the designated contact, immediate forwarding of State notices, receipt and holiday-aware deadline tracking, and internal evidence assignments. Link the official teacher form and current rule. Provide a five-element response template, classroom-teacher verification, cited resolution-history checklist, dismissal-ground review, Chief coordination, required Superintendent action, and transmission evidence.

- **Arrange magistrate payment and support proceedings (Section 7.G):** General Counsel and Finance should develop a payment-and-proceedings BPB with appointment intake, agreement and approval routing, the twenty-day notification tracker, payment documentation, and expedited handling of any reserved Board approval. Include evidence assignments and a proceeding calendar that verifies the recommendation trigger from the governing rule and actual notice. Identify who transmits records and documents compliance with procedural directions.
- **Implement the State decision and coordinate employment matters (Section 7.H):** General Counsel, Labor Relations, Academics, and Payroll should develop a State-decision BPB identifying official order retrieval, correction assignments, teacher and supervisor notices, and compliance evidence. Include a controlled implementation path for an actual Superintendent salary-withholding order and subsequent direction. Provide guidance for parallel employment matters and legal review of evidentiary use, keeping State decisions distinct from District employment authority.
- **Preserve District Board authority and monitor implementation (Section 7.I):** Labor Relations and General Counsel should develop a reserved-authority and monitoring BPB identifying which matters require District Board action under existing governing sources. Provide a submission checklist, Chief and Superintendent routing, official-decision retrieval, and implementation tracker. Include a rights-request and State-deadline review with assigned corrective actions, separating District authority from State appointments and decisions and referencing existing appeals without inventing one.

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