

**Special Magistrate for Teacher Empowerment Policy**

Adopted and Effective: August 24, 2023

This is the Policy on complaints related to a teacher being directed by Ivy Hawn Charter School of the Arts (the "School") to violate general law or State Board rules as described in Section 1015.06, Florida Statutes. This policy is implemented to comply with the requirements of Rule 6A-1.094127, Florida Administrative Code, Section 1015.06, F.S, Florida Statutes, and other relevant laws.

**1. Types of Concerns Covered.** A Special Magistrate will only consider disputes where a classroom teacher alleges that he or she has been directed to violate general law or State Board of Education Rule by the School or the School District.

**2. Complaint Procedures.** To request appointment of a Special Magistrate, a teacher must follow these steps:

- Complete and return the form entitled "Teacher Request for Appointment of a Special Magistrate" which is available by request or online;<sup>1</sup>
  - Describe the nature of the dispute, including the School procedure or practice in question and the general law(s) or State Board rule(s) the School is allegedly directing the teacher to violate through its procedure or practice;
  - Describe the resolution or relief previously sought at the School and School District level;
  - Describe the resolution sought from the Special Magistrate and the State Board of Education;
- Demonstrate that before filing for the appointment of a Special Magistrate, resolution of the dispute was sought by the teacher with the teacher's Principal and subsequent to that, resolution was sought by the teacher at the School District level, all in accordance with the procedures adopted by the School District for resolution of the dispute. In order to meet this requirement, the teacher must demonstrate that he or she has, *in writing*, pointed the Principal and School District personnel to the specific provision(s) of general law or State Board rule the district is requiring him or her to violate and how that act or omission would violate that specific provision of general law or State Board rule; and
- Provide and maintain accurate contact information such as an email address, telephone number and mailing address.

The Department will provide the teacher and the School District written notice once a decision has been made. A Special Magistrate may not be appointed for a number of other reasons, such as the failure to fully utilize School District procedures for resolution, or where referral would interfere with an investigation or other administrative, civil, or criminal proceedings.

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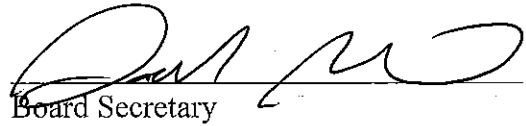
<sup>1</sup> [https://web02.fldoe.org/rules/doc/6A-1.094127\\_2981.pdf](https://web02.fldoe.org/rules/doc/6A-1.094127_2981.pdf)

Ivy Hawn Charter School of the Arts

3. **Incorporation of Policy.** This policy shall be incorporated into the School's Employee Handbook.

**Board Secretary Certificate**

I hereby certify that the foregoing Policy on Special Magistrates for Teachers was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on August 24, 2023



Board Secretary

Sarah Brown Corrigan

Printed Name