



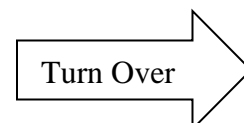
Glendale Teachers Association
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PROTECT YOURSELF

CONTACT YOUR GTA REPRESENTATIVE WHENEVER:

1. You receive a request to report to the administrator's office (for either questioning or reprimand) as the result of a probable "does not meet standards" overall evaluation rating, a job-related incident in which your role is challenged, or a complaint against you by a student, parent, or other school employee. Your administrator **must** notify you of the **nature** of the meeting. If they don't, please ask "**Can this meeting lead to disciplinary action?**" If yes, do not attend the meeting without GTA representation. You have a right to bring the representative of your **choice** without reprimand and may postpone the meeting for up to 7 contractual days. (Article 3 Section 17 of the [CBA](#))
2. If you are in a meeting with an administrator and it begins to turn disciplinary in nature, immediately say the words, "**I want to reschedule this meeting for when I have a union representative present.**" The meeting must immediately cease and be rescheduled to a time when you can bring a representative of your choice.
3. You are summoned for questioning by the police, regarding a complaint of child abuse (or other serious charges) filed against you or you are arrested (at school or elsewhere) and charged with a crime, especially one involving "moral turpitude",
 - a. In the event that you are arrested or interrogated by the police (except where you are merely questioned as a witness to an incident in which you are clearly not under suspicion), don't delay – either call your own attorney (if experienced in criminal school law) or call the GTA office. If you are an Association member, your CTA staff person will contact an appropriate attorney for you.
 - b. MEANWHILE, be cooperative, but remember:
 1. Don't admit anything.
 2. Don't sign anything.
 3. Don't make a statement.
 4. Don't become abusive or insubordinate.
 5. Don't submit anything in writing until you have consulted with a lawyer.
 6. Recognize that the police are entitled to do their job, but insist on your right to have an attorney present. The fact that you know you've done nothing wrong is not by itself sufficient to protect you against serious legal problems.



DO'S AND DON'TS FOR EDUCATORS BEING INVESTIGATED FOR CRIMINAL MISCONDUCT

REMEMBER: *EVEN IF YOU KNOW YOU ARE INNOCENT, SCHOOL OFFICIALS HAVE A RESPONSIBILITY TO CONDUCT A THOROUGH INVESTIGATION.*

DO

- **DO CONTACT YOUR SITE REP OR THE ASSOCIATION OFFICE IMMEDIATELY** . School employees are entitled by law to have representation in *any* meeting with school officials to discuss any complaint against them. If no representative is available, reschedule the meeting for when a representative can be present.
- **DO KEEP A LOG OF ALL COMMUNICATIONS** about the situation so you will have a complete record of everything that transpired. Do not submit any written statement(s) until you have met with an attorney.

DON'T

- **DON'T TALK TO ANYONE** about details of the situation until after you have consulted with a lawyer. Otherwise, what you say can and will be used against you.
- **DON'T BE MISLED BY SCHOOL OFFICIALS OR POLICE** who say “nothing will happen to you if you just tell them about the situation.” If you face misconduct charges, protect yourself by getting and following professional legal advice.
- **DON'T TAKE ANY ACTION AFFECTING YOUR JOB UNTIL YOU CONSULT WITH A LAWYER.** CTA members are entitled to obtain *legal counsel* before taking action that could jeopardize either their job or their credential. Remember a “deal” with the School District does not prevent a student, parent or district attorney from filing criminal charges, suing for civil damages, or seeking revocation of your credentials.