

## SVFT DEFENSE POLICY

If you become involved in a possible defense case; i.e., loss of job, an unfavorable evaluation, an incident with an administrator, a child, a parent, another teacher, or a member of the public, you should:

1. Immediately inform the building representative and president of the local.
2. When appropriate, inform the appropriate administrator and have a union representative present, if possible.
3. Be sure that a union representative is present in any action subsequent to #2 above.
4. Do not sign anything unless your attorney approves.
5. Follow administrative instructions to avoid a charge of insubordination.
6. Keep full and detailed notes of incidents, conferences, or anything pertaining to the possible case. Note dates, times, witnesses, etc.
7. Get signed statements of witnesses as soon as possible. Witnesses sometimes change their minds about supplying material if too long a time elapses.