



Preventing Recidivism through Opportunities, Mentoring, Interventions, Support and Education

## Broward County Public Schools

### PROMISE Action Steps Check-List (Optional)

This checklist is optional but will be valuable to use as you navigate through the various processes of PROMISE. Also refer to the Resource Guide: Talking Points and Forms for additional assistance.

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| <b>Immediate Action Steps for Confiscated Items</b>   |                                    |                                   |                                   | ✓ |
| <ol style="list-style-type: none"> <li>1. If the local Police Department or SRO/SRD will not process the confiscated item without an immediate arrest, contact your respective Broward District Schools Police (BDSP) point person.</li> <li>2. The mainline for BDSP is: 754-321-0725</li> <li>3. Do not hold items overnight or wait to call when the incident pertains to illegal and confiscated items IE: drugs</li> </ol> |                                    |                                   |                                   |   |
| <b>Initial Action Steps for PROMISE:</b>  |                                    |                                   |                                   | ✓ |
| 1. Identify incident as PROMISE eligible event.   |                                    |                                   |                                   |   |
| 2. Call the PROMISE site to check for availability of space and to reserve a seat for the student. (754-321-7250)   |                                    |                                   |                                   |   |
| 3. Complete PROMISE transportation request form.<br>Email completed PROMISE transportation request form to your respective transportation terminal PROMISE liaison immediately.   |                                    |                                   |                                   |   |
| <b>South</b>  | <b>West Central/Southwest</b>      | <b>North</b>                      | <b>Central</b>                    |   |
| Bessie Postell<br>Bernadetta Campbell   | Farine Vilsaint<br>Evelyn Melendez | Charlene McNabb-Bell<br>Roy Wells | Vickie Habersham<br>Dennis Murphy |   |
| 754-321-4100  | 754-321-4150                       | 754-321-4000                      | 754-321-4480                      |   |

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| <p>*Parents are expected to transport their student to the designated PROMISE location on the first day of assignment.</p> <p>If extenuating circumstances prevent parent’s ability to transport on first morning of placement, then transportation for next day’s AM pickup may be possible only if request is received by transportation and processed before 1:00 pm. If after 1:00 pm, parent/guardian will need to transport student in AM, but will be able to receive bus pass for PM route and thereafter during assignment to PROMISE.</p> <p><u>**Please do not assume or communicate that next day, AM transportation is available until receipt of confirmation email from transportation.</u></p> <p><u>** If the incident is not a safety concern and the PROMISE site is full, the administrator may assign PROMISE to begin on a later day.</u></p>                               |  |
| <p>4. Call parent/guardian to communicate infraction, administrative assignment to PROMISE in lieu of arrest and have them come in for a conference during the current school day. If parent has an extenuating circumstance that day, give them up to 24 hours for the PROMISE conference, but issue the external suspension in the meantime. Once the parent/student conferences with you and signs the paperwork, they can serve the remainder of their suspension days at the PROMISE site.</p> <ul style="list-style-type: none"> <li>In these cases splitting the consequence is appropriate (IE: for a two day consequence they would then receive one day external suspension and 1 day at PROMISE). <b>*Do not</b> assign a two-day split for the student to be at PROMISE on a Friday because the essential counseling component of the program is not available on Fridays.</li> </ul> |  |
| <p>5. Meet with parent/guardian to communicate all aspects of the PROMISE program as well as additional information for drug/alcohol incidents (see “Resource Guide: Talking Points and Forms”), secure signatures on: PROMISE Assignment and Authorization” form (I) and additional suspension document (AES Student Placement Form).</p>  |  |
| <p>6. Set Transition meeting date and time with parent. Note: Meeting needs to be held on the day student returns from PROMISE. Administrator determines and communicates appropriate CPST members to be present at Transition meeting. Parents can attend by phone if needed.</p>  |  |
| <p>7. Document parent/guardian response to program entry.</p> <ul style="list-style-type: none"> <li>If student/parent/guardian refuses PROMISE have them sign the <b>JJSC Form (II) AND</b> refer to Juvenile Justice System of Care. To refer, scan, email or upload the signed JJSC form to <a href="mailto:PROMISE@browardschools.com">PROMISE@browardschools.com</a>, using the following format in the subject line: <b>JJSC_ Student’s Last Name_First Name_School Name</b>. Maintain the original form.</li> </ul>  |  |
| <p>8. Confirm space at site (Pine Ridge Center) for the days assigned. Submitting all required forms (AES Student Placement Form and PROMISE Assignment and Authorization Form) inclusive of signatures automatically changes the “hold” space to a confirmed spot at PROMISE. *Make sure this is done before 3:00 PM for next day start. Scan, email or upload required forms to <b>PRC PROMISE</b> using the following format in the subject line: <b>Student’s Last Name_First Name_School Name. Remember to always maintain your original form.</b></p> <ul style="list-style-type: none"> <li>In cases where the parent conference is held in the morning of the first suspension day, PROMISE <u>may</u> accommodate the student</li> </ul>   |  |

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| being brought in that same day <u>IF</u> there is space available. Call PROMISE if such cases arise. (754-321-7250)   |   |
| 9. Administrator secures a confirmation from their respective transportation terminal. Generate a bus pass or forward bus assignment email from terminal to <b>PRC PROMISE</b> with the following format in the subject line: <b>Bus info_Last Name_First Name</b> ".   |   |
| <b>Additional requirements for ESE/or 504 Plan students:</b>  | ✓ |
| 1. Administrator will send the student's IEP "At A Glance" to the PROMISE on-site coordinator prior to the student's arrival so services and accommodations can be arranged. Similarly, 504 accommodations must also be communicated to the program site.   |   |
| 2. PROMISE on site coordinator will ensure that all services and accommodations indicated on the IEP/504 Plan are delivered and implemented. If services required are above and beyond resources available at Pine Ridge Educational Center, the sending school must provide the services.  |   |
| <b>Action Steps if student defaults on terms while at the PROMISE Site:</b>   | ✓ |
| 1. Promise on-site administrator completes "Notification of Unsuccessful Completion at PROMISE Site" Form (III) then scans, emails or uploads it to <a href="mailto:PROMISE@browardschools.com">PROMISE@browardschools.com</a> using the following format in the subject line: <b>JJSC_ Student's Last Name_First Name_School Name. They will cc the home school the form as well.</b>  |   |
| <b>Action Steps Once Student Returns to School Site</b>   | ✓ |
| 1. Administrator holds transition meeting with student, parent and other appropriate personnel. (Full CPST/RtI or mini-CPST/RtI meeting as determined by home school administrator and appropriate staff). Again, parent can attend via phone if needed.  |   |
| 2. The Team reviews all data and information on the student, develops a Student Probationary Transition Plan and completes any appropriate RtI documents (for Tier 2 or 3 interventions). This Student Probationary Transition Plan serves as continued service and support for the student as well as a probationary period in which the student must adhere to the terms of the plan. The plan minimally, should be for no less than 6 weeks. (See PROMISE Student Probationary Transition Plan) If outside (external) counseling and mentoring services are needed as an item on the Student Probationary Transition Plan, contact the PROMISE Community Liaison for assistance with coordinating these services (754-321-1640). |   |

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| <p>3. Assigned Team members monitor the Plan elements ensuring success for the student. If the student does not comply or successfully complete the terms of the Plan, refer to Juvenile Justice System of Care. To refer:</p> <ul style="list-style-type: none"> <li>• Complete “Notification of Unsuccessful Completion of Student Probationary Transition Plan” Form (IV). Scan, email or upload to <a href="mailto:PROMISE@browardschools.com">PROMISE@browardschools.com</a>, using the following format in the subject line: <b>JJSC_ Student’s Last Name_First Name_School Name</b>. For example: If a student’s plan indicates a requirement to meet with a counselor weekly, or perhaps refrain from being on campus after school hours, and he/she defaults on the commitment, then a JJSC referral must be done.</li> </ul> |  |
| <p>4. In cases where items were confiscated: If the student does not comply with the terms of the PROMISE agreement, along with a JJSC referral made as described in #3 above, <b>also</b> contact the Broward District School Police (BDSP) at 754-321- 0725. The BDSP will issue a Juvenile Transcript for Criminal Charges based on the original offense.</p>   |  |
| <p>5. Hold a follow up meeting on the scheduled follow up date and complete the follow up section of the Student Probationary Transition Plan.</p>   |  |
| <p>6. Close case once the student has successfully completed all of the requirements of the PROMISE program. To close the case, complete “PROMISE Completion” form (V) then scan, email or upload the form to <a href="mailto:PROMISE@browardschools.com">PROMISE@browardschools.com</a>, using the following format in the subject line: <b>PROMISE Completion_Student’s Last Name_First Name_School Name</b>. Maintain your original form.</p> <ul style="list-style-type: none"> <li>• Make sure you contact the parent and reinforce your gratitude to them for their commitment to the PROGRAM that provided their child with such a unique positive opportunity.</li> </ul>  |  |

**PROMISE Site Information**

Phone: 754-321-7250

Fax: 754-321-7290

Email: PRC PROMISE (CAB)

Office Hours: 8:00 am to 4:00 pm

School Hours: 9:45 am to 3:45 pm (Parents and students report to front office)

Address: 1251 SW 42<sup>nd</sup> Avenue, Fort Lauderdale, FL 33317 (Off State Rd. 7/441 behind Walgreen between Peters Rd. & Davie Blvd.)

<http://pineridge.browardschools.com>

All forms are accessible in PROMISE FORMS CAB conference and on the Pine Ridge website under the PROMISE tab