



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

**Broward County Public Schools**  
**Administrative Resource Guide**  
**Talking Points and Forms**

Administrators: Use the talking points on the left as a guide when communicating with parents when there has been a PROMISE eligible infraction. The notes on the right give you additional information you will find helpful during the process.

<b>Talking Points</b> <b>(What to say)</b>	<b>Notes for Administrator</b> <b>(Additional process information)</b>
<b>Initial Contact with Parent:</b>	
Your child has committed a violation of the Code of Student Conduct and School Board Policy 5006 as a result of (specify the PROMISE eligible infraction).	
As a consequence your child is being administratively assigned for ____ days, as prescribed by the District’s Discipline Matrix, to the PROMISE Program at Pine Ridge Education Center beginning _____. (Note to administrator: This is an <i>assignment</i> even for ESE students).	*If it is a PROMISE eligible drug/alcohol related offense, remember to tell the parent that a district substance abuse case manager will be making contact with them to offer services in addition to and regardless of PROMISE services. Additionally, for first time offenses only, explain that the District’s case manager will offer the student an opportunity to participate in a state certified substance abuse program which will afford them a reduction in assigned days by 50%.
Because of the nature and severity of the infraction and the prescribed consequence, I need you to come in today so I can give you the specific information about PROMISE and answer any questions you may have.	*If the parent has extenuating circumstances and can not come in to meet with you on that day, let them know you will allow them up to 24 hours to meet face to face with you, but in the meantime, you will need to issue an external suspension. Once the parent comes in, is informed of the program specifications and signs the appropriate documents, the student will be able to serve the remainder of assigned days at the PROMISE site. **If the parent refuses the program or does not come in within the 24 hours, the external suspension should remain <b>AND</b> a referral to Juvenile Justice System of Care should be made.

### When meeting with parent/guardian:

<p>As previously explained, your child has committed a violation of the Code of Student Conduct and School Board Policy 5006 as a result of _____ (specify the PROMISE eligible infraction).</p>	
<p>As a consequence your child is being administratively assigned for ____ days, as prescribed by the District’s Discipline Matrix, to the PROMISE Program at Pine Ridge Education Center beginning _____.</p>	<p>[If you feel the parent will challenge the PROMISE assignment, you can cite that the authority for this assignment is pursuant to Florida Statute 1006.08(1)]</p>
<p>This program is an opportunity to avoid more serious consequences such as arrest, external suspension and potential expulsion from school. As you probably can imagine, any of these more severe consequences can result in lifelong repercussions.</p>	
<p>Instead, the prescribed consequence dictated by the Discipline Matrix, is designed to give your child the opportunity to receive meaningful behavioral interventions and support by trained professionals both short-term at the site as well as for longer periods when your child returns to school.</p>	
<p><u>Successful completion</u> of the PROMISE program will serve as the acceptable penalty/consequence in lieu of external suspension, expulsion and/or delinquent referral to the Juvenile Justice System of Care by Broward County Public Schools.</p>	
<p>Successful completion means that your child and you agree to fully complete <b>all</b> assigned activities and <b>all</b> requirements of the PROMISE program.</p>	<p>*At this point, review the “PROMISE Assignment and Authorization Form”(I), and obtain signatures. This form explains all the terms of PROMISE, reviews the commitment and responsibilities for the student and parent and gives authorization for release of information and counseling services.</p> <p>*Again, If it is a PROMISE eligible drug/alcohol related offense, remember to tell the parent that a district substance abuse case manager will be making contact with them to offer services in addition to and regardless of PROMISE services. Additionally, for first time offenses only, explain that the District’s case manager will offer the student an opportunity to participate in a state certified substance abuse program which will afford them a reduction in assigned days by 50%.</p>

<p>Next, let the parent know the date, time and room location of the Transition meeting which will take place at your school upon the student's return. See checklist.</p>	<p>Refer to the PROMISE checklist to make sure you complete all the required steps for PROMISE. The checklist will let you know what forms to complete, how to arrange transportation and how to forward the forms to the appropriate place. For example: when the student will attend PROMISE, the only two forms that need to be scanned, emailed or uploaded are the AES Student Placement Form and the Assignment and Authorization Form. The checklist will give you the specific steps for specific situations.</p>
<p><b>When a parent or student refuses to attend PROMISE:</b></p>	
<p>As in other consequences dictated by the Broward Schools Discipline Matrix, the PROMISE assignment is not an option for parents or students for the eligible infractions. I must reiterate to you that PROMISE was designed to benefit students who have committed infractions that traditionally would have resulted in arrest and ask you to reconsider. PROMISE is an opportunity for your child to receive valuable services and supports. The commitment to successfully complete the PROMISE program would avoid a referral to the Juvenile Justice System of Care and potential arrest.</p>	
<p><b>If the parent/student still insist they will not agree to the PROMISE program, proceed as follows:</b></p>	
<p>Inform the parent/student that the student will be suspended externally for the number of days indicated by the Discipline Matrix. Begin suspension immediately.</p>	<p>Document parent/guardian response to program entry.</p>
<p>Inform the parent they are being referred to the Juvenile Justice System of Care (refer to the PROMISE manual for description of the Juvenile Justice System of Care).</p>	<p>Have them sign the Juvenile Justice System of Care Form (II).</p> <p><b>Within 24 hours</b>, refer to JJSC by scanning, emailing or uploading the 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>.</p>

## FORMS:

**Administrator directions for use of PROMISE forms:** Until the various forms are made electronic and linked through BASIS, you will need to generate and use hard copies. When doing so, use the following guidelines the forms:

- I. PROMISE Assignment and Authorization Form
  - a. Read, explain and answer any questions the parent/guardian has regarding the PROMISE Assignment and Authorization form.
  - b. Complete any areas requiring information (fill in blanks).
  - c. Obtain required signatures.
  - d. Scan and email the form to **PRC PROMISE** using the following format in the subject line: **Student's Last Name\_First Name\_School Name**.  
**Remember to always maintain your original form.**
- II. Refusal to Participate in PROMISE: Juvenile Justice System of Care
  - a. If parent refuses PROMISE, complete II. Juvenile Justice System of Care form.
  - b. Scan and email to: [PROMISE@browardschools.com](mailto:PROMISE@browardschools.com) using the following format in the subject line: JJSC\_Student's Last Name\_First Name\_School Name.
- III. Notification of Unsuccessful On-Site Student Participation
  - a. If student defaults on the assignment terms while at the PROMISE site, the PROMISE administrator fills out III. Notification of Unsuccessful On-Site Student Participation form.
  - b. PROMISE site administrator or designee will scan and email the form to: [PROMISE@browardschools.com](mailto:PROMISE@browardschools.com) using the following format in the subject line: JJSC\_Student's Last Name\_First Name\_School Name.
  - c. PROMISE administrator or designee notifies the home school administrator that the student was unsuccessful with the on-site portion of PROMISE and a notification/JJSC referral was completed.
  - d. A copy of the form is sent to the parent/guardian.
- IV. Notification of Unsuccessful Student Probationary Transition Plan
  - a. If student defaults on the assignment terms while completing the Probationary Transition Plan phase of PROMISE, the school administrator or designee fills out IV. Notification of Unsuccessful Student Probationary Transition form.
  - b. The home site administrator or designee will scan and email the form to: [PROMISE@browardschools.com](mailto:PROMISE@browardschools.com) using the following format in the subject line: JJSC\_Student's Last Name\_First Name\_School Name.
  - c. A copy of the form is sent to the parent/guardian.
- V. Notification of Successful Completion
  - a. Once the PROMISE student has successfully completed both the on-site portion as well as the probationary transitional portion of PROMISE, the administrator completes V. Notification of Successful Completion.
  - b. The home site administrator or designee will scan and email the form to: [PROMISE@browardschools.com](mailto:PROMISE@browardschools.com) using the following format in the subject line: PROMISE Completion\_Student's Last Name\_First Name\_School Name
  - c. The home site administrator communicates with parent/guardian via face to face or phone and extends congratulations on successful completion. A copy of the completion notification is provided to the parent/guardian.