

PEA TTS: Writing an Effective Referral Cheat Sheet

When and when NOT to write a referral

Teacher/Staff Managed	Office Managed
• Inappropriate Cell Phone Use • Failure to be in one's assigned place • Inappropriate language*** • Calling out • Teasing • Inattentive Behavior • Invading personal space • Lying/giving false information • Minor disruption • Pushing past someone • Rough play • Disrespectful tone • Pattern of not completing homework • Cheating	• Tardies & Dress Code (depending on school) • Repeated Cell Phone offenses • Aggressive physical contact • Bullying/Harassment/Racial or Ethnic Discrimination • Fighting • Cursing at Teacher*** • Property destruction • Weapons • Leaving school property • Credible threats • Major destruction • Theft • Direct and repeated refusal of authority (insubordination)



What Statutes Says...

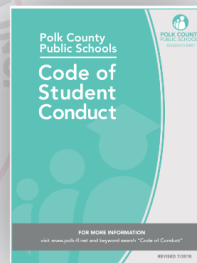
Staff have the right to

- Ensure an opportunity to learn and an orderly classroom
- Have students removed
- Request the disposition/outcome of the referral
- Recommend the consequence/be consulted if the principal wants something LESS than recommendation



Code of Conduct/Progressive Discipline

- Level 1: Parental Assistance
- Level 2: Office Intervention
- Level 3: Detention/Work Detail
- Level 4: ISS
- Level 5: OSS (short term <3 days)
- Level 6: OSS (long term 4-10 days)
- Level 7: Alternative Education Program
- Level 8: Expulsion



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Writing with Objectivity

"Today, ____ violated the Polk Schools Student Code of Conduct by doing the following (2nd offense):

Per state statute (1003.32), I am recommending... as they have reached level __ for this type of offense (4.07).

Also per the statute, please let me know if a consequence lesser than my recommendation is being considered so that we may discuss."

Preferred Terms:

- Insubordination
- Abusive/profane language
- Disruptive behavior
- skipping/unauthorized area
- Bullying/Harassment
- Interference with the Educational Process

Following Up

Keep a close eye on referrals in the system and how they were handled.

Question if your recommendation was not followed.

That conversation should take place BEFORE the disposition.



Link to state statute regarding referrals and student removal from classroom:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.32.html