

STUDENT SUCCESS CENTER

STEPS FOR ENTERING A STUDENT INTO THE STUDENT SUCCESS CENTER



The following are the steps for entering a student into the Student Success Center (SSC).

STEP 1:

Complete a Student Case Management Referral Form (FM-2981).

Section I: All portions of should be completed accurately and the narrative should clearly describe the incident.



STEP 2:

A parent conference must be conducted to inform the parent of the Student Success Center (SSC). The sending/referring school site administrative designee should contact the SSC coordinator at the appropriate center. Once confirmed, SSC coordinator will be informed of the student's name, grade level, number of days referred, and the contact person at the sending/ referring school. The student should be issued a notice of Student Success Center form (FM-6810). All Level II infractions of the Code of Student Conduct must also have Region Approval, FM # 7604. This form must be completed in its entirety along with FM # 6810 and submitted to the Student Success Center of choice. Furthermore, an email from a Region Administrative Director stating that they approve the placement will also serve as sufficient documentation to accept the student in lieu of the FM #7604.

FORM 6810

MIAMI-DADE COUNTY PUBLIC SCHOOLS
NOTICE OF M-DCPS - STUDENT SUCCESS CENTER

Date _____

To the Parents of _____ Student ID# _____
(Last) (First) (Middle)

(Number and Street) (City) (Zip Code) School & Loc# _____

Grade _____ Ethnicity _____ Sex _____ SCM# _____

On _____ Date _____ Student Name _____ was engaged in _____ Behavioral Description _____

At this time your child has the opportunity to participate in the Student Success Center (SSC) Program. While attending the SSC program, your child will be counted as "present" in school each day that they are in attendance at the program and are not noted as receiving a "suspension" in their behavioral record; rather attending the SSC program is recorded in lieu of the suspension for the behavioral infraction. Your child is being placed in the SSC program at the following Student Success Center.

_____ from _____ Date _____ through _____ Date _____ totaling _____ # of days

The hours of operation are 8:00 A.M. - 3:00 P.M. Students are expected to report between 7:45 A.M. and 7:55 A.M. Students must be signed in with the SSC site coordinator by the adult dropping them off. Students must wear referring school uniform to the SSC.

While in attendance in the SSC program, your child is expected to remain engaged in academic work. Assignments will be obtained from the home school, as well as direct instruction from a certified teacher. All grades obtained will be transmitted to and averaged into the grades at the student's home school. Prevention efforts such as social skills and conflict resolution activities will be provided. SSC staff will regularly communicate with you while your child attends the SSC. Inappropriate behaviors displayed while participating in the SSC will be documented and may result in additional days of participation in the SSC. Upon completion, your child will be reabsorbed into his/her prior school.

Sincerely,

Print Name of Principal/Designee _____ Principal/Designee Signature _____ Region _____ Date _____

Student Signature _____ Date _____ Parent Signature _____ Date _____

Attendance procedures will occur on a daily basis. If the student is present at the Student Success Center site, they are marked PRESENT with a "*" sign for that day by the referring school. Please DO NOT add the quotation marks when inputting the attendance code. If the student is absent from the Student Success Center site, the student's attendance for that day only will be placed in ISIS as a U "Unexcused Absence" by the referring school.

A copy of this notice shall be filed in the student's Cumulative Record Folder.
Please attach the IEP at a Glance for all students with disabilities.

FM-6810 Rev. (06-16)



FORM 7604

Clear Form

Date: _____

To: REGION _____

Subject: REQUEST FOR ASSIGNMENT TO THE STUDENT SUCCESS CENTER (SSC) FOR LEVEL II INFRACTIONS OF THE CODE OF STUDENT CONDUCT

REQUEST FOR ASSIGNMENT TO THE STUDENT SUCCESS CENTER (SSC) FOR LEVEL II INFRACTIONS OF THE CODE OF STUDENT CONDUCT

School Code & Name: _____

Student Name: _____

Student ID: _____ Grade: _____ Gender: _____ Ethnicity: _____

SPED Status (if applicable): _____

Primary Exceptionality (if applicable): _____

Date of Incident: _____ Time of Incident: _____

SCM # for Incident: _____ SPAR # (if applicable): _____

TYPE OF LEVEL II OFFENSE: _____

DESCRIPTION OF OFFENSE: _____

DESCRIPTION OF CORRECTIVE STRATEGIES THAT HAVE BEEN IMPLEMENTED BY THE SCHOOL TO ADDRESS PREVIOUS BEHAVIORS WITH THIS STUDENT: _____

Number of days being requested for assignment at the Student Success Center: _____

Print Name of Principal/Designee _____ Principal/Designee Signature _____ School Name _____

Region Approval Status

APPROVED DENIED

Signature of Region Superintendent/Designee: _____

Name: _____

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Student Success Center Contact Information

1. **500 Role Models:** Site Coordinators: Mr. Maxie Graham/Mr. Kevin Carpenter
Success Coach: Ms. Esther Wilson – Phone: 305.694.4449
2. **Andover Middle School:** Site Coordinator: Mr. Mario Jeune
Success Coach: Ms. Sandra Santiago-Viruet
3. **Dorothy M. Wallace Cope:** Site Coordinator: Mr. Ricky Burgess
Success Coach: Ms. Anneliese Bunge-Roman
4. **Homestead Sr. High School:** Site Coordinators: Mr. Leonardo Cancio/Ms. Robyn Messina
Success Coach: Ms. Maria E. Garcia
5. **Madison Middle School:** Site Coordinator: Ms. Teresa Martin-Major
Success Coach: Ms. Rosemarie Scott-Gibbs
6. **North Miami Beach Sr. High School:** Site Coordinator: Ms. Valerie Gauthier
Success Coach: Dr. Willie K. Bankston
7. **North Region Center:** Site Coordinators: Mr. Alonzo D. Boykin/ Ms. Ermine Pryce
Success Coach: Ms. Karen Pino
8. **Overtown Youth Center:** Site Coordinator: Mr. Larmarc Anderson
Success Coach: Ms. Holly Howard
9. **Parkway Educational Complex:** Site Coordinators: Dr. Jesse Walker/Ms. Jacqueline Merkerson
Success Coach: Ms. Jennifer Lanzetta
10. **Paul W. Bell Middle School:** Site Coordinator: Mr. Wayne Jackson
Success Coach: Mr. Rubin Proctor
11. **Riviera Middle School:** Site Coordinator: Mr. Thomas J. Harrington
Success Coach: Mr. Ariel Valdes

STEP 3



Section II of the Student Case Management Referral (FM-2981) should be completed and processed in the Integrated Student Information System (ISIS). All portions of Section II should be completed and the Referral Action Code of **AS-Alternative to Suspension** should be used for assigning a student to the SSC program. The other Referral Action Codes that should be used are **C6-Parent/Guardian Conference**, **C7- Student Conference**, and **L1-Letter to Parent**. Additionally, both the referred Student Success Center and number of days referred should be documented in the Comments portion of Section II.

SECTION II. FOR ADMINISTRATOR/DESIGNEE USE ONLY					
ENTER REASON FOR REFERRAL CODES BELOW: (ENTER NO MORE THAN 4 CODES)					<input type="checkbox"/>
3A					COMPUTER RECORDED
OTHER INCIDENT INFO = LOCATION: <input type="checkbox"/>				CONTEXT: <input type="checkbox"/>	
ENTER REFERRAL ACTION INFORMATION BELOW:					
DATE	TIME	EMPLOYEE NO.	INITIALS	REFERRAL ACTION CODE	
Mo. Day Yr.	(Military)				
12/12/15	9:05	314210	LG	C6	
12/12/15	9:10	314210	LG	C7	
12/12/15	9:15	314210	LG	L1	
12/12/15	9:20	314210	LG	AS	
Comments: 2 days assigned to Homestead Sr. Student Success Center					
Agency/Case Number (If Applicable) 2000671					
AFTER DATA ENTRY, FILE !!					

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STEP 4

Once the Student Case Management form has been processed into the ISIS system and the codes AS, C6, C7, and L1 have been used the Administrative Designee will utilize the daily attendance rosters (*this will be emailed each day from site coordinator*) and **the attendance code “+”** should be inputted into the student’s ISIS Attendance screen (PF7) for the days present at the Student Success Center. Please ***DO NOT*** add the quotation marks when inputting the attendance code. If a student is absent, please mark in ISIS application as U (Unexcused Absence). ***See screen below with an example of the Present code on April 25th.***



DO NOT USE THE CODES O-Outdoor Suspension or I-Indoor Suspension for the student’s daily attendance in ISIS if a student is referred to a Student Success Center. The new attendance code “+” should be inputted into the student’s ISIS attendance screen (PF7) for the days present if the student is referred to the Student Success Center. Attendance procedures will occur on a daily basis to attain the status of a student’s attendance. If the student is present at a Student Success center, they are marked as present with “+” for that day. Please ***DO NOT*** add the quotation marks when inputting the attendance code sign. If a student is absent, please mark in ISIS application as U (Unexcused Absence).

	MON	TUE	WED	THR	FRI	SAT
DAB6-33-VDX0						
* DAILY ATTN *	APR 11	12	13	14	15	16 NO SCH
	APR 18	19	20	21	22	23 NO SCH
ID: 223774	APR 25 +	26 T	27	28	29	30 NO SCH
GRD PERIOD: 4	MAY 2	3	4	5	6	7 NO SCH
GOMEZ	MAY 9 T	10	11	12	13	14 NO SCH
AALIYAH	MAY 16	17	18	19	20	21 NO SCH
MARIE	MAY 23	24	25	26	27	28 NO SCH
SCHOOL: 6861	M/J 30 NO SCH	31 T	1	2	3	4 NO SCH
GRD: 07 HR: CAA	JUN 6	7	8	9		
SHIFT:						
ENT: 08/24/15						
MTD:						
SHORT DAY						
E = EXC EARLY						

STEP 5

Attendance will be taken on a daily basis. The Student Success Center Coordinator will contact the sending/referring school site administrative designee on a daily basis prior to 10:00 AM to verify that the student is in attendance at the SSC center. As a result, the student is given credit for being in attendance for that day. This procedure of communication between the Student Success center and the sending/referring school site administrative designee must occur on a daily basis to ensure that accurate attendance records are maintained.

STEP 6

When the student completes their referred number of days at the Student Success Center will be issued a **Student Release form, Certificate of Completion** and a **Success Coach Report** from the Student Success Center (SSC). These forms will be used to verify proof of completion, counseling services rendered at the Student Success Center. Forms will be used to allow the student to return to their sending/referring school and **make-up any missed assignments while at the Student Success Center.**