



eLEARNING STUDENT SUCCESS CENTER (SSC) PROCEDURES FOR STUDENT ASSIGNMENT (REVISED)

The following are the steps for entering a student into the Student Success Center (SSC) for Stage 1 scenario.

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.



MIAMI-DADE COUNTY PUBLIC SCHOOLS
STUDENT CASE MANAGEMENT REFERRAL

SCHOOL NO. [] CHECK BOX BELOW FOR DATA INPUT
 SCM # 1025542
 SPAR # []

SECTION I. TO BE COMPLETED BY REFERRING

STUDENT NAME [] STUDENT ID [] HOME ROOM B18 GRADE LEVEL 8 PERIOD OF DAY 3 INCIDENT DATE 10/7/14 TIME 12:20 (Military)

REFERRED BY Ms Anderson-Teacher REFERRED TO Mr Johnson-Assistant Principal

NARRATIVE: (CLEARLY STATE WHY THE STUDENT IS BEING REFERRED)

The student was rude, disruptive, and defiant. Additionally, he was confrontational with another student which led to a fight.

PARENT CONTACT: (Circle Yes or No)
 1. For This Behavior YES NO
 2. For Other Misbehavior YES NO
 3. Contact Attempted YES NO
 4. Contact Made:
 4A. Verbal YES NO
 4B. Written YES NO

STEP 2

Parent contact must be made to inform the parent of the student is being assigned to the Virtual Student Success Center for violating the Code of student conduct, and the student should be issued a notice for assignment to Alternative to Outdoor Suspension (FM-6810). The sending/referring school should contact the designated **Lead SSC Coordinator**—who will assign the student to the specific SSC Regional Center and notify the appropriate SSC Coordinator to provide required placement documentation. Once the Regional SSC Coordinator has been provided the FM-6810 with student information (student’s name, grade level, number of days assigned, contact person from the sending/referring school, and parent contact information). The SSC Coordinator will send the student, parent, and sending school Administrator an invite to the **Regional SSC MICROSOFT TEAMS/ZOOM Room** for the students assigned days to the SSC

FM -6810



MIAMI-DADE COUNTY PUBLIC SCHOOLS
NOTICE OF M-DCPS – ALTERNATIVE TO OUTDOOR SUSPENSION

Date []

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

[] (Number and Street) [] (City) [] (Zip Code) SCHOOL & LOC # []

Grade [] Ethnicity [] Sex [] SCM No. []

On [] was engaged in []

Date	Student Name	Behavioral Description

The Code of Student Conduct (<http://ehandbooks.dadeschools.net/policies/90/index.htm>) allows for the outdoor suspension of a student who displays certain behaviors. At this time your child has the opportunity to participate in an Alternative to Outdoor Suspension (AOS) Program. While attending the AOS 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 their choice of attending the AOS program is recorded in lieu of the suspension for the behavioral infraction. Your child is being offered placement in the AOS program at the following AOS center, for the comparable length of suspension days.

Name and location of AOS Center	Date	through	Date	totaling	# of days

Miami-Dade County Public Schools transportation is not offered. Parents/guardians or designated adults will drive their child to and from the program daily. The hours of operation are 8:00 A.M. – 2:30 P.M. Students are expected to report between 7:45 A.M. and 7:55 A.M. Students must be signed in with the AOS site coordinator by the adult dropping them off. Students with driver's licenses will not be permitted to drive themselves to the AOS.

While in attendance in the AOS 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. AOS staff will regularly communicate with you while your child attends the AOS. Inappropriate behaviors displayed while participating in the AOS will be documented and may result in additional days of participation in the AOS. Your child may lose the opportunity to participate in the AOS if the behavior is not satisfactorily modified. Involvement in this program is voluntary. Upon completion, your child will be reabsorbed into his/her prior school.

Sincerely,

Principal

Yes, I consent to my child participating in the AOS program in lieu of outdoor suspension.



STEP3

Section II of the Student Case Management Referral (FM-2981) should be completed and processed in the Integrated/District Student Information System (ISIS/DSIS). All portions of Section II should be completed and the Referral Action Code of **AS-Alternative to Outdoor Suspension (AOS)** 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.**

Violation of District Internet Usage Policy (Find Code)

STEP4

Once the Student Case Management form has been processed into the ISIS/DSIS system and the codes AS, C6, C7, and L1 have been used, **the code S-Special Note** should be placed into the students Attendance screen (PF7) for the days assigned.



DO NOT USE THE CODES O-Outdoor Suspension or I-Indoor Suspension for the student's daily attendance in ISIS/DSIS if a student is assigned to an SSC center. The code **S-Special Note** should be used for student's attendance if the student is assigned to the AOS program. Attendance procedures will occur on a daily basis to attain the status of a student's attendance. If the student is present at an AOS center, they are marked as present with S-Special Note for that day. If the student is absent from the AOS program, the students attendance for that day only will be placed in ISIS/DSIS as O-outdoor suspension.

STEP 5

Attendance will be taken on a daily basis. The SSC Coordinator will contact the sending school on a daily basis prior to 10:00AM to verify that the student is in attendance at the AOS center. As a result, the student will be given credit for being in attendance for that day. Please note: O-Outdoor suspension code is **only** assigned if:

1. The student does not report to the AOS center for that day.
2. The SSC Coordinator cannot provide services to the student thus the student cannot complete their assigned time at the AOS center.

Communication between the AOS center and the sending school must occur daily to ensure that accurate attendance records are maintained.

STEP6

When students completes their assigned number of days at the AOS center, they will be issued an Exit slip from the SSC Coordinator. This slip will be used to verify that the student participated in the AOS program and will be used to allow the student to return to their sending/referring school.

Daily Schedule

7:30 AM to 8:00 AM	Welcome and opening procedures (Intake) for the Student Success Center (SSC) Site. Completion of Virtual Student Success Center Student Record Keeping Sheet. Review of student expectations, daily interactions and conversation about the previous day's activity. Students will discuss topics with the instructor to support character building skills.
8:00 A.M. to 8:30 A.M.	Sustained Silent Reading. Students will choose a book, or any given reading of their choice, and read for 30 minutes. Students will then reflect on what they have read in essay form. Objective, or subjective.
8:30 A.M. to 9:00 A.M.	Small Group Assignments. Character building, talking about different issues that affect the student's assignment to SSC Program.
9:00 A.M. to 10:00 A.M.	Students will complete assignments sent from their home school instructor. If needed, SSC will assign CAI (Computer Assisted Instruction-IXL / Vocabulary.com. Students will engage in computer assisted instruction. Ex....Reading Plus, River Deep, Math Nation.....
10:00 A.M. to 11:00 A.M.	Students will engage in computer assisted instruction. Ex....Reading Plus, River Deep, Math Nation.....
11:00 A.M. to 12:00 P.M.	Students will engage in computer assisted instruction. Ex....Reading Plus, River Deep, Math Nation.....
12:00 P.M to 1:00 P.M.	Lunch. Students Log off
1:00 P.M. to 2:00 P.M.	Students Log on and attendance taken. Character building activity. Student will once again engage in computer instruction/ technology. Students will also hone in on independent study
2:00 PM to 2:30 AM	Dismissal, Exit forms emailed, students logging off



eLearning Success Center (SSC) Student Record Keeping Sheet

Date	Student Name	Student ID #	Grade Level	Sending School	Attendance Verified in ISIS/DSIS	Time Logged Out	Time Logged In