From:	M-DCPS Weekly Briefings
To:	Martillo, Alexandra V.
Subject:	ALL PRINCIPALS/ASSISTANT PRINCIPALS: - Student Offenders with School Police Automated Reporting (SPAR) Incidents and No Corrective Action Recorded Report Product-Number T-0540P37-01 - REPLACES BRIEFING # 4120
Date:	Wednesday, February 12, 2014 8:20:11 AM

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ALL PRINCIPALS/ASSISTANT PRINCIPALS: - Student Offenders with School Police Automated Reporting (SPAR) Incidents and No Corrective Action Recorded Report Product-Number T-0540P37-01 - REPLACES BRIEFING # 4120

Category:

Audience:	All Principals/APs
Due Date:	n/a
Meeting Date:	n/a
Attachment(s):	27145_Inputting_SPAR_Referral_Action_Codes_in_Case_Management.pdf

To inform principals of the procedures for rectifying errors reported in the Product-Number T-0540P37-01-"Student Offenders with School Police Automated Reporting (SPAR) Incidents and No Corrective Action Recorded Report".

- Report Product-Number T-0540P37-01 entitled Student Offenders with School Police Automated Reporting (SPAR) Incidents and No Correction Action Recorded, identifies students who were involved in incidents which required a School Automated Police Reporting (SPAR) code, for which no corrective action was taken. Listed below are the steps for inputting referral actions and student services for SPAR incidents:
- The report is run on the first Friday of each month, and is available to schools on the following day.
- Schools are able to retrieve copies of product number T-0540P37-01 from the Control-D Web Viewer.
- **STEP 1:** Miami-Dade County Public Schools' (M-DCPS) administrators should call 305-995-COPS (2677) as outlined in the Code of Student Conduct (COSC) if the incident requires a SPAR, and Miami-Dade Schools Police Department (M-DSPD) will respond.
- All Charter School administrators should Contact the Law Enforcement Agency within their jurisdiction for all criminal offenses. Once police have responded and the incident requires a SPAR, **call 305-757-SPAR (7727) for a SPAR number only.**
- **STEP 2:** Upon receipt of a SPAR number from the M-DSPD, draw a line through the Student Case Management Referral (SCM) number on the top right hand corner of the Student Case Management Referral Form and place the SPAR number above the strikethrough SCM number. **This SPAR number will be utilized for inputting corrective referral action codes and student services information codes on the Student Case Management Referral System, and for follow up services by Student Services personnel. Schools should utilize the Student Case Management Student Services Form.**
- **STEP 3:** Once M-DSPD inputs the SPAR number and incident information into the SPAR System, it will immediately appear in the Student Case Management System found in the Integrated Student Information System (ISIS). **If it does not appear in ISIS within 72 hours, only administrators should contact Mr. Mark E. Zaher, Director, District/School Operations/Special Programs via electronic mail at mzaher@dadeschools.net. The subject of this electronic mail should be entitled SPAR, and the electronic mail should contain the following:**
    - **Student's Name;**

- **Student's Identification Number;**
- **SPAR Number;**
- **Date of the Incident;**
- **Incident Type.**

- **STEP 4: Verification of SPAR Number:** Ensure that the SPAR number appears in ISIS by following steps 4 (a), (b), (c), (d), and (e). (See attachment)

- **STEP 5: Inputting SPAR:** Once you have verified that the correct SPAR number appears in ISIS, press the clear key once and then follow steps 5 (a), (b), (c), and (d). (See attachment)

- **STEP 6:** From STEP 5 (d) screen, using the SPAR number you may input referral action codes and student services codes in the Student Case Management System. The Referral Codes in the Student Case Management System are for incidents not involving a SPAR. If the incident does not require a SPAR, the information should be inputted as you would normally using the SCM referral codes. **Referral Action codes and the Student Services codes are located in the Student Services codes (PA2) from the SCM help menu.**

- When a school creates a separate SCM record when documenting corrective actions for the SPAR, a new record is created, resulting in an inaccurate reporting data for the school and the school district. **Under no circumstance is the expulsion code (E5) to be attached to the SCM number when a SPAR code has been recorded for an incident.** The input screens for SCM codes and SPAR codes are different in the Student Case Management System.

- Schools should review all incidents listed on the report by reviewing the incidents from the display screen in the Student Case Management System, to ensure that the appropriate corrective action is aligned with the correct SPAR.

- Upon review, if you determine that the action is not aligned with the SPAR, the inappropriate lines in the Student Case Management System must be deleted and the appropriate codes must be recorded, utilizing the previous outlined steps.

- For further assistance with inputting information in the Student Case Management System, contact Support Services at 305-995-3705, Option 1.

Contact: Mark E. Zaher, Director (305-995-2710)
Department: District/School Operations