


MEMORANDUM

MT.003.06
MT.305-636-6147

TO: All Staff Chairpersons
Educational Alternative Outreach Program

FROM: Miguel Torres, Principal 
Educational Alternative Outreach Program

SUBJECT: REPORTING CRITICAL INCIDENTS

This office is responsible for reporting critical incidents for all Outreach Alternative Education Programs in a **timely** manner to Mr. Freddie Woodson, Associate Superintendent ACCESS Operations. Subsequently, it is reported to School Board Members, the Superintendent of Schools, the Superintendent's Cabinet members and District Assistant Superintendent.

In order to carry out the responsibility of incident report notification in the most efficient and timely manner, all Outreach sites are to adhere to the following procedures:

1. When an incident occurs, it is the work location chairperson/designee, site assistant principal and director's responsibility to secure the necessary emergency assistance, then if appropriate, to report the incident to the school police. **Immediately following the aforementioned calls, the work site director and chairperson or designee is responsible for calling the Alternative Outreach principal and the assigned assistant principal. It is unacceptable to report the incident one or two days later.** *It is imperative that the M-DCPS chairperson or designee and administrator follow these procedures explicitly.* The attached form (FM-5963 Rev. 05-03) is to be used in reporting the incident. The description of the incident should be brief, however, it should provide enough information to identify what occurred. If an arrest has taken place, the charges and case number should be reported. The site assistant principal should be listed as the school contact.
2. Incidents to be reported will include, but are not limited to: those that require a police or fire rescue response, and/or any other type of investigative agency response; an arrest of student or staff member; hospitalization of student or staff member; incidents that are newsworthy; serious disturbances involving students off campus; sexual-related incidents; possible sighting of sexually predators, major fires; bomb threats; missing persons; major incidents that threaten the safety of students, staff and/or the facility; and car and/or bus accidents. If in doubt, report the incident.

3. Critical Incident Reports should be faxed to the Educational Alternative Outreach Program where it will be transmitted to the appropriate district personnel. It is important that the individuals completing the incident form report the incident as accurately as possible and complete all pertinent information on the form. Should information change after the report has been faxed, the school staff is responsible for reporting the updated information as soon as it is discovered to the Outreach office. One example of this would be a missing person who has been located.

Should you need additional information or clarification regarding the reporting of incidents, you may contact me at 305-636-6147 or your designated Assistant Principal.


MT/nag

cc: Administrative Staff
Program Directors

LANGUAGE PERTAINING TO REPORTING INCIDENTS

APPENDIX M

INCIDENT REPORTING

1. All work location administrators have the responsibility of reporting all critical incidents to 305-995-COPS and the appropriate Regional Center. If any incident requires immediate medical or police response, 911 should be called first. Once 305-995-COPS is called the appropriate District Critical Incident Response Team member will respond.
-  2. All work location administrators are required to complete an incident report. Beginning with the 2008-2009 school year, Miami-Dade County Public Schools (M-DCPS) employees can enter on-line information about non-critical and critical incidents through the newly created **Automated Incident Reporting System (AIRS)** which will replace form FM-5963. The description of the incident should be brief. However, it should provide enough information to identify what occurred and all parties involved. If an arrest has taken place, the charges and case number should be reported.
3. Incidents to be reported will include, but are not limited to the following:
 - a. Those that require a police, fire rescue, and/or any other type of investigative agency response.
 - b. The hospitalization of student or staff
 - c. Incidents that are newsworthy
 - d. Serious disturbances involving injury or a weapon
 - e. Civil disturbances
 - f. Shootings that involve students on or off campus
 - g. Incidents that are sex related
 - h. Possible sighting of sexual predator
 - i. Major fires, and/or bomb threat
 - j. Missing persons
 - k. Major acts of vandalism
 - l. Infectious diseases
 - m. Car and/or bus accidents

LANGUAGE PERTAINING TO REPORTING INCIDENTS

- n. Any major incidents that threaten the safety of students, staff, and/or the facility
 - o. Lockdowns
4. If the school information changes after the report has been called in, the school staff is responsible for reporting the updated information as soon as it is discovered to District and Regional Center staff.
 5. District and Regional Center staff is available to receive incident reports from 8:00 a.m. - 4:30 p.m., Monday-Friday. Should an incident occur after 4:00 p.m. or on the weekend, the work location administrator or designee is responsible for reporting information to the Division of Safety, Energy, Communications, and Fiscal Management at 305-995-1550.

Should you need assistance additional information regarding incident reports, you may contact Ms. Faye Haynes, Executive Director, School Operations, at 305-995-4284. Any other information regarding critical incidents on the District Critical Incident Response Team should be directed to Mr. Mark E. Zaher, Director, School Operations/Special Programs, at 305-995-2710.

Appendix M INCIDENT REPORTING DOCUMENT

All employees are under affirmative duty to report any sexual conduct and /or sexual battery, immediately upon knowledge of incident or reasonable cause to suspect. All incidents/crimes involving students must be reported to Department of Children and Family toll free at 1-800-96-ABUSE and Miami-Dade School Police Department (M-DSPD) at 305-995-COPS. All crimes involving employees must be reported to M-DSPD at 305-995-COPS. All incidents involving employees must be reported to your contact site or Regional supervisor. Failure to report incidents may result in criminal prosecution and/or disciplinary actions. All documents below identified with an asterisk () contain specific language concerning this topic.*

Title and Document	Employees Duty	Reporting Agent(s)	Notification Timeline	Reporting Procedure	Disciplinary Action
* Responsibilities and Duties School Board Rule – 6Gx13- 4A-1.21 .	All employees are under affirmative duty to report any criminal act, disruptive and/or inappropriate behavior.	All employees	Immediately upon knowledge of incident or reasonable cause to suspect	Contact Site or Region Supervisor	Failure to report incidents may result in disciplinary actions.
* Employee-Student Relationships School Board Rule 6Gx13- 4- 1.09 .	Responsible administrator has the obligation to immediately report incidents in accordance to the Personal Investigative Model User Guide. All School Board employees will conform to the highest professional, moral, and ethical standards in dealing with students on or off school property.	All employees	Immediately upon knowledge of incident or reasonable cause to suspect	Contact Site or Region Supervisor	Failure to report incidents may result in disciplinary actions.
Suspension, Board-approved Alternatives, Expulsions, and Referrals School Board Rule – 6Gx13- 5A-1.062 _ Sect.B.1a.	Subject to law and the rules of the State Board of Education students who disrupt the orderly educational process.	All employees	Immediately upon knowledge of incident or reasonable cause to suspect	Contact Department of Children and Family Services toll-free number 1-800-96-ABUSE (1-800-962-8273), Single Intake, or the State of Florida, Child Abuse Registry, Tallahassee, Florida	Students Subject to Disciplinary Action
* Zero Tolerance For School Related Violent Crime - State Education Goals. Section 1006.13 F.S.	District to invoke the most severe consequences provided for in the code of Student Conduct dealing with violent criminal acts.	All employees	Immediately upon knowledge of incident or reasonable cause to suspect	Contact Site or Region Supervisor, & M-DSPD at 305-995-COPS	Place certain restrictions on effected students' participation in extracurricular activities.

* Contains language concerning sexual battery and/or sexual conduct.

Appendix M INCIDENT REPORTING DOCUMENT

Title and Document	Employees Duty	Reporting Agent(s)	Notification Timeline	Reporting Procedure	Disciplinary Action
Chapter IV General Guidelines - Procedures for Promoting and Maintaining a Safe Learning Environment .	Principal responsible for developing an educational environment that is conducive to effective learning, which is free from arbitrary restrictions and that protects the health, safety and general welfare of all members of the educational community.	Administrator(s)	Immediately upon knowledge of incident or reasonable cause to suspect	Contact Department of Children and Family Services toll-free number 1-800-96-ABUSE (1-800-962-2873) and Miami-Dade School Police Department at 305-995-COPS	Outcome will determine disciplinary action.
* Guideline #4 Child Abuse Reporting (Section 39.201 (2)(a)), F.S. - Procedures for Promoting and Maintaining a Safe Learning Environment .	Teachers, school officials or personnel knowing or suspecting child abuse are responsible for reporting immediately to Department of Children and Families.	Teachers, school officials or any personnel	Immediately upon knowledge of incident or reasonable cause to suspect	Call toll-free number 1-800-96-ABUSE (1-800-962-2873) for Department of Children and Families .	Any person required by Section 39.201, F.S., who knowingly and willfully fails to report or prevents another person from reporting, is guilty of a misdemeanor of the second degree.
Guideline #14 Preliminary Investigation by Administration - Procedures for Promoting and Maintaining a Safe Learning Environment /School Board Rule 6Gx13- 5D- 1.08 .	Administrator follows stated procedure in making determination whether to handle the incident administratively or criminally through the Miami-Dade Schools Police Department (M-DSPD) and/or another police agency.	Administrator(s)	Immediately upon knowledge of incident or reasonable cause to suspect	Complete an incident report describing the incident in detail; solicit statements after interviewing the parties and witnesses; make determination to refer the case to M-DCPS or handle administratively.	Any person required by Section 39.201, F.S., who knowingly and willfully fails to report or prevents another person from reporting, is guilty of a misdemeanor of the second degree.

* Contains language concerning sexual battery and/or sexual conduct.

Appendix M INCIDENT REPORTING DOCUMENT

Title and Document	Employees Duty	Reporting Agent(s)	Notification Timeline	Reporting Procedure	Disciplinary Action
Guideline #37 Harassment - Florida Board of Education Rules 6A-19.008 , and 6B-1.006 and School Board Rule 6Gx13- 5D-1.10 - Procedures for Promoting and Maintaining a Safe Learning Environment .	Student/Parent/Guardian and/ or Employee must make the principal or his/her designee aware of the situation.	Student/Parent/Guardian and/or Employee	Immediately upon knowledge of incident or reasonable cause to suspect	Communicate in writing the allegations to the school's principal or designee	Outcome will determine disciplinary action.
* K-20 Education Code Title XLVIII, Chapter - 1012.799 - Florida Education Standards Commission	Instructional/Administrative Personnel upon knowledge of or reasonable cause to suspect must report, immediately.	Instructional/Administrator Personnel and or person having knowledge of offense.	Immediately upon knowledge of incident or reasonable cause to suspect	Report to law enforcement agency having jurisdiction over the plant or place where the sexual battery occurred.	Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
Opening of Schools Handbook – M-DCPS - School Operations	Worksite personnel, Regional Centers and District staff have the responsibility of reporting incidents.	Worksite, Regional and District staff	Immediately upon knowledge of incident or reasonable cause to suspect	Appendix V – Incident Reporting	Failure to report will be cause for disciplinary actions.
* Article VIII Section 1.G – SAFE LEARNING ENVIRONMENT - United Teachers of Dade contract – AMMENDED (2007)	Principal must immediately report the appropriate police agency, and to the Miami-Dade Schools Police Department (M-DSPD), any criminal act occurring on school premises or at any school-related function, such as athletic events, field trips in and out of the district, and dances.	Principal	Immediately upon knowledge of incident or reasonable cause to suspect	Appendix V – Incident Reporting (Opening of Schools Handbook)	Failure to report will be cause for disciplinary actions.
Personnel Investigative Model (PIM) – M-DCPS Office of Professional Standards	All employees must expeditiously notify the appropriate agency Miami-Dade Schools Police Department (M-DCPS).	All employees	Immediately upon knowledge of incident or reasonable cause to suspect	Listed in PIM User Guide.	Outcome will determine disciplinary action.

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APPENDIX N

SCHOOL VOLUNTEER PROGRAM

SUBJECT: REGISTRATION AND PROCESSING OF SCHOOL VOLUNTEERS.

All volunteers must complete Registration Form (**FM #1764E**), show ID and be cleared through the WDPV database system **prior** to beginning service.

REGISTRATION AND THE SVP DATABASE SYSTEM

The School Volunteer Program utilizes a database system available through CICS called WDPV to enter and document your School Volunteers. A User's Manual is available on the dadeschools.net website under E-Handbooks to provide directions on entering your data. Trainings will also be available for school site staff that is responsible for entering data in the system who wishes further instruction. Once a volunteer has completed a registration form and provided appropriate picture identification, the school site is responsible for entering the information into the database system and monitoring to determine volunteer clearance.

Work location heads (principals and other administrators) will be responsible for approving those who may use the database through AAAA security approval through CICS. By approving the WDPV icon, your staff will have access to your School Volunteer data. **REGISTRATION FORMS NO LONGER NEED TO BE SENT DOWNTOWN. ONE COPY IS TO BE KEPT ON FILE AT THE SCHOOL FOR A THREE-YEAR PERIOD AND THE OTHER COPY GOES TO THE VOLUNTEER.**

It is recommended that several (3 to 4) staff members get approval to access the database for accessing volunteer information.

Directions for Schools

1. Clean Existing Data:

Schools should review the records of their existing School Volunteers in the database system from the placement screen. Old or revised information such as telephone numbers and placement of the volunteer should be changed using the EDIT function in the database. Be sure to click on "submit changes" after all edits have been done to ensure that changes are made.

2. Add New Data:

Any new volunteers not listed to your site, however active, should be added to your work location. Your liaison will need to add the BIO information and then place the volunteer at your school. See manual for instructions or attend a training.