

**Welfare****STUDENT CASE MANAGEMENT SYSTEM**

The Student Case Management System is an automated system of recording and reporting data that allows for more efficient delivery of services that are provided for students and the disciplinary actions taken to improve student behavior. Miami-Dade County Public Schools shall maintain a computerized Student Case Management System to ensure that all students are provided equal access to preventative services consistent with their needs, and afforded fair, consistent, disciplinary actions when violations of the **Code of Student Conduct** do occur.

This system shall minimally have the capacity to ensure that the program complies with all federal and state statutes relating to student records; indicates the exact nature of the service the student has received; and develops a data base that would assist in making recommendations for the refinement and strengthening of services provided to students.

Administrators, teachers, and student services personnel at the school, region, and district levels shall be responsible for completing those forms that are required to record student case information. This system shall have those safeguards that will ensure the accuracy and confidentiality of student information.

The information on an individual student shall be retained in the active file for a period not to exceed three years, at which time the data shall be transferred to an inactive file. The inactive record shall be destroyed in accordance with the state-adopted schedule of record destruction.

Neither the forms used to refer students nor the data generated by the Student Case Management System shall be made a part of a teacher's personnel file; nor used to initiate disciplinary action against any teacher; nor shall these forms be used as a basis for the assessment of a teacher in any portion of the observation/evaluation forms. Neither the name nor the employee number of the referring teacher shall be entered into the automated data retrieval system.

It is the intent of the Board to utilize the Student Case Management System exclusively for the refinement and improvement of student services. The Student Case Management System is not to be used as a part of the personnel assessment system; nor is it intended to reduce the range of available student disciplinary actions, pursuant to the **Code of Student Conduct**, nor the availability of student services provided to students.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.23(6); 230.33(13)(a) F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

New: 11-2-83

Amended: 7-25-84; 11-6-85; 6-10-98