



**Student Hearing and Placement Department
(SHPD-F001)**

Central Behavior Review Check List

- 1. Number each page of packet in numerical order in bottom right hand corner**
- 2. Complete the SST process (Plan must be implemented for no less than 4-6wks)**
- 3. Complete the Central Behavior Review Request (SHPD-F003) Form**
The school site Administrator identifies:
 - a) Education Code Violation initiating this Behavior Review
 - b) Identify the total number of days of out of school suspensions (minimum of at least 10 days)
 - c) Special Education Program, if applicable
 - d) Student demographic information is current
 - e) Completion of Purpose of Review with site recommendation
- 4. Call the SHPD Director to schedule an appointment**
- 5. School site Administrator notifies parents of Behavior Review appointment**
- 6. Place Central Behavior Review documents in the following order:**
 - a) Central Behavior Review Request Form (SHPD-F003)
 - b) Discipline Records (SASI/ Zangle report DIS01)
 - c) Copies of Suspension rev8 forms with signature
 - d) Pictures of evidence, if applicable
 - e) SST notes and plan
 - f) Completed Behavior Intervention Checklist (SHPD-F002)
 - g) Documentation of accommodations as stated on the Behavior Intervention Checklist (SHPD-F002), if applicable
 - h) Academic Data (e.g. report cards, transcripts, test scores, etc.)
 - i) Teacher(s) Progress Reports (SHPD-F004)
 - j) Attendance Data (Zangle/ SASI attendance reports, elementary ATD42 and secondary ATP13)
 - k) SART or SARB contracts
- 7. If Special Education student, additional documents are:**
 - a) IEP- completed within 12 months
 - b) Manifestation Determination
 - c) Positive Behavior Support Plan implementation for at least 4 to 6 weeks
- 8. Pull CUM, Health and Special Education files to be brought to the hearing**
- 9. Present four (4) copies of the packet which will be distributed in the following order:**
 - a) 1 (original) for the Director III of SHPD
 - b) 1 (copy) for the Director 1 of SHPD
 - c) 1 (copy) for the school site administrator
 - d) 1 (copy) for the parent(s) (omit all other students names)
- 10. Verify that statements made by teachers and school personnel are signed and dated**
- 11. Check for spelling, grammatical content and professional quality of all documents presented**

***Note: The school will arrange for a translator if the parent(s) are in need or if they request translation assistance**