



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

Central Behavior Review Check List

1. Complete the SST and/or Positive Behavior Support Plan (if applicable) process and implement for no less than 4-6 weeks.
2. Contact the SHPD during 1st day of student's suspension to schedule an appointment for a Behavior Review. Student should have a minimum of 10 days of suspension, but no more than 20.
3. School site Administrator notifies parents of Behavior Review appointment and location.
4. Complete the Central Behavior Review Request (SHPD-F003) Form.
The school site Administrator identifies on the form:
 - a) Current student demographic information.
 - b) Special Education Program, if applicable – **NOTE:** If student has an IEP, a Manifestation Determination meeting must be held BEFORE the behavior review.
 - c) Total number of days of out of school suspension and number of times suspended.
 - d) Education Code Violation for latest suspension initiating this Behavior Review.
 - e) Completion of Purpose of Review with site recommendation.
5. Place Central Behavior Review documents in the following order:
 - a) Central Behavior Review Request Form (SHPD-F003)
 - b) Discipline Records (Zangle) – Detailed behavior report.
 - c) Copies of Suspension rev8 forms with signature
NOTE: Students must be given the opportunity to tell their version of incident, and parents must be notified of suspension.
 - d) Copies of Confidential Witness Statements (SHPD-F008)
 - **Student names must be blacked out on the parent's copy of packet.**
Handwritten statements must be included with a typed transcription.
 - e) Pictures of evidence, if applicable.
 - f) Completed Behavior Intervention Checklist (SHPD-F002)
 - g) SST notes and plan.
 - h) Documentation of accommodations as stated on the Behavior Intervention Checklist (SHPD-F002), if applicable.
 - i) Academic Data (e.g. report cards, transcripts, test scores, etc.)
 - j) Teacher(s) Progress Reports (SHPD-F004) – Please ensure that ALL teachers have completed and have made comments.
 - k) Attendance Data (Zangle) – Period/day breakdown with totals.
 - l) SART or SARB contracts.
6. If Special Education student, additional documents are:
 - a) IEP- completed within previous 12 months.
 - b) Manifestation Determination – meeting must be held prior to Behavior Review.
 - c) Positive Behavior Support Plan - must have been implemented for at least 4 to 6 weeks.
7. Verify that statements made by teachers, school personnel, and witnesses are signed and dated.
8. Check for spelling, grammatical content and professional quality of all documents presented.
9. Number each page of packet in numerical order in bottom right hand corner.
10. Make 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 student's names**)

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