
BEHAVIOR REVIEW
(SHPD-P001)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process for a Behavior Review in the Student Hearing and Placement Department

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Clerical Staff, those classified personnel responsible for the scheduling, notifying and typing of each behavior contract summary, SHPD
- 2.2 Clerical Staff, has the responsibility to input all data, SHPD
- 2.3 Director I or other designated personnel of SHPD

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director III, SHPD

4.0 DEFINITIONS:

- 4.1 BR – Behavior Review: Student behavior cases heard by a Director brought forward by the school administrator due to student behavior and possible education code violation(s)
- 4.2 DIS01 – SASI/Zangle, Student Discipline Record
- 4.3 GROUPWISE – An electronic mailing system
- 4.4 IEP – Individualized Education Program
- 4.5 MD – Manifestation Determination: A meeting held to determine if the student's behavior is caused by his/her disability
- 4.6 SASI XP/Zangle – The current Student Information System (SIS) software package used by the SCUSD
- 4.7 SCUSD – Sacramento City Unified School District
- 4.8 SHPD – Student Hearing and Placement Department
- 4.9 SIS – Student Information System: The state mandated and approved electronic software that compiles, sorts, and stores student person/demographic, attendance, enrollment, and academic history/data for district, state, and federal reporting purpose
- 4.10 SST – Student Study Team
- 4.11 VOC – Violation of Contract

5.0 PROCEDURE:

- 5.1 School site administrators must call the Director to schedule an appointment for a Behavior Review
- 5.2 Parent is notified of Behavior Review by school site administrator

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- 5.3 Director directs parties present to introduce themselves by stating their name and title and/or relationship to the student
- 5.4 Director verifies the address and parental rights
- 5.5 Director identifies Special Education need
- 5.6 Director reviews MD, if applicable
- 5.7 Director reviews the intent and process for the meeting
- 5.8 Director requests the school, parent and student to present his/her perspective case
- 5.9 Director facilitates clarifying questions
- 5.10 Director determines disposition and states finding of fact
- 5.11 Parent and school receives summary of Behavior Review

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Behavior Review Check List (SHPD-F001)
- 6.2 Behavior Review Request and VOC (SHPD-F003)
- 6.3 Discipline Report (SASI/Zangle, DIS01)
- 6.4 IEP, if applicable
- 6.5 Behavior Intervention Checklist (SHPD-F002A)
- 6.6 MD, if applicable
- 6.7 SST – Student Study Team
- 6.8 Student Referral Form (SHPD-F051)
- 6.9 Suspension Form Rev 8
- 6.10 Teachers Progress Report (SHPD-F004)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student file	File cabinets	Until student turns 18 years of age or 21 years of age if student receives Special Education Services	Shredding	Locked Interior doors
Microsoft Excel database	Assigned computer	Indefinitely	N/A	Password and Locked interior doors

8.0 REVISION HISTORY:

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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/17/07	A	<ul style="list-style-type: none">• Initial Release
08/28/07	B	<ul style="list-style-type: none">• revised job title of Approval of Authority (section 3.0) from Director II to Director III• revised job title of Responsibility (section 2.0) from Coordinator III to Director I of Youth Development Services• revised section 4.1 to reflect job title change to Director from Positive Behavior Director/Placement Officer• revised section 4.10, deleted Student Success Team (elementary)• added section 4.11 to reflect VOC – Violation of Contract• revised section 5.1 to reflect school site must call “Director” in place of calling “administrator hotline”• delete in section 6.8 Student Success Team (elementary)• revise document title in section 6.5 to reflect Behavior Intervention Checklist (SFSS-F002A)
10/09/07	C	<ul style="list-style-type: none">• revised document SFSS-F001 in section 6.1
02/07/08	D	<ul style="list-style-type: none">• revised document SFSS-F003, removed Administrative Line (916) 643-2122
08/05/08	E	<ul style="list-style-type: none">• revised section 5.2 of SFSS-P001, added “by school Administrator”• revised document SFSS-F001• added “School Administrator notifies parents of Behavior Review” as number 4• revised number 8 to reflect 5 copies• revised number 8 (a) 1 original to Director III of SFSS• revised number 8 (b) 2 copies to Director 1 of SFSS• revised number 10, added “and compile documents in numerical order”
10/02/08	F	<ul style="list-style-type: none">• revised document SFSS-F001, add “Number each page of packet in numerical order”• removed “and compile documents in numerical order” in number 10”
08/04/09	G	<ul style="list-style-type: none">• revised department name from Student and Family Support Services (SFSS) to Student Hearing and Placement Department (SHPD)• revised 6.8 to reflect Suspension Form rev 8

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