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**VIOLATION OF BEHAVIOR CONTRACT**  
**(SHPD-P002)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure outlines the process for the Violation of a Behavior Contract

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

**2.0 RESPONSIBILITY:**

- 2.1 Clerical Staff, or those classified personnel responsible for typing each behavior contract summary, SHPD
- 2.2 Clerical Staff, who has the responsibility to input all data, SHPD
- 2.3 Director I or personnel responsible to carry out Violation Behavior Contract, SHPD

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director III, SHPD

Approved signature on file

**4.0 DEFINITIONS:**

- 4.1 SHPD- Student Hearing and Placement Department
- 4.2 VOC – Violation of Contract: occurs between the parties that were stipulated in the original document as a result of a Central Behavior Review. This would include school of residence, student, and parents, etc.

**5.0 PROCEDURE:**

- 5.1 School site administrator must call the Director to schedule an appointment for a Violation of Contract
- 5.2 Director calendars their appointments
- 5.3 Site administrator notifies the parents of appointment date
- 5.4 Clerical Staff notifies special education department, if needed
- 5.5 Clerical Staff receives the file and inputs data
- 5.6 Clerical Staff files disposition documents in the SHPD Student File

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 SHPD Student File
- 6.2 Student Referral Form (SHPD-F051)
- 6.3 Violation of Behavior Contract (SHPD-F003)

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**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:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/15/07	A	Initial Release
08/27/07	B	<ul style="list-style-type: none"> <li>• revised job title of Approval of Authority (section 3.0) from Director II to Director III</li> <li>• revised job title of Responsibility (section 2.0) from Coordinator III to Director I of Youth Development Services</li> <li>• revised section 5.2 from Clerical Staff calendars appointment to Director calendars their appointments</li> </ul>
10/09/07	C	<ul style="list-style-type: none"> <li>• revised document SHPD-F003 in section 6.3, added additional drop down for education code violation</li> </ul>
02/07/08	D	<ul style="list-style-type: none"> <li>• revised document SHPD-F003, removed Administrative Line (916) 643-2122</li> </ul>
08/05/08	E	<ul style="list-style-type: none"> <li>• revised section 5.1, removed “administrative” and added “Director’s”</li> <li>• revised section 5.3 removed “Clerical staff and school” , added “Site administrator”</li> <li>• revised section 5.4 removed the parent, school, and</li> </ul>
08/06/09	F	<ul style="list-style-type: none"> <li>• revised department name change from Student and Family Support Services (SFSS) to Student Hearing and Placement Department (SHPD)</li> <li>• revised section 5.1 to reflect the school site administrator must call the Director to schedule an appointment</li> <li>• revised database that is used to reflect Microsoft Excel from Access</li> </ul>

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**\*\*\* End of procedure \*\*\***