
BEHAVIOR REVIEW
(SHPD-W001)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is used to process 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 SHPD clerical staff, responsible for the typing of each behavior contract summary
- 2.2 SHPD clerical staff, who has the responsibility to input all data
- 2.3 Director or other designated personnel of SHPD

3.0 APPROVAL AUTHORITY:

Director III, SHPD

Approved signature on file

4.0 DEFINITIONS:

- 4.1 BR – Behavior Review: Student behavior cases heard by the Director brought forward by the school administrator due to student behavior and possible education code violation(s)
- 4.2 DIS01 – 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 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 WORK INSTRUCTIONS:

- 5.1 Director calendars a Behavior Review appointment by using GROUPWISE
- 5.2 SHPD clerical staff places the student file in the appointment tray for the scheduled behavior review
- 5.3 Director retrieves the folder from the appointment tray

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- 5.4 SHPD clerical staff has family and school sign in and notifies Director of their arrival
- 5.5 Director invites the family into the meeting place
- 5.6 Director completes Student Referral Form and distributes copies to appropriate parties present
- 5.7 Director's disposition of behavior review is drafted and summary is given to SHPD clerical staff to type within two (2) business days
- 5.8 Director signs summary
- 5.9 SHPD clerical staff mails summary to school site, parent(s), and other person denoted by the Director
- 5.10 SHPD clerical staff places folder in "in box" of clerical staff, who has the responsibility of data input
- 5.11 SHPD clerical staff inputs data on Microsoft Excel database
- 5.12 SHPD clerical staff files student file in file cabinet

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 (SHPS-F002A)
- 6.6 MD, if applicable
- 6.7 SST
- 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

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Microsoft Excel database	Assigned computer	Indefinitely	N/A	Password and locked interior doors
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/17/07	A	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 5.1 from Clerical Staff calendars to Director calendars Behavior Review(s) • removed from section 4.10 Student Success Team (elementary) • added to section 4.0 – 4.11 VOC- Violation of Contract • revised document title in section 6.1 to reflect Behavior Review Check List (SFSS-F001) • revised section 6.5 to reflect document title Behavior Intervention Checklist (SFSS-F002A)
10/9/07	C	<ul style="list-style-type: none"> • revised document SFSS-F001 which is reflected in section 6.1
02/07/08	D	<ul style="list-style-type: none"> • revised document SFSS-F003, removed Administrative Line (916) 643-2122 • revised document SFSS-F003, added the following required information: Parent notified by school of Violation of Contract on date, time, by whom and contact telephone number
08/05/09	E	<ul style="list-style-type: none"> • revised department name change from Student and Family Support Services (SFSS) to Student Hearing and Placement Department (SHPD) • removed the word “hearing” • revised database to reflect Microsoft Excel • removed under section 6.0 “Notification Letter” <p style="text-align: center;">* * * E n d o f p r o c e d u r e * * *</p>