
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

2.0 RESPONSIBILITY:

- 2.1 SHPD clerical staff, responsible for

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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

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