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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

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