

THE SCHOOL DISTRICT OF PHILADELPIA
OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES
440 N. Broad Street, 2nd Floor
Philadelphia, PA 19130
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Parent Guide to the Student Disciplinary Process

- I. What to expect when your child has been involved in an incident that according to the District's Code of Student Conduct warrants a Student Disciplinary Hearing.
 - A. To be informed by the School of the incident involving your child.
 - B. To receive a Suspension Notice detailing the Disruptive Behavior(s), number of days suspended, and date and time of the Reinstatement/Parent Conference meeting.
 - C. To attend a Parent Conference meeting where the following will occur:
 1. You will be informed of all details pertaining to the incident, your child's involvement, the school's reasoning for requesting a disciplinary hearing and what to expect moving forward with the process.
 2. You will be permitted to review all evidence of your child's involvement in the incident. Evidence may include photos, videos, statements, reports, etc. Other students' identifying information will be removed from the evidence.
 3. You will be provided a copy of ALL written documentation (the entire EH-21 packet) that has been forwarded to the Office of Student Rights & Responsibilities along with the school's request for a Student Disciplinary Hearing. Documentation will not include medical documentation concerning other people.
 4. You will be informed of the School's recommended consequence. The school may recommend that your child be permitted to remain at his/her school with a behavior contract, or that your child should be transferred to a different public school or transferred to a disciplinary school.
 5. You will be offered Student Assistance Program (SAP) referral. This provides your child with a behavioral assessment and treatment resource. **Accepting this service is not an admission of guilt on the part of your child.**
 - D. Return to school at the conclusion of the suspension noted on the Suspension Notice. Suspensions may not exceed 10 consecutive days.

Note: If your child is involved in an incident whereby a victim has been identified, your child's class and/or class roster may be modified in order to separate your child from that victim.

- II. After the request for a hearing has been received by the Office of Student of Rights and Responsibilities and a Student Disciplinary hearing has been scheduled, the following will occur:
- A. You will receive a Notice of Hearing indicating the hearing date, time & location.
 - 1. If you and/or your child are not available to attend the scheduled hearing you must immediately notify the Office of Student Rights and Responsibilities by phone at 215-400-4830.
 - B. You and your child are permitted the following at the hearing:
 - 1. To bring your own witness.
 - 2. Present evidence and reports.
 - 3. Bring family, representatives, advocates, attorney, etc.
 - C. The Hearing Officer will ask you, your child, anyone you have brought with you as well as the school representative(s) questions related to the incident and your child.
 - D. The Hearing Officer will determine if your child committed the violation(s) in question and an appropriate consequence.
 - E. A written Hearing Summary, that includes the Hearing Officer's determination, maybe provided to you at the conclusion of the hearing or within 48 hours following the hearing.