

THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

440 N. Broad Street, 2nd Floor
Philadelphia, PA 19130

RACHEL HOLZMAN, ESQ.
Deputy Chief

Telephone: (215) 400-4830
Fax: (215) 400-4226

Parent Guide to the Student Disciplinary Hearing Process

- I. What to expect when your child has been referred for a Student Disciplinary Hearing.
- A. To be informed by the School of the incident involving your child and receive a Suspension Notice detailing the Code of Conduct Violations(s), number of days suspended (not to exceed 10 days), and the date and time of the Reinstatement/Parent Conference meeting.
 - B. To attend a Parent Conference 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 may request a copy of the Student Disciplinary Hearing referral packet. Your copy will not include medical documentation concerning other people.
 - 4. You will be informed of the school's recommendation. The school may recommend that your child be permitted to remain at his/her school with a behavior contract, that your child be transferred to a different public school or transferred to an alternative education program. ***Note: The Hearing Officer will render the final decision.***
 - 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.**
 - C. **Your child may return to school at the conclusion of the suspension even if the disciplinary hearing has not yet taken place.** *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 written notice indicating the date, time & location of the hearing.
 - 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. At the hearing, an impartial hearing officer will ask you, your child, any witnesses who are present, and the school representative(s) questions related to the incident and your child. You and your child have the following rights:
 - 1. You may bring your own witnesses and/or character statements.
 - 2. You may bring a representative and/or advocate.
 - 3. You may present evidence of your own as it relates to the incident.
 - 4. All hearings are audio-recorded. After the hearing, you may request a copy of the recording which will be provided to you within 5 business days.
- C. The Hearing Officer will determine if your child committed the violation(s) in question and render a decision.
- D. A written hearing decision letter will be mailed to your home.

If you disagree with the hearing decision, you may submit a Request for Reconsideration to the Office of Student Rights and Responsibilities. The request must be submitted within 14 calendar days from the date of the hearing decision letter, either in person or via the parentappeals@philasd.org email address (the request form can be found on the Student Rights and Responsibilities page on the Philasd.org website).