**Code of Conduct & Disciplinary Process Guide**

*For Parents & Guardians*

As a parent/guardian, it is important to be informed of expectations, rights and responsibilities of both you and your student(s). [**CLICK HERE**](https://www.philasd.org/studentrights/wp-content/uploads/sites/67/2021/08/Code-of-Conduct-21-22-1-1-1.pdf) **to access the Code of Conduct for the**

**2021-2022 School Year.** Please contact your school’s Principal and/or the Office of Student Rights and Responsibilities at 215-400-4830 if you have any questions or concerns.

We are confident that your child will have a safe and successful year, however, should there be a serious incident that is in violation of the Code of Conduct (linked above), it is important to know that your student may be suspended and referred for a Student Disciplinary Hearing. See below for details on this process and your rights.

**What to Expect:**

* You will 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.**
* You will be asked to attend a **Parent Conference** where the following will occur:
  + You will be informed of all details pertaining to the incident and the school’s reasoning for requesting a disciplinary hearing. If an interpreter is needed during the hearing, you can request one in advance at no cost to you.
  + You will be permitted to review all evidence of your child’s involvement in the incident.
  + You will be offered a **Student Assistance Program (SAP)** referral. This provides your child with a behavioral assessment and counseling resource. Accepting this service is not an admission of guilt on the part of your child.
  + You will be informed of the school’s recommendation, which can include:
    - To remain at school placement with a behavior contract
    - To transfer to another school placement, also called a “lateral transfer”
    - To transfer to an alternative education program
    - To transfer to an alternative education with referral for expulsion
* Your child may return to school at the conclusion of the suspension even if the disciplinary hearing has not yet taken place**.**
* 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.
* Please note that if your child receives special education/504 services, the student will be evaluated to decide if a hearing is appropriate. If the behavior is considered a manifestation of the student’s disability, alternative support will be provided.

**Hearing Process**

* Once a hearing referral has been received and scheduled by the Office of Student Rights & Responsibilities, you will receive a written notice indicating the date and time of the hearing. At this time all hearings will be held virtually.
  + 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 215-400-4226.
* 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.
* Questions that are asked of your child during the hearing include:
  + What happened?
  + What were you thinking at the time?
  + What have you thought about since?
  + Who has been affected by what you have done?
  + In what way have they been affected?
  + What do you think you need to do to make things right?
* The impartial hearing officer, NOT the school, will render a final decision, which you will receive by mail to your home.

**Your Rights:**

* You may bring one witness and/or character statements.
* You may bring a representative and/or advocate.
* You may present evidence of your own as it relates to the incident.
* You may request a copy of the recording which will be provided to you within 5 business days. All hearings are audio-recorded.
* You can submit a request for reconsideration if you disagree with a hearing decision within 14 calendar days from the date of the hearing decision letter, either in person or via the [parentappeals@philasd.org](mailto:parentappeals@philasd.org).

Please contact the Office of Student Rights & Responsibilities should you have any questions about this information and check out the School District of Philadelphia’s [website](https://www.philasd.org/resources-for-families/) to learn more about all information and resources available to you and your family.