

EMERGENCY EXPULSION

Date: _____
Special Education Student: _____yes_____no

Parent/Guardian Name
Address
City, State Zip Code

Dear Parent/Guardian:

Your child, _____, Student No. _____ M/F Grade _____
has been placed on emergency expulsion from our school and must remain home until this matter has been resolved. He/she
received this emergency expulsion for the following reason(s): _____

Such misconduct violates: _____

I have concluded that there is good and sufficient reason to believe that your student's presence poses an immediate continuing
danger to himself/herself, other students, or school personnel or an immediate and continuing threat of substantial disruption of
the education process.
Specifically: _____

You have the right to immediately request a hearing as provided on the back side of this notice with the building principal. If
our hearing does not bring a satisfactory resolution, you may still request a formal hearing with the school district's hearing
officer. Please be advised that during the emergency expulsion, your student should not be on any school district property or at
any school district sponsored activity, or he/she will be considered a trespasser. The school will contact the police and seek
assistance in filing criminal trespass charges under RCW 9A.52.070-080.

This situation is urgent and demands your immediate attention. Please contact me as soon as reasonably possible.

Administrator: _____ School: _____ Phone: _____

HEARING AND APPEAL PROCEDURES ARE ON THE BACK SIDE OF THIS NOTICE

ACKNOWLEDGMENT OF RECEIPT OF NOTICE

TO STUDENT:

Signature of Student

Date

TO PARENT/GUARDIAN:

Delivered in person TO: Signature _____ Date _____
BY: Signature _____ Date _____
Sent certified mail TO: _____ Date _____
BY: Signature _____ Date _____
Phone Communication TO: _____ Date _____
BY: Signature _____ Date _____

If telephone communication was attempted or made, please list:
TO: _____ Date _____

Emergency Expulsion, Hearing and Appeal Procedures

Definition: An emergency expulsion is an immediate removal from school for an indefinite period of time, based on an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

You have the right to a hearing to contest the emergency expulsion. If you wish to request a hearing to appeal the emergency expulsion, the principal must receive your written or verbal request within ten (10) school business days from the date you receive this notice. If you request a hearing, it shall commence within three (3) school business days after you request it.

At such a hearing, you may (1) be represented by legal counsel, (2) present your explanation of the alleged misconduct, (3) make such relevant showings by way of witnesses and the introduction of such documentary and physical evidence as you desire, and (4) question any witnesses presented by the district. All documents and other physical evidence which the district intends to introduce at the hearing will be available in the principal's office in advance of the hearing for you to inspect. The designee of the district assigned to present its case shall also have the right to inspect, in advance of the hearing, any documentary or physical evidence which you intend to introduce at the hearing.

If a written request for a hearing is not received within ten (10) school business days from the time you receive this notice, you shall be deemed to have waived your right to a hearing and there will be no further opportunity for you to contest the matter.

HEARINGS FLOW CHART

Principal/Vice Principal:

- Principal/vice principal may expel immediately.
- If principal/vice-principal emergency expels a student, then the school delivers written notice of an opportunity for hearing in person or by certified mail.



Parent/Guardian:

- The parent/guardian requests hearing in three (3) school business days in writing after receiving notice (in case of emergency expulsion, parents/guardians have ten (10) school business days). If parents/guardians do not request a hearing within required timelines, corrective action is imposed.



Assistant Superintendent:

- Assistant superintendent conducts hearing within three (3) school business days after receiving the request for a hearing.
- Assistant superintendent shall provide parent with a decision in writing (in case of emergency expulsion, the decision shall be made and parents sent a certified letter within one (1) school business day).

*The district representative (assistant superintendent) hearing the case shall not be a witness in the case.

*During the hearing process the student is out of school until the emergency passes.

Emergency Expulsion, Hearing and Appeal Procedures

APPEALS FLOW CHART

Assistant Superintendent

- Since the hearing was conducted by the assistant superintendent, the parent/guardian has the right to appeal the hearing decision to the school district board of directors by providing written notice within three (3) days after the date of receipt of the assistant superintendent's decision.



Board of Directors

- If a timely appeal is taken to the board of directors, the board may hear the case.
 - If the board of directors upholds the emergency expulsion, the parents/guardians may appeal to the courts.
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