



NOTICE OF EXPULSION

Date: \_\_\_\_\_
Special Education Student: [ ] YES [ ] NO
Section 504 Eligible Student: [ ] YES [ ] NO

Dear parent/guardian:

Your student, \_\_\_\_\_ student #: \_\_\_\_\_ grade: \_\_\_\_\_ has
received an expulsion from school for the following reason(s): \_\_\_\_\_

Such misconduct violates: \_\_\_\_\_

Prior to imposing this expulsion, the following other forms of discipline were considered and/or attempted:

We have determined that, despite the consideration of or other attempts at discipline, an expulsion is
necessary because: \_\_\_\_\_

We have also determined that if the student returned to school before completing the expulsion, the
student would pose:

[ ] An imminent danger to students or school personnel

The expulsion will begin on: \_\_\_\_\_ and will end on \_\_\_\_\_.

You were notified of this potential discipline on \_\_\_\_\_. In addition, your student was
provided an initial hearing to hear their perspective on the alleged violation.

The principal or designee [ ] attempted to contact / [ ] contacted you on \_\_\_\_\_
to provide you with an opportunity to participate in the initial hearing. You:

[ ] Participated in the hearing: [ ] in person [ ] by telephone

[ ] Chose not to participate in the hearing

[ ] Were not able to be contacted

During the duration of the expulsion, your student will receive educational services as follows: \_\_\_\_\_

You have the right to an informal conference with the principal or designee regarding this expulsion. If
you wish to schedule such a conference, please contact \_\_\_\_\_ at 425-385-####.

You also have the right to appeal this decision by following the appeal process instructions provided
in this notice.

You and your student will have the opportunity to participate in a reengagement meeting prior to
returning to school. The reengagement process is distinct from a written request for readmission. The
reengagement meeting is also distinct from the appeal process, including an appeal hearing, and does not
replace an appeal hearing. The district must convene a reengagement meeting for students with an
expulsion.



## NOTICE OF EXPULSION

Before convening a reengagement meeting, the district will communicate with the student and parents/guardians to schedule the meeting time and location. This meeting must occur within twenty (20) calendar days of the start of the student's expulsion, but no later than five (5) calendar days before the student's return to school; or as soon as reasonably possible, if the student or parents/guardians request a prompt reengagement meeting. At that meeting, we will discuss steps to remedy the situation that led to your student's expulsion and consider shortening the length of time that your student is expelled, other forms of corrective action, and supportive interventions that may aid your student's academic success, school engagement, and progress toward graduation.

Please be advised that during the expulsion, your student should not be on any district property or at any district sponsored activity, or your student 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](#).

School administrator: \_\_\_\_\_ School: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Parent/guardian: \_\_\_\_\_ Date contacted: \_\_\_\_\_  
Student signature: \_\_\_\_\_ Phone number: \_\_\_\_\_

Delivered in person by: \_\_\_\_\_ Date: \_\_\_\_\_

OR

Sent by mail: \_\_\_\_\_ Date: \_\_\_\_\_  
(with tracking or return receipt)

OR

Sent by email: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted: July 2019  
Revised: December 2022

**Copies:** Original to parent/guardian;  
Copy kept at the school; and  
Copy sent electronically to deputy superintendent's office

**Definition:** “Expulsion” means a denial of admission to the student’s current school placement in response to a behavioral violation, subject to the requirements in [WAC 392-400-430](#) through [WAC 392-400-480](#).

#### Optional Informal Conference with the Principal

If a student or the parents/guardians disagree with the school’s decision to administer an expulsion, the student or parents/guardians may request an informal conference, orally or in writing, with the principal or designee to resolve the disagreement.

The principal or designee must hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parents/guardians.

During the informal conference, the student and parents/guardians will have the opportunity to share the student’s perspective and explanation regarding the events that led to the behavioral violation. The student and parent/guardian will also have the opportunity to confer with the principal or designee and school personnel involved in the incident that led to the expulsion. Further, the student and parent/guardian will have the opportunity to discuss other forms of discipline that the district could administer. An informal conference will not limit the right of the student or parents/guardians to appeal the expulsion.

#### Appeal Process

A student or parents/guardians may appeal an expulsion to the superintendent or designee orally or in writing. The request to appeal must be within five (5) school business days from when the district provided the student and parent/guardian with written notice. The superintendent or designee must deliver a written appeal decision to the student and parents/guardians in person, by mail, or by email within two (2) school business days after receiving the appeal.

When an appeal for expulsion is pending, the district may continue to administer the expulsion during the appeal process, subject to the following:

- The expulsion is for no more than ten (10) consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;
- The district will apply any days of expulsion occurring before the appeal is decided to the term of the student’s expulsion and may not extend the term of the student’s expulsion; and
- If the student returns to school before the appeal is decided, the district will provide the student an opportunity to make up assignments and tests missed during the expulsion upon the student’s return.

The superintendent or designee must deliver a written notice of appeal hearing to the student and parents/guardians in person, by mail, or by email within one (1) school business day after receiving the appeal, unless the parties agree to a different timeline. Written notice will include:

- The time, date and location of the appeal hearing;
- The name(s) of the official(s) presiding over the appeal;
- The right of the student and parents/guardians to inspect the student’s education records;
- The right of the student and parents/guardians to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing;
- The rights of the student and parents/guardians to be represented by legal counsel; question witnesses; share the student’s perspective and explanation; and introduce relevant documentary, physical or testimonial evidence; and
- Whether the district will offer a reengagement meeting before the appeal hearing.

### Hearing

The district will hold an appeal hearing within three (3) school business days after the superintendent or designee received the appeal request, unless the student and parents/guardians agree to another time. A hearing officer will be designated to hear and decide expulsion appeals. The hearing officer will provide a written decision to the student and parents/guardians in person, by mail, or by email within three (3) school business days after the appeal hearing.

### Reconsideration of Appeal

The student or parents/guardians may request the discipline appeal council review and reconsider the district's appeal decision for expulsion. This request may be either oral or in writing. The request must be within ten (10) school business days from when the district provided the student and parents/guardians with the written appeal decision. The discipline appeal council will provide a written decision to the students and parents/guardians in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration.

### Reengagement

Before the appeal hearing, the student, parents/guardians, and district may agree to hold a reengagement meeting and develop a reengagement plan. The student, parents/guardians, and district may mutually agree to postpone the appeal hearing while participating in the reengagement process.

### Readmission

The readmission process is different from and does not replace the appeal process. Students who have been suspended or expelled may make a written request for readmission to the district at any time. If a student desires to be readmitted to the district, the student will submit a written application to the superintendent's designee, who will recommend admission or non-admission to the superintendent. The application will include:

- The reasons the student wants to return and why the request should be considered;
- Any evidence that supports the request; and
- A supporting statement from the parent/guardian or others who may have assisted the student.

The superintendent will, in writing, advise the student and parent/guardian of the decision within seven (7) school days of the receipt of such application.