



NOTICE OF EMERGENCY REMOVAL

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Incident # _____
Incident date: _____

Date: _____

Special Education Student: ☐ YES ☐ NO
Section 504 Eligible Student: ☐ YES ☐ NO

Parent/guardian name: _____

Address: _____

Dear parent/guardian:

Your student, _____ student #: _____ grade: _____ has been placed on an emergency removal from school and as a result, should not be on school grounds or at any school-sponsored activities until this matter has been resolved. Your student received this emergency removal for the following reason(s): _____

Such misconduct violates: _____

I have concluded that there is good and sufficient reason to believe that your student's statements or observable behaviors pose:

- ☐ An imminent danger to other students or school personnel; or
- ☐ An imminent and continuing threat of material and substantial disruption to the educational process

Specifically: _____

The emergency removal will begin on: _____ and will end on _____.

During the duration of the emergency removal, your student will receive educational services as follows:

You have the right to an informal conference with the principal or designee regarding this emergency removal. 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 have the right to immediately request a hearing following the instructions provided with this notice. However, I am requesting a conference with you first to discuss the situation. If our conference does not bring a satisfactory resolution, you may still request a formal hearing with the district's hearing officer. Please be advised that during the emergency removal, 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](#).

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

Administrator: _____ School: _____ Phone: _____



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REMOVAL**

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Incident # _____
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ACKNOWLEDGMENT OF RECEIPT OF NOTICE

TO STUDENT:

Student signature Date

TO PARENT/GUARDIAN:

☐ Delivered in person

TO: _____
Signature Date

BY: _____
Signature Date

☐ Sent by mail (with
tracking or return receipt)

TO: _____
Signature Date

BY: _____
Signature Date

☐ Sent by email

TO: _____
Signature Date

BY: _____
Signature Date

☐ Phone communication

TO: _____
Signature Date

BY: _____
Signature Date

Adopted: July 2019
Revised: December 2022
Revised: July 2023
Updated: July 2024

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

Definition: “Emergency removal” means the removal of a student from school because the student’s presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in [WAC 392-400-510](#) through [WAC 392-400-530](#).

Optional Informal Conference with the Principal

If a student or the parents/guardians disagree with the school’s decision to administer an emergency removal, 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 emergency removal. 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 emergency removal.

Appeal Request/Hearing

A student or parents/guardians may appeal an emergency removal to the superintendent or designee orally or in writing. The request to appeal must be within three (3) school business days from when the district provided the student and parent/guardian with written notice.

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 two (2) 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 emergency removal appeals. The presiding official may not have been involved in the student’s behavioral violation or the decision to suspend or expel the student.

The hearing officer will provide a written decision to the student and parents/guardians in person, by mail, or by email within one (1) school business day after the appeal hearing.



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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 five (5) 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 five (5) school business days after receiving the request for review and reconsideration.

Adopted: July 2019
Revised: October 2019
Revised: July 2023