



# Notice of Expulsion

Student Name  School

Beginning Expulsion  Effective date(s)

May return to school on:   Section 504  IEP

Your student has been expelled for violating Arlington Public Schools Board Policy 3241 on Student Discipline. Describe the violation, decision to use expulsion (and any applicable conditions) and other forms of discipline used or attempted.

Educational Services Provided:

- You are entitled to request an appeal hearing pursuant to Arlington Public Schools Board Procedure 3241P and WAC 392-400-465 (copy enclosed) for the purpose of contesting the allegations.
- Written or verbal request for a hearing must be received within five (5) school business days of receipt of this notice. *(Please refer to the Arlington District Calendar to determine school business days during the month.)*
- To request a hearing, contact the District Administration Office at 360-618-6207 or send a written request to:

Director of Equity and Student Well Being  
Arlington Public Schools  
315 N French Ave  
Arlington, WA 98223

- If a request for a hearing is not received within five (5) school business days, you shall be deemed to have waived your right to a hearing and the expulsion may be imposed without any further opportunity for you to contest the matter.
- A student serving an expulsion is not allowed to be on school district property, or participate in or attend any school activities for the duration of the expulsion. Failure to comply will result in further discipline.
- Absences from an expulsion are excused absences and all work may be made up for credit.
- The District will conduct a re-engagement meeting prior to the students' return for the purpose of discussing the plan to re-engage the student.

We invite you to contact us so we can attempt a cooperative approach toward corrective action producing a more positive and satisfactory adjustment in school.

Date

\_\_\_\_\_  
*Signature*

Name

Email:

Title

Phone:        -        -

## **WAC 392-400-465**

### **Suspensions and expulsions --Appeal.**

**(1) Requesting an appeal.** A student or the parents may appeal a suspension or expulsion to the school district superintendent or designee orally or in writing.

**(2) Time limit.** A school district may establish a time limit to appeal a suspension or expulsion. Appeal time limits must be no less than five school business days from the date the school district provides the written notice under WAC 392-400-455.

#### **(3) Short-term and in-school suspensions.**

(a) **Appeal.** The superintendent or designee must provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.

(b) **Appeal decision.** The superintendent or designee must deliver a written appeal decision to the student and parents in person, by mail, or by email within two school business days after receiving the appeal. The written decision must include:

- (i) The decision to affirm, reverse, or modify the suspension;
- (ii) The duration and conditions of the suspension, including the dates on which the suspension will begin and end;
- (iii) The educational services the school district will offer to the student during the suspension under WAC 392-400-610; and
- (iv) Notice of the student's and parents' right to request review and reconsideration of the appeal decision under WAC 392-400-470, including where and to whom to make the request.

#### **(c) Long-term suspensions and expulsions.**

(a) **Notice.** Within one school business day after receiving the appeal request, unless otherwise agreed to by the student and parents the superintendent or designee must provide the student and parents written notice in person, by mail, or by email of:

- (i) The time, date, and location of the appeal hearing;
- (ii) The name(s) of the official(s) presiding over the appeal;
- (iii) The student's and parents' rights to inspect the student's education records under (e) of this subsection;
- (iv) The student's and parents' rights to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing under (e) of this subsection;
- (v) The student's and parents' rights under (f) of this subsection; and
- (vi) Whether the school district will offer to hold a reengagement meeting under WAC 392-400-710 before the appeal hearing.

(b) **Reengagement.** Before the appeal hearing, the student, parents, and school district may agree to hold a reengagement meeting and develop a reengagement plan under WAC 392-400-710. The student, parents, and school district may mutually agree to postpone the appeal hearing while participating in the reengagement process.

(c) **Appeal hearing.** The school district must hold an appeal hearing within three school business days from the date the superintendent or designee received the appeal request, unless otherwise agreed to by the student or parents.

(d) **Presiding officials.** The school board may designate the superintendent, a hearing officer, or a discipline appeal council, if established under WAC 392-400-475, to hear and decide appeals under this section. The presiding official(s) may not be involved in the student's behavioral violation or decision to suspend or expel the student and must be knowledgeable about the rules in this chapter and of the school district's discipline policies and procedures.