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# 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.

- 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 schedule a hearing, contact Margaret Welch in the District Administration Office at 360-618-6207.
- Address written requests for a hearing to:  

Will Nelson, Director of Equity and Student Success  
 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.

Educational Services Provided:

- 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

Name

Email:

Title

Phone:

*Choose from drop down menu or type in box.*

**FOR OFFICE USE ONLY:**

cc: Dr. Chrys Sweeting, Superintendent; Will Nelson, Director of Equity and Student Success; Kari Henderson-Burke, Executive Director of Teaching & Learning; Eric DeJong, Executive Director of Human Resources; Dave McKellar, Director of Special Education; Cheryl Power, Transportation Supervisor

**WAC 392-400-265**

**Long-term suspension - Notice of hearing - Waiver of hearing.**

(1) Prior to the long-term suspension of a student, written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to his or her parent(s) or guardian(s). The notice shall:

- (a) Be provided in the predominant language of a student and/or a parent(s) or guardian(s) who predominantly speak a language other than English, in accordance with Title VI of the Civil Rights Act of 1964;
- (b) Specify the alleged misconduct and the school district rule(s) alleged to have been violated;
- (c) Set forth the corrective action proposed;
- (d) Set forth the right of the student and/or his or her parent(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s); and
- (e) Set forth the facts that:
  - (i) A written or oral request for a hearing must be received by the school district employee designated, or by his or her office, on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing; and
  - (ii) If such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the proposed long-term suspension may be imposed by the school district without any further opportunity for the student or his or her parent(s) or guardian(s) to contest the matter. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice.

(2) The student and/or his or her parent(s) or guardian(s) shall reply to the notice of opportunity for a hearing and request a hearing within three school business days after the date of receipt of notice. A request for a hearing shall be provided to the school district employee specified in the notice of opportunity for a hearing, or to his or her office. A request for a hearing shall be accepted if in writing and may also be accepted orally.

(3) If a request for a hearing is not received within the required three school business day period, the school district may deem the student and his or her parent(s) or guardian(s) to have waived the right to a hearing and the proposed long-term suspension may be imposed.

[Statutory Authority: RCW 28A.600.015. WSR 14-15-153, § 392-400-265, filed 7/23/14, effective 8/23/14. Statutory Authority: 2006 c 263. WSR 06-14-009, recodified as § 392-400-265, filed 6/22/06, effective 6/22/06; Order 6-77, § 180-40-265, filed 6/2/77, effective 8/1/77.]