

(Emergency Expulsion Letter)

CERTIFIED MAIL

Date

Mr. & Mrs. _____

Address

City, State, Zip

Dear _____

This letter is to inform you that _____ has been emergency expelled from school effective immediately. This emergency expulsion is the result of a violation of Board Policy 3100. Specifically,

The emergency expulsion shall continue in effect unless rescinded by the superintendent or his designee, or until modified or reversed by the hearing process set forth below. The emergency expulsion will begin on (Date) and will be converted into a different form of discipline within ten (10) school days of removal. While your student is expelled, he/she is not allowed on any school property or at any extracurricular event.

Your student will be provided educational services. Please contact your student's counselor _____(Name) to coordinate assignments.

Pursuant to State Board of Education regulation, WAC 392-400-305, you are entitled to request a hearing to contest the emergency expulsion. Your request must be received in writing on or before the expiration of the third (3rd) school business day after you receive this notice. The address to which your request should be sent is: Ms. Janet Gavigan, District Hearing Officer, Riverview School District, PO Box 519, Duvall, WA 98019.

If a request for a hearing is not received within the required three school business day period, the school district may deem you to have waived the right to a hearing and the emergency expulsion may be continued as deemed necessary by the school district.

If you request, in writing, a hearing within the specified time, your case will be heard by the District Hearing Officer as soon as reasonably possible and no later than the second business day after receipt of the request. A written decision by the Hearing Officer, based solely upon the evidence presented at the hearing, will be provided within one (1) school business day after the date of the hearing.

Sincerely,

Name

Assistant Principal

Attachment: School Business Day Calendar

Cc: District Hearing Officer
Superintendent
Transportation Supervisor
Director of Special Services (if relevant)
Student File