

# Long-Term Suspension and Expulsion Hearing Request

Due process for long-term suspensions and expulsions is a formal process. State law requires a school district to provide a written notice of an opportunity for a hearing before the long-term suspension or expulsion is imposed. The student or parent/guardian must request an Appeal Hearing within 5 business days or the right to an Appeal Hearing will be waived and the suspension/expulsion may be imposed. In some cases, if the student or parent request a formal Appeal Hearing, the student may be able to remain in school until a decision is reached after the Appeal Hearing (the common exception would be emergency expulsions).

Date: \_\_\_\_\_ Student Full Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

School from which student received long-term suspension or expulsion: \_\_\_\_\_

Please check which type of discipline occurred:

- Long-Term Suspension                       Expulsion                       Emergency Expulsion

Please Choose One of the Following Options:

We are requesting an **Informal Pre-Hearing** with the Director of Student Welfare and Attendance. I understand that I retain my right to a formal appeal hearing if we are unsuccessful in reaching an agreement for my child to attend school. A re-engagement plan is created as part of this hearing.

We are requesting a **Formal Appeal Hearing\*** with a Hearing Officer.

We will be represented by counsel at our own expense.

Counsel Name: \_\_\_\_\_ Counsel Phone: \_\_\_\_\_

We are requesting a **Placement Meeting** with the Director of Student Welfare and Attendance to discuss educational options. (Use this option if a Pre-Hearing or a Formal Appeal Hearing was not requested within 5 business days). A re-engagement plan is created as part of this hearing.

We are requesting a **Re-Admission Hearing**. If the expulsion or long-term suspension has expired, if the student has completed the "Back on Track" Program, or the student is excluded and wants to return early. The purpose of this hearing is to transition the student back into their original school through the use of restorative practices. A re-engagement plan is created as part of this hearing.

\*If you request a Formal Appeal Hearing, your student has the right to be represented by counsel at your expense. You have the right to inspect, before the hearing, any affidavits or exhibits which the school authorities intend to submit at the hearing. Likewise, any written evidence that the student or parent intends to present must be shown to school authorities prior to the hearing. At the time of the formal hearing, you and your child have the opportunity to present their version of the incident, which was the basis for the expulsion, and to present witnesses. You and your child will also be given the opportunity to question all witnesses who will offer testimony.

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Request taken over the phone by; \_\_\_\_\_

Preferred day/time: \_\_\_\_\_

An interpreter is requested (language) \_\_\_\_\_

Others who should to be invited to the hearing (name, title) \_\_\_\_\_

To request a hearing please do one of the following:

**Call:** Student Welfare and Attendance (360) 313-1330

**Fax:** (360) 313-1336

**E-Mail:** this form to [student.records@vansd.org](mailto:student.records@vansd.org)

**Mail to:** Student Welfare and Attendance Vancouver School District #37

PO Box 8937, Vancouver, WA 98668-8937

SWA 01/13/2020