

# Lebanon Community Schools

Code: **JGE-AR(C)**  
Revised/Reviewed: 6/8/04; 1/20/11  
Orig. Code(s): JGE-AR(C)

## Notice of Hearing

[date]

Certified Mail Return Receipt Number [number]

and Regular Mail

[Student's name]

[Address]

[City], Oregon [zip]

[Parent's name]

[Address]

[City], Oregon [zip]

Re: Notice of Hearing of Possible Expulsion of [student's name] from [name] School District

You are hereby notified that [student's name] has been charged with violation of the following Lebanon Community School District rules as described in the Incident Report: [offense]

I have reviewed the matter and I consider these charges to be grounds for expulsion and, therefore, the district has scheduled an expulsion hearing in executive session pursuant to ORS 332.061 for [date], at [time] at [hearing location], [address], [city], Oregon, before hearings officer [name].

I have enclosed a copy of Lebanon Community School District's student handbook for your review.

[list]

Also enclosed, in accordance with Oregon law, is a notice of alternative education programs available to [student's name] (Alternative Education Program Notification form), unless the expulsion is for a weapons policy violation.

The scheduled hearing may be waived by the parent(s), guardian or the student, if the student is 18 years of age, by notifying the school district in writing of a waiver of the right to the hearing. A form of written waiver is attached hereto. A waiver may also take place by the parent(s), guardian or the student, if age 18 or over, by failing to appear at the place and time set for the hearing.

Pending the hearings officer's decision in this matter, the student's suspension from school will continue and the student will be provided alternative education in accordance with Oregon law. At the conclusion of the hearing, the hearings officer will determine the student's status.

If you have any questions, please contact me immediately.

Sincerely,

[Name], Principal  
[Name] School

Enclosures

cc: [Name], Superintendent/Hearings Officer (w/enclosures)  
Paul Dakopolos, Attorney at Law (w/enclosures)

I, the undersigned, hereby certify that I served the foregoing notice of expulsion on [student's name] and [parent's name] by certified and regular mail on [date], addressed to them at [address], [city], Oregon [zip].

[name of person mailing], [title]