

**DOCUMENTATION OF DISCIPLINARY AND
REMEDIAL ACTIONS TAKEN**

___ Notification of law enforcement authorities, if warranted (if any question, principal should consult with Superintendent first)

Date: ___ Reported to: _____

___ In school suspension

___ Out of school suspension

___ Recommendation for expulsion

___ Alternative discipline/restorative justice (describe): _____

___ Other intervention: _____

___ Support for targeted student: _____

___ Counseling/referral to services (targeted student), if suitable

___ Counseling/referral to services (bully), if suitable

___ If bully is school employee or administrator, recommendation for action to be taken by Superintendent (any action must be consistent with collective bargaining agreement or individual contract).

___ If bullying by other person (e.g., volunteer, visitor, contractor), action taken: _____

___ If bullying by school-affiliated organization, action taken: _____

WRITTEN NOTIFICATION TO PARENTS/GUARDIANS OF TARGETED STUDENT, INCLUDING MEASURES BEING TAKEN TO ENSURE STUDENT’S SAFETY:

Date: _____ By: _____ (Attach copy of notification here)

WRITTEN NOTIFICATION TO PARENTS/GUARDIANS OF STUDENT FOUND TO HAVE ENGAGED IN BULLYING BEHAVIOR, INCLUDING PROCESS FOR APPEAL:

Date: _____ By: _____ (Attach copy of notification here)

ALL NOTIFICATIONS MUST RESPECT CONFIDENTIALITY OF STUDENT AND EMPLOYEE INFORMATION AS PROVIDED BY FEDERAL AND MAINE LAW AND REGULATIONS.

Signature of building principal: _____ Date: _____

Copy sent to Superintendent on [_____]
Date

DOCUMENTATION OF APPEALS OF PRINCIPAL’S DECISION

Date appeal submitted: _____

All appeals to the Superintendent must be submitted, in writing, within 14 calendar days of the building principal’s decision, to the Central Office.

ACTIONS TAKEN BY SUPERINTENDENT

____ Recommendation to Board for student expulsion

____ Action taken against employee: (If confidential employment action, in personnel file)

____ Recommendation to Board for suspension/revocation of sanctioning/approval of school-affiliated organization

____ Action on appeal of principal’s decision: _____

____ Other: _____

Adopted: 2/13/13
Reviewed: 10/2016