

**DOCUMENTATION OF DISCIPLINARY AND REMEDIAL ACTION TAKEN**

\_\_\_\_\_ Notification of law enforcement authorities, if warranted (if any question, principal or designee 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)

Written notification to parents/guardians of student found to have engaged in bullying behavior, including process for appeal:

Date: \_\_\_\_\_ By: \_\_\_\_\_ (attach copy of notification)

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

\_\_\_\_\_  
Signature of building principal/designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of building principal/designee

Date copy to Superintendent: \_\_\_\_\_

**DOCUMENTATION OF APPEALS OF PRINCIPAL’S (OR DESIGNEE’S) DECISION**

Date appeal submitted: \_\_\_\_\_

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

**ACTIONS TAKEN BY SUPERINTENDENT**

\_\_\_\_\_ Recommendation to School Committee for student expulsion

\_\_\_\_\_ Action taken against employee (if confidential employment action, in personnel file)

\_\_\_\_\_ Recommendation to School Committee for suspension/revocation of sanctioning/approval of school-affiliated organization

\_\_\_\_\_ Action on appeal of principal’s (or designee’s) decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_