

**Eastern Aroostook RSU 39
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:

~ A written notification to Parents / Guardians of targeted student, including measures being taken to ensure student's safety is required. (Attach a copy to this document.)

Date Sent: _____ Sent By: _____

~ A written notification to Parents / Guardians of student found to have engaged in Bullying behavior, including process for appeal is required. (Attach a copy to this document.)

Date Sent: _____ Sent By: _____

[IMPORTANT: 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 [OR: ___] 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: _____
