

**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)

**[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 calendar days of the building principal’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 decision: \_\_\_\_\_

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