

**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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**[OPTIONAL: FORM MAY INCLUDE AS A CHECKLIST THE LIST OF ALTERNATIVE DISCIPLINE TECHNIQUES IDENTIFIED IN 20-A MRSA § 6552(2)(A) IN ADDITION TO, OR AS AN ALTERNATIVE TO, LINES PROVIDED FOR DESCRIPTION OF TECHNIQUES TO BE EMPLOYED. EITHER WAY, WE SUGGEST LEAVING SPACE AVAILABLE FOR “OTHER” METHODS.]**

\_\_\_ 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 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Jefferson School Department