

**DOCUMENTATION OF DISCIPLINARY AND  
REMEDIAL ACTIONS TAKEN**

\_\_\_ Notification of law enforcement authorities, if warranted by the superintendent

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 lead teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Copy sent to Superintendent on [ \_\_\_\_\_ ]  
Date

**DOCUMENTATION OF APPEALS OF SUPERINTENDENT'S DECISION**

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

**All appeals to the Superintendent must be submitted, in writing, within 14 calendar days.**

**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 superintendent's decision:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_