

**DOCUMENTATION OF DISCIPLINARY AND
REMEDIAL ACTIONS TAKEN**

____ Notification of law enforcement authorities, if warranted
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)

**Chebeague Island School Department
School Committee Policy**

File: JICK-E3

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)

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: _____

11-20-12