***CHERRYFIELD SCHOOL DEPARTMENT***

 ***NEPN/NSBA CODE: JICK-E3***

**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)

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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:

DATE ADOPTED: September 10, 2013

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