

RSU #16 (Mechanic Falls, Minot, Poland)

Policy Code: *JICK-E3* msm

Adopted: *March 2013*

Revised:

**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: _____ Title _____ (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: _____ Title _____ (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 _____

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DOCUMENTATION OF APPEALS OF PRINCIPAL'S DECISION

Date appeal submitted: _____

All appeals to the Superintendent must be submitted, in writing, within fourteen (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: _____

SIGNATURE BLOCK:

RSU #16 School Board

Mary Ella Jones, Chair

DATE

Jack Wiseman, Vice Chair

DATE

Jennifer Boenig

DATE

Grace Gendron

DATE

Tina Love

DATE

Susan Callahan

DATE

Ed Rabasco, Jr.

DATE

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Revised:

Melissa Hodgkin

DATE

Steve Holbrook

DATE

Jessica Smith

DATE

Ellie Biron

DATE

Scott Sawyer

DATE

Joe Parent

DATE

Scott Tiner

DATE

Mary Martin

DATE