

**NORTHERN PENOBSCOT TECH REGION III  
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 Director (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: \_\_\_\_\_  
\_\_\_\_\_

FILE: JICK-E3

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.]**

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

**DOCUMENTATION OF APPEALS OF DIRECTOR’S DECISION**

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

**All appeals to the Cooperative Board must be submitted, in writing, within 14 Calendar days of the Director’s decision, to the Central Office.**

**ACTIONS TAKEN BY DIRECTOR**

\_\_\_\_\_ 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 Director’s decision: \_\_\_\_\_

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

Adopted: January 23, 2013

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