

**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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\_\_\_\_\_  
Melissa Hodgkin

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Steve Holbrook

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Jessica Smith

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Ellie Biron

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Scott Sawyer

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Joe Parent

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Scott Tiner

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Mary Martin

\_\_\_\_\_  
DATE