

## DOCUMENTATION OF DISCIPLINARY & REMEDIAL ACTIONS TAKEN

- Notification of law enforcement authorities, if warranted

(if any question, principal should consult with Head of School first)

Date: \_\_\_\_\_ Reported to: \_\_\_\_\_

- In school suspension
- Out of school suspension
- Recommendation for expulsion
- Alternative discipline/restorative justice (describe):

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- Other intervention:

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- 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 Head of School (any action must be consistent with collective bargaining agreement or individual contract).
- If bullying by other person (e.g., volunteer, visitor, contractor), action taken: \_\_\_\_\_

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- If bullying by school-affiliated organization, action taken:

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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)

Signature of building principal: \_\_\_\_\_ Date: \_\_\_\_\_

Copy sent to Head of School on: \_\_\_\_\_ (date)

DOCUMENTATION OF APPEALS OF PRINCIPAL'S DECISION

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

All appeals to the Head of School must be submitted, in writing, within 14 calendar days of the building principal's decision.

ACTIONS TAKEN BY HEAD OF SCHOOL

- 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:

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