

### **Bullying and Cyberbullying Remediation Form**

*The intent of remediating a substantiated incident of bullying is to counter the negative impact of bullying and to reduce the risk of future bullying incidents.*

This remediation is in reference to the alleged incident of bullying reported on:

\_\_\_\_\_

Name of student who was found to have bullied (do not report name of student or any personally identifying information to the Maine Department of Education):

\_\_\_\_\_

Delineate the specific nature(s) of the incident:

- Cyberbullying
- Electronic expression
- Physical act or gesture
- Retaliation
- Verbal/Oral
- Written

Alternative discipline imposed for this student (actions taken):

- Meeting with the student and the student's parent(s) or guardian(s)
- Reflective activities, such as requiring the student to write an essay about the student's misbehavior
- Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option
- Counseling
- Anger management
- Health counseling or intervention
- Mental health counseling
- Participation in skills building and resolution activities, such as social emotional cognitive skills building, resolution circles and restorative conferencing
- Community service

The student received/will receive the following discipline actions (consequences):

- Alternative Discipline
- Detention
- Weekend Detention
- In-school suspension
- Out-of-school suspension
- Expulsion/Recommended for expulsion

Was the student referred to law enforcement?  yes  no

Outcome(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional details of disciplinary actions 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)

**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 administrator: \_\_\_\_\_ 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 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**[DOCUMENTATION OF ALL REMEDIATION ACTIONS MUST RESPECT CONFIDENTIALITY OF STUDENT INFORMATION AS PROVIDED BY FEDERAL AND MAINE LAW AND REGULATIONS]**

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of principal or superintendent's designee completing this form

\_\_\_\_\_  
Title of superintendent's designee

If this person is not the school principal, copy to school principal on: \_\_\_\_\_ Date

Copy received: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of school principal

Copy to Superintendent on: \_\_\_\_\_  
Date

Copy received: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Superintendent

**This substantiated incident of bullying was reported to the Maine Department of Education *without personally identifying information***

**on:** \_\_\_\_\_ **initialed by:** \_\_\_\_\_

Reviewed: June 15, 2017

Adopted: July 21, 2017