BULLYING: SUMMARY OF DISCIPLINARY AND REMEDIAL ACTIONS

This page is for use when a substantiated incident of bullying is entered into the Report of Substantiated Incident of Bullying in the Maine Department of Education’s NEO data reporting system. It is aligned with the NEO data categories.

This documentation is in reference to the alleged incident of bullying reported on:
[Date of incident]

Name of student who was found to have bullied ________________ (name is for tracking in school unit files only; do not report name of student or any personally identifying information to the Maine Department of Education)

1. Delineate the specific nature(s) of the incident:
   _____ Cyberbullying
   _____ Electronic expression
   _____ Physical act or gesture
   _____ Retaliation
   _____ Verbal/Oral
   _____ Written

2. 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

3. 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 following serves as a record that a report of substantiated bullying has been submitted to the Maine Department of Education.

___________________________________________        Date: ______
Signature and position of person completing this form

Data reported to Maine DOE (NEO) on [Date] by ___________________________
Signature, Position of Reporter

Copy to building principal on [Date]

Copy to Superintendent on [Date]

Approved: 2/27/17