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 _______________

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 appropriate social emotional cognitive skill building and resolution and restorative conferencing
_____ Community service

The student received/will receive the following discipline actions (consequences):
_____ Alternative Discipline
_____ Detention
_____ In-school suspension
_____ Out-of-school suspension
_____ Expulsion/Recommended for expulsion
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:_________ by __________________________
  Signature, Position of Reporter

Copy to building principal on [Date]___________

Copy to Superintendent on [Date]___________

Adopted:  March 27, 2013

Moved to Administrative Procedure:  March 25, 2020