

Bullying: Summary

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)

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

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

Signature and position of person completing this form

Date: _____

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

Copy to building principal on [Date] _____

Copy to Superintendent on [Date] _____

Adopted: March 2013
Revised: March 2017