

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 skills building and resolution activities, such as social/emotional/cognitive skill building resolution circles 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
- _____ Weekend Detention
- _____ 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: _____ 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

Revised: February 25, 2026