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.

_____ 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
Revised: February 25, 2026