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)

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

AUGUSTA BOARD OF EDUCATION
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]

Adopted:  April 10, 2013

Revised:  January 11, 2017