

CODE: JICK-E3

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	
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Name of student who was found to have bullied:

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(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	
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Signature and Position of Reporter		Data reported to Maine DOE (NEO) on <u>Date</u>	
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Copy to building principal on <u>[Date]</u>	
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Copy to Superintendent on <u>[Date]</u>	
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Reviewed: August 2017