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 person completing this form    Position/title 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)

Updated 1.14.2022