

**MEDWAY SCHOOL DEPARTMENT
DOCUMENTATION OF DISCIPLINARY AND REMEDIAL ACTIONS TAKEN**

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.

_____ 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: 12.15.16