



April 27, 2021

Dear Lincoln Middle School Families:

I wanted to let you know that our school is one of five schools that will pilot Poudre School District's biased incident reporting tool in May. We volunteered to pilot this tool based on the work we have been doing as a school community and the strong desire to grow and learn.

There are multiple goals for the use of this new system. The first is to give students and their family members a place where they may report specific issues they may experience or witness in our school community. With this information, our team and district staff will work together to respond, educate, and reflect on the culture of our school as a place that affirms the dignity of each individual.

What are examples of incident types and bias?

- **Incident types:** Damage, destruction of property or vandalism; threats; phone/email/text message/written harassment; intimidation; verbal harassment; discrimination; physical harassment; social media harassment; and microaggressions. Note: Title IX reports may also be made through this system.
- **Bias type:** Immigration or citizenship; disability; sexual orientation; gender expression; gender identity; religion; sex; race; national origin; and more.

How to report online

- The reporting tool is linked on our school website and can be found on the front page.
- It is helpful to share as much information as possible when reporting.

What happens after filing a report?

- The report is sent to members of the district's Language, Culture and Equity Department, who will collaborate with our team in this work.
- We will work collaboratively to review the report and determine the appropriate response.

The pilot program will run from **Monday, May 10 through the end of the school year**. Our Global Leadership students in conjunction with members of our Gay-Straight Alliance have developed a presentation for students to view in the coming days.

During the pilot and once it is completed, the district will evaluate what went well and could be improved. The goal is to make the tool available to a broader PSD audience in the fall of 2021.

We will use restorative work to swiftly address harm when it occurs within our system. This tool is one of the ways in which we will uphold our promise as a district and school to create and uphold equitable, inclusive, and rigorous educational opportunities, outcomes, and experiences. It is also one of many aspects of PSD's overall equity, diversity and inclusion work that is rooted in affirming and serving every student for who they are.

Never hesitate to contact me with any questions or concerns you may have.

Warm Regards,

Penny Stires
Principal
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