

**WASHINGTON COMMUNITY SCHOOL DISTRICT**  
**Lincoln Upper Elementary School**  
**Report of a Bullying/Harassment Incident**

*Harassment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status means conduct of an electronic, written, verbal or physical nature that is designed to unreasonably embarrass, distress, agitate, disturb or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.*

*Bullying is when a stronger, more powerful person hurts or frightens a smaller weaker person, on purpose, again and again.*

**Directions:** Please answer these questions as honestly and specifically as you can.  
The situation will be handled as confidentially as possible.  
Return this completed form to Mrs. Beenblossom.

Person Reporting: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*If person reporting is the witness, who is being bullied/harassed?*

\_\_\_\_\_ Grade: \_\_\_\_\_

1. Who is harassing/bullying you?

\_\_\_\_\_

2. What has happened?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Where did it happen?

\_\_\_\_\_

4. Witness/es name/s (if any): \_\_\_\_\_ Grade: \_\_\_\_\_

5. How long has this been going on?

\_\_\_\_\_

6. What have you done about the problem?

\_\_\_\_\_

\_\_\_\_\_

7. Have you talked to anyone about this already?

(Student, Teacher, Other Adult) Yes No \_\_\_\_\_

8. What do you want to happen now?

\_\_\_\_\_ I want someone to know.

\_\_\_\_\_ I want an adult to talk to the person who is harassing/bullying me.

\_\_\_\_\_ I want an adult to help me and the person/s doing the harassing/bullying to solve the problem.

\_\_\_\_\_ I want an adult to try to stop the bullying/harassment.

\*\*\*\*\*PRINCIPAL/STAFF FOLLOW UP\*\*\*\*\*

\_\_\_\_\_ Date I met with reporting student.

\_\_\_\_\_ Date I followed up with person/s doing the harassing.

\_\_\_\_\_ Date I followed up with reporting student.

X \_\_\_\_\_  
Principal/Staff Signature Date

A staff person has met with me about the resolution of this incident.

X \_\_\_\_\_  
Reporting Student Signature Date

This report and follow-up will be kept on file in the Lincoln office and entered on Power School to provide a cumulative record.

**Log of follow up on this incident:**

Notes of interview with reporter:

Note of interview with person/s reported to doing the harassing/bullying:

**Consequence Component:**

- None, this was a false allegation
- Student conference
- Student warning
- Letter of apology
- Mediation
- Counseling
- Parent letter
- Parent conference
- Detention
- Wednesday School
- In-school suspension
- Out-of-school suspension/expulsion
- Board hearing
- Other (specify)

**Social Learning Component:**

**Restitution / Restorative Component:**

\_\_\_\_\_ Date/initial filed and entered on PowerSchool under the behavioral log entry.  
\_\_\_\_\_ Date/initial if this is a report of sexual harassment  
\_\_\_\_\_ Date/initial if this is a report involving a school employee