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Incident Reporting Form

The staff of Redding School of the Arts strongly believe that every student deserves to feel safe at school; therefore, our school enforces a "no bullying" policy. To resolve bullying issues and to help deal with student conflicts we have developed this Incident Reporting Form. Complete this form to report to administration any problems you are having with other students or adults while you are at school. It is important that detailed information is given so action can be taken. You can also tell an administrator or teacher about any conflicts or bullying you may have experienced. Either way, we will keep your information confidential.

Type of Incident:
□ Bullying □ Gossip/Rumors □ Name Calling/Teasing □ Physical Altercation □ Other
Who is involved in the incident? If more than one, include all names
If an individual is involved who you don't know, please give detailed descriptions of those directly involved in conflict
Time and Date incident happened
Please state where incident happened (example: hallways, outside lunch, in the cafeteria, etc.).
Description of the incident (give all details)
Have you reported this incident to anyone yet? If so, to whom? (administrator, teacher, parent, etc. Please be specific if you know the name of the adult.)
Your name (this will be kept confidential)
FOR OFFICE USE ONLY: Dispensation/ Staff Member