



**Names of students involved:**

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**Staff Member's Unpleasant Incident Report**

Day/Date: \_\_\_\_\_

**Reported by** (Please circle)                      **Name:** \_\_\_\_\_

Student      Bystander      Staff member      Parent      Someone else

**Reported to:** \_\_\_\_\_

**What Happened** (Include time, place, events and names)

**Reporter's Statement:**

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**Names of Bystanders / Possible Witnesses:** (If any)

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**School Follow-up:**

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**Parents notified**

Students Involved:

Yes

No

Complainant:

Yes

No

**Signed:** \_\_\_\_\_

Principal/ Assistant Principal

**Date:** \_\_\_\_\_