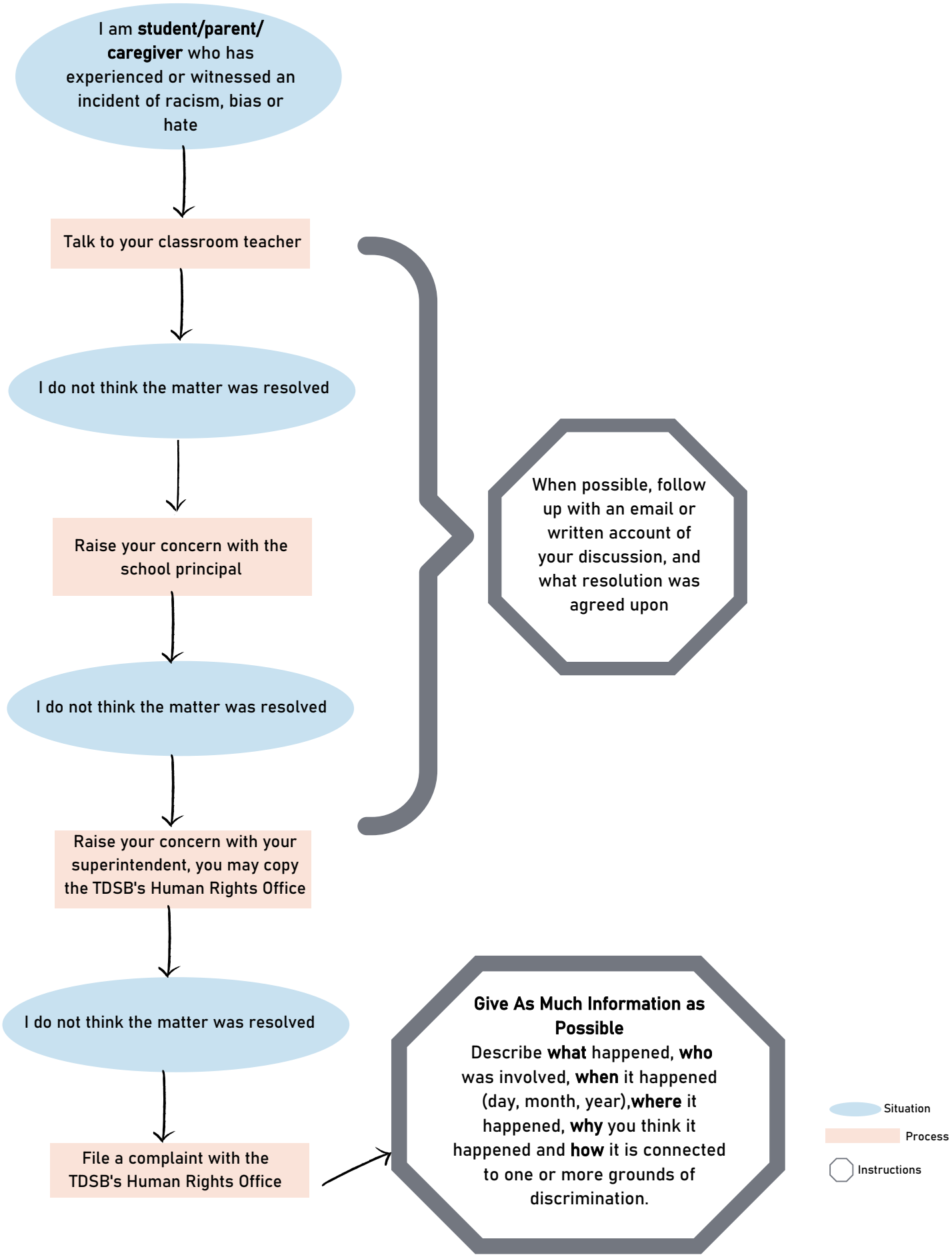REPORTING AN INCIDENT OF RACISM, BIAS OR HATE INVOLVING OR IMPACTING STUDENTS