

The Newark Public Schools  
Newark, New Jersey

**STAFF INCIDENT REPORT**

(To be completed by school employee and submitted to Principal)

SCHOOL \_\_\_\_\_

DATE \_\_\_\_\_

Date of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_

Reported by \_\_\_\_\_

Position \_\_\_\_\_

Reported to \_\_\_\_\_

Position \_\_\_\_\_

Names of individuals involved (if any):

Description of incident:

Action taken (if any):

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

6A:16-5.3 Incident reporting of violence, vandalism and substance abuse

- a) **Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession or distribution of substances, and any school employee who reports a students for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A.18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal on a form adopted for such purposes by the district board of education.**