

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.