



UFT Safety / Discipline Report Form

You can also file online at: www.UFT.org

FAX THIS TO:
212-677-6612

This is a brief report of a safety/discipline incident at your worksite (safety/discipline concerns include: Assaults, Classroom Disruptions, Threats, and Violent or Dangerous Behavior, etc). **Notify your Chapter Leader and confirm that the principal has filed the Department of Education's Online Occurrence Report and notified NYPD/ School Safety Division.**

Full Name:		File# or EIS#:	
School/Worksite:		District:	Borough:
Non-School Phone #:		Non-School Email:	

Incident Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Incident Time:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Location:	<input type="text"/>
	MM	DD	YY		HH	MM	A/P		

Did you Report this Incident to your School Administration?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

Perpetrator Information – Check all that apply

<input type="checkbox"/> Student	<input type="checkbox"/> Special Ed. Student	<input type="checkbox"/> Parent	<input type="checkbox"/> Intruder	<input type="checkbox"/> Other
----------------------------------	--	---------------------------------	-----------------------------------	--------------------------------

Alleged Perpetrator(s) if known:

Grade	<input type="text"/>	Name	<input type="text"/>	Sex	<input type="text"/>
Grade	<input type="text"/>	Name	<input type="text"/>	Sex	<input type="text"/>

Type of Incident – Circle Number *(see reverse side for examples)

1. Assault	2. Verbal Harassment	3. Larceny	4. Disorderly Conduct	5. Robbery
6. Sex Offense	7. Menacing	8. Criminal Mischief	9. Reckless Endangerment	
10. Physical Harassment	11. School Misconduct	13. Class Disrupt.	14. Weapons	

Extent of Injury – Circle Number

1. None	2. Self Treated	3. Personal MD	4. Emergency Room	5. Hospitalized	6. Other
---------	-----------------	----------------	-------------------	-----------------	----------

Disposition – Circle Number

1. Arrest	2. YD Card/ Summons	3. Principal Suspension	4. Superintendent Suspension	5. Other
-----------	---------------------	-------------------------	------------------------------	----------

Briefly describe the Incident and any Injuries:

Please complete if you have the following information:

DOE Occurrence Report Control #	<input type="text"/>	<input type="text"/>	<input type="text"/>
DOE Discipline Code	<input type="text"/>		
UFT Incident Report #: (OFFICE USE)	<input type="text"/>		

If the situation is an **EMERGENCY**: Call the UFT **HOTLINE** at **212-701-9407**

For a complete list of Infraction Codes, Disciplinary Responses and Guidance Interventions please refer to the: **DOE Discipline Code, K-12**

Sample Infraction Codes for: Grade K-5

1. **Assault** – The intentional causing of injury to another person, with or without a weapon.
 - **A-51:** Using force or attempting to inflict serious injury against school personnel or safety agents
2. **Verbal Harassment** – Verbally threatening. Abusive or obscene language
 - **A-07:** Engaging in verbally rude or disrespectful behavior
3. **Larceny** – Wrongful taking property from another, no force involved.
 - **A-26:** Knowingly possessing property belonging to another.
4. **Disorderly Conduct** – Intentionally causing public alarm, disturbing assembly.
 - **A-46:** Inciting/ causing a riot
5. **Robbery** – Forcible stealing of another’s property by use of threat or force.
 - **A-40:** Taking property belonging to another without authorization
6. **Sex Offense** – (Rape, Sodomy, Sexual Abuse, Public Lewdness)
 - **A-18** or **A-28:** Engaging in inappropriate or unwanted physical contact
7. **Menacing** – Intentionally places another person in fear of physical injury.
 - **A-35:** Engaging in an act of coercion or threatening violence, injury or harm.
8. **Criminal Mischief** – Intentional damaging of the property of another person without permission
 - **A-30** – Engaging in vandalism or other intentional damage to school or other’s property
9. **Reckless Endangerment** – Recklessly engaging in conduct which creates risk of serious injury
 - **A-44:** Causing an injury by recklessly engaging in behavior or using object capable of causing harm
10. **Physical Harassment** – Intentionally striking, shoving and kicking with no resulting injury.
 - **A-24:** Shoving, pushing, or engaging in other similar physical behavior
11. **School Misconduct** – Intentionally causing public alarm throughout the school
 - **A-42:** Making a bomb threat
13. **Classroom Disruption** – Intentionally disrupting the educational process in class.
 - **A-06:** Behaving in a manner which disrupts the educational process
14. **Weapons** – Possessing and/ or using a weapon in school
 - **A-57:** Possessing or selling any weapon as defined as Category I

Please refer to the **DOE Discipline Code** for a complete list.

*This is not a complete list of Infraction codes

Sample Infraction Codes for: Grade 6-12

1. **Assault** – The intentional causing of injury to another person, with or without a weapon.
 - **B-53:** Using force to inflict serious injury against school personnel or safety agents
2. **Verbal Harassment**
 - **B-08:** Engaging in verbally rude or disrespectful behavior
3. **Larceny** – Wrongful taking property from another, no force involved.
 - **B-29:** Knowingly possessing property belonging to another.
4. **Robbery** – Forcible stealing of another’s property by use of threat or force.
 - **B-44:** Taking property belonging to another without authorization
5. **Classroom Disruption**
 - **B-07:** Behaving in a manner which disrupts the educational process
6. **Sex Offense** - (Rape, Sodomy, Sexual Abuse, Public Lewdness)
 - **B-35:** Making sexually suggestive comments or engaging in physical conduct w/ sexual nature.
7. **Menacing** – Intentionally places another person in fear of physical injury.
 - **B-38:** Engaging in an act of coercion or threatening violence, injury or harm
8. **Criminal Mischief** - Intentional damaging of the property of another person without permission
 - **B-28:** Engaging in vandalism or other intentional damage to school or other’s property
9. **Reckless Endangerment** – Recklessly engaging in conduct which creates risk of serious injury
 - **B-46:** Causing an injury by recklessly engaging in behavior or using object capable of causing harm
10. **Physical Harassment** - Intentionally striking, shoving and kicking with no resulting injury.
 - **B-24:** Shoving, pushing, or engaging in other similar physical behavior
11. **School Misconduct** – Intentionally causing public alarm throughout the school
 - **B-47:** Starting a fire
13. **Classroom Disruption** – Intentionally disrupting the educational process in class.
 - **B-07:** Behaving in a manner which disrupts the educational process
14. **Weapons** – Possessing and/ or using a weapon in school
 - **B-59:** Possessing or selling any weapon as define as Category I

*This is not a complete list of Infraction codes

Please refer to the **DOE Discipline Code** for a complete list.