



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"/>
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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
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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(s) * (see reverse side for examples)

1. Assault	2. Harassment (Verbal, Physical, Sexual)	3. Larceny/Robbery	4. Classroom Disruption
5. Menacing	6. Reckless Endangerment	7. Criminal Mischief	8. Other

Important Refer to the DOE Discipline Code for the following: (see reverse side for examples)

Infraction Code:	<input type="text"/>	Disciplinary Response:	<input type="text"/>
Guidance Intervention:	<input type="text"/>		

Briefly describe the Incident and any Injuries

Please complete if you have the following information:

Occurrence Report Control #	<input type="text"/>	<input type="text"/>	<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
 - **A-51:** Using force to inflict serious injury against school personnel or safety agents
2. Harassment (Verbal, Physical, Sexual)
 - **A-07:** Engaging in verbally rude or disrespectful behavior
 - **A-24:** Shoving, pushing, or engaging in other similar physical behavior
 - **A-18 or A-28:** Engaging in inappropriate or unwanted physical contact
3. Larceny/Robbery
 - **A-40:** Taking property belonging to another without authorization
4. Classroom Disruption
 - **A-06:** Behaving in a manner which disrupts the educational process
5. Menacing
 - **A-35:** Engaging in an act of coercion or threatening violence, injury or harm.
6. Reckless Endangerment
 - **A-44:** Causing an injury by recklessly engaging in behavior or using object capable of causing harm
7. Criminal Mischief
 - **A-41:** Falsely activating a fire alarm or other disaster alarm

*This is not a complete list of Infraction codes

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

Sample Infraction Codes for: Grade 6-12

1. Assault
 - **B-53:** Using force to inflict serious injury against school personnel or safety agents
2. Harassment (Verbal, Physical, Sexual)
 - **B-08:** Engaging in verbally rude or disrespectful behavior
 - **B-24:** Shoving, pushing, or engaging in other similar physical behavior
 - **B-35:** Making sexually suggestive comments, propositions or physical conduct of a sexual nature
3. Larceny/Robbery
 - **B-44:** Taking property belonging to another without authorization
4. Classroom Disruption
 - **B-07:** Behaving in a manner which disrupts the educational process
5. Menacing
 - **B-38:** Engaging in an act of coercion or threatening violence, injury or harm
6. Reckless Endangerment
 - **B-46:** Causing an injury by recklessly engaging in behavior or using object capable of causing harm
7. Criminal Mischief
 - **B-42:** Falsely activating a fire alarm or other disaster alarm

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

*This is not a complete list of Infraction codes

This is not a complete list of Disciplinary Response and Guidance Intervention; please refer to your DOE Discipline Code for a complete list.

Sample Disciplinary Response:

1. Arrest
2. Principal Suspension
3. Superintendent Suspension
4. Student Removal
5. Other
6. None Taken

Sample Guidance Intervention:

1. Parent Outreach
2. Guidance Conference
3. Peer Mediation
4. Conflict Resolution
5. Substance Abuse Counseling
6. None Taken