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.

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>File or EIS#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Worksite:</td>
<td>District:</td>
</tr>
<tr>
<td>Non-School Phone #:</td>
<td>Non-School Email:</td>
</tr>
<tr>
<td>Incident Date: MM DD YY</td>
<td>Incident Time: HH MM A/P</td>
</tr>
<tr>
<td>Location:</td>
<td></td>
</tr>
</tbody>
</table>

Did you report this incident to your school administration? Yes [ ] No [ ]

Perpetrator Information – Check all that apply

<table>
<thead>
<tr>
<th>Student</th>
<th>Special Ed. Student</th>
<th>Parent</th>
<th>Intruder</th>
<th>Other</th>
</tr>
</thead>
</table>

Alleged Perpetrator(s) if known:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Name</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Name</td>
<td>Sex</td>
</tr>
</tbody>
</table>

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


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

Infraction Code: Disciplinary Response:

Guidance Intervention:

Briefly describe the Incident and any Injuries:

Please complete if you have the following information:

<table>
<thead>
<tr>
<th>Occurrence Report Control #</th>
</tr>
</thead>
<tbody>
<tr>
<td>UFT Incident Report #:</td>
</tr>
</tbody>
</table>

**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 School 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

### Sample Infraction Codes for: Grade 6-12

1. **Assault**
   - B-53: Using force to inflict serious injury against school personnel or School 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

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