



## *Meriden Federation of Teachers*

TO: Staff Members

FROM: Executive Board of the MFT

RE: REPORT ON THREAT OR ASSAULT

DATE: May 21, 2007

The school administration has created a new form for reporting threats or assaults. (Please see reverse side of this paper for the official form.)

The procedure is for you to fill out the report and attach the school's referral form. The form will get to the superintendent's office and a copy will be sent to the MFT.

If you would like to send a copy of this form, without the referral, to the MFT, please do so. **IN FACT, THE MFT ENCOURAGES YOU TO DO SO** since it will help the MFT and the administration to keep track of these.

To send a form to the MFT, simply give it to one of your building representatives who will forward it to the MFT or send it directly to

MFT  
Central Office

Thank You.

Local 1478 • AFT CT AFL-CIO  
Suite 1A • 35 Pleasant Street • Meriden, Connecticut 06450  
Telephone/Fax: 203 • 634 • 8830

**REPORT OF THREAT OR ASSAULT**  
*(Must be accompanied by the School's Referral Form)*

The Meriden Public Schools do not tolerate threats\* or assaults\*\* (as defined by statute, below) of students or staff members. Teachers should report conduct that may be a threat or assault to their principal, who will determine whether such conduct will be reported to the police. In addition, please know that if a student threatens physical violence or engages in physical assault, you have an independent right under Section 10-233g to report such conduct to the police.

Employee Name: \_\_\_\_\_ School: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Date of Report: \_\_\_\_\_  
Perpetrator: \_\_\_\_\_ Witness(es): \_\_\_\_\_  
Victim(s): \_\_\_\_\_  
\_\_\_\_\_

Briefly describe incident (time, location, conduct, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Person Reporting

\_\_\_\_\_  
Date

A copy of this form will be forwarded to the Superintendent who will forward a redacted copy (without personally-identifiable student information) to the Meriden Federation of Teachers for their monitoring purposes.

\*A **threat** occurs if, by physical threat, a person intentionally places or attempts to place another person in fear of imminent serious physical injury, (2) such person threatens to commit any crime of violence with the intent to terrorize another person, or (3) such person threatens to commit such crime of violence in reckless disregard of the risk of causing such terror. Conn. Gen. Stat. § 53a-62.

\*\*An **assault** occurs if, with **intent** to cause physical injury to another person, a person causes such injury to such other person; or (2) such person recklessly causes serious physical injury to another person; or (3) with criminal negligence, such person causes physical injury to another person by means of a deadly weapon, a dangerous instrument or an electronic defense weapon. Conn. Gen. Stat. § 53a-61.

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

\_\_\_ Copy to Superintendent

\_\_\_ (For Superintendent's use) Copy to MFT President

March/April - 2007