Student Teacher Protocol for Reporting
Suspected Child Abuse, Misconduct or Harassment

If you witness a suspected incident of physical, emotional, or verbal abuse or harassment involving classroom students or adults, you must take the following steps:

1. Report the incident to the cooperating teacher and/or school building administrator immediately. Prepare a confidential written report of what you observed that is fact-driven and unbiased to be e-mailed to the Office of Clinical Studies immediately. See contact list below.

2. **If asked to submit anything in writing to your school, please do not do so without conferring with the Office of Clinical Studies.**

3. Immediately contact one of the following people in the Office of Clinical Studies. Make sure you speak with someone; do not simply leave a message.

   - **Field Administrator - Early Childhood, Childhood, & Special Education student teachers**
     
     Kate Legnetti  
     Phone: (212) 998-5291  
     Email: cel343@nyu.edu

   - **Field Administrator - Middle School & High School student teachers**
     
     Amanda Roth  
     Phone: (212) 992-9482  
     Email: als300@nyu.edu

   - **Field Administrator - Art & Performing Arts Education student teachers**
     
     Ira Shankman (Music Ed)  
     Phone: (212) 998-5244  
     Email: is37@nyu.edu

     Ted Hannan (Art, Dance, Ed Th.)  
     Phone: (212) 998-5624  
     Email: th5@nyu.edu

   - **Director/Associate Director of the Office of Clinical Studies**
     
     Frank Pignatosi  
     Phone: (212) 998-5481  
     Email: fp6@nyu.edu

     Pat Romandetto  
     (212) 998-5538  
     pr57@nyu.edu

4. Contact your NYU supervisor and provide a brief, verbal description of what you observed.