

Valley Stream 24 is committed to ensuring the safety and security of our employees. Workplace Violence is unequivocally defined as any form of physical assault or aggressive behavior transpiring within the context of an employee performing work-related duties. This encompasses, but is not limited to, attempts or threats—whether verbal or physical—to inflict physical harm upon an employee, intentional displays of force causing reasonable fear of bodily harm, intentional and wrongful physical contact without consent resulting in injury, or stalking an employee with the intent of causing fear of material harm to their physical safety and health, when such stalking arises through and in the course of employment.

Acts of violence against any employee during the performance of work-related duties will be subject to thorough investigation, and appropriate actions will be taken in strict accordance with New York State Education (NYSED) regulations, including involving law enforcement authorities when warranted. In addition to compliance with these regulations, all employees must actively contribute to an environment characterized by mutual respect for one another, as well as for all community members and visitors. This includes strict adherence to all established policies, procedures, and practices, fostering a collaborative effort to maintain a secure and safe work environment.

This policy aligns with the requirements outlined in New York State Labor Law Art. 2 §27-b and serves to underscore key components of our Workplace Violence Prevention Program. To ensure compliance with this law, a comprehensive workplace evaluation will be conducted to identify potential risks of workplace violence to which our employees may be exposed. All administrators of the district will, at a minimum, actively participate in evaluating the physical environment, developing the Workplace Violence Prevention Program, and conducting an annual review of workplace violence incident reports. This review aims to identify any trends in reported incidents and assess the effectiveness of implemented mitigating actions.

Mandatory participation in the annual Workplace Violence Prevention Training Program is required for all employees. The overarching goal of this policy is to foster a workplace that prioritizes the safety and well-being of all individuals within it. In the event of any incidents of violence or threatening behavior, an immediate response will be initiated upon notification. All personnel are obligated to promptly inform their building principal or direct supervisor of any violent incidents or threatening behavior, including witnessed threats, received threats, or reports of threats witnessed or received by others. This collective commitment ensures our dedication to maintaining a secure and supportive educational environment for all.

**Designated Contact Person:**            **Dr. Lisa Conte**  
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**Workplace Violence Incident Report**

**1. Date of Incident:**

**2. Time of day/shift when the incident occurred:**

**3. workplace location where incident occurred:**

**4. Provide a detailed description of the incident below.**

Note: If the case is a “privacy concern case,” remove the name of the employee who was the victim of the workplace violence and enter “PRIVACY CONCERN CASE” in the space normally used for the employee’s name. Privacy concern cases include cases involving:

- Injury or illness to an intimate body part or the reproductive system;
- Injury or illness resulting from a sexual assault;
- Mental illness;
- HIV infection;
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person’s blood or potentially infectious material; and
- Other injuries or illnesses, if the employee independently and voluntarily requests that the employee’s name not be entered on the report.

**Description (include the following):**

Name of employee reporting the incident (unless a “privacy concern case”);

Names and job titles of involved employees;

Name or other identified of other individuals involved;

Nature and extent of injuries arising from the incident;

Names of witnesses; and

Events leading up to the incident and how the incident ended.