

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.

As required by Labor Law §27-b, the district will develop and implement a Workplace Violence Prevention Program to comply with the law and its implementing regulations. The Program will include elements required by law and regulation, including:

- a. the risk factors present in the workplace;
- b. the methods the district will use to prevent incidents of violence in the workplace;
- c. the methods and means by which the district will address specific identified hazards;
- d. a system to report workplace violence incidents in writing;
- e. a written outline for employee training; and
- f. a plan for annual program and review.

To ensure compliance with New York State Labor Law Art. 2 §27-b, a comprehensive workplace evaluation will be conducted to identify potential risks of workplace violence to which our employees may be exposed. The District's Authorized Employee Representative(s), in addition to 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

VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

WORKPLACE VIOLENCE PREVENTION

POLICY 4300

violence or threatening behavior, an immediate response will be initiated upon notification. All personnel are obligated to promptly inform the Assistant Superintendent of Curriculum, in addition to 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: Assistant Superintendent for Curriculum and Instruction
Phone: (516) 434-2829
E-mail: humanresources@vs24.org

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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”);

Name(s) and job title(s) of involved employees;

Name or other identifier of individual(s) involved;

Nature and extent of injuries arising from the incident;

Names of witness(es); and

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