

REMSENBURG-SPEONK UNION FREE SCHOOL DISTRICT



WORKPLACE VIOLENCE PREVENTION PROGRAM

2026-2027

11 MILL ROAD
REMSENBURG, NEW YORK 11960

631-325-0203

www.rsufsd.org

Adopted:

Public Hearing: 7/7/26

BOARD OF EDUCATION

Kevin Toolan, President
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SUPERINTENDENT / PRINCIPAL

Denise Lindsay-Sullivan

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Click on the topic and it will bring you to the appropriate page.)

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PROGRAM REVIEW

Once a year RSUFSD, with the participation of an authorized employee representative, will review the workplace violence prevention program. The sign off sheet below indicates who conducted the review and the date it occurred.

Name and Title of Management and authorized employee representative (where applicable)	DATE
see attachment 5	

Access to this program:

To obtain a copy of this plan please contact:

Name: Denise Sullivan
Title: Superintendent of Schools
Department: N/A
Phone: 631-325-0203
Location: 11 Mill Road, Remsenburg



Introduction

What is Workplace Violence?

Workplace violence is defined as any physical assault or act of aggressive behavior that occurs where a public employee performs any work-related duty in the course of their employment. This includes but is not limited to:

- 1) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
- 2) Any intentional display of force which would give an employee reason to fear or expect bodily harm.
- 3) Intentional and wrongful physical contact with a person without his or her consent that entails some injury.
- 4) Stalking an employee to cause fear of harm to the employee's physical safety and health when such stalking has arisen through and in the course of employment.

What is the New York State Workplace Violence Prevention Law and Regulation?

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations are enforced by NYSDOL and can be found¹ at:

<https://dol.ny.gov/system/files/documents/2021/03/workplace-violence-prevention-regulations.pdf>.

Effective January 4, 2024, all public school districts, New York City public schools, Boards of Cooperative Education Services (BOCES) and County Vocational Education & extension Boards are covered by this law.

Purpose of this program

The purpose of this Workplace Violence Prevention Program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation.

¹ Regulations can also be found in Title 12 of the New York Codes, Rules, and Regulations, Section 800.6



The goal of this program is to reduce the risk of workplace violence to employees and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is the Remsenburg-Speonk UFSD's commitment to work with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible.

Policy Statement

Remsenburg-Speonk UFSD has developed and implemented a policy statement which describes the goals and objectives of our workplace violence prevention policy, the incident alert and notification policies employees should follow in the event of workplace violence, and describes how employees are able to participate in the implementation of our workplace violence prevention program through an authorized employee representative. The policy is posted at <https://www.rsufsd.org> under "Board of Education," "Board Policies," policy number 8130. The policy statement is included in **Attachment 1**.

Workplace Risk Evaluation

The evaluation process involved is in compliance with the law and includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Authorized employee representatives will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.



Remsenburg-Speonk UFSD has conducted a workplace risk evaluation consisting of:

A record examination: Remsenburg-Speonk UFSD has examined all records of workplace violence incidents in the past year to identify patterns in the type and cause of incidents; areas of the workplace where incidents occur; incidents that involve specific workplace operations; or incidents which involve specific individuals.

Records Examination

Instructions: Examine records below from the previous year to identify patterns, if any, of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals. Record the results in the column to the right.	
Record Examination	Results of the examination
a. Log of Work Related Injuries and Illnesses (Form SH900) b. Summary of Work-Related Injuries and illnesses (Form SH900.1) c. Injury and Illness Incident Report (Form SH900.2)	
Workplace Violence Incident Reports	
Personnel Disciplinary Reports	
Workers' Compensation Reports	

Assessment of Relevant Policies, Practices, and Procedures

Instructions: Conduct an assessment of policies, work practices and procedures that may impact the risk of workplace violence.	
Sexual Harassment Visitation Policies Examples of work practices and procedures: Visitor sign in/out Escorting visitor entrance used I.D. Badges used Itineraries with employee contact info Supplied with radios	Refer to the Code of Conduct, the Staff Handbook and the District Safety Plan for practices and procedures. Relevant Policies: 0110 Sexual Harassment 5300 Code of Conduct 5300.6 Visitors to the School



An assessment of administrative risk factors: Remsenburg-Speonk UFSD has assessed all relevant policies, practices, and procedures that may impact the risk of workplace violence.

An evaluation of the physical environment: Remsenburg-Speonk UFSD has evaluated the physical work environment for factors which may place employees at risk of workplace violence with the participation of authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for Remsenburg-Speonk UFSD employees include, but are not limited to, the following:

- Working in public settings
- Working late night or early morning hours
- Working alone or in small numbers
- Working in a setting with uncontrolled access to the workplace
- Working in a setting where previous security problems have occurred
- Working with a population which might expose one to potentially violent persons

Risk factors identified during the examination, assessment and evaluation are listed in **Attachment 2**, along with the methods and means by which each risk is being addressed by Remsenburg-Speonk UFSD. As the employer, Remsenburg-Speonk UFSD, is responsible for addressing all risk factors that our employees are potentially exposed to.

Any incidents that may occur after the implementation of this program must be carefully documented and analyzed in order to make improvements to this program during the required annual review or as necessary.

See APPENDIX 5 for 2025-2026 completed forms.



Sample Evaluation of the Physical Environment

Location:				
Person(s) conducting the evaluation:				
Date of assessment:				
This section requires the participation of the authorized employee representative(s). Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building, describe in Section 4 the building i.e. number of stories, number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security. Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.				
Items	Yes	No	NA	
1. Security Features				Notes/Comments
Reception Area Available				
Barriers to Separate Clients from Work Area				
Separate Interview Area(s)				
Emergency Numbers Posted by Phones				
Multiple Exits				
Unobstructed Office Exits				
Door Control(s) <u>i.e.</u> locks, remote buzzer, panic bars				
Door Detector(s) door alarm				
Adequate lighting in and around the workplace				
Parking lot well lighted				
Panic Button(s)				
Video Monitor(s)				
Landscaping to provide unobstructed view of the workplace				
Limiting the posting of signs on windows				
Other:				



2. Factors That Might Place Employees at Risk				
Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers				
Work late night or early morning hours				
Exchange money with the Public				
Work alone or in small numbers				
Work in a location with uncontrolled public access				
Areas of previous security concerns				
Any other factors that might place employees at risk				
3. Security Guards				
Are security guards present at the location				
Are guards posted at entrance(s)				
Do they patrol the building				
Are they provided with communication? If yes, indicate what type in notes.				
Any other relevant information				

4. Description of the Building: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building (number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security).



Workplace Violence Control Measures and Prevention

Hierarchy of Controls

A hierarchy of controls is a safety professional term referring to a ranking of the safeguards that an employer can use to protect employees from harm in order of preference and effectiveness. There are three main types of safeguards, or control measures, that an employer can implement to protect employees from recognized workplace violence risk factors. Engineering controls are considered the most effective, followed by work practice controls, and then personal protective equipment.

Engineering controls eliminate or reduce the risk of workplace violence through physical changes to the workplace.

Examples of engineering controls include:

- Increasing lighting in remote areas
- Designing secure building access
- Installing security hardware
- Eliminating isolated work areas

Work practice controls eliminate or reduce the risk of workplace violence through changes to organizational policies, procedures, and work practices.

Examples of work practice controls include:

- Increased staffing
- Employment of security personnel
- Implementing building access control procedures, for example, requiring badges to enter
- Instituting communication procedures across shifts or classes to share information regarding agitated clients or students
- Providing employees with personal alarms
- Providing radios to staff working with high risk students and those going outside
- Training employees on de-escalation and how to recognize precursors to violence

Workplace Violence Prevention



Prevention of violence in the workplace is the responsibility of Remsenburg-Speonk UFSD and everyone has a role to play in keeping the workplace safe from violence. The following section focuses on early warning signs of violent behavior and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized representatives should be familiar with the signs and issues described below to intervene early and reduce the likelihood of workplace violence.

Early warning signs of potential violence

There is no single “profile” that can identify a potentially dangerous individual. It is important to be careful when drawing assumptions about a person’s potential for violence based on any specific behavior or action. However, certain patterns of behavior and events frequently precede episodes of violence.

Behavior or situations that may indicate an increased risk of violence include, but are not limited to the following:

- Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees and/or verbal comments expressing hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or expressing fascination with weapons
- Fascination with incidents of workplace violence, statements in person or online indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements in person or online indicating an increased tone of desperation, feeling that normal interventions to solve a problem will not work, feeling hopeless about a situation at work, with family, with finances, and other personal problems
- Signs of abuse of drugs or alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against someone

These behaviors or situations should be reported to an employee’s supervisor and/or the administrator of the workplace violence prevention program. Some behaviors may require immediate



law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral.

Workplace issues that may trigger violence

Common situations that may trigger workplace violence can be categorized under employee issues or workplace issues.

Employee issues include:

- A negative performance review
- An unwelcome change in role due to performance or reorganization in the workplace
- An unwelcome change in work schedule
- Criticism of an employee's performance
- A conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure

Workplace issues include:

- No clearly defined rules of conduct
- A lack of employee training
- Inadequate hiring practices or screening of potential employees
- Insufficient supervision of employees
- A lack of discipline or inconsistent discipline in the workplace
- A lack of employee support systems or support systems that are inadequate
- Employer failure to address incidents as they occur
- An overly authoritarian management style in the workplace

Note, a workplace issue that only an employee perceives can still be a trigger for workplace violence.

Recognizing the signs and intervening early

To help prevent a violent situation from occurring management, employees, and authorized representatives should be trained to recognize the early warning signs (such as a change in a person's behavior before an episode of violence) and the issues or events that may trigger violence. With this knowledge an employer can intervene early to prevent a violent incident from occurring.



Reporting an Incident

The District shall comply with all requirements for recording and reporting incidents of workplace violence (New York State Labor Law, Section "27-a" & NYCRR Part 801, Recording and Reporting Public Employees' Occupational Injuries and Illnesses). The District will maintain accurate records regarding all workplace violence incidents. All workplace violence incident forms will be kept according to the applicable retention and disposition schedules.

The first person becoming aware of threats of workplace violence or suspicious behavior will immediately report this information to the Principal / Superintendent and/or security staff utilizing a written form which may be found on the district website.

At the core of this Workplace Violence Prevention Program is Remsenburg-Speonk UFSD's commitment to work with its employees to maintain a work environment free from violence and violent behavior to the greatest degree possible.

Any Remsenburg-Speonk UFSD employee who becomes aware of a physical assault, threatening behavior, or verbal abuse at the workplace must immediately report the facts and circumstances of the violent incident to their supervisor and/or the contact person identified in the Policy Statement **Attachment 1**. In the event that an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety or the safety of others or where a serious injury has occurred, the employee will immediately call 911 to obtain law enforcement and/or medical assistance and notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the Superintendent / Principal using the incident reports in **Attachment 4**.

If a pattern of workplace violence incidents develops that involve criminal conduct or serious injury, Remsenburg-Speonk UFSD will attempt to develop a protocol with the District Attorney or Police to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a report of violence or other violent behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures.



Post-Incident Response

1. The first person becoming aware of threats of workplace violence or suspicious behavior will immediately report this information to the Principal / Superintendent and/or security staff utilizing a written form which may be found on the district website.
2. The Principal / Superintendent or security staff will approach the person exhibiting threatening or potentially threatening behavior and engage in appropriate questioning of such person. Employees reporting any behavior must give the District a reasonable opportunity to correct such activity, policy, or practice.
3. If determined reasonably necessary, the Principal / Superintendent and/or security staff will confirm the identity of such person and his/her intentions; and if warranted, by reason of the severity of the risk, determine whether such person should be escorted from the building or to summon law enforcement authorities
4. If, after providing the District a reasonable opportunity to resolve the situation set forth in the Workplace Violence Incident Report, the employee believes that a violation of the District's program still exists or that there continues to be a workplace violence imminent danger, the employee may contact the Commissioner of Labor at the NYS Department of Labor to request an inspection. Such requests must be in writing, be signed by the employee or the employee's authorized representative, and include specific information as to the alleged violation or imminent danger. The Commissioner of Labor will provide a copy of the employee's notice to the District no later than the time of inspection. The employee may request that his or her name, the names of individual employees, and/or the authorized employee representative's name be withheld from the District.
5. A representative of the District and an authorized employee representative shall be given the opportunity to accompany the Commissioner during an inspection for the purpose of aiding an inspection. If there is no authorized employee representative, the Commissioner shall consult with a reasonable number of employees concerning matters of safety in the workplace. The Commissioner has the authority to inspect any other areas of the District premises in which they have reason to believe a serious violation of Labor Law §27-b exists. The Commissioner may, on their own initiative, conduct an inspection of the premises if they have reason to believe that a violation of §27-b has occurred.



Management has developed procedures to respond to incidents of workplace violence. These include the following as appropriate:

- Assure that injured employees receive prompt and appropriate medical care. (This includes, but is not limited to, providing transportation of any injured persons to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations.
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process.
- Assure that an incident report is completed immediately after an incident occurs, noting details that might be forgotten over time. **Attachment 4** contains samples of incident reporting forms.
- Address the need for appropriate treatment for employees who were victims of workplace violence. In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.
- Management will investigate any reported workplace violence incident thoroughly.

All employees should be trained to inform management about any incidents that occur and how to prepare an incident report.

Employee Information and Training

Training of every employee will be performed upon initial assignment and annually thereafter. Retraining is required any time there is a significant change to Remsenburg-Speonk UFSD's workplace violence prevention program, a newly identified risk factor, or a control measure addition. Required training topics are listed in the Training Outline in **Attachment 4**.



Recordkeeping Requirements

The District shall comply with all requirements for recording and reporting incidents of workplace violence (New York State Labor Law, Section "27-a" & NYCRR Part 801, Recording and Reporting Public Employees' Occupational Injuries and Illnesses). The District will maintain accurate records regarding all workplace violence incidents. All workplace violence incident forms will be kept according to the applicable retention and disposition schedules.

All workplace violence incidents and threats will be documented in a workplace violence incident report. Workplace violence incidents that cause a work-related death or an injury that-meets the recording criteria of the Public Employee Safety and Health Bureau (PESH) log of injuries and illnesses should be recorded on both the PESH log and the workplace violence incidents report. For more on the PESH log of injuries and illness, the PESH website linked here:

<https://dol.ny.gov/public-employee-safety-health>.

Workplace violence incident reports will provide a written description when an incident occurs so that management can evaluate why the incident occurred and implement an appropriate safeguard or control measure to reduce the risk of such incidents from happening again. The Workplace Violence Incidents Report also creates a historical record. The Workplace Violence Incident Report(s) will be reviewed at least once a year to determine if and how the workplace violence prevention program should be updated. (Samples of reporting forms are attached as **Attachment 4** of this document.)

Program Review

The Health and Safety Committee, will evaluate the effectiveness of this Workplace Violence Prevention Program, at least annually or after any serious workplace violence incident. The review will focus on: determining trends in workplace violence incidents; addressing the root cause of incidents; evaluating the effectiveness of the control measures in place; and determining if any changes need to be made to control measures. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. The cover sheet of this program will be updated with the names and titles of those who perform the review and the date of completion.



If an employee or authorized representative submits a written notice of concern regarding a violation of the employer's workplace violence prevention program or imminent danger in the workplace, the employer must be afforded a reasonable opportunity to address the reported issue.

If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the Remsenburg-Speonk UFSD workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by filing a complaint with the Public Employee Safety and Health (PESH) bureau at the Department of Labor's Division of Safety and Health using the complaint form linked here: <https://dol.ny.gov/system/files/documents/2023/09/pesh7.pdf> or by calling 1-844-SAFE-NYS. The completed and signed complaint form can be emailed to ask.shnypesh@labor.ny.gov, or faxed or mailed to the nearest Division of Safety and Health (DOSH) District Office listed in the complaint form.

Employees can also contact the PESH bureau to ask questions about health and safety standards by calling: 1-844-SAFE-NYS or emailing ask.shnypesh@labor.ny.gov. An employee is NOT required to provide written notice to an employer if the employee believes themselves, another employee, or patient is in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor would not result in corrective action. In such an instance, an employee can reach out directly to PESH.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the PESH Consultation Fact Sheet available here:

https://dol.ny.gov/system/files/documents/2023/11/p206_12-10-20.pdf



ATTACHMENT 1: Workplace Violence Prevention Policy Statement

Remsenburg-Speonk UFSD is committed to the safety and security of our employees. Workplace violence presents a serious threat to the safety of our school community.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment. Workplace violence includes but is not limited to:

- Any verbal or physical attempt or threat to inflict physical injury upon an employee.
- Any intentional display of force which gives an employee reason to fear or expect bodily harm.
- Any intentional, wrongful and non consensual physical contact with a person that causes injury.
- Stalking an employee to cause fear of harm to an employee's physical safety and health.

Acts of violence against Remsenburg-Speonk UFSD employees, where any work-related duty is performed, will be thoroughly investigated and appropriate action will be taken. All employees are responsible: for creating an environment of mutual respect for each other as well as students; following all workplace policies, procedures and practices; and for assisting in maintaining a safe and secure work environment.

Our workplace violence prevention policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The workplace violence prevention law and regulation specify that employers must provide for employee participation in the workplace violence prevention program through an authorized employee representative. Authorized Employee Representative(s) have a right to, at minimum, be involved in:

- evaluating the physical workplace environment to determine workplace violence risk factors;
- developing the Workplace Violence Prevention Program and;
- reviewing workplace violence incident reports at least once a year to identify trends in the types of incidents reported, if any, and evaluate the effectiveness of safeguards and actions taken to reduce the risk of workplace violence.

All employees will participate in the Workplace Violence Prevention Training Program when they are first assigned to our workplace and once a year after that.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are



responsible for notifying the contact person designated below of any violent incidents or threatening behavior, including threats they have witnessed, received, or have been told about by another person.

Designated Contact Person:

Name: Denise Sullivan
Title: Superintendent of Schools
Department: N/A
Phone: 631-325-0203
Location: 11 Mill Road, Remsenburg

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ATTACHMENT 2: Risk Factors and Control Measures

Risks identified in our workplace risk evaluation, and corresponding control methods to reduce those risks, are shown in the tables below for each of our facilities:

Facility A - Identified Risk	Selected Control(s)	Comments



ATTACHMENT 3: Workplace Violence Prevention Training Outline

Information and training for all employees:

- I. Overview of Requirements of the Workplace Violence Regulations
 - A. **Develop a written policy statement.** Employers must develop a written policy statement describing the goals and objectives of their workplace violence prevention program and the notification policies employees should follow in the event of a workplace violence incident. The policy statement should describe how employees can participate in the workplace violence program through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.
 - B. **Conduct a risk evaluation.** Employers must evaluate their workplace to determine what factors exist that might place employees at risk of occupational assaults or homicides. The risk evaluation includes an examination of any records of workplace violence incidents over the previous year; an assessment of any relevant policies, work practices, and work procedures that may impact the risk of workplace violence; and an evaluation of the physical workplace environment.
 - C. **Develop a workplace violence prevention program.** Employers must develop and implement a workplace violence prevention program, with input from employees through an authorized employee representative. The program must include: the risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents that may occur; a written outline or lesson plan for employee trainings on workplace violence risk; and a plan to review and update the program at least once a year.
 - D. **Provide training and information for employees.** Employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.
- II. Risk factors that were identified in the risk evaluation and implemented control measures
 - A. See Attachment 2
 - B. Employees can take the following measures to protect themselves from identified risks: such as:
 - i. Take part and be attentive to the annual trainings on safety drills and procedures
 - ii. Wear district issued ID badges at all times to gain entry to interior doors



iii. Utilize radios when working with a student known to have aggressive behaviors and when taking students outdoors

iv. Report incidents or concerns to administration and/or complete injury forms and/or incident reports as necessary

III. The Workplace Violence Prevention plan, and all other plans for the district, can be accessed by seeing the District Clerk for review.

IV. Privacy Concerns

A. Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.



ATTACHMENT 4: Reporter Information

REPORTER INFORMATION

Name:

Title:

Work Phone:

Work Email:

Preferred Communication Method: ☐ Email ☐ Phone ☐ In Person

Date of Incident:

Time of Day/shift when the incident occurred:

Workplace location where the incident occurred:

SUPERVISORY INFORMATION

Supervisor's Name:

Title:

Work Phone:

Work Email:

COMPLAINT INFORMATION

1. Involved Employee(s):

Name:

Title:

Contact information (if known):

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other (public, vendor, etc.)

2. Witness(es):

Name(s):

Title(s):

Contact Information (if known):

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other(public, vendor, etc.)





Remsenburg-Speonk Union Free School District

INCIDENT REPORT FORM

Tier 1, Side 1 of 2

"The mission of the Remsenburg-Speonk School District is to prepare all students with the knowledge, competencies, social responsibilities, and positive self-image to be life-long learners and contributing members of society."

DIRECTIONS: The staff member who witnessed or received the initial report of the incident populates Side/Tier 1, as well as the applicable Tier 2 & Tier 3 Classroom sections. Please see the [Incident Report Flowchart](#) for guidance. The completed form goes to the Assistant Principal.

Student(s): _____ Grade: K 1 2 3 4 5 6

Referring Staff Member: _____ Date: _____ Time: _____

INCIDENT TYPE (Circle Primary if >1)	LOCATION	MOTIVATION / PERCEIVED NEED
☐ Aggression/Violence ☐ Dangerous items ☐ Disrespectful/Defiant/Disruptive ☐ Harassment/Teasing ☐ Inappropriate language ☐ Lying/Cheating ☐ Misuse of technology ☐ Theft ☐ Vandalism ☐ Other _____	☐ Bus ☐ Cafeteria ☐ Classroom, General _____ ☐ Classroom, Special _____ ☐ Classroom, Support _____ ☐ Hallway ☐ Playground ☐ Restroom ☐ Off School Property ☐ Other _____	☐ Avoid peers or avoid adults ☐ Avoid tasks/activities ☐ Frustration ☐ Home issues ☐ Obtain items/activities ☐ Obtain peer or adult attention ☐ Power struggle ☐ Unknown ☐ Other _____

Description of Incident, including names of other students/staff involved: _____

Tier 1: Teacher, TA, and/or Other Staff Member Action(s)

Attach additional sheets, documentation, witness statements, etc. as needed.

TIER 1 INTERVENTIONS (CLASSROOM-BASED, WHOLE GROUP)	TIER 1 HOME-SCHOOL CONNECTION
☐ Active teaching/re-teaching of expectation/skill (i.e. Reflect - Reteach - Rehearse, Draw it - Say it - Write it, etc.) ☐ Class discussion/reflection ☐ Environment change (seat or group change, proximity, etc) ☐ Targeted class-wide PBIS reward system ☐ Responsive Classroom/Rethinked/Sanford Harmony ☐ Restorative practice ☐ Social story ☐ Other* _____ * See Branching Minds for additional Tier 1 interventions	Parent/Guardian Contacted: ☐ Yes ☐ No By whom: _____ Date: _____ Method: ☐ Phone (preferred) ☐ Behavior Log (attach copy) ☐ eMail (attach copy) ☐ Other _____ <i>The general rule is the teacher that witnessed or had the incident reported to them is the person to contact home.</i>

Description of Intervention, Home-School Connection: _____

Attach additional sheets/documentation as needed.





Remsenburg-Speonk Union Free School District

INCIDENT REPORT FORM Tiers 2 & 3, Side 2 of 2

"The mission of the Remsenburg-Speonk School District is to prepare all students with the knowledge, competencies, social responsibilities, and positive self-image to be lifelong learners and contributing members of society."

Tier 2: Teacher, Dean of Students, Psychologist, and/or Other Staff Member Action(s) in addition to Tier 1 supports

CLASSROOM INTERVENTIONS (Tier 1 + Small Group and/or Individualized)	ADDITIONAL TEAM INTERVENTIONS and/or INVOLVEMENT	
	Assistant Principal ☐ Yes ☐ No	Psychologist ☐ Yes ☐ No
☐ Active teaching/re-teaching (i.e. Reflect - Reteach - Rehearse, Draw it - Say it - Write it...) ☐ Behavior contract/log ☐ Individualized PBIS reward system ☐ Restorative practice ☐ Think sheet / Reflection discussion ☐ Other** _____ ** See Branching Minds for more Tier 2 interventions	☐ Check in with student(s) or teacher(s) ☐ Counseling referral ☐ DoSS consultation (w/ IEPs) ☐ Loss of privilege(s) & plan to re-earn ☐ Recess/Lunch learning detention ☐ Restorative practice ☐ Other _____	☐ Counseling ☐ Mediation with students ☐ Restorative practice ☐ RtI in Classroom ☐ SEL intervention ☐ Solution focused discussion ☐ Other _____

Tier 2 Home-School Connection: *The general rule is the teacher that witnessed or had the incident reported to them is the person to contact home. The Assistant Principal or Psychologist may call on a case by case basis for Tier 2.*

By whom _____ Date: _____ Method: ☐ Phone ☐ Other _____

Description: _____

Attach additional sheets, documentation, witness statements, etc. as needed

Tier 3: Team Interventions/Actions in addition to Tier 1 and Tier 2 supports

CLASSROOM ☐ Yes ☐ No	PSYCHOLOGIST ☐ Yes ☐ No	AP ☐ Yes ☐ No	ADMINISTRATION ☐ Yes ☐ No
☐ Behavioral Data (ABC, Frequency, Interval, etc.) ☐ CPI Physical Intervention ☐ IST Referral ☐ Other** _____ ** See Branching Minds for additional Tier 3 interventions	☐ Alternatives to Suspension ☐ Counseling ☐ CPI Physical Intervention ☐ FBA ☐ ISS Instruction ☐ Other _____	☐ Alternatives to Suspension ☐ CPI Physical Intervention ☐ Investigation ☐ ISS Instruction ☐ Other _____	☐ Alternatives to Suspension ☐ CPI Physical Intervention ☐ DASA report filed ☐ In-school suspension (ISS) ☐ Out-of-school suspension (OSS) ☐ Search (+ complete Search form) ☐ Suspension from bus ☐ Law enforcement contacted ☐ Other _____

Tier 3 Home-School Connection: *The general rule is the teacher that witnessed or had the incident reported to them is the person to contact home. The Psychologist or an Administrator may call on a case by case basis for Tier 3.*

By whom _____ Date: _____ Method: ☐ Phone ☐ Other _____

Description: _____

Attach additional sheets, documentation, witness statements, etc. as needed

OFFICE USE ONLY

Date Received by Assistant Principal _____

☐ Copy eMailed to Psychologist & Teacher(s) Involved

Parents/Guardians Contacted: ☐ Yes ☐ No

☐ eSchoolData _____

☐ Uploaded to Branching Minds _____

☐ Reviewed by Superintendent/Principal _____

Copy to Parents/Guardians (additional student names redacted): ☐ Yes ☐ No

Last Updated 9/2022



Workplace Violence Prevention Plan 2026-2027



Violent Behavior Incident Report





Remsenburg-Speonk Union Free School District

11 Mill Road • PO Box 900 • Remsenburg, NY 11960 • (631) 325-0203 • (631) 325-8439 fax • www.rsufsd.org

Violent Behavior Incident Report

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Type of Violent Behavior Demonstrated (Check all that apply)

- ☐ Verbal threats of harm to staff
- ☐ Destruction of property in a threatening manner
- ☐ Attempted physical harm
- ☐ Throwing objects at staff
- ☐ Physical contact or assault (e.g. hitting, pushing, kicking)
- ☐ Intimidation or aggressive posturing
- ☐ Other: _____

Witnesses (Staff or Students):

Injuries Sustained

- Staff Injuries (if any): _____

Medical Attention required? (Yes / No) If Yes, Describe: [e.g. first aid by school nurse, hospital visit?] _____

Did the staff member leave work due to the incident? (Yes / No) If Yes, Describe: _____

- Student Injuries (if any): _____

Medical Attention required? (Yes / No) If Yes, Describe: [e.g. first aid by school nurse, hospital visit?] _____





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Violent Behavior Incident Report

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Immediate Action Taken by Staff (Check all the Apply):

- | | |
|--|--|
| ☐ Verbal redirection | ☐ School Nurse contacted @ |
| ☐ Removal from classroom @ | ☐ Parent/Guardian contacted @ |
| ☐ Administration notified @ | ☐ Incident reported to School Board |
| ☐ Security contacted @ | ☐ Incident reported to Police |
| ☐ Removal from school @ | ☐ Other:[Specify] |

Follow-Up Actions Recommended or Taken:

- ☐ Counseling referral for student
- ☐ Suspension/Expulsion process initiated
- ☐ Police Report Filed (Report No: _____)
- ☐ HR notified
- ☐ Staff support services offered
- ☐ Other: [Specify] _____

Confidentiality Statement: This report contains sensitive information and must be handled in accordance with institutional privacy policies and local state laws. Only authorized personnel may access or act upon this document.

Preparer's Name: _____

Preparer's Title: _____

Preparer's Signature: _____ Date: _____

For Office Use Only

- | | |
|--|---|
| ☐ Incident Report filed with AP | ☐ Original Filed with School Nurse |
|--|---|



ATTACHMENT 5: Assessment

Draft

