

Pine Valley Central School District Workplace Violence Prevention Program



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This plan was developed through the collaboration of the following stakeholders:

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|------------------|--|
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1. Pine Valley Workplace Violence Prevention Policy Statement

Pine Valley Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, clients, and students.

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 his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against the Pine Valley Central School District employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures, and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and 12 NYCRR 800.6 and highlights some elements found in our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) 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.

All employees will participate in the annual Workplace Violence Prevention Training Program. 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, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

2. Risk Factors

Risk Evaluation Summary: Pine Valley Central School District conducted a workplace risk assessment through an online form, and paper forms were available upon request. Every employee could participate in the Risk Evaluation. Following the conclusion of the survey window the district leadership team and representatives from each bargaining unit met to analyze the data collected, discuss current practices, and review current procedures that may impact the risk of workplace violence.

Overall staff articulated that they felt safe in their work environment but identified areas for potential workplace violence to focus on prevention and intervention.

Identified Risk Factors:

- Student/Student Conflict
- Student/Staff Conflict
- Coworker/Co-worker Conflict
- Improperly securing the building
- Working alone or in small numbers
- Collecting large sums of money
- Weapons being brought onsite

3. Workplace Violence Prevention

Introduction:

What is Workplace Violence?

- Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to:
 - An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
 - Any intentional display of force which would give an employee reason to fear or expect bodily harm;
 - Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
 - Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee 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 can be found at 12 NYCRR 800.6 and are enforced by NYSDOL (New York State Department of Labor). Effective January 4, 2024, all public schools & BOCES (Boards of Cooperative Educational Services) previously exempted under Section 2801 of the Education Law must comply with 12 NYCRR Part 800.6.

4. Hierarchy of Controls

- **Engineering Controls** (eliminate or reduce the hazard through substitution or design)
 - Consider increased lighting in vulnerable areas
 - Consider increased cameras and hardening of building security
- **Administrative Controls** (eliminate or reduce the hazard through organizational policies, procedures, and work practices)
 - Consistently securing the building
 - Consider increased security measures at events and after hours
 - Consider increased mental health and social emotional learning support for students and staff.
 - Increased staff training in de-escalation strategies/safety care
 - Evaluate and continue to improve current practices
- **Personal Protective Equipment**
 - Currently, the risks identified by the Risk Evaluation, leadership team, and bargaining unit leadership do not require consideration of Personal Protective Equipment.

5. Addressing Hazards

Based on the Risk Evaluation the following hazards have been identified. For each identified hazard, the district has identified ways to reduce the hazard through proactive steps, policies/procedures, and intervention equipment (if applicable).

| Identified Hazard: Angry Adults (Parents or Co Workers) | |
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| Reduce Hazard: <i>Proactive Steps</i> | <p><i>Proactive steps that will reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Staff training on communication protocols • De-escalation training • Hiring of School Resource Officer • Written communication of parent behavior expectations • Signage that communicates expected behaviors |
| Reduce Hazard: <i>Policies/Procedures</i> | <p><i>Applicable BOE Policies:</i> BOE 3210, BOE 3280, BOE 3282, BOE 3290, BOE 3410, BOE 3411, BOE 3412, BOE 3420, BOE 3421, BOE 3520, BOE 5640, BOE 5682, BOE 5686</p> <p><i>Procedures to handle a confrontational or unsafe person:</i></p> <ul style="list-style-type: none"> • Do not argue. • Use non-aggressive body language • Talk quietly and calmly, do not agitate. • Remain on a professional level. • Offer to help the situation. • Request to continue the conversation in an appropriate location away from students. • Show interest, be a good listener. • Never back the offender into a corner; always give the offender a way out and allow yourself an escape route. • Attempt to diffuse the situation. • If the situation does not calm down, notify the principal. • Call 911 if you feel the situation has reached an unsafe level. |
| Reduce Hazard: <i>Intervention of Equipment/PPE</i> | Not Applicable |

| Identified Hazard: Student Conflicts with Staff | |
|---|---|
| Reduce Hazard: <i>Proactive Steps</i> | <p><i>Proactive steps that will reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Staff training on communication protocols • De-escalation training • Hiring of School Resource Officer • Staff Handbook • Student Code of Conduct • Annual Online Training for Staff • Mentoring |
| Reduce Hazard: <i>Policies/Procedures</i> | <p><i>Applicable BOE Policies:</i> BOE 6180 BOE 3412 BOE 5681</p> <p><i>Additional Key Documents:</i> ES Staff Handbook JR/SRHS Staff Handbook Code of Conduct Student Handbook</p> <p><i>Procedures to handle a confrontational or unsafe person:</i></p> <ul style="list-style-type: none"> • Do not argue. • Use non-aggressive body language • Talk quietly and calmly, do not agitate. • Remain on a professional level. • Offer to help the situation. • Request to continue the conversation in an appropriate location away from students. • Show interest, be a good listener. • Never back the offender into a corner; always give the offender a way out and allow yourself an escape route. • Attempt to diffuse the situation. • If the situation does not calm down, call the main office • If necessary, remove other students from the area. • Follow the building’s crisis response plan. • Call a Shelter in Place if necessary <ul style="list-style-type: none"> ○ Shelter in place occurs when it may be necessary to move some or all of the school population to a single location or multiple locations within the building. |
| Reduce Hazard: <i>Intervention of Equipment/PPE</i> | Not Applicable |

Identified Hazard: Student Conflicts with Other Students

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|---|--|
| <p>Reduce Hazard: <i>Proactive Steps</i></p> | <p><i>Proactive steps that will reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Relationship building between students and staff • Staffing to include social worker and 3 school counselors • Adoption/Implementation of a SEL curriculum • Staff presence in hallways • De-escalation training for staff • Information/training on warning signs that conflict may arise. • Increase staff communication • School Resource Officer onsite • Response plan for student conflict for various locations • Written communication of Code of Conduct |
| <p>Reduce Hazard: <i>Policies/Procedures</i></p> | <p><i>Applicable BOE Policies:</i> BOE 3412 BOE 5681</p> <p><i>Additional Key Documents:</i> Student Handbook Code of Conduct</p> <p><i>Procedures to handle a confrontational or unsafe person:</i></p> <ul style="list-style-type: none"> • Do not argue. • Use non-aggressive body language. • Talk quietly and calmly, do not agitate. • Remain on a professional level. • Offer to help the situation. • Request to continue the conversation in an appropriate location away from students. • Show interest, be a good listener. • Never back the offender into a corner; always give the offender a way out and allow yourself an escape route. • Attempt to diffuse the situation. • If the situation does not calm down, call the main office • If necessary, remove other students from the area. • Follow the building’s crisis response plan. • Call a Shelter in Place if necessary. <ul style="list-style-type: none"> ○ Shelter in place occurs when it may be necessary to move some or all of the school population to a single location or multiple locations within the building. • Staff will use the appropriate forms to document any incidents they witness. • Staff will attempt to verbally de-escalate the situation using Safety Care strategies while additional assistance is enroute. • Staff will ensure that students in the area remain at a safe distance. |
| <p>Reduce Hazard: <i>Intervention of Equipment/PPE</i></p> | <p>Not Applicable</p> |

| Identified Hazard: Improperly Secured Building | |
|---|--|
| Reduce Hazard: <i>Proactive Steps</i> | <p><i>Proactive steps that will reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Signage. • Annual staff training on building security. • Do not let parents into the building without utilizing the Raptor Security System. • Raptor Security System. • Walk throughs to systematically check the physical condition of all exterior and interior doors by Buildings and Grounds team. |
| Reduce Hazard: <i>Policies/Procedures</i> | <p><i>Applicable BOE Policies:</i> BOE 3210 BOE 3280 BOE 3410 BOE 5630 BOE 5680 BOE 5681</p> <p><i>Additional Key Documents:</i> School Safety Plan (internal document)</p> <p><i>Procedures to reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Staff vigilance to not prop doors. • Staff to secure doors that they see which are not secure. • Staff/visitors to ensure doors shut behind you. • Staff to notify Buildings and Grounds Supervisor if you experience a door that does not shut /latch properly. • Staff to establish a schedule to check the exterior and interior doors to ensure proper latch/closure occurs. |
| Reduce Hazard: <i>Intervention of Equipment/PPE</i> | Not Applicable |

| Identified Hazard: Working Alone / In Small Numbers | |
|---|--|
| Reduce Hazard: <i>Proactive Steps</i> | <p><i>Proactive steps that will reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Walk throughs to systematically check physical condition of all exterior and interior doors by Buildings and Grounds team. • Increase hallway lighting. • Increase exterior lighting throughout campus. • Review security upgrades to buildings that are happening. |
| Reduce Hazard: <i>Policies/Procedures</i> | <p><i>Applicable BOE Policies:</i> BOE 3210 BOE 3280 BOE 3410 BOE 5630 BOE 5680 BOE 5681</p> <p><i>Procedures to reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Let an administrator know you are in the building. • Let a colleague know you are in the building. • Ensure the exterior door you used to enter the building is locked behind you. • When working alone close lock your classroom/office door. |
| Reduce Hazard: <i>Intervention of Equipment/PPE</i> | Not Applicable |

| Identified Hazard: Collecting Large Sums of Money | |
|---|---|
| Reduce Hazard: <i>Proactive Steps</i> | <p><i>Proactive steps that will reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Limit window of money collection. • Encourage use of electronic payments. • Flex School Resource Officer Schedule. |
| Reduce Hazard: <i>Policies/Procedures</i> | <p><i>Applicable BOE Policies:</i> BOE 5240 BOE 5681</p> |
| | <p><i>Procedures to reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Utilize the safe located in the main offices and business office. • Advertise noncash payment options. • Student Resource Officer on site for tax collection windows. |
| Reduce Hazard: <i>Intervention of Equipment/PPE</i> | <p><i>Interventions- Equipment/PPE to reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Lock sliding office window. • Explore the purchase of bullet proof window film for office windows. |

| Identified Hazard: Weapons on Campus | |
|---|--|
| Reduce Hazard: <i>Proactive Steps</i> | <p><i>Proactive steps that will reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Signage. • Situational Awareness Training. • Policy training. • School Resource Officer onsite. |
| Reduce Hazard: <i>Policies/Procedures</i> | <p><i>Applicable BOE Policies:</i> BOE 3411, BOE 6213.1, BOE 7360, BOE 7313 <i>Additional Key Documents:</i> Student Handbook Code of Conduct Staff Handbook</p> <hr/> <p><i>Procedures to reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Annually train the staff. • Any weapon, alcohol, or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution. • The building principal/administrator or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal/administrator or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime. |
| Reduce Hazard: <i>Intervention of Equipment/PPE</i> | <p><i>Interventions- Equipment/PPE to reduce the hazard risks:</i></p> <ul style="list-style-type: none"> • Use Smart Schools funding to purchase and installation of phones that can call a lockdown. • Use Smart Schools funding to purchase and Install LED light notification system. |

6. Reporting Workplace Violence Incidents

When an act of workplace violence occurs, it needs to be reported in a timely manner.

Incidents that need immediate attention: (immediate concern for health and safety)

Call the main office of the building that the incident is occurring in.

- If there is no answer, call the superintendent's office.

For incidents in the bus garage, call the superintendent's office.

- If there is no answer, call the high school main office.

Incidents that are not time sensitive: (potential for health and safety risk to occur)

If you witness an incident of workplace violence, please report it to your immediate supervisor as soon as possible. If you are unable to immediately report the situation, please write down key details so that you will have them documented when you are able to speak to your immediate supervisor.

7. Workplace Violence Training Program

All staff at Pine Valley Central School District will receive annual training. This training will be done via an interactive online training and will consist of two parts.

- Workplace Violence
- Pine Valley Central School District's Workplace Violence Plan

If a staff is hired after the annual training window has occurred, they will be assigned training to ensure that they also receive it annually.

8. Annual Timelines for Plan Updates

The plan will be updated annually and reapproved at the Board of Education reorganization meeting held during the summer. Following its adoption, it will be posted on the Pine Valley Central School District website under the district policies section.