



EMPLOYEE HANDBOOK

2019-2020

Delaware Valley School District Mission Statement

Delaware Valley School District, in partnership with our community, stands committed to maximizing student potential, fostering life-long learning and promoting responsible citizenship.

“Educating for Life’s Journey”

BOARD OF SCHOOL DIRECTORS

Jack O’Leary, President (Term Expires 12/2019)
Cory Homer, Vice President (Term Expires 12/2019)
Dawn Bukaj (Term Expires 12/2019)
Brian Carso (Term Expires 12/2019)
Jessica Decker (Term Expires 12/2021)
Pam Lutfy (Term Expires 12/2021)
Felicia Sheehan (Term expires 12/2021)
Rosemary Walsh (Term Expires 12/2021)
John Wroblewski (Term Expires 12/2019)
Michael Weinstein / Ashley Zimmerman, Solicitors
William Hessling, Secretary

DISTRICT ADMINISTRATION

Dr. John Bell, Superintendent of Schools	ext. 1801
William Hessling, Business Administrator	ext. 1809
Dr. Peg Schaffer, Director of Human Resources & Curriculum	ext. 1802
James Mitchell, Director of Secondary Education	ext. 1851
Victoria McNeely, Director of Elementary Education & Technology	ext. 1816

ELEMENTARY ADMINISTRATION

Mary Ann Olsommer, Principal	Delaware Valley Elementary	ext. 1821
Vito Quaglia, Principal	Dingman-Delaware Elementary	ext. 3121
Kimberly Butaitis, Principal	Dingman-Delaware Primary	ext. 3131
Aaron Weston, Principal	Shohola Elementary	ext. 3601

MIDDLE SCHOOL ADMINISTRATION

Dr. Peter Ioppolo, Principal	Delaware Valley Middle School	ext. 1831
Mark McElroy, Asst. Principal	Delaware Valley Middle School	ext. 1832
Brian McCarthy, Principal	Dingman-Delaware Middle School	ext. 3141
Heather Santarelli, Asst. Principal	Dingman-Delaware Middle School	ext. 3142

HIGH SCHOOL ADMINISTRATION

Dr. Brian Blaum, Principal	ext. 1829
Dr. Diana Bixby, Principal of Special Education	ext. 2040
Dr. Nicole Cosentino, Asst. Principal Academic Affairs	ext. 2004
Dr. Jayson Pope, Asst. Principal 9/10	ext. 2003
Lou DeLauro, Asst. Principal 11/12	ext. 1853

STUDENT SERVICES – District Wide

Dr. Maria Farrell	Director of Student Services	ext. 1837
Cheryl Nielsen	Supervisor of Special Education	ext. 2036
Marvin Eversdyke	Director of Support Services	ext. 1883
Christopher Lordi	Director of Administrative Services	ext. 1808
Thomas Smith	Mathematics Supervisor	ext. 4929

SCHOOL TELEPHONE NUMBERS

Delaware Valley Elementary School	(570)296-1820
Dingman-Delaware Primary School	(570)296-3130
Dingman-Delaware Elementary School	(570)296-3120
Shohola Elementary School	(570)296-3600
Delaware Valley Middle School	(570)296-1830
Dingman-Delaware Middle School	(570)296-3140
Delaware Valley High School	(570)296-1850

BUSINESS OFFICE CONTACTS

Cindi Baker	(570) 296-1809	Benefits
Cathy Coppola	(570) 296-1806	Payroll and Workers Compensation
Nicole Hickey	(570) 409-2042	Credit Reimbursement and Attendance
Louise Simpson	(570) 409-2006	Grants
Joy Vierra	(570) 296-1807	Revenues and Conferences
Ellen Weber	(570) 296-1846	Accounts Payable

AESOP – Employee Attendance Contact

Beth Shomaker	(570)409-2014	Emergency Substitute Coordinator
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INTRODUCTION

It is the employee's responsibility to read and become familiar with the information in this handbook. Due to unforeseen circumstances, procedural policies herein outlined are subject to change.

TITLE IX COMPLIANCE

To comply with Federal Laws (including Title IX of Education Amendments of 1972), and Section 504 of the Rehabilitation Act of 1973 and the amendments of 1974, state laws, and State Department of Education regulations concerning equal rights and opportunities and to assure their implementation, the Delaware Valley School District declares itself to be an Equal Rights and Opportunities Agency. As an Equal Rights and Opportunities Agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps and disabilities as defined by law. The Delaware Valley School District's commitment to nondiscrimination extends to students, employees, prospective employees, and the community.

PHILOSOPHY

The programs of the Delaware Valley Schools are based on a framework of basic principles, which express a commitment to meet the physical, social, emotional, intellectual and creative needs of the children of the local school district. In order that the students will be guaranteed the opportunity to obtain a free and quality education, sequential experiences are provided. The schools are student-centered institutions and are flexible in organization and curriculum to keep education relevant in a constantly changing society.

The school has the responsibility to provide situations that encourage students to solve problems. In this process, he/she will acquire the habits and attitudes associated with responsible citizenship. The school provides opportunities for the student to acquire a good measure of self-discipline and basic understanding of human behavior.

District schools, operating as democratic institutions, recognize their responsibility to provide meaningful and relevant experiences for the children. The major goal, however, is developing each individual child to his/her greatest potential. The processes of thought and basic skills acquired in school will help the student and the school play a major role as a catalyst of orderly social change in this democracy.

SCHOOL HOURS OF OPERATION

SECONDARY SCHOOLS

Professional Staff	7:38 a.m. – 3:08 p.m.
Support Staff	As per schedule
Student	8:00 a.m. – 2:38 p.m.

ELEMENTARY SCHOOLS

Professional Staff	8:25 a.m. – 3:55 p.m.
Support Staff	As per schedule
Student	9:05 a.m. – 3:30 p.m.

PRIMARY SCHOOL

Professional Staff	8:30 a.m. – 4:00 p.m.
Support Staff	As per schedule
Student	9:10 a.m. – 3:35 p.m.

SECONDARY BELL SCHEDULE

Period 1	8:00 a.m. – 8:54 a.m.
Period 2	8:58 a.m. – 9:44 a.m.
Period 3	9:48 a.m. – 10:34 a.m.
Period 4	10:38 a.m. – 11:24 a.m.
Period 5A	11:28 a.m. – 11:58 a.m.
Period 5B	11:58 a.m. – 12:28 p.m.
Period 5C	12:28 p.m. – 12:58 p.m.
Period 6	1:02 p.m. – 1:48 p.m.
Period 7	1:52 p.m. – 2:38 p.m.

2 HOUR DELAY SECONDARY BELL SCHEDULE

Period 1	10:02 a.m. – 10:39 a.m.
Period 2	10:43 a.m. – 11:08 a.m.
Period 3	11:12 a.m. – 11:37 a.m.
Period 5A	11:41 a.m. – 12:11 p.m.
Period 5B	12:11 p.m. – 12:41 p.m.
Period 5C	12:41 p.m. – 1:11 p.m.
Period 4	1:15 p.m. – 1:40 p.m.
Period 6	1:44 p.m. – 2:09 p.m.
Period 7	2:13 p.m. – 2:38 p.m.

3 HOUR DELAY - Refer to Student Handbook

Delaware Valley School District

2019-2020 School Year

July 4	Independence Day Recess
August 22	Teacher Work Day
August 23	In-Service Day
August 26	First Day of School for Students
September 2	Labor Day Recess
October 14	Columbus Day Recess
November 11	Veterans' Day
November 26	Parent Conference Day/Early Dismissal for Students*
November 27	Early Dismissal
November 28,29, Dec 2	Fall Recess
December 23-January 3	Winter Recess
January 20	Martin Luther King Jr. Day Recess
February 17	Presidents' Day Recess
April 9-13	Spring Recess
May 25	Memorial Day Recess
June 17	Last Day of School/Early Dismissal
June 18	Teacher Work Day
June 19	In-Service Day/Graduation

2019			2020		
July	August	September	January	February	March
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
October	November	December	April	May	June
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BREAKS/LUNCH

Professional Staff	30-minute Duty free lunch daily Contractual Prep Time – 588 minutes/two-week period
Support Staff	4 hours worked = 15-minute break 6.5 or more hours = 15-minute break and 30-minute lunch

SCHOOL CALENDAR/PAID TIME OFF

Employee work days, holiday, vacation, sick, and bereavement leave are in accordance with the school calendar and the collective bargaining agreements.

EMPLOYEE ATTENDANCE

ALL EMPLOYEES OF THE DELAWARE VALLEY SCHOOL DISTRICT ARE REQUIRED TO SUBMIT THEIR ABSENCE REQUEST A MINIMUM OF 1.5 HOURS BEFORE THEIR DESIGNATED START TIME.

Log on to <https://login.frontlineeducation.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for professional substitutes to view online. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Please report your absence the night before, or before 5:30 a.m. the day of your absence, to allow sufficient time for a substitute to be notified. Please report personal days, conference days, leave without pay days, etc. as soon as possible. **All absences, for ALL departments, must be reported, even if a substitute is not required.** Do not call or make arrangements with substitute teachers directly.

Emergency absences reported less than 1.5 hours prior to start time must be reported to the substitute coordinator at (570)409-2014.

EMERGENCY CLOSING

During the winter, it may be necessary to close school because of inclement weather. Delayed opening and closing announcements will be made on WNNJ, WSBG, WGNY, WDNH, WYOU-TV, WBRE-TV, WNEP-TV and TV13, as well as an **automated phone call** to all students and staff. An emergency call list (snow chain) will be formulated and distributed for other emergency situations. Your cooperation will be appreciated. Please make sure you provide updated emergency contact information to the building student management secretary or the secretary in your support service department to ensure you receive timely notification of school emergency closings.

EMPLOYEE DRESS CODE

All employees are required to dress in a manner consistent with their profession. Uniforms or professional dress, grooming and personal hygiene should be consistent with job duties and responsibilities.

Casual clothing (blue jeans/denim) may be worn on designated Fridays by employees who contribute to the bargaining unit community fundraising programs. These community charity days are the only days when business casual attire is permitted. Employees are expected to maintain professional attire.

CLEAN AIR ACT

Tobacco possession or use is prohibited in district buildings and in district or contractor vehicles used to transport children or on school grounds at all times. Clean Air Act includes a ban on e-cigarettes and other forms of tobacco.

Violations of this policy are punishable under provisions of the Clean Indoor Air Act and/or other appropriate laws.

TELEPHONES/CELL PHONES

In no case are school telephones to be used for personal long distance calls.

Students are only permitted to use telephones located in the main office, with administrative approval, prior to homeroom, during lunches and after school.

Student use of cellphone is prohibited. The policy is "off and away." All staff should set a good example and model this practice. Staff use of cellphones should be limited to non-student contact areas/time.

External messages will be transferred to employee voicemail. Only emergency calls will be forwarded directly to an employee during the school day.

EMAIL/VOICEMAIL

All employees are assigned a district email. Employees are responsible to check their email at least twice per day. Important information is shared via email on a regular basis and employees are responsible to know and respond appropriately to this communication in a timely fashion. Employees with voicemail are responsible for checking messages a minimum of two times per day.

EMPLOYEE ACCIDENT/INJURY

Any injury or accident should be reported to the nurse's office **immediately**. Faculty should refer to the district's Safety Manual for more information.

Any accident/incident involving a staff member injury **MUST** be reported to your immediate supervisor and an Accident/Incident Report Form **MUST** be filled out immediately. These forms must be completed by the staff member and sent to the business office on the day of the injury. Forms can be found in the nurse's office.

POLICIES

All staff members are responsible to uphold all policies set forth by the Delaware Valley School District and the laws of the Commonwealth of Pennsylvania. District policies are located on the Delaware Valley School District website. Employment policies are found under the 300 series policies. Several key policies are highlighted below and all employees should have a basic understanding of them.

Policy 248 – Unlawful Harassment (Student)

<http://go.boarddocs.com/pa/dv/dv/dv/Board.nsf/goto?open&id=AA5PRH65E120>

Policy 348 – Unlawful Harassment (Employee)

<http://go.boarddocs.com/pa/dv/dv/dv/Board.nsf/goto?open&id=B8XMN75B8304>

Policy 247 – Bullying/Cyberbullying

<http://go.boarddocs.com/pa/dv/dv/dv/Board.nsf/goto?open&id=BA228Y632B94>

Policy 815 – Acceptable use of Internet, Computers, and Network Resources

<http://go.boarddocs.com/pa/dv/dv/dv/Board.nsf/goto?open&id=AVGPR465D030>

Policy 815.1 – Social Media Policy

<http://go.boarddocs.com/pa/dv/dv/dv/Board.nsf/goto?open&id=AXBP3H62A7C3>

Policy 906 – Public Complaint

<http://go.boarddocs.com/pa/dv/dv/dv/Board.nsf/goto?open&id=B6HSKN6B1D19>

Policy 326 – Complaint Process (employee)

<http://go.boarddocs.com/pa/dv/dv/dv/Board.nsf/goto?open&id=B7ENAM5EE5B2>

Wi-Fi NETWORK

Delaware Valley is allowing employee access to the District's Wi-Fi network as a pilot project in the 2019-2020 school year. The network is to be utilized for emergency or educational purposes ONLY. The use of the network must comply with Policy 815 Acceptable Use of Internet, Computers and Network Resources.

EMERGENCY – CRISIS PLAN

Employees are directed to use the **Navigate Prepared App** on your telephone for emergency procedures. The crisis manual (flipchart) can also be of assistance.

EMERGENCY EVACUATION

Each classroom and school has building specific evacuation procedures. Please refer to the map and evacuation procedures posted in each classroom.

JOB DESCRIPTIONS

Attached is the link to the District Human Resource Page. From this link you will be able to access various district forms as well as job descriptions and other pertinent employee information. You will need to log into the INTRANET in order to access various documents. You may select your job category to locate your job description. <https://www.dvsd.org/Page/5698>

SERVICE REQUESTS

All service requests (technology, maintenance, custodial) must be completed via the service request database. You may use the following link to log into the School Dude database. <https://login.myschoolbuilding.com/msb?acctNum=658032233&productID=ITD>

BUILDING USE

All facility use requests are completed online. The first step needed to make an online facility use request is to create an ML Schedules user account. You can do so by clicking link below and following the directions. <https://www.dvsd.org/Page/5265>

IN-SERVICE REGISTRATION

Employees need to log into the DVSD intranet and then click on the district calendar to register for appropriate professional development (in-service) programs. www.dvsd.org
Employees complete annual in-service training in accordance with the Collective Bargaining Agreements.

STUDENT HANDBOOK

All employees are expected to review and understand the student handbooks for the appropriate academic level.

Elementary Handbook

<https://www.dvsd.org/cms/lib/PA01001022/Centricity/Domain/39/2019-2020%20ES%20STUDENT%20HANDBOOKS.pdf>

Middle School Handbook

<https://www.dvsd.org/cms/lib/PA01001022/Centricity/Domain/39/2019-2020%20MS%20STUDENT%20HANDBOOKS.pdf>

High School Handbook

<https://www.dvsd.org/cms/lib/PA01001022/Centricity/Domain/39/2019-2020%20HS%20STUDENT%20HANDBOOKS.pdf>

CHILDLINE – MANDATED REPORTERS

All employees are mandated reporters for child abuse. Employees may file a report electronically <https://www.compass.state.pa.us/cwis/public/home> or call **800-932-0313**