



## **EMPLOYEE HANDBOOK**

**2023-2024**

### **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 Fisher, President  
Pam Lutfy, Vice President  
Cory Homer, Board Member  
Dawn Bukaj, Board Member  
Brian Carso, Board Member  
Jessica Decker, Board Member  
Felicia Sheehan, Board Member  
Christine Agron, Board Member  
Derek Smith, Board Member  
Ashley Zimmerman, Solicitors  
William Hessling, Secretary

## **DISTRICT ADMINISTRATION**

Dr. Brian Blaum, Superintendent of Schools	ext. 1804
William Hessling, Business Administrator	ext. 1806
Christopher Lordi, Director of Human Resources	ext. 1811
Victoria McNeely, Director of Elementary Education & Technology	ext. 1816
Dr. Nicole Cosentino, Assistant to the Superintendent for Academic Leadership and Culture	ext. 1827
Dr. Jayson Pope, Assistant to the Superintendent for Federal Programs and Community Engagement	ext. 1802

## **ELEMENTARY ADMINISTRATION**

Mary Ann Olsommer, Principal	Delaware Valley Elementary	ext. 1821
Joy Sweller, 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
Nathan Kryptavich, Asst. Principal	Delaware Valley Middle School	ext. 1832
Brian McCarthy, Principal	Dingman-Delaware Middle School	ext. 3141
John Staub, Asst. Principal	Dingman-Delaware Middle School	ext. 3142

## **HIGH SCHOOL ADMINISTRATION**

Lou DeLauro, Principal	ext. 1853
Christopher Ross, Principal of CTE	ext. 2040
Heather Santarelli, Asst. Principal	ext. 2004

Ashley Turs, Asst. Principal  
Jessica Hubal, Asst. Principal

ext. 2003  
ext. 1851

### **STUDENT SERVICES – District Wide**

Dr. Diana Bixby, Director of Mental Health & Student Support Services	ext. 2037
Cheryl Nielsen, Supervisor of Special Education, PK-12	ext. 1837
Marvin Eversdyke, Director of Support Services	ext. 1882
Thomas Smith, Mathematics Supervisor	ext. 4929
Justin Roselli, Supervisor of Cafeteria	ext. 1868

### **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

### **DISTRICT OFFICE CONTACTS**

Julie Ewald	(570) 296-1804	Superintendent correspondence, power school, etc.,
Carol Skrypek	(570) 296-1811	Human Resources, Student teachers, personnel, etc.
Stephanie Eby	(570) 296-1805	In-service, curriculum, annual report, cyber academy
Ana Barcarcel	(570) 296-1809	Employee Health Benefits
Nicole Sheeley	(570) 296-1806	Payroll, 403B
Lydia Pantoni	(570) 409-2042	Payroll, Workers Compensation, PSERS
Suzeli Smith	(570) 296-1819	Credit Reimbursement, Revenues and Conferences
Louise Simpson	(570) 409-2006	Grants, Budget Coordinator
Jennifer Baldwin	(570) 296-1846	Accounts Payable
Lisa Matarazzo	(570) 296-1827	Home school/pre-k, social media, website, OG, and Dyslexia, etc.
Tammy Phipps	(570) 409-2014	Emergency Substitute Coordinator, Attendance
Dana Trindade	(570) 296-1807	Property Taxes, and Homestead Exclusion

## **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

## 2023-2024 School Year

July 4	Independence Day Recess
August 24	In-Service Day
August 25	Teacher Workday
August 28	First day for Students
September 4	Labor Day
October 9	Act 80 Day/No School for Students
November 21	Parent Conference Day/Early Dismissal for Students*
November 22	Early Dismissal
November 23,24,27	Fall Recess
December 25-Jan. 1	Winter Recess
January 2	Act 80 Day/No School for Students
January 15	Act 80 Day/No School for Students
February 19	Presidents' Day
March 28-April 1	Spring Recess
May 27	Memorial Day
June 7	Last Day of School/Early Dismissal/Graduation
June 10	Teacher Workday

### 2023

<b>July</b>	<b>August</b>	<b>September</b>
1 2 3 <b>4</b> 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 <b>24 25</b> 26 27 <b>28</b> 29 30 31	1 2 3 <b>4</b> 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
<b>October</b>	<b>November</b>	<b>December</b>
1 2 3 4 5 6 7 8 <b>9</b> 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 <b>21 22 23 24</b> 25 26 <b>27</b> 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 <b>25 26 27 28 29</b> 30 31

### 2024

<b>January</b>	<b>February</b>	<b>March</b>
<b>1 2</b> 3 4 5 6 7 8 9 10 11 12 13 14 <b>15</b> 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 <b>19</b> 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 <b>28 29</b> 30 31
<b>April</b>	<b>May</b>	<b>June</b>
<b>1</b> 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 <b>27</b> 28 29 30 31	1 2 3 4 5 6 <b>7</b> 8 9 <b>10</b> 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

## 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 workdays, 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.** Employees are not permitted to take time off more than their allotted time without prior approval from the District Office. Do not call or make arrangements with substitute teachers directly.

Emergency absences reported less than 1.5 hours prior to the start time must be reported to Tammy Phipps, substitute coordinator, at (570) 409-2014 or email [Tphipps@dvsd.org](mailto:Tphipps@dvsd.org).

## 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 district social media pages, district website, 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. The Clean Air Act includes a ban on e-cigarettes and other forms of tobacco.

Violations of this policy are punishable under the 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 cellphones is only permitted with permission from teachers or administrators. 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/dvsvd/Board.nsf/goto?open&id=AA5PRH65E120>

### **Policy 348 – Unlawful Harassment (Employee)**

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

### **Policy 247 – Bullying/Cyberbullying**

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

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

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

### **Policy 815.1 – Social Media Policy**

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

### **Policy 906 – Public Complaint**

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

### **Policy 326 – Complaint Process (employee)**

<http://go.boarddocs.com/pa/dvsvd/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. 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 have 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 onto the INTRANET to access various documents. You may select your job category to locate your job description. <https://www.dvdsd.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 ML WorkOrders website. <https://pa11.mlworkorders.com/Login.aspx>

## **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 the link below and following the directions. <https://www.dvdsd.org/Page/5265>

## **STUDENT HANDBOOK**

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

### **Elementary Handbook**

<https://pa01001022.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=7483&dataid=17603&FileName=2022-2023%20elementary%20handbook.pdf>

### **Middle School Handbook**

<https://pa01001022.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=7482&dataid=17602&FileName=2022-2023%20MIDDLE%20SCHOOL%20STUDENT%20HANDBOOKS.pdf>

### **High School Handbook**

<https://pa01001022.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=7482&dataid=17601&FileName=high%20school%20handbook%202022-2023.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**