



## **2023-2024 EMPLOYEE HANDBOOK**

### **WTPS Vision Statement**

...to create a climate where the Community and District support the instructional process by incorporating an effective, comprehensive communication system that incorporates the whole child as its driving force involving parents, staff, and the Community by utilizing appropriate data to challenge the students and teachers to maximize each student's level of achievement.

### **WTPS Mission Statement**

The Westampton School District, in partnership with our Community, shall do whatever it takes to ensure that every child achieves or exceeds proficiency in the current New Jersey Student Learning Standards.

*Be open! Be creative! Be accountable!*

**Westampton Township Board of Education**

700 Rancocas Road, Westampton, NJ 08060

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**504 Workplace Accommodations**

Jim DiDonato, Superintendent

**Worker's Compensation**

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Dr. Rachel Feldman, Principal

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## SECTION I: INTRODUCTION

### Acknowledgement/Disclaimer

The purpose of this handbook is to provide information and guidance to new and current Westampton Township Public School employees. No information contained in this handbook should be construed as a contract of employment or guarantee of continued employment. This handbook does not supersede any individual employment contract or collectively negotiated agreement.

This document contains selected Board of Education policies. The policies, which have been formally adopted by the Board of Education, constitute the official position of the district. Should a policy be revised within the school year where this handbook is in practice, the new policy shall take effect.

This handbook is important. If you do not understand something contained in this handbook, ask for assistance. We will be happy to explain anything to you that you do not understand, as you are responsible to understand this handbook, as well as to adhere to the contents of this handbook.

While not all inclusive, the employee handbook highlights several aspects of our responsibilities in carrying out our respective tasks.

### Message from the Superintendent

It is my sincere hope that the employee handbook will assist you throughout this school year. Should the need arise; please do not hesitate to contact your supervisor or me. As your leader, I value respect, hard work, and dedication to our students and community. You have my word that I will always strive to work with all employees in order to improve all aspects of our school district. No matter the situation, you will always be heard. We are here to make a difference in the lives of the children in Westampton, but also to provide you with a positive workplace environment. We are entrusted with an enormous responsibility. It is our responsibility and duty to develop the leaders of the future. I welcome your feedback and thoughts. I believe in communication; you will receive ample information from our school district throughout the year. I look forward to working together to enable incredible opportunities for our children.

Jim DiDonato,  
Superintendent of Schools

### Non-Discrimination Statement

Westampton Township's Board of Education provides equal employment opportunities to all employees for employment. We don't tolerate discrimination and harassment of any type: race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We want all employees to treat others with respect and professionalism. In practice, this means that we:

- Hire and promote people based on skills, experience or potential,
- Make accommodations to help people with disabilities move about safely on our premises and use our products, services and equipment,
- Use inclusive, diversity-sensitive language in all official documents, signs and job ads,
- Adopt policies and conduct training,
- And approve an Affirmative Action Officer and adopt a Comprehensive Equity Plan statement of assurance yearly.

Apart from those actions, we commit to investigating every discriminatory, offensive, or inappropriate behavior. To do this properly, we ask you to report any discriminatory action against yourself or your colleagues to Human Resources. Our district will not retaliate against you if you file a complaint or discrimination lawsuit. Any employee who retaliates or discriminates will face disciplinary action.

This statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### ***Board of Education***

The Board of Education is composed of nine (9) members with service terms of three (3) years. The Board of Education is a policy making body which delegates the implementation of its policies. In addition to the regularly scheduled Board Meetings, the Board and Superintendent meet through the following committees: Personnel and Budget Committee, Curriculum and Community Committee, Policy Committee, and Ad Hoc Committees.

Employees are not to discuss confidential district or student matters with Board Members except at a Board Meeting or if invited to a committee or stakeholder meeting where Board Members are present and only when matters pertain to the meeting.

Scheduled meetings of the Board of Education are held on the second Monday of each month at 7:00 P.M. in the Westampton Intermediate/Middle School. The Board can hold Special Meetings anytime during the year.

Two opportunities are provided in each agenda for public comment or questions. All comments or questions should be directed to the Board President or the Superintendent. Comments are limited to 3 minutes each. Kindly refer to the District website for detailed information regarding Board Members and meeting dates.

### **District Philosophy and Goals**

Please take time to read and reflect upon the district's vision and mission statements, located on the front cover of the handbook.

The Westampton Township Public Schools provide a high quality, age-appropriate educational experience that empowers children to reach their academic potentials, become well-rounded individuals and develop a love for learning within a safe, secure, inclusive, and nurturing social and academic environment.

The social environment fosters risk taking, development of positive self-concept, individuality, respect for diversity, social consciousness, positive social interaction, and encourages students to expand their roles as active participants in their community and world.

The academic environment provides increased opportunities for students to value learning, develop as creative critical thinkers and problem solvers in both academic and social situations, and make critical connections between present learning and the world around them.

The 2023-2024 District Goals have been adopted by the Westampton Township Board of Education. The District Goals serve as a guide for improving and updating the instructional program for all students.

★ [District Goals 2023-2024.](#)

The Superintendent, in collaboration with the Board, staff and community, will continue to ensure the delivery of the instructional program, maximizing the learning potential for every child.

**SECTION II: DISTRICT POLICIES**

As an employee of the Westampton Township Public Schools, the following policies are essential to review. You can view these policies by clicking on each link. For all district policies, visit our website at [www.westamptonschools.org](http://www.westamptonschools.org) < Board of Education < Policies Procedures Bylaws.

Indicates ALL STAFF

Indicates TEACHING STAFF

Indicates SUPPORT STAFF

- [2260](#) - AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES
- [2361](#) - ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES
- [3159](#) - TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES
- [3281](#) - INAPPROPRIATE STAFF CONDUCT
- [3282](#) - USE OF SOCIAL NETWORKING SITES
- [3283](#) - ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS
- [3321](#) - ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY TEACHING STAFF
- [3362](#) - SEXUAL HARASSMENT, TEACHING STAFF
- [4159](#) - SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES
- [4281](#) - INAPPROPRIATE STAFF CONDUCT
- [4282](#) - USE OF SOCIAL NETWORKING SITES
- [4283](#) - ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS
- [4321](#) - ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY SUPPORT STAFF
- [4352](#) - SEXUAL HARASSMENT, SUPPORT STAFF
- [5350](#) - STUDENT SUICIDE PREVENTION
- [5512](#) - HARASSMENT, INTIMIDATION, OR BULLYING
- [5519](#) - DATING VIOLENCE AT SCHOOL
- [5530](#) - SUBSTANCE ABUSE
- [5600](#) - STUDENT DISCIPLINE/CODE OF CONDUCT
- [5600](#) - STUDENT DISCIPLINE/CODE OF CONDUCT (Regulation)
- [5612](#) - ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES
- [5612](#) - ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES (Regulation)
- [5613](#) - REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES
- [5613](#) - REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES (Regulation)
- [5615](#) - SUSPECTED GANG ACTIVITY
- [5751](#) - SEXUAL HARASSMENT OF STUDENTS
- [5751](#) - SEXUAL HARASSMENT OF STUDENTS (Regulation)
- [7441](#) - ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS
- [8330](#) - STUDENT RECORDS
- [8420](#) - EMERGENCY AND CRISIS SITUATIONS
- [8462](#) - REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN
- [8601](#) - STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

### SECTION III: CONTRACTS

#### ***Employee Contracts***

Contracts are provided to all current employees annually. All new employees are provided contracts following Board of Education approval. Tenured certificated employees are required to provide 60 days' notice when resigning or retiring from the district. Nontenured certificated and non-certificated employees are required to provide 30 days' notice when resigning or retiring from the district. Likewise, the Board of Education will ensure the same when terminating employment.

#### **Collective Bargaining Agreements**

The Board of Education maintains a collective bargaining agreement with the Westampton Education Association and with the Westampton Administration Association through June 30, 2025. The agreements have, as their purpose, the promotion of harmonious employee relations between the Board and the Association, in the best interests of the residents of Westampton, the establishment of an equitable, orderly, and peaceful procedure for the resolution of differences, and setting forth the full agreement between all parties concerning the establishment of salaries, hours of work, and other terms and conditions of employment.

It is important for all parties to read and understand the collective bargaining agreements and to ensure all agreements are followed with fidelity. You can access the collective bargaining agreements through the district office or through your association's representatives.

### SECTION IV: EMPLOYEE HANDBOOKS

The following handbooks are provided within this section for your convenience. Each is essential:

- **School Safety and Security Plan.** All classrooms and offices contain a hard copy of the district's Emergency Procedures Manual. The Emergency Procedures Manual is also online via Navigate 360. For access to Navigate 360, please contact Dr. Feldman, School Safety Specialist. For safety and confidentiality, the School Safety and Security Plan is not linked in this handbook. The School Safety and Security Plan can be accessed through your school main office or the Board office.
- [WTPS AED Plan 23-24.](#) The Automated External Defibrillator Emergency Action Plan provides direction and detailed procedures for the implementation of Janet's Law regarding the placement and use of AEDs on school grounds and responding to a sudden cardiac event.
- [WTPS Exposure Control Manual 2023-2024.](#) The district has developed the Exposure Control Plan (ECP) to meet the letter and intent of the PEOSH Bloodborne Pathogens Standard. The objective of this plan is to protect our employees from the health hazards associated with bloodborne pathogens and to provide treatment and counseling for employees exposed to bloodborne pathogens.
- [Teacher & Education Specialists Evaluation Handbook 2023-2024.](#) This is the evaluation handbook for teachers (TEPES) and educational specialists (ESEPES) and should be used to assist teachers, education specialists, administrators, and the Board of Education in implementing AchieveNJ.
- [Administrators Evaluation Handbook - Westampton - 2023-2024.](#) This is the evaluation handbook for school and district leaders and should be used to assist the superintendent, the administrative team, and the board of education in implementing AchieveNJ. The handbook will be linked to the employee handbook following the September 2023 BOE Meeting.
- [District Mentoring Plan 2023-2024.](#) The district mentoring program aims to provide support to novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district.
- [Substitute Handbook.](#) The district is dedicated to its substitute employees and provides this handbook to support our substitutes and all employees in serving Westampton students and community.



## SECTION V: PROFESSIONAL DEVELOPMENT

The purpose of professional development is to give professionals the opportunity to learn and apply new knowledge and skills that can help them in their job and further their career. Professional development focuses on building your skill set and knowledge base for your field.

### **2023-2024 Professional Development Plan**

Here is the link for Westampton Township Public Schools Professional Development Plan: [District PDP 2023-2024](#). The district PDP is aligned to the district goals and will be one of the primary guides in our professional learning efforts.

### ***Mandatory Professional Development***

The district utilizes [Public School Works](#) to support all employees with the NJDOE's professional learning mandates. Each mandatory professional series is assigned based on your position and department. Employees are expected to complete all assigned professional development.

### ***In-Services, Professional Learning Communities, Staff Meetings***

The district includes 3 full-day in-services and 5 half-day in-services for professional staff. Support staff are required to attend 2 full day and 2 half-day in-services during the year. Teachers and other certificated staff attend monthly professional learning community meetings and monthly staff meetings, as advertised by your Principal or Supervisor.

### ***Out of District Professional Learning***

The district recognizes that we cannot provide every professional learning opportunity within its scope of service. You are encouraged to seek additional professional development that coincides with the district's PDP and your individual PDP. All workshops and conference requests that occur during working hours, or requests for the district to pay for a workshop outside of working hours, must be approved by the Board of Education prior to registration. To accomplish this, all professional development workshop requests should be submitted 3 weeks before the next BOE meeting.

### **Tuition Reimbursement (Undergraduate/Graduate Courses)**

Per the collective bargaining agreements, tuition requests must be submitted to the Superintendent for pre-approval and reimbursement.

[FORM A- Request for Approval of Credits Toward Horizontal Movement on the Guide](#)

[FORM B- Application for Tuition Reimbursement](#)

For further information regarding Tuition Reimbursement, please see the following as well as your Collective Bargaining Agreement: [Guide Movement and Tuition Reimbursement Clarification Document](#)

## SECTION VI: EMPLOYEE EVALUATIONS

- ★ [Teachers & Education Specialists Evaluation Handbook 2023-2024](#)
- ★ [Administrators Evaluation handbook - 2023-2024](#)
- ★ [Administrative Assistant Evaluation Form](#)
- ★ [Support Staff Evaluation Form](#)
- ★ [Custodian Evaluation Form](#)

## SECTION VII: EMPLOYEE ABCs

The following topics are listed in alphabetical order to support your navigation.

### **ACCIDENTS & INJURIES**

First aid instructions have been established by the school physician, and should be followed. Injuries caused by school connected activities should require immediate attention and examination by the school nurse. Use your discretion. When the accident/injury warrants, take immediate action and call 911.

#### ***Employee Injuries***

Notify the nurse immediately of all accidents. The nurse will assess the situation for emergency and non-emergency needs, and complete an accident report. The accident report is provided to Human Resources. Human Resources contacts Qual-Lynx within one working day of the injury to file a worker's compensation claim, if warranted.

If the employee accident/injury occurs before or after the school day (when a nurse is not present), notify your supervisor. An accident form will be completed and Qual-Lynx will be contacted the next work day. For all emergencies, dial 911.

#### ***Student Injuries and Visitor/Volunteer Injuries***

Notify the nurse immediately of all accidents. Complete and sign the accident form by the end of that working day. If the student accident/injury occurs before or after the school day (when a nurse is not present), notify your supervisor. For all emergencies, dial 911.

### **ATTENDANCE**

The Westampton Township Board of Education believes that the regular presence of assigned personnel is vital to the success of the school district's educational program. Therefore, the Superintendent encourages all staff to strive for excellent attendance records. All administrative, faculty and staff members must personally report all absences electronically by using the Frontline Absence Management System [[Frontline](#)]. All illnesses and leave requests should be submitted at the earliest possible time.

All teachers are expected to have appropriate and constructive lesson plans for the substitute to use, so the program will be productive for the students. In case of an extended absence (more than 3 days), the teacher should contact the Principal to make arrangements for lesson plans.

Important policies and guidelines for all employees to read regarding attendance and absences:

#### ***Sick Leave***

[Policy 1642.01 - Sick Leave](#)

[Regulation 1642.01 - Sick Leave](#)

#### ***Extended Leave of Absence***

Please refer to the contract between the Westampton Education Association or Westampton Administrators Association and the Westampton Township Board of Education for detailed information on this topic.

- An extended leave is more than 10 days.
- All FMLA and FLA requests should be provided to Human Resources 30 days in advance.

#### ***Procedure for Obtaining Substitutes***

The Westampton Township School District uses Frontline Absence Management for employee absences and requesting Substitutes. Teachers, Administrative Aides, and Nurses must request a substitute when inputting an absence in Absence Management. For assistance with Absence Management and requesting substitutes, please contact Natasha Harper in the Curriculum Department.

***Physician's Documentation***

A physician's certificate may be required by administration at the discretion of the Superintendent for any sick leave absence regardless of duration.

***Reports to the Board***

It shall be the duty of the Superintendent of Schools to inform the Board whenever a teacher has used all sick leave allowable under this policy. They shall keep a record of all deductions authorized, all exceptions made, and all absences with reasons for the same.

***Absence for Professional Reasons***

No salary deduction will be made if a teacher is absent for professional reasons such as attending a convention, conference or meeting, visiting schools, or on school business related to the teacher's work, provided that approval has been given in advance by the Superintendent of Schools.

**CAFETERIA**

Employees may purchase lunch from our food vendors Nutri-Serve Food Management. To set up a meal account, click [School Payment Portal](#)

Account balances must be kept current and above \$0.00. Employees may not request a debt with Nutri-Serve.

**CALENDAR**

The current school calendar, as adopted by the Board of Education, can be found on the district website. Please note that spring break may be utilized to make up inclement weather days if the allotted days are exceeded. [2023-2024 School Calendar](#)

**CHAIN OF COMMAND**

1. All employees are to follow the chain of command when attempting to resolve problems or complaints. This means that the employee's immediate supervisor must be contacted with a problem or complaint prior to the concern being directed to the Superintendent or the Board of Education.
2. Good communication begins with the building principal or department supervisor and your association representative in reference to all school related or department related business.

**CHILD ABUSE/NEGLECT**

As listed in the policy section, the following policy and regulation were adopted by the Board of Education.  
[Policy 8462 - Reporting Potentially Missing or Abused Children](#)  
[Regulation 8462 - Reporting Potentially Missing or Abused Children](#)

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger, call 911. A concerned caller does not need proof to report an allegation of child abuse and can make anonymously.

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to \$1,000 or up to six months imprisonment, or both.

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection & Permanency will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

Procedure: [Reporting Child Abuse/Neglect](#)

### **CLOSING SCHOOL**

In cases of emergency closing of school, all staff members will be notified via Thrillshare.

Along with Thrillshare automated calls, emails, and text messages, school closings are announced through the district website and local television channels and radio stations.

### **CODE OF CONDUCT (STUDENT)**

Our aim is to create a positive school atmosphere where students can experience success and feel part of the educational community. Student conduct is addressed through use of student code of conduct policy [5600](#) and regulation [5600](#). In addition to the district policy and regulation, each school develops a consistent approach to student discipline and positive behavior supports. Your approach to positive and inappropriate behaviors must model the overall school plan.

It is required that you will assume the general responsibility for students' behavior in and around the school. Any employee in the vicinity of a situation requiring attention should assume the responsibility of correcting the situation. It is imperative that employees complete a written discipline referral form prior to sending a child to the office. Please be objective in your report. Make every effort to find the antecedent to the behavior and to correct the concern immediately after it occurs.

In order to gain student respect and to maintain good control, the following measures should be considered:

1. Create a classroom environment that is safe and inviting.
2. Develop positive relationships with the students.
3. Develop social/classroom norms with the input of the students.
4. Develop a guideline for how infractions will be handled.
5. Set routines and be consistent and fair to all students
6. Model and promote positive language and behaviors.
7. Project a calm, non judgmental demeanor.
8. Address disruptions discreetly, individually, directly, and immediately.
9. Avoid sarcasm, blaming, ridiculing, embarrassing, or arguing with the disruptive student.
10. Praise positive, productive behavior.

Corporal punishment is not permitted by state law. Children standing in corners or in the halls is not tolerated. Students must be under the watchful eye of a staff member at all times. Utilize appropriate behavior management strategies to address behaviors.

Always work cooperatively with parents, colleagues, and the principal when imposing discipline.

### **COLLECTION OF MONEY**

Teachers shall be required to collect money for some purposes as per the contract between the Board of Education and the WEA. Any money collected should be forwarded to the main office for deposit within 48 hours of receipt. Except for purposes of PTO or school sponsored clubs/activities, students shall not engage in selling any item on school property or in the township for the purpose of making money.

### **COMMITTEES**

There are many opportunities to become further engaged in the school, district, and the community through the many committees established by the district. Please consult your principal, supervisor, or your colleagues to learn about becoming engaged in committees.

### **COMMUNICATION**

Employees are responsible for understanding how to access all communication (email, voicemail, global responses). Ensure your voicemail greeting is set up and current. Staff should be conscientious about checking all means of communication on a daily basis. All messages should be responded to the next school day that the employee is present.

## CONFIDENTIALITY AND DATA PROTECTION

We want to ensure that private information about students, employees, partners and our district is well-protected. Examples of confidential information are:

- Employee records
- Student records
- Student lists (existing and prospective)
- Unpublished financial information
- Data of students/partners/vendors
- Unpublished goals, forecasts and initiatives marked as confidential

We are also committed to:

- Restrict and monitor access to sensitive data.
- Develop transparent data collection procedures.
- Train employees in online privacy and security measures.
- Build secure networks to protect online data from cyberattacks.
- Establish data protection practices (e.g. secure locks, data encryption, frequent backups, access authorization.)

We also expect you to act responsibly when handling confidential information.

You must:

- Lock or secure confidential information at all times.
- Shred confidential documents when they're no longer needed.
- Make sure you view confidential information on secure devices only.
- Only disclose information to other employees when it's necessary and authorized.

You must not:

- Use confidential information for your personal benefit or profit.
- Disclose confidential information to anyone outside of our district.
- Replicate confidential documents and files and store them on insecure devices.

## CONFLICT OF INTEREST

The following policies were adopted by the Board of Education for employee conflicts of interest.

[Policy 3214 - Conflict of Interest, Teaching Staff Members](#)

[Policy 4214 - Conflict of Interest, Support Staff](#)

Conflicts of interest are a serious issue for all of us. We expect you to be vigilant to spot circumstances that create conflicts of interest, either to yourself or for your direct reports. Follow our policies and always act in our district's best interests. If you are experiencing an ethical dilemma, talk to your supervisor or HR and we will try to help you resolve it.

## CURRICULUM

The curricular offerings of Westampton Township Public Schools are intended to meet the needs of our youth in an ever changing society. In order to serve this purpose, they must be continuously examined to determine their adequacy. Teachers will be expected to serve on development committees to meet this end. Curriculum Guides are located [HERE](#) on the District website.

## CUSTODIAN/MAINTENANCE REQUESTS

The Custodians are under the direct supervision of the District Facility Manager. Teachers may make normal requests of service including cleaning and repair as they come up via Brightly (help desk icon on desktop).

<https://assetessentials.dudesolutions.com/WestamptonSchools/Home/Index>. Unusual or large undertakings must be channeled through the Building Principal.

## DRESS CODE

The following policies were adopted by the Board of Education for employee dress code guidance.

[Policy 4216 - Dress and Grooming, Support Staff](#)

[Policy 3216 - Dress and Grooming, Teaching Staff Members](#)

We also respect and permit grooming styles, clothing and accessories that are dictated by religious beliefs, ethnicity or disability.

### **DRUG-FREE SCHOOL ZONE AND WORKSITE**

State law requires all school staff are aware of the Drug-Free School Zone.

All employees are advised that the district policy maintains a drug-free worksite as required by policy, state law and federal law. It is the responsibility of each employee to comply with Policy [7436 - Drug Free Workplace](#) and Policy [7434 - Smoking In School Buildings And On School Grounds](#)

### **EMERGENCY PROCEDURES**

Refer to the Safety & Security Plan, provided in every office and classroom. The Emergency Procedures Manual is a comprehensive plan for handling most emergency situations before, during, and after the school day.

The law requires one (1) fire drill and one (1) security drill a month during the school year. Instruction of procedure and rules should be made on the first day of school and reviewed when necessary.

Exit Procedures Are Posted in All Classrooms in Both Buildings.

#### **Fire Drill Rules**

1. Complete order and silence from start to finish. Teachers will accompany students and oversee their safety.
2. All windows and doors must be closed.
3. Move away from buildings approximately one hundred fifty (150) feet to assigned areas.
4. Take attendance.
5. Review expectations of the drill with your students before and after the drill.

#### **Security Drill Rules**

Follow instructions and procedures in the Emergency Manual for all security and emergency scenarios. Staff members are responsible for reviewing the procedures at least annually, or as needed. All classrooms and offices will have flip-chart manuals posted in the doorway of the room.

### **FIELD TRIPS**

In planning field trips, the teacher is to abide by the following regulations: 1) trips will originate from and terminate at the school; 2) all arrangements for a field trip must be made by the teacher; 3) no student is to leave school premises on a trip of any nature unless they have presented a permission form, properly signed by their parents or guardians; and 4) no phase of a field trip may be changed while on the trip, except for an emergency. The Building Principal should be notified of any such (emergency) change.

School staff members shall be responsible for the proper supervision of students on all field trips. Parents are permitted to assist in such supervision. Students shall abide by the same rules of conduct and teacher authority as in any school program. The teacher in consultation with the Building Principal shall determine the number of chaperones appropriate for a field trip based on the nature of the trip, the class size, and the grade.

For more information and procedures regarding field trips, including the collection of money, work with your grade level or department colleagues and your Principals.

### **GRIEVANCE PROCEDURE**

Refer to the Westampton Education Association and Westampton Administrator's Association collective bargaining agreements for detailed information regarding medical benefits.

### **HARASSMENT, INTIMIDATION, OR BULLYING (STUDENT)**

The following policy and regulation were adopted by the Board of Education for HIB:

[Policy 5512 - Harassment, Intimidation, or Bullying](#)

For workplace harassment (staff to staff, parent to staff, student to staff, community to staff), please refer to the section, Harassment and Workplace Violence, in this handbook.

Additional guidance include:

HIB Handbook:

[WTPS Website \(HIB\)](#)

[HIB 338 Form for LEA Personnel](#)

[HIB 338 Form for Families/Caregivers](#)

**HEALTH SERVICES**

The school physician or their representative examines the children annually. A record of the physical condition of each student is kept by the school nurse. The nurse shall advise staff members of particular individual student health problems. Parents are notified when conditions requiring attention are found.

Teachers are to be advised in advance regarding health services to be provided by the nurse and schedule their time accordingly. Teachers will also assist the nurse in periodic routine matters that might facilitate their duties.

**HEALTHY WORKPLACE**

Westampton Township Public Schools firmly believes that a healthy workplace environment allows all district staff to work to their full potential. A healthy workplace environment is characterized as professional interactions where employees treat one another with dignity and respect. This behavior is expected among all staff members in the district. Infractions that may be characterized as unhealthy for the workplace include:

- Malicious conduct toward another employee that may be considered offensive
- Verbal abuse
- Insults
- Derogatory remarks
- Undermining of a person's work performance

Behavior infractions that may result in an unhealthy workplace are very serious and may have significant consequences. Employees are to maintain a positive and professional demeanor while in the workplace at all times.

If an employee believes that they have been the victim of an unhealthy workplace environment, the employee should file a complaint in writing to the Affirmative Action Officer.

For more information please review Policy [3351/4351](#) - Healthy Workplace Environment

***Harassment And Workplace Violence (Employee)***

To build a happy and productive workplace, we treat each other with respect and help each other feel safe. Each of us should do our part to prevent harassment and workplace violence.

Harassment is a broad term and may include seemingly harmless actions, like gossip. We can't create an exhaustive list, but here are some instances that we consider harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.

Harassment and workplace violence is not tolerated. If you're being harassed, whether by a colleague, customer or vendor, you can choose to talk to any of these people:

- Offenders. If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the harassment. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues). Avoid using this approach with customers or stakeholders.
- Your supervisor. If customers, stakeholders or team members are involved in your claim, you may reach out to your supervisor. Your supervisor will assess your situation and may contact HR if appropriate.
- Affirmative Action Officer. You may always contact the Affirmative Action Officer in any case of harassment no matter how minor it may seem. For your safety, contact the AA Officer as soon as possible in cases of serious harassment (e.g. sexual advances) or if your supervisor is involved in your claim. Anything you disclose will remain confidential.

Violence in our workplace is a serious form of harassment. It includes physical and sexual assault, destruction of property, threats to harm a person or property and verbal and psychological abuse. We want to avoid those incidents altogether, but we also want to be ready to respond if needed.

For this reason, we ask you to:

- Report to the Affirmative Action Officer if you suspect or know that someone is being violent. Your report will be confidential and we will investigate the situation with discretion.
- Contact the building Principal or Superintendent if you witness incidents of severe physical violence (e.g. ones that involve a lethal weapon.) For your safety, avoid getting involved.

Employees who damage property deliberately will be solely responsible for paying for it.

### ***Sexual Harassment***

The following policies and regulation have been adopted by the Board of Education to remove sexual harassment from the workplace and to protect students.

[3362](#) and [4352](#) - SEXUAL HARASSMENT, TEACHING STAFF  
[5751](#) (P) and [5751](#) (R) - SEXUAL HARASSMENT OF STUDENTS

Any person who alleges sexual harassment by any staff member or student in the school district may contact the Affirmative Action Officer or their immediate supervisor. Reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

### **IDENTIFICATION BADGES**

The district will provide all employees with photo identification. It is required while on school grounds that all employees wear or display their photo ID. This includes all extra-curricular activities or any other school-related activities. If your ID badge is lost or destroyed, a new one will be prepared for you. Please contact the Information Technology Administrator.

### **MEDICAL BENEFITS AND COMPENSATION**

Refer to the Westampton Education Association and Westampton Administrator's Association collective bargaining agreements for detailed information regarding medical benefits. For assistance with medical benefits and compensation, contact Human Resources.

### **PARENT-TEACHER ORGANIZATION**

Westampton Township Public Schools are noted for having an active, cooperative, and dedicated PTO. They are interested in the success of our school system and an excellent bridge between school and community. PTO membership is strongly encouraged and is available at a nominal fee.

### **PAY SCHEDULES**

Staff employed on a twelve (12) month basis, or on a ten (10) month basis, shall be paid semi-monthly, the 15th and 30th of the month, for the term of their contract. When a pay day falls on or during a school holiday, vacation, or weekend, staff shall receive their paychecks on the last previous working day.



Teachers who are asked to assume substitute responsibilities will be paid according to the WEA Contract. Please adhere to the schedule above when timesheets are due and return all paperwork promptly.

### **PROFESSIONAL TIME & SCHEDULES**

Your daily/yearly schedule is provided by your Principal and Supervisor. All schedules are subject to change, upon advance notice, to accommodate student, school, or district needs.

As professionals, you are expected to devote the necessary time to meet your responsibilities. You may leave the building during your scheduled lunch. Planning periods are a work school related function. If it is necessary to leave the building during planning periods, you must notify the office of your departure and return. The Board assumes no liability risks.

Instances whereby schedules cannot be met require advance approval of the administration.

#### ***Daily Sign-in, Sign out Sheet Procedure***

1. The Daily Sign-In Sheet will be located in a convenient location in the Main Office.
2. All employees will be responsible to sign "in and out" when entering or leaving the building for any reason.
3. Employees must place their initials and time of arrival in the appropriate box when entering the building. Whenever an employee leaves the building before the close of school, they must enter the time of departure and time of return.
4. All completed "Daily Sign-In-Sheets" will be filed chronologically and kept in the Main Office.

### **PUBLIC RELATIONS**

Good communication and positive school public relations starts in the classroom. Our positions place us in view of the public at all times. Students constantly report to their parents the happenings in the school and classroom. Employees are expected to exercise discretion when they discuss school business in public. Every effort should be made to project a positive image about school matters.

All Media Communications should solely from the Superintendent per [Policy 9400 - Media Relations](#).

### **SALARIES**

The Westampton Township Board of Education negotiates salary schedules with the Westampton Education Association and the Westampton Administrator's Association. Other salaries for employees that fall outside of the associations' CBAs are negotiated between the Superintendent during the employment offer. All salaries are offered at the time of hire by the Superintendent and officially approved by the Board of Education at the Board of Education Meeting.

Teaching Staff anticipating taking college credits that may place them on the next step or steps of the salary guide must advise the Board for budget purposes, via the Superintendent, of their intentions no later than June 30 of the school year prior to anticipated movement by submitting [FORM C-Notification Request for Movement on the Guide](#). Teachers earning credits causing salary adjustments must submit for verification and acceptance, college transcript records to the Superintendent no later than October 31st for salary adjustment retroactive to September 1st or by March 15th for salary adjustment retroactive to February 1st. The taking of any undergraduate credits must have prior approval of the Superintendent of Schools in order to be applied to movement on the salary guide.

### **SECURITY**

Please note that the school building and grounds are under 24/7 camera surveillance. All exterior doors must be locked at all times.

For a detailed explanation of the district's safety and security measures, please refer to our Emergency Procedures Manual located in every classroom and main office, or our comprehensive School Safety and Security Plan, discussed in Section IV: Employee Handbooks.

If keys and FOBs are lost, report to IT immediately.

### **SOLICITATION AND DISTRIBUTION**

The following policy was adopted by the Board of Education for school/workplace visitors.

[Policy 9720 - Solicitations by Vendors](#)

[Policy 5830 - Student Fund Raising](#)

[Policy 9700 - Special Interest Groups](#)

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to the district (e.g. religious proselytism, asking for petition signatures.)

Distribution means disseminating literature or material for commercial or political purposes.

We don't allow solicitation and distribution by non-employees in our workplace. As an employee, you may solicit from your colleagues only when you want to:

- Ask colleagues to help organize events for another employee (e.g. adoption/birth of a child, promotion, retiring.)
- Seek support for a cause, charity or fundraising event sponsored, funded, organized or authorized by the district.
- Invite colleagues to employee activities for an authorized non-business purpose (e.g. recreation, volunteering.)
- Ask colleagues to participate in employment-related activities or groups protected by law (e.g. associations/unions.)

In all cases, we ask that you do not disturb or distract colleagues from their work.

### **SPECIAL SERVICES DEPARTMENT**

Members in this department include: The Child Study Team, School Counselors, and Related Service Providers. The Child Study Team consists of a school psychologist, a learning disabilities teacher/consultant, and a school social worker. There is a school counselor designated to each school in Westampton; Holly Hills School, Westampton Intermediate School, and Westampton Middle School. The related services team includes: three speech and language pathologists, two occupational therapists, one physical therapist, and one board certified behavior analyst. For more information about the Special Services Department members and procedures, please visit <https://www.westamptonschools.org/>.

It is expected that the teaching staff remain flexible to the needs of the students and ongoing collaboration with the child study team, related services team, school counselors, and BCBA.

#### ***Child Study Team Services***

The Child Study Team (CST) is a multidisciplinary educational team that is responsible to locate, identify, evaluate, determine eligibility, and develop an Individualized Education Program (IEP) for students suspected of having educational disabilities. This group of specialists is employed by the Westampton Township Public School District to provide consultative, evaluative and prescriptive services to teachers and parents. The team provides diagnostic services to children from preschool to grade 8 that have been identified as having a potential disabling condition.

#### ***Related Service Providers***

Related service providers provide services to special education students as designated on the students' IEPs and 504 plans. All service providers will collaborate with the teachers to schedule their student services at an agreed upon day and time in order to meet the mandates on IEPs and 504 plans.

***School Counselors***

Every student in their respective schools must have access to the school counselor and services they provide. There are three school counselors in the district, one designated to each School. School counselors provide support for students and staff through social emotional learning and character education lessons. Each school counselor also provides individual and group counseling as needed and/or mandated on IEPs and 504 plans. School Counselors are the Harassment Intimidation and Bullying (HIB) Specialist for their designated school as well and work with the HIB coordinator to address any issues.

***Board Certified Behavior Analyst***

The Board Certified Behavior Analyst facilitates student attainment of social and emotional growth to support the district's instructional program. There is one behavior analyst responsible for working across the district, at all three schools, working with both general and special education students, teachers, and support staff. Should teachers have a need to consult with the behavior analyst, please contact the special services office.

***Special Education IEP Goals and Objectives***

Special Education teachers and related service providers must complete a progress report through Frontline (IEP Direct) for all students with IEPs. Progress reports are to be completed each marking period. Special Education teachers and related service providers will adhere to the same due dates as report cards.

**TECHNOLOGY*****IT Requests***

Employees shall make all technology requests (repairs, tech support, troubleshooting) via Brightly (help desk icon on desktop). <https://assetessentials.dudesolutions.com/WestamptonSchools/Home/Index>. Unusual or large undertakings must be channeled through the Building Principal.

***Technology Use***

The following policies were adopted by the Board of Education for technology use:

[3282](#) and [4282](#) - USE OF SOCIAL NETWORKING SITES

[3283](#) and [4283](#) - ELECTRONIC COMMUNICATIONS BETWEEN STAFF MEMBERS AND STUDENTS

[3321](#), [4321](#), AND [2361](#) - ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate access to computer networks/computers at any time, for any reason. District personnel monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate internet safety. Any staff member who uses the technological resources of the district consents to having all activities regarding this use monitored by a systems operator. All activity on a school device is subject to an OPRA request.

In exchange for access to the district computer, resources and internet, you accept the responsibility of using them in an appropriate manner. By logging on any device indicates that you have read, understand and agree to the policies listed above.

**Telephone/Cell Phone Use**

The designated school and office phones are strictly for school business. Voicemail is available for employee convenience. Emergency calls will be forwarded immediately - all other callers may be asked to leave a message. Please be mindful to not use personal cell phones to contact students/parents without supervisor permission. We suggest using a third party app so your personal phone number is not given out to a parent.

Please ensure your voicemail greeting is set up and current. Teachers and staff should be conscientious about checking all means of communication on a daily basis. All messages should be responded to the next school day that the employee is present.

Assigning/Collecting Devices

Staff members will be assigned a device from the Technology Department. Collection of staff devices over the summer will only be required if requested by the Technology Dept. If requested please return to the main office.

Damaged/Lost Equipment

Damaged equipment should be reported to the helpdesk. There should be an icon on your school laptop. There is also a link on the website under staff links. There may be a charge for damaged or lost technology.

District Email Resource:

School district email is a technology tool that should enhance communication with administration, colleagues, parents, students and the community. Staff members are expected to log on and read their email daily and respond in an appropriate manner. Staff should regard email as an additional communication method that follows the same etiquette, practices and timeliness of responding as other types of communication used in the educational community. As with other communication tools, email should not disrupt or interrupt the instructional process in classrooms.

Inappropriate Uses:

The following have been deemed inappropriate uses of technology by either the broad community of computer users or by court decisions. The list is not all inclusive but includes the major categories of misuse of district email and the district's technology resources.

- Using the network for illegal activity (e.g. copyright infringement).
- Disrupting or damaging equipment, software or the operation of the system.
- Vandalizing or gaining access to another account or data of another user.
- Accessing Internet sites during the workday that are not related to your job.
- Using abusive, obscene language, sending hate mail or harassing another individual.
- Obtaining pornographic text, graphic or photographs.
- Sending or receiving material that is racist, sexist or offensive to the religious beliefs of people.
- Creating or installing a computer virus and hacking.
- Using technology for personal, financial or business gain.
- Changing the configuration of an individual computer or network.
- Downloading software.
- Logging on the Internet or sending email using a fictitious name.
- Email broadcasting or spamming.
- Using technological resources in political campaigns in local, state, federal, or BOE elections.

Network and E-mail Etiquette:

Staff members are expected to adhere to generally accepted rules of network behavior and email etiquette. These include:

- Be polite. Do not use abusive language.
- Don't use sarcasm.
- DON'T USE ALL UPPERCASE! That's the email equivalent of yelling.
- Use clear subject lines. That will help people decide whether to read the email now or later.
- Change the subject line if you change the topic of a thread.
- Don't forward poems, jokes, virus warnings, etc.
- Reread email before you send it to catch mistakes.

Please be advised that employees have no legitimate expectation of privacy in e-mails sent to or from them, or maintained, on the District's system, and that duly authorized supervisory personnel reserve the right to open and review any e-mails or electronically stored information on the system. Also be advised that the District's email system archives all electronic communication (received and sent) through our systems.

Social Media Guidelines For District Employees

Westampton Township Public Schools recognizes that many of our staff, students, parents and community members are active social media users.

We encourage responsible participation in social networking sites, subject to existing policies, including, but not limited to, those concerning non-discrimination, anti-harassment, anti-bullying and copyright/fair use. All employees are expected to serve as positive ambassadors for our schools and to remember they are role models to students in this community. We ask that you carefully consider the public forum you are participating in and act in a way that properly represents both your professional reputation and WTPS

Always bear in mind that once posted, you cannot take it back.

At no time should you claim to be speaking or issuing opinions on behalf of Westampton Township Public Schools, except with prior consent from the appropriate supervisor. Do not use any school logo or image without permission on personal sites.

Respect the privacy and rights of both colleagues and students. Confidential student or personnel information should not be posted online. Be sure not to violate the Family Educational Rights and Privacy Act.

### **VISITORS**

The following policy was adopted by the Board of Education for school/workplace visitors.

[Policy 9150 - School Visitors](#). Please also refer to the visitor's section in our School Safety and Security Plan, also discussed in Section IV: Employee Handbooks.

#### ***Parent, Community, and Education-Related Visitors***

All school and classroom visits must be arranged in advance with the building Principal.

All visitors to the school and/or classroom must first report to the office with photo ID and to sign-in and obtain a Visitor's badge.

#### ***Workplace Visitors***

If you want to invite a visitor to our schools or offices, please first ask for permission from your supervisor. The main office (Principal and Secretary) must be informed prior to the visitor's arrival. Visitors must sign in and show identification. They will receive passes and will be asked to return them to the main office once their visit is complete.

Visitors may be asked to hand in their driver's license or other form of identification during their visit.

When you have visitors, you also have responsibilities. You should:

- Always tend to your visitors (especially when they are around students).
- Keep your visitors away from areas where there are dangerous machines, construction, chemicals, confidential records or sensitive equipment.
- Prevent your visitors from proselytizing your colleagues, gathering donations or requesting participation in activities while on our premises.

#### ***Deliveries***

Anyone who delivers orders, mail or packages for employees should remain in the security vestibule. If you are expecting a delivery, inform the main office. You will be notified when you may collect it.

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*Thank you for reading the employee handbook. We hope this is a guide for you as you navigate the policies and procedures in your day to day work experience. Please do not hesitate to reach out to your principal, supervisor, human resources team for any questions or assistance.*