



Christopher Carrubba  
Chief School Administrator

## HARMONY TOWNSHIP SCHOOL

2551 Belvidere Road  
Phillipsburg, New Jersey 08865  
(908) 859-1001  
Fax: (908) 859-2277

Brian Staples, *Principal*

Rachelle Tjalma  
*Business Administrator*

---

March 13, 2020

Good Evening Harmony Township School District Parents,

After a meeting with County Office Officials and the Department of Health, Harmony Township School will be moving to virtual, at home learning starting on Monday, March 16 through Friday, March 27th.

We will enact our [School Health-Related Closure Preparedness Plan](#) immediately. This plan allows our district to count the March 16-27, and any subsequent days toward our 180-days of instruction as required by the New Jersey Department of Education (this means we will not be required to make up these days).

### **What does this mean?**

Students should sign-in and use whichever electronic form of communication they have been working with as designated by their individual teachers. Students can log in via a SmartPhone, tablet, Chromebook, laptop, or desktop. Students should complete all work assigned daily, using the bell schedule as a guide to when the teachers are available depending on which class they would have been in if they were at the school building. Teachers will be assigning one assignment per class per day that should take approximately 30-60 minutes per class. Every day that we are closed will run as an “Early Dismissal Day” in terms of bell schedule and student to staff communication.

### **What if I need help?**

Tech Support: Mr. Tucker [tuckera@htesd.org](mailto:tuckera@htesd.org)  
My Child is Ill: Mrs. Kovalsky [kovalskyj@htesd.org](mailto:kovalskyj@htesd.org)  
Student Issue: Mr. Staples [staplesb@htesd.org](mailto:staplesb@htesd.org)  
Special Education: Ms. Bigelli: [rbigelli@belvideresd.org](mailto:rbigelli@belvideresd.org)  
Emergencies: Mr. Carrubba [carrubbac@htesd.org](mailto:carrubbac@htesd.org)  
Question about an Assignment: Email the teacher directly first [Staff Directory](#)

If you have any questions please call the main office. Your call will then be handled or routed as appropriate to an administrator or counselor. Please give us time to respond, we are anticipating that our ability to respond quickly may be compromised.

Please keep in mind that this is new for everyone and we will likely be working out issues. We will be mindful of this and we ask that you are patient as we work to communicate any changes

or adjustments to this plan. Please remember this - we all are working to ensure normalcy and consistency to the best extent possible during a time of uncertainty and unknowns.

All activities will be canceled for the duration of a closure. This includes practices, games, away events, etc. Please do not call the office looking for information on events or activities - they are canceled.

Respectfully submitted,

Christopher Carrubba  
Superintendent  
Harmony Township School District