

HARRISON TOWNSHIP SCHOOL DISTRICT

Parent Handbook and Calendar

2025 ~ 2026



Harrison Township School
120 North Main Street
Mullica Hill, NJ 08062
Phone: 856-478-2016

Pleasant Valley School
401 Cedar Road
Mullica Hill, NJ 08062
Phone: 856-223-5120

Website: www.harrisontwp.k12.nj.us

School District KYW Radio Closing Number: 820

Welcome to the Harrison Township School District!

Dear Students and Families:

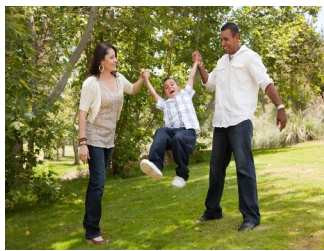
Welcome to the 2025-2026 school year of the Harrison Township School District! Our Board of Education, Administration, and Staff are looking forward to servicing and growing with our students and families throughout the academic year ahead. Each September provides a new and exciting beginning for our students and staff. We encourage our families to reach out to our teachers to begin a lasting, professional relationship that will benefit your children for years to come. We have professional, supportive, and expert staff members in Harrison Township that look forward to working with our students and families each and every day.

Here in the Harrison Township School District, our academic program is rigorous, relevant and has truly been designed to prepare our children for success in their future educational careers and beyond! Also, our Positive Behavior Support Program compliments the academic program through socially appropriate expectations. With the implementation of PBS, these expectations will continue to help prepare our students to be successful and productive members of our society through the celebration of positive behavior and various character traits.

Please enjoy each day of this academic year with your child. Once again, our superb staff is ready to lend support to ensure your child's growth throughout the school year at Harrison Township. Please feel free to contact me any time with any questions that may arise.

With sincere thanks and enthusiasm for what lies ahead this year,

Dr. Missy Peretti
Superintendent of Schools



School Hours

Full Day

Harrison Township School	8:25 AM— 3:10 PM
Pleasant Valley School	7:45 AM — 2:25 PM

Early Dismissal Day

Harrison Township School	8:25 AM — 1:05 PM
Pleasant Valley School	7:45 AM—12:20 PM

One-hour Delay

Harrison Township School	9:25 AM—3:10 PM
Pleasant Valley School	8:45 AM—2:25 PM

Two-hour Delay

Harrison Township School	10:25 AM—3:10 PM
Pleasant Valley School	9:45 AM—2:25 PM

“6-Day” Schedule

The Harrison Township School District operates on a “6-day” academic schedule through the school year. Each attendance day has been designated as Day 1, Day 2, etc., and is marked on this calendar for your reference. The designated “days” will not change at any point during the school year.

If school must be closed due to inclement weather, the scheduled “day” assignment will be made up by the end of the school year. For example, if our schools were to be closed on February 4, 2026 (a “Day 6”) due to snowy road conditions, that attendance day might be re-scheduled for 2026 and would remain as a “Day 6” even though the prior school day of June 12 is established as a “Day 6.”

This “6-Day” academic schedule ensures the even delivery of instruction for all curricular areas, including the special areas of Art, Library, and Physical Education.

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <i>Labor Day</i> SCHOOL CLOSED	2 SCHOOL CLOSED Teacher In-Service	3 SCHOOL CLOSED Teacher In-Service	4 SCHOOL OPENS!  Day 1	5 Spirit Day “School Color Day” Day 2	6
7 <i>Grandparent’s Day</i>	8 PTA Meeting HTS Library @ 7:30PM Day 3	9 Day 4	10 Day 5	11 <i>Patriot Day</i> Spirit Day “Wear Red, White & Blue” Day 6	12 Day 1	13
14	15 <i>International Dot Day</i> Wear Your Dots! OPEN HOUSE PreK, K, & 1 6:30PM-8:30PM Day 2	16 OPEN HOUSE Grades 2 & 3 6:30PM-8:30PM Day 3	17 OPEN HOUSE Grades 4 & 5 6:30PM-8:30PM Day 4	18 OPEN HOUSE Grade 6 6:30PM-8:30PM Day 5	19 Day 6	20
21	22 Bd. Of Education Mtg. PVS @ 7:00PM Day 1	23 <i>Rosh Hashanah</i> PVS Student Picture Day Day 2	24 Explorer Recognition Breakfast PVS 7:00AM HTS 8:00AM Day 3	25 Day 4	26 Spirit Day “Hat Day” Day 5	27 Celebration on Main Annual Car Show
28	29 HTS Student Picture Day Day 6	30 Day 1				<i>Student Days— 19</i> <i>Teacher Days— 21</i>

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Student Days— 22</i> <i>Teacher Days— 23</i>			1 <small>Day 2</small>	2 <i>Yom Kippur</i> PTA Meeting HTS Cafeteria @ 7:30PM <small>Day 3</small>	3 Spirit Day “School Color Day” <small>Day 4</small>	4
5	6 <i>Child Health Day</i>	7 <i>First Day of Sukkot</i>	8 PVS School Store	9	10	11
	<div>Respect Week/School Anti-Violence Awareness Week</div> <div>Fire Prevention Week</div>					
	<small>Day 5</small>	<small>Day 6</small>	<small>Day 1</small>	<small>Day 2</small>	<small>Day 3</small>	
12	13 <i>Sukkot Ends</i> <i>Columbus Day</i> SCHOOL CLOSED Teacher In-Service	14 <small>Day 4</small>	15 <small>Day 5</small>	16 <small>Day 6</small>	17 Mid Marking Period HTS School Store <small>Day 1</small>	18
19	20	21	22 HTS Stem Tech & Toy Night 6-7:30PM Evening Book Fair 6-8PM	23	24 Spirit Day “Superhero Day”	25
	<div>HTS Book Fair</div> <div>Red Ribbon Week</div>					
	<small>Day 2</small>	<small>Day 3</small>	<small>Day 4</small>	<small>Day 5</small>	<small>Day 6</small>	
26	27 Bd. Of Education Mtg. PVS @ 7:00PM <div>HTS Book Fair</div>	28 <small>Day 2</small>	29 Explorer Recognition Breakfast PVS 7:00AM HTS 8:00AM <small>Day 3</small>	30 <small>Day 4</small>	31 <i>Halloween</i> EARLY DISMISSAL Halloween Parades PVS 9:00AM HTS 10:00AM HTS PM Preschool 12:15PM <small>Day 5</small>	

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Student Days— 16</i> <i>Teacher Days— 17</i>						1
2 <i>Daylight Savings End—clocks back!</i>	3 EARLY DISMISSAL Parent Conferences Food Drive Begins <small>Day 6</small>	4 <i>Election Day</i> EARLY DISMISSAL PM Parent Conferences PVS Student Photo Retakes <small>Day 1</small>	5 EARLY DISMISSAL Parent Conferences <small>Day 2</small>	6 SCHOOL CLOSED Teacher In-Service NJEA Convention	7 SCHOOL CLOSED NJEA Convention	8
9	10 <small>Day 3</small>	11 <i>Veterans Day</i> HTS Student Photo Retakes <small>Day 4</small>	12 <small>Day 5</small>	13 <small>Day 6</small>	14 Spirit Day “School Color Day” Food Drive Ends <small>Day 1</small>	15
16	17 Bd. Of Education Mtg. PVS @ 7:00PM <small>Day 2</small>	18 <small>Day 3</small>	19 <small>Day 4</small>	20 <small>Day 5</small>	21 Spirit Day “Crazy Hair Day” <small>Day 6</small>	22
23	24 Explorer Giving Project Begins <small>Day 1</small>	25 <small>Day 2</small>	26 EARLY DISMISSAL Explorer Recognition Breakfast PVS 7:00AM HTS 8:00AM <small>Day 3</small>	27 <i>Thanksgiving</i> SCHOOL CLOSED	28 <i>Thanksgiving Recess</i> SCHOOL CLOSED	29

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 End of Marking Period Day 4	2 Day 5	3 Day 6	4 Day 1	5 Spirit Day “School Color Day” Day 2	6
7 <i>Pearl Harbor Remembrance Day</i>	8 HTS Holiday Shoppe Day 3	9 HTS Holiday Shoppe Day 4	10 HTS Holiday Shoppe Day 5	11 HTS Holiday Shoppe Day 6	12 Explorer Giving Project Ends Day 1	13
14	15 Report Cards Sent Home Bd. Of Education Mtg. PVS @ 7:00PM <i>Hanukkah Begins</i> Explorer Gift Card Pickup Day Day 2	16 Explorer Gift Card Pickup Day Day 3	17 Explorer Recognition Breakfast PVS 7:00AM HTS 8:00AM Day 4	18 Day 5	19 Spirit Day “Holiday Attire” Day 6	20
21	22 <i>Hanukkah Ends</i> Day 1	23 EARLY DISMISSAL Day 2	24 <i>Christmas Eve</i> SCHOOL CLOSED Winter Recess	25 <i>Christmas</i> SCHOOL CLOSED Winter Recess	26 <i>Kwanzaa Begins</i> SCHOOL CLOSED Winter Recess	27
28	29 SCHOOL CLOSED Winter Recess	30 SCHOOL CLOSED Winter Recess	31 <i>New Year’s Eve</i> SCHOOL CLOSED Winter Recess			<i>Student Days— 17</i> <i>Teacher Days— 17</i>

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Student Days— 19</i> <i>Teacher Days— 19</i>				1 <i>New Year's Day</i> SCHOOL CLOSED Winter Recess	2 SCHOOL CLOSED Winter Recess	3
4	5 Bd. of Education Reorganization Mtg. PVS @ 7:00PM <small>Day 3</small>	6 <small>Day 4</small>	7 <small>Day 5</small>	8 PTA Meeting HTS Library @ 7:30PM <small>Day 6</small>	9 Spirit Day "School Color Day" HTS School Store <small>Day 1</small>	10
11	12 <small>Day 2</small>	13 <small>Day 3</small>	14 <small>Day 4</small>	15 Grade 3 Winter Choral Concert 6:00PM and 7:00PM <small>Day 5</small>	16 <small>Day 6</small>	17
18	19 <i>Martin Luther King Jr</i> <i>Day</i> SCHOOL CLOSED	20 <small>Day 1</small>	21 PVS Activity Picture Day	22 PVS Book/Art Fair Family Night 6:00PM-8:00PM <small>Day 3</small>	23 Mid Marking Period Spirit Day "Sports Day" PVS Grade 5 Spelling Bee 8:30AM <small>Day 4</small>	24
25	26 <small>Day 5</small>	27 <small>Day 6</small>	28 Explorer Recognition Breakfast PVS 7:00AM HTS 8:00AM <small>Day 1</small>	29 <small>Day 2</small>	30 <small>Day 3</small>	31

February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <i>Groundhog Day</i> Day 4	3 Day 5	4 <i>National Girls and Women in Sports Day</i> PVS School Store Day 6	5 PTA Meeting HTS Library @ 7:30PM Day 1	6 Progress Reports Available <i>National Wear Red Day</i> Spirit Day "Wear Red" Valentine Bingo Day 2	7
8 <i>Superbowl Sunday</i>	9 Day 3	10 100th Day of School Day 4	11 Day 5	12 <i>Lincoln's Birthday</i> Pillo Polo at PVS 1:00PM Day 6	13 SCHOOL CLOSED Teacher In-Service	14 <i>Valentine's Day</i>
15	16 <i>Presidents' Day</i> SCHOOL CLOSED	17 Day 1	18 <i>Ash Wednesday</i> <i>Ramadan Begins</i> PVS Spring Photos Class Pictures & 6th Grade Picture Day 2	19 PVS Family Math Game Night 6:00PM-7:30PM Day 3	20 Spirit Day "Pajama Day" HTS School Store Day 4	21
22 <i>Washington's Birthday</i>	23 Day 5	24 Day 6	25 Explorer Recognition Breakfast PVS 7:00AM HTS 8:00AM Day 1	26 HTS Spring Pictures & Class Photos HTS Family Math Game Night 6:00PM-7:30PM Day 2	27 Day 3	28
						<i>Student Days— 18</i> <i>Teacher Days—19</i>

March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <i>Read Across America Day</i> EARLY DISMISSAL Parent Conferences PVS 5th Grade Battle of the Books 8:30AM-10:00AM Day 4	3 EARLY DISMISSAL Parent Conferences PVS 6th Grade Battle of the Books 8:30AM-10:00AM Day 5	4 Day 6	5 PTA Meeting HTS Library @ 7:30PM Day 1	6 Spirit Day “School Color Day” Day 2	7
8 <i>Daylight Savings</i> <i>Time—Clocks Forward!</i>	9 End of Marking Period Day 3	10 Day 4	11 Day 5	12 Day 6	13 Day 1	14 <i>Pi Day</i>
15	16 SCHOOL CLOSED Teacher In-Service	17 <i>St. Patrick’s Day</i> Day 2	18 Day 3	19 Day 4	20 Reports Cards Sent Home <i>World Down Syndrome Day</i> Spirit Day “Rock Your Socks” HTS School Store Day 5	21
22	23 Day 6	24 Day 1	25 Explorer Recognition Breakfast PVS 7:00AM HTS 8:00AM Day 2	26 Day 3	27 Day 4	28
29 <i>Palm Sunday</i>	30 Day 5	31 Day 6				<i>Student Days— 21</i> <i>Teacher Days— 22</i>

April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <i>April Fool's Day</i> PTA Meeting HTS Library @ 7:30PM Day 1	2 <i>Passover</i> EARLY DISMISSAL Spring Recess Autism Awareness Neurodiversity Day Day 2	3 <i>Good Friday</i> SCHOOL CLOSED Spring Recess	4 <i>Holy Saturday</i>
5 <i>Easter</i>	6 SCHOOL CLOSED Spring Recess	7 SCHOOL CLOSED Spring Recess	8 Day 3	9 <i>Last Day of Passover</i> Day 4	10 Spirit Day "School Color Day" HTS School Store Day 5	11
12	13 Day 6	14 <i>National Library Workers' Day</i> Day 1	15 Grade 3 Visits to PVS Day 2	16 Grade 3 Visits to PVS Grade 3 Parent Night at PVS 6:30PM Day 3	17 Day 4	18
19	20 Day 5	21 PVS Stem Tech & Toy Night 6:00PM-7:30PM Day 6	22 <i>Administrative Professionals' Day</i> Day 1	23 <i>Take Your Daughters & Sons to Work Day</i> Day 2	24 <i>Arbor Day</i> Mid Marking Period Spirit Day "Neon Day" Day 3	25 Reimagination Garden Work Day 8:00AM
26	27 Day 4	28 Day 5	29 Explorer Recognition Breakfast PVS 7:00AM HTS 8:00AM Day 6	30 Day 1		<i>Student Days— 19</i> <i>Teacher Days— 19</i>

May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Student Days— 19</i> <i>Teacher Days— 19</i>					1	2
					Day 2	
3	4	5 <i>Cinco de Mayo</i> <i>Teacher Appreciation Day</i>	6 <i>National Nurses' Day</i> Progress Reports Available PVS School Store	7 <i>National Day of Prayer</i> PTA Meeting HTS Library @ 7:30PM	8 Spirit Day "School Color Day" HTS School Store	9
	NJSLA State Testing Grade 5					
	Staff Appreciation Week		Staff Appreciation Week	Staff Appreciation Week	Staff Appreciation Week	
	Day 3	Day 4	Day 5	Day 6	Day 1	
10 <i>Mother's Day</i>	11	12	13	14	15	16
	NJSLA State Testing Grades 3-6		NJSLA State Testing Grades 3-6		NJSLA State Testing Grades 3-6	
	Day 2	Day 3	Day 4	Day 5	Day 6	
17	18	19 HTS Art Show 5:00PM-7:00PM	20 HTS Art Show 5:00PM-7:00PM Grade 3 Spring Choral Concert 6:00PM & 7:00PM	21 Kindergarten Butterfly Parade 10:15AM & 1:45PM	22 <i>Shavuot</i> SCHOOL CLOSED	23
	Day 1	Day 2	Day 3	Day 4		
24	25 <i>Memorial Day</i> SCHOOL CLOSED	26 PreK & K Track & Field Day	27 Grade 1 Track & Field Day Explorer Recognition Breakfast PVS 7:00AM HTS 8:00AM	28 Grade 2 Track & Field Day	29 Grade 3 Track & Field Day	30
31		Day 5	Day 6	Day 1	Day 2	

June 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Grade 4 Track & Field Day <small>Day 3</small>	2 Grade 5 Track & Field Day <small>Day 4</small>	3 Grade 6 Track & Field Day Reimagination Garden Party @ HTS 6:00pm-7:30PM <small>Day 5</small>	4 End of Marking Period <small>Day 6</small>	5 <small>Day 1</small>	6
7	8 <small>Day 2</small>	9 <small>Day 3</small>	10 Report Cards Sent Home <small>Day 4</small>	11 EARLY DISMISSAL <small>Day 5</small>	12 EARLY DISMISSAL Last Day of School <small>Day 6</small>	13
14	15	16	17	18	19 <i>Juneteenth</i>	20
21 <i>Father's Day</i>	22	23	24	25	26	27
28	29	30				<i>Student Days— 10</i> <i>Teacher Days— 10</i>

July 2026

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2026

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Student Dress Code

The Harrison Township Board of Education feels that appropriate student attire is important. An effort has been made to maintain a high standard of dress in the school. Proper attire also sets a positive atmosphere for learning. The code below was developed by a committee of parents, teachers, and administrators.

- A. No bare midriffs will be permitted at any time.
- B. T-shirts with double meanings or crude phrases are unacceptable.
- C. For safety reasons, shoes should have a back and should be properly worn (ex. Flip flops are unacceptable).
- D. Rain and snow boots are not to be worn throughout the day.
- E. Physical education shoes must be fastened and rubber soled and clothing must allow for safe physical activity.
- F. Any clothing that does not follow the stated policy will be referred to the school nurse, who will confer with the parent to correct. If the attire continues to be inappropriate, referral will be made to the School Principal.

HARRISON TOWNSHIP BOARD OF EDUCATION

Stacey Muscarella, President muscarellas@harrisontwp.k12.nj.us
Shannon Williams, VP williamss@harrisontwp.k12.nj.us
Jennifer Bowen bowenj@harrisontwp.k12.nj.us
Todd Baron baront@harrisontwp.k12.nj.us
Tim Bast bastt@harrisontwp.k12.nj.us
Walter Bright brightw@harrisontwp.k12.nj.us
John Cavanaugh cavanaughj@harrisontwp.k12.nj.us
Janette Coslop coslopj@harrisontwp.k12.nj.us
Colleen Kendrick kendrickc@harrisontwp.k12.nj.us

School Lunch Program



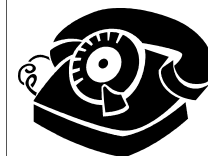
The school lunch program continues to be managed by Nutri-Serve Food Management Company. The price of a full student lunch was increased to **\$3.35**, and includes milk.

The 'Point of Sale' program for lunch purchases is in full operation in both school buildings. Each student has been assigned an I.D. number, which will remain the same from year to year. This number allows each student access to their personal lunch accounts.

Parents may make payments on-line, or send advance lunch program payments to school with their child each Monday in an envelope **clearly marked with the student's name, I.D. number and teacher name**. Payments to the individual lunch account may be made in any amount for meals and/or snacks. Checks are to be made to "Harrison Township Food Service." In the event that a student arrives at school without a packed lunch, has no funds in their lunch account, and no one can be reached at home, a meal may be 'charged' through Nutri-Serve. A "Charge Slip" will be sent home to the parent so that swift repayment can be made to the cafeteria. If three unpaid charges accrue and lunch is forgotten again with no one available to bring in lunch from home, the student would be provided with an "emergency" sandwich lunch.

Nutri-Serve will provide all students in grades K-6 with a monthly menu listing daily meal choices. The menu can also be viewed online on the district website at www.harrisontwp.k12.nj.us (select *Food Service*).

Questions regarding all aspects of the Lunch Program may be directed to the Nutri-Serve Manager at Pleasant Valley School at 223-5120 ext. 8888. Parents / guardians may also contact the Manager by e-mail at HAR@nsfm.com.



Important School District Telephone Extensions

Harrison Township School Grades Pre-K thru 3 856-478-2016

Ext. 7120 Main Office
 Ext. 1000 Student Absence Reporting
 Ext. 6311 Nurse's Office
 Ext. 7126 Principal's Office
 Ext. 7129 Supervisor of Instruction's Office
 Ext. 9000 Transportation Supervisor
 Ext. 9090 Ass't Transportation Sup'r
 Ext. 8888 Cafeteria
 Ext. 7123 Superintendent's Office
 Ext. 7153 Board of Education Office
 Ext. 7169 Chief Academic Officer
 Ext. 6501 Guidance - J. Sutton
 Ext. 6502 Guidance - H. Schank
 Ext. 7159 Super. of Bldgs. & Grounds

Fax Line: 856-223-1672 (Principal's Office)
 Fax Line: 856-478-6463 (Health Office)
 Fax Line: 856-478-0699 (Business Office)
 Fax Line: 856-418-1619 (Sup't/Curric. Off.)
 Fax Line: 856-478-0656 (Child Study Team)

Pleasant Valley School Grades 4 thru 6 856-223-5120

Ext. 7011 Main Office
 Ext. 2000 Student Absence Reporting
 Ext. 6321 Nurse's Office
 Ext. 7019 Principal's Office
 Ext. 7334 Assistant Principal's Office
 Ext. 6503 Guidance
 Ext. 8888 Cafeteria
 Ext. 7159 Maintenance Office

Fax Line: 856-223-2692 (Principal's Office)
 Fax Line: 856-223-1781 (Health Office)

HARRISON TOWNSHIP PARENT-TEACHER ASSOCIATION OFFICERS

President	Stephanie Brunstrom	htptastudentprograms@gmail.com
Executive Vice-President	Danielle Hart	daniellehartpta@gmail.com
Treasurer	Desiree Adams	desireeadams8@aol.com
Recording Secretary	Karen Golden	karengolden23@gmail.com
VP of Communications	Joelle Reyes	joelle.reyes@comcast.net
VP Student Events	Laura Mancini	mancinifam5@gmail.com
VP Student Programs	Allison Hembrecht	allison.hambrecht@yahoo.com
VP of Fundraising	Lauren Walter	laurenrosewalter@gmail.com

A Message from the PTA President.....

Dear Explorer Families, Teachers, and Staff,

Welcome to a brand new school year at Harrison Township! As your PTA President, it is my absolute pleasure to welcome both new and returning families to our thriving school community.

This year, our theme is “**It Takes a Village**”—and we truly believe that every member of our community plays an essential role in the growth and success of our children. Whether you're a parent, teacher, staff member, grandparent, or caregiver, your involvement, support, and spirit help shape the learning experiences that happen here every day.

Together, we will continue building a nurturing environment where every child feels seen, supported, and inspired. The PTA is here not only to support our school's goals, but also to be a bridge between families and the school. We invite you to join us—whether through volunteering, attending events, or simply sharing your ideas. Every hand makes a difference.

I am honored to be your PTA President. Let's make this year one of connection, growth, and community. Because when we come together there is nothing we can't achieve.

With gratitude and excitement,
Stephanie Brunstrom
PTA President



USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medication were not made available during school hours. For the purpose of this policy, "medication" shall include prescription and non-prescription medicines.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent and the written order of the prescribing physician. Medication must be in the original container stating the student's name, name of medication, dosage, frequency of dosage, and any description of adverse reactions.

The Superintendent shall develop procedures for the administration of medication which provide that:

1. All medication shall be administered by the School Nurse or the student himself or herself for rescue inhalers or Epinephrine, if the student's healthcare provider has provided written permission.
2. Medication shall be securely stored and kept in the original labeled container.
3. All medication shall be brought to the School Nurse by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier, by the parent/guardian. **STUDENTS ARE NOT PERMITTED TO TRANSPORT MEDICATION.**
4. The School Nurse will maintain documentation relating to the administration of any medications, recording the name of the prescribing physician, the name of the student, the dosage and timing of medication, and a notation of each instance of medication.

AFFIRMATIVE ACTION POLICY

Federal Law (Title IX) and State Law (Title 6) prohibits discrimination against students and employees in public schools.

Title IX prohibits discrimination on the basis of sex; Title 6 goes further and prohibits discrimination on the basis of race, color, creed, religion, ancestry, national origin, and social or economic status.

It is the policy of the Harrison Township School District not to discriminate on the basis of the areas identified above. In order to ensure compliance with the regulations, State law requires the appointment of an Affirmative Action Officer. Inquiries regarding compliance should be directed to:

Office of the Superintendent
Phone: 856-478-2016 ext. 7123

Please be aware that the district's Multi-Year Equity Plan is on file and available for review at the Office of the Superintendent during normal school hours.



SCHOOL VISITORS

The school buildings of the Harrison Township School District are protected by full-time School Resource Officers and Sonitrol Security Systems. Visitors are monitored and screened using Lobby Guard System.

All visitors to our schools must press the buzzer at the right of the Main Entrance door and identify themselves to the staff. Upon admittance, all visitors must provide a government issued photo ID for electronic scanning.

All other doors are fully secured during the school day, and require an employee access card for admission.

Please refer to our Board Policy (available on the Board of Education page of the district website, at www.harrisontwp.k12.nj.us) for additional information regarding visitors at the schools.



Thank you for your continued cooperation with this very important safety procedure!

PUPIL ABSENCE

The Board of Education believes that regular attendance at school is necessary for a child to maintain his/her academic program in good standing. On the basis of this belief, the Board supports the Superintendent in all reasonable efforts to ensure that children attend school regularly when they are physically and mentally capable of doing so.

IN THE CASE OF AN ABSENCE, THE PARENT/GUARDIAN MUST CALL THE ATTENDANCE LINE AT THE BUILDING THE CHILD ATTENDS TO REPORT THE ABSENCE TO THE HEALTH OFFICE. THIS SHOULD BE DONE AS FAR IN ADVANCE AS POSSIBLE, OR **NO LATER THAN 9:00 AM** ON THE DAY OF ABSENCE



Harrison Township School Absence Line 856-478-2016 ext. 1000

Pleasant Valley School Absence Line 856-223-5120 ext. 2000

EXCUSED ABSENCES

1. Disabling illness
2. Recovery from accident
3. Required court attendance
4. Death in family
5. Religious observance
6. Such good cause as may be deemed acceptable by the Principal
7. Family travel

RELEASE OF PUPILS BEFORE END OF NORMAL SCHOOL DAY

There are varying situations which may justify the release of certain pupils before the normal school closing time.

Such situations are justifiable only if the release does not jeopardize the pupil's educational program and reasons for such release can be shown to have positive benefits for the pupil

RE-ADMISSION TO SCHOOL FOLLOWING PUPIL ABSENCE

- In the event a child is absent from school for a period of five days or more due to illness, re-admission is dependent upon a certificate from the family physician.
- Chicken pox is considered contagious for a minimum of five days, and until all lesions are crusted. If five school days or more are missed, a physician's authorization is required for the student to return to school.
- With the above-mentioned conditions, a phone call or fax to the Health Office from the office of the family physician would be considered adequate in lieu of written verification from doctor.

IMPORTANT: In the case of any absence, the parent/guardian must follow up with a note explaining the reason for the absence.

Pupils should not return to school for at least 24 hours following recovery from diarrhea, vomiting, or fever (without fever-reducing medications), to help prevent the spread of contagious illness to classmates.

Intervention and Referral Services Committee

If a student experiences academic and/or behavioral difficulties in the classroom, communication between the teacher and the student's parents is the first important step to identify particular concerns and discuss strategies for intervention. If concerns continue, the Principal is consulted and a referral to the Intervention and Referral Services Committee may be initiated. Parents are then invited to participate in a meeting.

As a result, written recommendations are developed and provided to the teacher and parents. Interventions may include program modifications such as changing Instructional level, changing reading and/or math group, learning style strategy adaptations, in-school counseling, remedial reading and/or math instruction, or referral to the child study team.

Project CHILD FIND

The Early Intervention System (EIS) under the Department of Health and Senior Services, implements New Jersey's statewide system of services for infants and toddlers, birth to age three, with developmental delays or disabilities, and their families.

For children, birth to age 21 with special health care needs, referrals continue to be made through the 21 county Special Child Health Case Management Units (SCHS-CMUs). The SCHS-CMU referral numbers can be found at:
<http://www.nj.gov/health/fhs/sch/sccase.shtml>.

BIRTH TO AGE THREE— The New Jersey Early Intervention System (NJEIS) is regionalizing the System Point of Entry (SPOE) for referral of children with developmental delays and disabilities. To refer a child to NJEIS, call 1-888-NJEI—INFO (1-888-653-4463).

PRE-SCHOOL CHILDREN AND STUDENTS (ages three through twenty-one) - If you are concerned that your pre-school child or school-age student is developing or learning differently, you can call Mrs. Lori Hynes, Supervisor of Student Services for the Harrison Township School District, at (856)478-2016 ext. 7141.

What Happens When You Call? You will speak with Mrs. Hynes, who is knowledgeable about special education and related services. If you would like to request an evaluation for special education and related services, send a written request for an evaluation to Mrs. Lori Hynes, Supervisor of Student Services, Harrison Township School, 120 N. Main Street, Mullica Hill, NJ 08062.

After receiving your written request, the district's Child Study Team will meet with you within 20 days. At this meeting, you and the team members will decide if an evaluation is needed and what the evaluation will include. To the maximum extent appropriate, pre-schoolers and students with disabilities receive their education with children who are not disabled.

A developmental checklist is available from Mrs. Hynes, and is also on the Child Study Team page of the school district website, at www.harrisontwp.k12.nj.us.



ANTI-BULLYING POLICY

The Harrison Township School District recognizes that bullying and intimidation have a negative effect on the school climate. Students who are intimidated and fearful cannot give their education the single-minded attention that they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

The Harrison Township Board of Education prohibits acts of harassment, intimidation or bullying. At each district school, the Principal is responsible for receiving complaints alleging violations of this policy. The complete policy is available at the office of the Superintendent, and on the district website, at www.harrisontwp.k12.nj.us (Board of Education page).

Bullying is defined as a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats, or any electronic communications; teasing; putdowns; name-calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation. The Harrison Township School District and staff shall not tolerate any bullying on district grounds, school bus, or during school-sponsored functions.

The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene – unless intervention would be a threat to staff members’ safety. Staff members shall not directly intervene in a fight or physical altercation. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

The district expects students and parents who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying will be subject to the consequences outlined below.

Upon learning about a bullying incident, the principal or designee shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.

Consequences for students who bully others shall depend on the results of the investigation, and may include but not be limited to counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the Principal may also take appropriate steps to assure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a behavior support plan.

This school district is a bully-free zone!

CODE OF CONDUCT

The district's discipline policies are based on the *Code of Conduct* that was developed by a committee of students, parents, teachers and administrators. The detailed Code will be distributed in September, and is available through the administrative offices. The *Code of Conduct* is also posted on the school district web site.

The *Code of Conduct* promotes the highest-quality teaching and learning, based on fair and consistent application of school rules. It fosters parental involvement and encourages the development of personal responsibility in the students. The purpose is to create a safe, nurturing educational environment for every student of the Harrison Township School District.



The district Board of Education is committed to the prevention of substance abuse, and provides the students with a preventative educational program through our health and guidance services. The use, possession, sale, or possession with the intent to sell/distribute any alcohol or other drugs at any time is prohibited. Policies and procedures governing these issues are on file in the Superintendent's Office and posted on the web site at **www.harrisontwp.k12.nj.us**.

PUPIL PROMOTION / RETENTION / ASSIGNMENT

The educational program of the Harrison Township School District shall be related to district goals and objectives. It shall be the policy of the Board of Education that this program shall provide for the continuous progress of students from grade to grade. Students will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. Criteria to be considered shall include:

1. The achievement of minimum proficiency levels in basic communication and computational skills.
2. Continuous achievement and growth in all program areas commensurate with ability and grade level.
3. The demonstration of social and emotional maturity necessary for a successful learning experience.

It is the responsibility of the administration, in consultation with the classroom teacher and the Intervention and Referral Service Committee to make final judgment regarding promotion, assignment, or retention of all pupils. In reviewing the placement of a child, the following factors will be taken into consideration:

1. Standardized test scores
2. Teacher-made test scores
3. Teacher observations
4. Special teacher observation and recommendations (if student attends special classes)
5. Child Study Team recommendations (if the student has been processed by the Team);
6. Annual progress reports (report cards)
7. Chronological and mental age
8. Maturity—physical and social
9. Parental recommendation (although placement is the prerogative of the school, every effort is made to gain the support and approval of the parent). If it is deemed to be in the best interest of the child, after thorough review of all factors indicated, to retain the child, the school's decision will supersede that of the parent.

After the final decision is made, the parent or guardian will be given written notification advising them of this action.

Annual Notification to Parents Regarding Confidentiality of Student Records and School Directory Information

Confidentiality of Education Records is a right assured to public school students and their parents. The Harrison Township School District assures that all stages of gathering, storing, retaining and disclosing education records to third parties complies with Federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

Further information can be found on the district's website, at **www.harrisontwp.k12.nj.us**. Select **Board of Education** from menu at left of the website home page.

INTERNET SAFETY

The Harrison Township School District is dedicated to ensuring 'cyber-safety' for our students. A comprehensive filtering system is in place, and cyber-safety is an important aspect of technology instruction throughout the grades.

Each student and staff member is required to understand and sign an Acceptable Use Policy form. The district also works in collaboration with the Harrison Township Police Department in providing training for students and staff in cyber-safety.



ESSA—Every Student Succeeds Act

Knowledge about the qualifications of your child's teachers is a right under the ESSA law. We believe that nothing is more important to your child's education than having well-prepared and highly-qualified teachers. Every teacher in our district is fully qualified and certified by the State of New Jersey.

If you have a specific question concerning the qualifications of our district teachers, please contact the Office of the Superintendent.

School Report Card

Information about every New Jersey public school is gathered by the State Department of Education each year, and organized in the form of a 'School Report Card.' This is reported to the public the following year, and provides comprehensive descriptions of each school, including performance indicators and financial data.

A link to the most current 'School Report Cards' for Harrison Township School and Pleasant Valley School can be found on the district website, by visiting **www.harrisontwp.k12.nj.us**. Scroll down and click on the golden School Report card box at bottom left of the home page. A printed copy of the School Report Card is also available from the Curriculum Office by request.

The Harrison Township Board of Education,
Administration, Teachers, and Staff would like to
sincerely thank the parents, volunteers and community
members who graciously donate their time and efforts
to our school district. The contributions and strengths of
the whole community are essential to maintain and raise
our standards for the benefit of our students.

Dr. Missy Peretti,
Superintendent of Schools