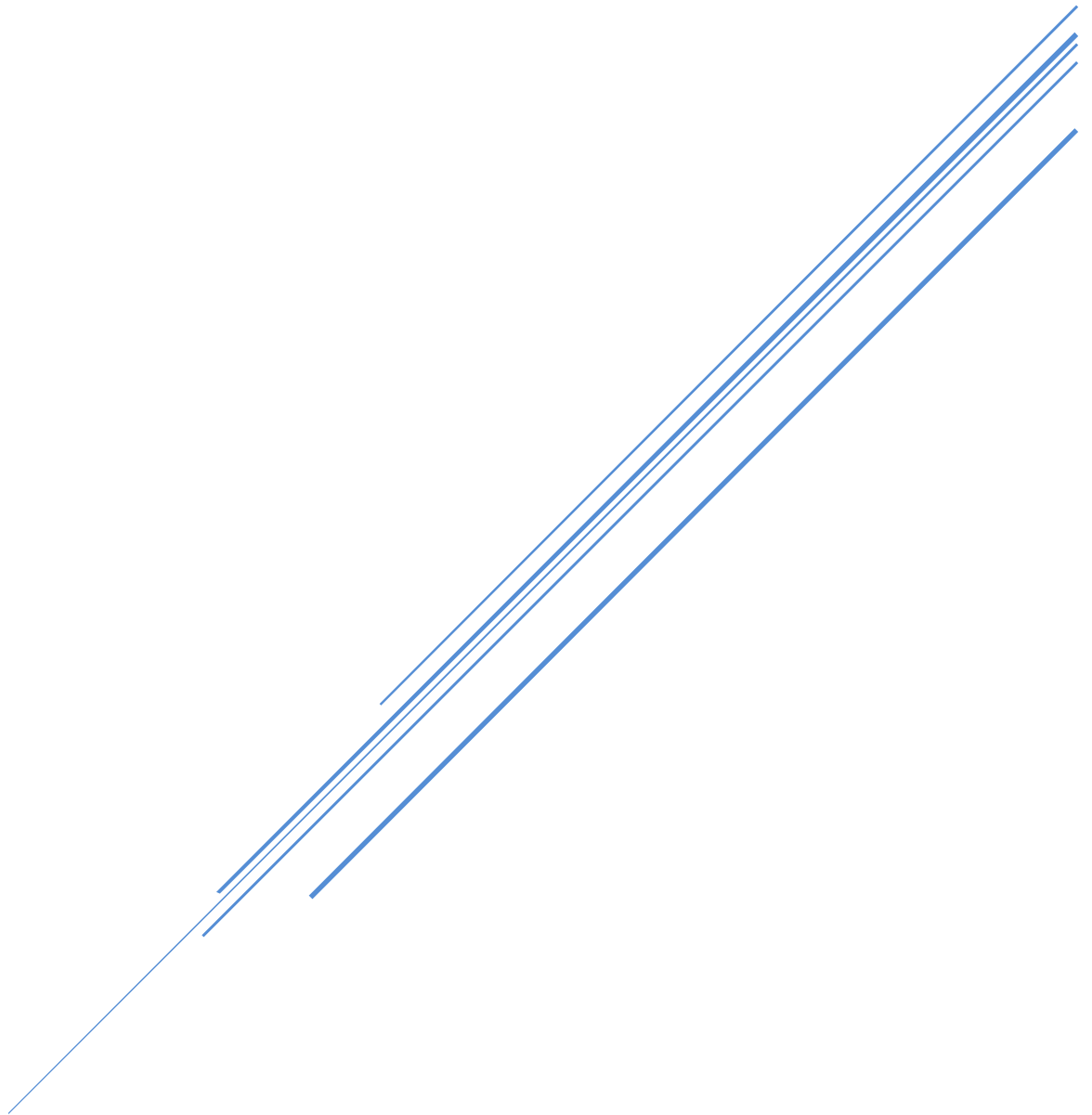


2017-18

Community Handbook



Harrisburg Academy

Mission Statement

Founded in 1784, Harrisburg Academy is an independent, nonsectarian, coeducational, college preparatory day school with a diverse and qualified student body in preschool through 12th grade. A self-perpetuating Board of Trustees comprised of parents, alumni, and community leaders has responsibility for the development of policy and the institution's fiscal integrity, while overall management is delegated to the Head of School. Parent involvement is a hallmark of the school.

The mission of Harrisburg Academy is to offer an academically challenging and globally minded interdisciplinary education. In our commitment to excellence, we provide tools, develop character, and teach skills that prepare students to thrive in college and beyond, thereby contributing to the betterment of our global and local communities.

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DAILY SCHEDULE

EARLY CHILDHOOD AND LOWER SCHOOL classes run according to individual, schedules designed by the classroom teacher and the Head of Early Childhood and Lower School. Special classes in Art, Music, Computer, Physical Education, Library and Spanish are on a seven-day cycle.

<u>LUNCH</u>	<u>TIME</u>
Early Childhood	10:40 – 11:10
Lower School	11:15 – 11:45
Middle School	Varies by day
Upper School	Varies by day

EARLY CHILDHOOD class day is from 8:00am-2:45pm. Students should arrive no later than 7:50am to be ready for the day.

LOWER SCHOOL class day is from 8:00am-3:00pm. Students should arrive no later than 7:50am to be ready for the day.

MIDDLE AND UPPER SCHOOL classes follow a “modified block” schedule that runs from 8 a.m.-3 p.m. Parents can reference the student record in ON Suite for the detailed current schedule. Each week includes both shorter 45-minute classes and extended 70-minute classes; and special “Gold Wednesdays” are designed by Directors of the Centers for Experiential Learning and Innovation as experiential learning days.

ASSESSING PROGRESS

In Early Childhood and Lower School, evaluation of students is reported quarterly through individual progress reports written by the classroom and “Specials” teachers, which are accessible through ON Suite. Evaluation of the Middle and Upper School students is reported through quarterly report cards, which can be viewed using ON Suite. In the Middle School and Upper School, the Caution List is used as a communication tool to inform parents if their child is having difficulty in a subject. Specifically, parents are contacted if their child’s grade falls below a “C” level. Midway through the first quarter, all new students in the Middle or Upper School receive a progress report. During the remaining portion of the school year the parent of a student can request a progress report.

CONFERENCES

Conferences are scheduled after the end of the first and third academic quarters. Middle and Upper School parents meet with their student’s advisor. A parent may also request a meeting with individual teachers. Early Childhood and Lower School parents meet with the student’s classroom teacher. Conferences with “Specials” teachers can be arranged upon request. Additional conferences with teachers can be arranged at any time during the year. Division Heads are available to meet with parents and students as necessary.

HOMEWORK

Early Childhood and Lower School: Academy students should expect daily homework assignments. Homework is designed to reinforce learning and concepts that have been presented in class and to allow students to practice skills. Assignments expand understanding, develop study skills, and help students to work independently. The charts that follow will assist the students in estimating how much time to plan on spending on daily assignments, taking into consideration differences in students’ abilities, interests, and work habits.

HATS-JK	no written assignments
Kindergarten	occasional 10-minute assignments
Grade 1	20 minutes daily
Grade 2	30 minutes daily
Grade 3	45 minutes daily
Grade 4	60 minutes daily

Early Childhood students use folders to transport items between home and school. Lower School students in grades 1-4 will keep an assignment book or calendar to record daily assignments and long-term projects. Although assignments are explained by the teacher in detail at the close of the day, children are learning how to organize and budget their time and will need some parental supervision and input regarding homework. It is helpful if parents check assignment books daily and review completed homework so that the student is consistently prepared for her/his classes.

Middle School: Middle School students are expected to access the ON Suite to check on their assignments, projects, and other information available from their teachers. It is the responsibility of all Middle School students to maintain a current assignment book. The assignment book will be carried to all academic classes and study halls and will be taken home each day after school.

Grade 5: Students may have up to 20 minutes per class per night

Grades 6-8: Students may have up to 25 minutes per class per night

Upper School: Upper School students receive weekly or unit course syllabi from their teachers that help them organize their study time, and all assignments requiring at-home effort are posted in the ON Suite either as a discrete assignment or as part of a weekly/unit syllabus. The ON Suite is a web-based tool that students and parents can use to view assignments, course syllabus and grades. Homework assignments in each class will often be as long as 30-40 minutes, with more time expected when necessary for projects or papers, or before tests. Students in IB classes should expect closer to 45 minutes of homework each night per course.

STUDY HALLS

Study halls in the Middle and Upper schools are designated as a quiet environment where students can complete classroom assignments or meet with available teachers. All Middle and Upper School students are expected to bring homework or a reading book to study hall. In Middle and Upper Schools students are allowed to use computers for academic purposes and may listen to music using headphones. No game playing during school hours!

Freshmen who achieve first honors and sophomores who maintain or achieve first or second honors for the first semester may be released from study halls for the second semester. Failure to maintain honors status will lead to reassignment to a study hall, but otherwise the privilege is kept in perpetuity once earned. At the discretion of an Upper School faculty member or the Head of the Upper School, any student may be assigned to study halls.

COURSES OF STUDY

Early Childhood and Lower School: Early Childhood and Lower School provide educational experiences that meet children's needs and stimulate learning in the cognitive, social, emotional, and physical areas of development. The children are viewed by their teachers as individuals with unique learning abilities and styles, and the teachers design lessons and activities for children to experience learning in meaningful contexts. Children learn in the content areas of reading, math, language, spelling, writing, science, social studies, and health through individual, cooperative, and small group experiences within a homeroom, guided by their classroom teacher. The areas of music, art, drama, computer, Spanish, library skills, and physical education are given special attention to enrich the learning experience. Wherever possible the curriculum is integrated and thematic so that learning is connected, and children are actively engaged in challenging and interesting activities.

Middle School

Harrisburg Academy's Middle School provides a curriculum aimed at ensuring breadth of learning and depth in core subjects. A normal student load is five major academic subjects plus enrichment and elective classes. Required subjects that span much of the middle school are English, mathematics, science, history, world language, music, art, physical education, and computer science. In addition, Chorus is required for all 5th grade students and involvement in at least one performing art throughout middle school is mandated.

Upper School

Distribution Requirements: Harrisburg Academy's Upper School is committed to providing a superior academic experience for its students. Maintaining and enriching academic strength is its highest priority. The purpose of the Upper School is to educate students in the fundamentals of the five major disciplines and in the fine arts and to develop in them the questioning skills and insight necessary to learn and to love learning. In an atmosphere of positive rapport with faculty and mutual peer support, students achieve independence and confidence in self-expression. Students graduate from the Upper School of Harrisburg Academy prepared to enter college and adulthood as energetic, responsible, mature, reflective, well-spoken, intelligent, sensitive, and capable citizens.

Harrisburg Academy Upper School students take a minimum semester course load of five academic major subjects. Most Upper School students take a 6th course such as a second World Language, a computer course, a music course or an art course. The minimum number of credits needed in each of the Upper School's academic departments to graduate is summarized in the table below. The Upper School Course Catalog provides additional information.

Summary of minimum distribution requirements in the five academic departments:

English	4 credits
History	3 credits, including U.S. history
Language	3 credits in 1 language (French, Spanish or Latin); or 3 credits in 2 different languages, including level II in each language with department approval
Mathematics	3 credits, including geometry and Algebra II
Science	3 credits including biology, chemistry, and physics

(1 credit = one full-time course)

In addition to the above academic distribution requirements, Upper School students are required to earn the following credits:

- 2 credits of physical education
- 1 credit of art, music, and/or computer science
- ¼ or ½ credit of each of Health and College prep
- Senior Internship and Senior Speech (Pass/Fail)

Outside Coursework and Diploma Policy: The assignment of Academy credit for work completed at other schools is at the discretion of the Head of Upper School and/or the Head of School. Students entering as new students may be given credit toward meeting Academy graduation standards. Current students may be given credit for a course taken at another school if the course is not offered at the Academy. In both circumstances the determination of credit award is the responsibility of the Head of Upper School and/or the Head of School. Compressed summer course work is not accepted as a substitute for Academy course work.

International Baccalaureate Diploma Program, IB Certificate Courses, and Course Weighting: Harrisburg Academy now offers the International Baccalaureate Diploma Program for juniors and seniors who are highly motivated and interested in global issues. Students may elect to take single courses in which they earn certificates with a score assigned by the IB (based on successful completion of the course) or take the entire diploma program and have the potential to earn a second diploma, the International Baccalaureate Diploma. Most of these rigorous courses are offered over two years, on two levels: HL (higher level, 240 hours of instruction) and SL (150 hours of instruction). IB courses are offered in the following subjects: World Literature HL, Language & Literature SL, Global Politics SL, World Religions SL, HL Math, HL Physics, French and Spanish SL, History of the Americas HL, Information Technology in a Global Society SL, Biology HL, Chemistry SL, Math Studies SL, Mathematics SL (includes Pre-calculus), Computer Science HL and SL, Music HL and SL and Visual Arts SL and HL. Not all courses are offered every year. Students who wish the IB designation to appear for these courses on their transcripts must take the final examinations in May of the senior year. An additional charge for extra books and materials will be assessed in the junior year, and the cost of each exam will be assessed in the senior year. The grades earned in IB courses are weighted as follows: All HL courses and Mathematics SL Year 2 are weighted 0.333. Mathematics SL Year 1 and all other SL courses are not weighted.

More information is available on the IB Program in the Upper School Course Catalog and on the Academy website (www.harrisburgacademy.org).

Senior Internship Program: The senior year culminates in an approved senior internship during the last weeks of the semester. At this time, each senior participates in an individually designed program allowing him or her to gain active, direct experience working and studying meaningful areas of interest. Successful completion of the senior internship program is a requirement for graduation. Students are expected to make arrangements in advance to compensate for any additional hours needed to complete the internship requirements.

GRADING SYSTEM

Early Childhood and Lower School

Early Childhood and Lower School has designed a special grading system.

- + Consistently & Independently demonstrates skill
- x+ Demonstrates skill use with growing independence

- x Beginning to demonstrate use of skill
- x– Emerging use of skill but more practice needed
- Does not demonstrate use of skill
- N Skill not assessed at this time

Early Childhood and Lower School students are encouraged to keep up with and be conscientious about their studies, to maintain a high interest in school activities, to be motivated and put forth a strong effort to achieve competence and independence, and to live up to high standards. Greater emphasis is placed on individual and cooperative learning rather than competitive learning.

Middle and Upper School

The Middle and Upper Schools of Harrisburg Academy evaluate student performance for the purpose of computing grade point averages and honors according to the following scales:

Numerical Average	Letter Grade	GPA value
96.68+	A+	4.33
93.34 - 96.67	A	4.00
90.00 - 93.33	A-	3.67
86.68 - 89.99	B+	3.33
83.34 - 86.67	B	3.00
80.00 - 83.33	B-	2.67
76.68 - 79.99	C+	2.33
73.34 - 76.67	C	2.00
70.00 - 73.33	C-	1.67
66.68 - 69.99	D+	1.33
63.34 - 66.67	D	1.00
60.00 - 63.33	D-	0.67
Below 60.00	F	0.00

Honors (First and Second) are based on Weighted GPA of ALL courses.

Letter grades represent the following:

- A = Excellent
- B = Very Good
- C = Satisfactory
- D = Needs Improvement
- F = Failing

ACADEMIC HONORS

Early Childhood and Lower School: Early Childhood and Lower School students are given daily recognition by teachers and peers for their individual talents, cooperative efforts, and development. At the end of the year, children are recognized for successfully completing their grade level. Other student achievements may also be recognized during the closing ceremony.

Middle and Upper Schools: In the Middle and Upper Schools, students whose quarter grade point average without rounding is at least 3.60 and who have no grade lower than a C earn First Honors, and students whose quarter grade point average without rounding is at least 3.10 and who have no grade lower than a C earn Second Honors.

A student whose academic-year grade point average without rounding is at least 3.60 with no grade lower than a C, or who earns First Honors for four quarters (Middle School) or both semesters (Upper School) of an academic year receives the **Head of School Scroll**. Middle School student receiving the award will be honored at the end of the year closing assemblies. Upper School students in grades 9 thru 11 will receive their award in the mail. For seniors, the award will be presented during the Commencement ceremony. (Note: courses are weighted in GPA calculations based on credit value per course.)

National Honor Society: National Honor Society (NHS) promotes academic excellence, develops character and leadership through example, and encourages empathy with and service to others. Membership in NHS is an honor and a privilege; it is not a right. Membership is not guaranteed by high scholastic standing alone.

New students to the Academy who were selected to their previous school's chapter of the NHS must achieve a 3.60 average for two quarters to remain eligible. It is a lifetime membership unless the member falls below the standards and is subsequently dismissed (see website).

Standards: To be considered for nomination to NHS a candidate must meet the minimal requirements described below.

1. The candidate must have attended Harrisburg Academy for the equivalent of one semester.
2. The candidate must have a cumulative academic GPA of 3.60 on a 4.00 scale.
3. The candidate must participate enthusiastically in Harrisburg Academy's school service program.
4. The candidate must have completed Harrisburg Academy community service requirement in a timely manner – 10 hours per semester, per year.
5. The candidate must demonstrate a high degree of leadership, character, and service to school and community as outlined in the selection guidelines of the NHS Handbook. These are available from the chapter advisor upon request.

Nomination: Nominations will be made after the completion of the third quarter of the academic year. Candidates will be selected based on meeting the attendance, scholastic achievement, and school and community service criteria. The candidate will receive a nomination packet from the chapter advisor.

Selection: Upon nomination, an interested candidate must fill out a Student Activity Information Form and obtain a letter of recommendation from an unrelated adult outside of Harrisburg Academy. The chapter advisor must receive all of the information by the indicated time and date. Failure by the student to submit all materials by the designated deadline will make the candidate ineligible for consideration for membership at the time in question. The chapter advisor will provide a list of candidates to Harrisburg Academy faculty and a Faculty Evaluation Form. At this time the faculty has the opportunity to provide information about any or all of the candidates. The chapter advisor must receive the evaluations by the indicated time and date to be presented to the Faculty Council.

The Faculty Council will meet to select those who qualify for membership in the chapter. The chapter advisor will provide the Faculty Council with all information submitted on time.

No working notes will be retained after the selection process is completed. Appeals may be made if there is a procedural error.

Notification of Selection Decisions: All candidates will be notified of the decision of the Faculty Council by phone or in person within 24 hours, followed by a letter to the parents of the candidate and to the candidate. Any questions or a request for further explanations should be referred to the chapter advisor. This process is outlined in the NHS National Constitution and Chapter By-laws.

Valedictorian/Salutatorian: The Academy recognizes both the accomplishments of the Valedictorian and Salutatorian for the current year senior class. The policy for determining each is the following: The student must be enrolled full-time at the Academy for their junior and senior years. The student's cumulative grade-point average for all Academy classes is used in determining the number one and two spots. In the event of a tie, additional decimal places will be used in the determination.

SUPPORT AND COMMUNICATION

Parental Involvement: The Academy encourages open and frequent communication between faculty/administrators and parents. We begin the academic year with Parent Connection Meetings between the classroom teachers or advisors and parents. The goal of Parent Connection Meetings is for parents and classroom teachers or advisors to meet and begin to foster a relationship that will benefit each student throughout the school year. We welcome parental interest and support of our programs, special events, and athletic competitions. All of these contacts further the partnership between families and the school and help to create a nurturing environment.

If you need to schedule a conference or classroom visit, we ask that you call in advance. Classroom visits can be arranged through the appropriate division office. During the school year, parents may also leave messages on faculty voice mail and e-mail. Faculty will respond as quickly as possible in an effort to meet the needs of the student and family.

The Academy also welcomes parental participation in the many volunteer programs offered by the school. If you are interested in being active in school affairs, please contact our Parents Association (see website at www.harrisburgacademy.org/parents).

Communication: The Academy distributes the following communication pieces to keep Academy families informed of current and upcoming activities:

Early Childhood and Lower School Classroom Newsletters: Posted online weekly.

Academy Calendar: Distributed at the beginning of each school year.

Community Handbook: Available online under the Academics pages in each division.

Academy Directory: Available in ON Suite

Academy Website: www.harrisburgacademy.org

Concerns: The sequence below for addressing concerns holds the best promise for finding good solutions, for enhancing our partnerships with parents, and for maintaining the integrity of the school's administrative structure.

1. Anyone who has a concern about an aspect of Harrisburg Academy should direct his or her concern to the person with primary responsibility (teacher, coach, advisor, or administrator) for that area.
2. If, after a discussion with that person, the concern is still not resolved, the appropriate administrator should then be contacted, according to the area of responsibility.
3. If, after a discussion with an administrator, the concern is still not resolved, contact the Head of School.

SUPPORT SERVICES

Academic Support: Teachers at Harrisburg Academy are committed to the academic success of their students and are willing to provide extra help to students during their free periods or after school from 3:00-3:45 PM Monday-Thursday. When possible, students should make an appointment with the teacher to receive tutoring. Extra time spent with any particular student needs to be held to a reasonable level. Teachers may request or require a student to attend extra-help sessions.

Library: The Academy Library has two divisions: the Early Childhood and Lower School Library for grades HATS-4 and the Middle and Upper School Library for grades 5-12. The libraries have many different kinds of resources including books, software programs, and online databases. The card catalog is online to make searching easy throughout school. Many online databases are available from school and home such as ACCESS-PA/POWER, giving students access to approved, authoritative sites for magazine and newspaper articles, online encyclopedias, and archived photos. Check Harrisburg Academy Library website to find lists of new books and links to online resources and Internet sites.

Students in HATS-4 meet once a week for library class. Students in grades 5-12 attend required orientations and visit during free periods and study halls. Classes often meet in the library to develop research skills. The Lower School library is open 8:00 AM – 2:00 PM and the Middle and Upper School library is open from 7:45 AM to 3:45 PM.

College Counseling: Because college preparation is one of the main responsibilities of the Academy, considerable effort goes into educating our Upper School students about the college application process. Each fall, the Academy hosts admission representatives from 40-50 major colleges and universities. Sophomores, juniors, and seniors are invited to meet with these representatives.

All families are invited to individual meetings with our College Counselor during the Grade 11 year to plan the search process. All students take a course entitled College Prep in their junior year. During their senior year, students meet regularly with the Director of College Counseling who assists them with essay writing, clarification and focus, and, occasionally, motivation. Although the student is primarily responsible for seeking guidance, the Academy encourages parental participation in this process.

Student Support and Advisor Programs: In Early Childhood and Lower School, teachers work closely with students in a supportive way in their classrooms. This closeness, along with the teachers' professional knowledge and sensitivity, enables them to analyze

students' progress, success, and needs. They guide children to work toward goals and solve problems by seeing alternatives. Teachers use guidance programs in their classrooms, which emphasize the development of a positive self-image and understanding of ourselves and others. The Early Childhood and Lower School teachers implement *The Responsive Classroom* approach in their classrooms to develop cooperative and supportive student learning environments. Through this program, students are taught to create and respect rules, to understand behavioral expectations and the reasons for them, and the skills of cooperation and collaboration. Each child should feel a sense of belonging while growing in self-assurance and independence. A counselor from the Capital Area Intermediate Unit (CAIU) is available 2 and half days a week to provide additional guidance to students and assist in classroom discussions that foster students' social and emotional growth. Harrisburg Academy's school counselor oversees the social and emotional needs of the students and works closely with the counselor from the CAIU.

Each student in the Middle School is assigned to an advisor. Advisor groups meet once or twice per week for 20 minutes. Students individually meet with their advisor once per week to discuss grades, missing assignments and academic progress. The teaching philosophy used in the middle school, *Developmental Designs*, is linked to *The Responsive Classroom* program in Early Childhood and Lower School. The purpose of *Developmental Designs* is to meet the unique combination of social, emotional, physical, and intellectual needs of young adolescents.

The Upper School advisor program is intended to assure that all Upper School students have regular contact with a faculty member. Advisors are responsible for knowing the whole student, allowing them to advise the student while monitoring his/her progress throughout the year. Advisors and advisees meet once per week; a communication system is established with the students' parents.

Accommodations available to MS & US Students: An accommodation is a tool and/or procedure that provides equal access to instruction and assessment for identified students. Accommodations indicate how the content is taught, made accessible or assessed.

- Provide Visual cues when possible
- Preferential seating to assist on task performance
- Providing an extra set of books for home
- Meet with classroom teachers and/or academic support staff
- Breaking down the work into smaller segments, but still expecting all segments to be included
- Allowing extra time to take the same test (50%)
- Student must arrange with the classroom teacher for extra time as well as when they will schedule the extra time (ie study hall or after school)
- Use of laptop for written assignments

School Counselor: The school counselor meets with students, parents, teachers, and outside professionals to assist and support students with personal issues. Confidential support to students can be obtained through self-referral or the referral of a teacher or parent. Consultation for parents regarding their children is available upon request; assistance with referrals to outside professionals for treatment or psychological assessment can also be provided. The school counselor also regularly checks in with students who are new to the school, and international students to assist in their transition. Periodic meetings with the students attending grades 5th through 12th grade to check are also common. All meetings with the school counselor are deemed confidential. Confidentiality will only be breached if a student expresses s/he is a danger to self or others.

Middle School After-School Study Program: The Middle School After-School Study Program (often referred to as "MS Study Club") is designed to provide an academically productive environment for those students in the Middle School who remain at the Academy after the 3:00 PM dismissal until 6:00 PM. Most teachers are available after school for questions and tutoring until 3:45 PM on Tuesdays and Thursdays.

CAIU: Some support services are also available through the Capital Area Intermediate Unit (CAIU). Evaluation and other assistance are available in reading and speech. Psychological and educational testing may also be provided for students indicating need. A psychological counselor is assigned to the Academy on a limited basis to help any child needing additional emotional support. Written parental permission is necessary for CAIU assistance or testing.

BEHAVIOR

Philosophy: Harrisburg Academy is a small community that prides itself not only on high academic standards but also on high behavioral standards. In any such community, self-discipline and respect for others are necessary to maintain an environment that is conducive to learning. In fact, one of the chief strengths of the Academy is its positive environment, which allows all students – from

preschoolers to seniors – to interact productively within one school. Such a sense of community requires an awareness of and consideration for the needs and feelings of others.

Early Childhood and Lower School students are learning and developing self-control and consideration for others. Under a specific set of Early Childhood and Lower School guidelines that are made to keep our community orderly and safe, teachers and children work out individual classroom rules together, stressing honesty, responsibility, respect, courtesy, cooperation, and acceptance of one another. Middle School students learn that discipline should not be merely something imposed from above: it means orderly conduct and responsible behavior. Discipline must begin within each student and every member of the Academy community. Middle and Upper School students take an active role in the creation and fostering of a healthy atmosphere of kindness, open communication, and mature interpersonal relationships. Upper School students are expected to interact with each other and with adults as role models for the entire student body. At all times, students enrolled in Harrisburg Academy are expected to behave in a manner that demonstrates concern and respect for others and that reflects well on the school.

Behavioral Expectations: Four basic rules serve as guidelines for appropriate behavior in all three divisions.

1. **Be prepared to learn.** Effective teaching and learning require careful preparation as well as cooperation among students and between students and faculty. Students are expected to be at school and in class on time and to have with them all the necessary materials – books, notebooks, writing utensils, etc. Students are expected to arrive prepared to learn – with homework completed and minds clear, attentive and energetic.
2. **Be honest.** Honesty is expected of Academy students in daily interaction and in academics. Academic fraud will not be tolerated at Harrisburg Academy and will be dealt with seriously, up to and including dismissal. The following are some examples of academic fraud:
 - a. Copying another student’s homework or allowing one’s own homework to be copied.
 - b. Copying another student’s work during a quiz or exam or allowing one’s own work to be copied.
 - c. Bringing forbidden material into a test, using books or notes when they are not allowed, looking up answers when such help is prohibited.
 - d. Informing a student in another section of the same course of the occurrence of a “pop quiz” or about the contents of a test or quiz.
 - e. Plagiarizing, presenting unoriginal work as one’s own, either through error or deliberate desire to deceive. All material that is not the original thought of the writer—whether it is quoted or paraphrased—must be documented. Failing to acknowledge research through proper citation, quotation marks if needed, and a complete bibliography of sources consulted or cited robs the source of credit and opens one to a charge of plagiarism. Using the work of a peer as one’s own is equally dishonest. Students may see any English or history teacher for help in handling documentation and giving credit to sources.
3. **Be where you are supposed to be.** The academic day begins at 8:00 AM for students in every division and ends at 2:45 PM for Early Childhood and 3:00 PM for students in the Lower, Middle and Upper Schools. During this time period, students are not allowed to leave the building without permission. All students are expected to arrive by 7:50 AM.

Students are expected to arrive on time to school and to each class. Unexcused tardies will be treated as behavioral, not academic offenses on a divisional level. Unless students have an excused absence, they are expected to be in class by 8:00 AM, to attend all classes promptly, and to be present at all other required meetings and activities, including lunch and division meetings. Refer to the section on attendance for procedures concerning absences and tardies if they occur.

Being where one is supposed to be also entails understanding and complying with rules regarding where one is to be on campus. No underclassmen may leave the building or campus at any time during school without the permission of a parent and the Head of the student’s division. Seniors who enjoy privileges may leave school as outlined in the senior privileges section. All students must sign in and out at the front desk between 8AM and 3PM.

4. **Be respectful of people and property.** All members of the Academy have the right to be treated with respect at all times. Abusive or prejudicial language or acts, bad manners, or any other act demonstrating poor taste will not be tolerated. This expectation holds true in all areas of the school—classrooms, hallways, the Gallery, locker rooms, the athletic fields, etc., as well as during off-campus Academy activities.

Bullying: Harrisburg Academy does not tolerate bullying. Bullying is a form of repeated aggressive behavior that is hurtful, belittling and deliberate. It happens when a person unfairly intimidates, harms or harasses someone else.

Bullying includes:

- Name calling
- Making fun of someone
- Taking another person's belongings
- Leaving someone out of activities
- Forcing someone to do something he or she does not want to do
- Physically hurting someone
- Making someone feel bad
- Using derogatory or prejudicial words, pictures, photographs or video, through social media or any other form of communication
- Targeting someone based on gender, sexual preference, or gender-identity
- Spreading false rumors (verbally or electronically)
- Inappropriate and/or harassing or hurtful communication through technology to anyone in or related to the Academy community during or outside of school (from on or off campus)

Anti-Discrimination: Harrisburg Academy does not discriminate on the basis of gender, race, color, religion, age, disability, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression, or any other legally protected status in hiring and promotion, in the administration of its educational programs and policies, scholarship programs. Discriminatory acts of any kind are strictly forbidden.

In keeping with the historical values of Harrisburg Academy, the Academy endeavors to treat all students and employees with dignity, justice and fairness. Harrisburg Academy does not tolerate discrimination or harassment of any kind, or bullying against any member of the Harrisburg Academy community. We are committed to the existence of a respectful, safe and healthy working and learning environment and will ensure that Federal and state laws, as well as the Academy's policies prohibiting harassment, discrimination, and violence are fully enforced.

An individual's use of the Academy's bathroom and locker facilities will be guided by her or his gender identity. We recognize that students are growing intellectually, socially, physically, and emotionally and strive to sustain an environment that enables students to feel safe on all levels. This policy is reinforced through our Core Values (which promote positive character development that values diversity, respect, mutual support, integrity, a strong sense of self-worth, and hard work) and our anti-discrimination policy.

This policy is to be implemented throughout the Academy's community and adherence is the responsibility of all students, departments, administrators, faculty, and staff. Failure of a member of the community to abide by this policy, including by participating in threatening, violent, discriminatory, or harassing conduct, may result in disciplinary action, up to and including removal from the school.

Any individual who believes that he/she is being subjected to or a witness to conduct that violates this policy, including any discrimination, harassment (verbal and/or physical or sexual) or bullying is encouraged to report the situation in accordance to the procedures set forth below.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Procedure for Reporting Discrimination, Harassment or Bullying: Harrisburg Academy will not tolerate any form of discrimination, harassment or bullying. Any community member who believes he/she is being subjected to or who witnesses these offenses shall report the situation to any of the following authorized persons: classroom teacher, student advisor, school counselor, school administrator or the head of school. Employees should report to the Director of Business, who serves also serves as Human Resource Director or the head of school.

Drugs & Weapons Policies

1. Unlawful use, possession, transportation, transfer, manufacture, distribution, dispensing, and/or sale of controlled substances (including simulated drugs or drug paraphernalia) is strictly prohibited at all times on school property, or at the site of any Harrisburg Academy activity at any place.
2. Any student who is discovered to be using, in possession of, or under the influence of illegal drugs, performance enhancing drugs or alcohol during or at a school-related event will face serious disciplinary consequences up to and including dismissal.
3. Weapons of any kind are not permitted in school or at any school-related event. Violation of these policies will result in serious consequences up to and including dismissal.

Search Policy: Harrisburg Academy property extends not only to buildings and grounds, including the parking lot, but also to bookbags, handbags, luggage, briefcases, desks, cubbies, hall lockers and gym lockers on the property. The Academy reserves the right to enter and search any area at any time.

Consequences of Violating Behavioral Expectations: The Academy expects students to meet both the letter and the spirit of the Academy's high behavioral standards. When a violation occurs, division heads exercise their judgment based on the individual circumstances of each case of misconduct. If out-of-school suspensions become necessary, student work is expected to be made up and 50% credit will be awarded. In severe cases, removal (dismissal or expulsion) of a student from the Academy community may be best for all concerned. If an Upper School student is disciplined with a suspension, dismissal, or expulsion the violation will become part of the student's disciplinary record. Information related to the suspension, dismissal, or expulsion is communicated to all colleges, universities or any organization where Academy records are requested. The Academy reserves the right to communicate disciplinary information to colleges or universities in a manner or method that is deemed most appropriate by the Head of the Upper School and/or the Head of School.

Mandatory Reporting of Child Abuse, Neglect, Sexual Abuse or Sexual Exploitation: Pennsylvania requires teachers and other school employees to report suspected child abuse, neglect, sexual abuse, sexual exploitation, or statutory sexual assault. Harrisburg Academy requires its employees to abide by this law.

Child abuse or neglect is defined as behavior or acts resulting in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse, or exploitation of a child (usually a person under the age of 18, but a younger age may be specified in cases not involving sexual abuse) by a parent or caretaker who is responsible for the child's welfare.

Sexual abuse or exploitation is defined as the employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another person to engage in sexually explicit conduct or a simulation of sexually explicit conduct for the purpose of producing a visual depiction, including photographing, videotaping, computer depicting or filming, of sexually explicit conduct or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault or other form of sexual exploitation of children.

Statutory Sexual Assault (formerly Statutory Rape) occurs when an individual has sexual intercourse with a child under the age of sixteen (16). Sixteen is the age of consent in Pennsylvania. In order to be convicted under this section, a defendant must be four (4) or more years older than the victim.

Behavioral misconduct may include any of the following disciplinary consequences:

- a. **Detention.** Middle and Upper School detentions are scheduled after school on Mondays from 3:05 PM until 4:15 PM. Students will be notified by email and conversation with the teacher, Mr. Binnert or their advisor. Parents will receive notification that their student has received a detention. Attendance at detentions takes priority over other school activities with the exception of interscholastic competitions when the student will need to make up the detention.
- b. **Suspension.** Failure to follow the established behavioral expectations will result in suspension and possible dismissal.
- c. **Dismissal.** Dismissal means that a student is no longer enrolled in the school. Under no circumstance is the student allowed on the school's premises or at any school function, either on campus or at another location. When a student is dismissed, the administration, working with the student's teachers, will make a realistic assessment of the student's academic progress and grade evaluation up to the time of the dismissal. The student, with the permission of the Head of School, may seek readmission

for the following school year by applying to the admission office. The student's record during his/her time away from Harrisburg Academy will be a crucial part of the admission process and decision-making.

d. **Expulsion.** The same as dismissal, but the student may not apply for readmission.

Privileges (Middle and Upper School): Sophomores who attained First or Second Honors for the previous semester may sign out from study hall, but they must remain in the building.

Freshmen who attained First Honors the previous semester may sign out from study hall for the spring semester, but they must remain in the building.

Senior Privileges: Senior privileges begin each year when every senior in the class has met the form requirements. Seniors are given the freedom to leave the Harrisburg Academy campus during their free periods and lunchtime only. Seniors may leave campus no more than once each day. Seniors who have a free first period also have the privilege of arriving at school by 8:45 AM instead of 8:00 AM – school's official starting time. On Thursdays beginning in October, seniors may also skip tutorial period and arrive by 8:40. On Friday schedules, seniors may arrive as late as 9:10. Seniors must sign in and out at the front office when exercising any privilege. This privilege can and will be revoked for inappropriate behavior or for other reasons, including declining grades.

ADMINISTRATIVE POLICIES AND PROCEDURES

Age Verification: All students when enrolling at Harrisburg Academy for grade HATs through Second Grade must provide age verification by providing a copy of the student's birth certificate or a valid passport. Students enrolling at the Academy for Third Grade or above are deemed age appropriate through the admission process and do not need provide age verification.

Residency Verification: All students must have a current physical address on file with Harrisburg Academy while enrolled at the Academy. Harrisburg Academy is required to have an address on file both for health and safety and in the case of emergencies. Harrisburg Academy is also required to inform all local school districts of the enrollment of students from their respective districts.

Attendance Policy: Learning is contingent upon regular, punctual attendance. When students are absent, they miss valuable learning experiences in the classroom, and their peers and teachers miss the contributions they make to the class. Because of this, unnecessary absences, including family vacations, are to be avoided during the school year. Parents must make every effort to schedule health or non-school-related appointments after school hours, thereby avoiding the need for students to leave school early.

Tardies to school, classes, or assemblies, etc.: Students are expected to arrive on time to school and to each class. The academic day begins at 8:00 AM for students in every division and ends at 2:45 PM for Early Childhood students and 3:00 PM for students in the Lower, Middle and Upper schools. All students who are tardy must sign in at the front desk, and will be responsible for making up assignments and completing tests or quizzes by the end of the school day. Unexcused tardies will be treated as behavioral, non-academic offenses in the Middle and Upper schools, and can result in detention. A detention will be assigned after four tardies.

Student Absence Procedures: Parents/guardians of students who will be absent due to illness, unavoidable medical appointment, or family emergency should call or e-mail (attendance@harrisburgacademy.org) before 8:30 AM to report the absence. A homework request can be made at this time if appropriate. When the student returns to school, he or she must bring a note from a parent or guardian within three days stating the reason for the absence and its duration. For an illness-related absence of three or more consecutive school days, a doctor's note is required.

Classification of Absences:

Excused absences are absences that the school approves either for a period of time or for a particular class. These absences include those caused by a student's illness or a family emergency and verified by a note within three days.

Unexcused absences include absences without a valid note containing a legitimate reason **received within three days of the absence**, those which have not been approved in advance by the division Head, and absence due to suspension. Skipping school is considered an unexcused absence and will result in disciplinary action. Missed Upper and Middle School student work is expected to be made up and 50% credit will be awarded.

- Timely payment of tuition is important to the daily functioning of Harrisburg Academy. Signing the annual enrollment agreement requires parents to remit their tuition payments as scheduled. If payment of tuition is not current or any other

payment under the enrollment Agreement is delinquent, this may prevent a student from starting school or be admitted to any class, examination, or activity, resulting in unexcused absences that could impact receiving credit for a class.

Planned absences include educational family trips, certain family obligations, college visits, and unavoidable medical and dental appointments requested in writing prior to the planned absence. Parents of students who will be absent for planned trips should download a Planned Absence Form from the Harrisburg Academy website. The form is to be completed and returned to the division head for approval three days prior to the planned absence. Failure to submit this form will result in an “unexcused absence.”

Partial-Day Attendance: A student who becomes ill during the day must see the nurse and remain at school until a parent or other designated adult is notified and arranges for transportation home. A student who leaves early for any reason, or leaves and returns, **must** sign out (and in) at the front desk. Attendance by Noon is required to participate in inter-scholastic athletic contests, Quiz Bowl competition, Mock Trial, and arts performances. Attendance in practices and rehearsals is permitted.

Extended Absence Policy: Occasionally, students have a medical condition that requires an extended absence. When this occurs, parents are required to contact the Division Head responsible for their student. Notification by parents must occur as soon as possible to best support their student, and his/her return to Harrisburg Academy and their ongoing success.

During an extended absence, including when a student is hospitalized, the Academy’s School Counselor will serve as liaison between parents, hospital/therapist, and the school community. Harrisburg Academy’s School Counselor is involved to ensure confidentiality and clear communication between the student, parent(s)/guardian(s), and the medical/mental health provider and the Academy.

All students returning to the Academy following a hospitalization (or a safety evaluation) are required to attend a re-entry meeting with their parents/guardians prior to returning to the Academy and rejoining classes. Parents must submit a Discharge Summary from an attending or evaluating physician and/or letter authorizing a student’s return to school.

Returning students are expected to be in compliance with after-care treatment recommendations. After a student returns to his/her classes, parents are expected to continue to work collaboratively with the School Counselor and Division Head to assure ongoing communication in support of the student’s well-being and adjustment to school activities, both academic and co-curricular. Communication between the treatment provider(s) and the school counselor is expected to ensure the student continues to receive the treatment necessary to support the student’s safety and well-being.

Written medical documentation also is required to request an exception to the Academy’s attendance policy. Exceptions to the Academy’s attendance policy are approved for students who are absent due to a documented psychological or medical illness.

When absences exceed more than ten school days in one semester collectively or in succession for a medical or psychological reason, students may request to withdraw from more one or more course. Approval for withdrawal is at the discretion of the Division Head, after consultation with the Academy’s School Counselor and parents of the student. The decision will depend on a number of factors, such as, but not limited to, the student’s academic schedule, progress toward completing missed assignments, or ongoing medical issues.

Accumulated absences: Harrisburg Academy regards regular school attendance as critical to learning. We believe in a participatory and active classroom, and we value student participation/contribution as part of the learning process. As a result, Academy students are expected to attend all classes on a regular basis. Poor attendance invariably **poses problems for both the student and the school. Students and parents, therefore, need to be aware that a poor attendance record can be deemed unacceptable conduct by the faculty and the administration.**

Upper School attendance will be evaluated at the end of both the first and second semesters. Students are permitted seven absences from a course per semester without penalty. If a student is absent an 8th time, a 5% reduction in the semester grade will be assessed (e.g., a student with a 90% grade will be assessed a 5% reduction from their semester grade equating to an 85.5%). An additional 5% will be assessed for each 2 additional absences, e.g., a student with 10 absences in a semester will be assessed a 15% (5% for the initial 8 absences plus 5% for the additional 2 absences) reduction from their semester grade. An additional 5% reduction assessed at 12 absences, additional 5% at 14, etc.

In addition, a student who has more than 24 absences in a year-long course (12 for semester courses) will not receive credit for the course. Extended and documented medical absences will be reviewed by a committee of three teachers and the Division Head to determine if an exception is deemed appropriate.

Absences due to school-sponsored events, such as games and field trips, are not considered as accrued absences. Current attendance records are available through the ON Suite as well as quarterly on report cards.

Blatant disregard for the US Attendance Policy will be considered defiance and will result in further disciplinary action, and potentially lead to expulsion from the Academy or failure to graduate.

The extended time period for incomplete grades is two weeks into the next quarter or following the end of the fourth quarter. Updates to grade books are due two weeks following the last day for the quarter at which time the report card will be reposted.

- We ask that a parent call the school by 8:30 a.m. if a student is going to be absent. After 9:00 a.m. attendance reports are run and double checked. If a student is absent and a parent has not called in, the student is marked “absent – unexcused,” and the registrar calls or emails to ensure that the student is safe. The parent then has 3 days to call, email, or send in written notice that the student was, indeed, out sick. As long as the “unexcused” notation remains, students are still required to make up any missed work but are only given 50% credit.
- If a parent calls in to the school (the day of the absence or within 3 school days of absence), the database lists the student as “absent – excused” and no further action is required. Students with excused absences are able to (and expected to) make up all missed work for 100% credit.
- When a student goes on a college visit, the student must submit a planned absence form before the missed day AND log into Naviance within 48 hours of the college visit to journal about the visit in order for the visit to be “excused.”
- Students who arrive in class more than 20 minutes after the beginning of class are considered “absent.”

School Work Missed Due to Absence: Students who are absent should refer to On Suite or speak directly with the classroom teacher. A student’s first responsibility following an excused absence from school is to make up any missed classwork, assignments, and projects. Students will receive help in making up work when they return to school. If an Early Childhood and Lower School student’s absence is planned, parents are expected to contact the child’s teacher upon returning to make up missed work. Middle and Upper School students should obtain all assignments from On Suite for the day(s) they will be absent and complete the work in advance or during the time absent. Students are responsible for making arrangements to complete the work missed.

SOCIAL MEDIA POLICY - Responsible Use Guidelines

At Harrisburg Academy, teachers, students, staff, and other school community members use social networking/media as a way to connect with others, share educational resources, log travel experiences, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking may be fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, Pinterest, Instagram, LinkedIn, blogs, YouTube and Flickr to name a few.

Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing Harrisburg Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

Use good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Know and follow the school’s Community Handbook and Technology Guide policies.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- Any and all personnel matters, including discipline of a student or dismissal of an employee, are private and are not to be discussed via social media.

Be respectful

- Always treat others in a respectful, positive, and considerate manner.

- Before sharing or forwarding social media posts from another person, be sure the information is accurate and if necessary, obtain their approval before passing along.

Be responsible and ethical

- Because you represent the school, please discuss only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone's peer, interact with them online if you are so inclined.
- If you are an employee thinking about interacting with a student, consider the following questions before proceeding.
 - What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.)
 - What is the social network in which I propose to interact with a student? (If the social network in question has limited professional applications – Facebook, for instance – reconsider using that social network.)
 - If you are uncertain how to proceed, consult your division head.
- Academy employees are discouraged from “connecting” with or “friending” current students and former students until they have graduated from high school.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Be accurate and appropriate

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

And if you don't get it right...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let your division head or supervisor know immediately so the school can take the proper steps to help minimize the impact it may have.

Be confidential

- Do not publish, post, or release information that is considered confidential or private. Online “conversations” are never private.
- Use caution if asked to share your birth date, address, social security number, cell phone number, or other sensitive personal information on any website.

Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally, do not mention specific students by name in social media postings. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask the Director of Communications for guidance.
- It is highly recommended that all social media users – students, parents, faculty, and staff – use the most stringent privacy settings available on each individual social media outlet.
- Always respect the privacy of school community members.

Post images with care

- Respect brand, trademark, copyright information and/or images of the school and other entities.
- Do not caption photos with the names of current students.

- Do not post photos of students who are on the “Do Not Photo” list. (Ask your teacher or see the Director of Communications for details.)

SNOW DAYS

School cancellation and delay information can be found on the home page of our school website at www.harrisburgacademy.org.

If Harrisburg Academy will close or delay school because of snow or another emergency the announcement will be broadcast on the following radio/TV stations:

WHP-AM (580)	WTPA-FM (93.5)	WHP-TV (Channel 21)
HOT TALK-AM (1460)	KOOL-FM (99.3)	WHTM-TV (Channel 27)
WITF-FM (89.5)	WNNK-FM (104)	WGAL-TV (Channel 8)
BOB-FM (94.9)	The River-FM (97.3)	FOX-43 (Channel 43)

Every effort will be made to have announcements on the air by 6:30 AM. A message will also be on the school’s answering machine (717-763-7811 **after** 6:30 AM). Keeping the school’s telephone lines open is important. In the event of inclement weather after the school day is in progress, **we ask that parents not call the Academy regarding early dismissal**, but rather, listen to one of the above radio stations for announcements and check the Academy website (www.harrisburgacademy.org). If your student uses public school transportation, listen also for any announcements about your local school district so that you will be aware of when he/she should be ready for pick-up. Students who use public transportation will not be penalized for late arrival or early dismissal.

If your local school district decides upon an early closing, we will release students as the buses arrive. Students living in the school district but not taking the bus are permitted to leave.

In the event of a two-hour delay, doors will open at 9:00 AM. Students should not be dropped off prior to this time. A core group of teachers will be available to provide supervision for students. If we announce a delay, please listen carefully to the radio/television and/or check the Academy telephone message (717-763-7811 or 717-763-8943) and the Academy website, www.harrisburgacademy.org. (See the Upper School Policies and Programs Handbook for delay or closing policies during exams.)

HATS – These guidelines also apply to the children attending full days in the HATS program. However, when there are delays, there will be no school for children enrolled in the morning-only HATS program, unless otherwise announced on the radio/television and Academy website (www.harrisburgacademy.org).

Extended Day – If school is delayed due to snow, the Extended Day Program will take place as usual at the end of the day. In the event that we have an early dismissal due to inclement weather, Extended Day may be cancelled.

Snow Make-Up Days – After the fourth cancellation of school because of inclement weather, a “make-up” day will be added to the school calendar. The first scheduled “make-up” day is Presidents Day. The number of days on which the start of school is delayed by two hours will not affect “make-up” days.

EMERGENCY EVACUATION

Emergency evacuations will be guided by the Crisis Response Plan of the Academy.

Announcements regarding resumption of school will be broadcast over the stations that broadcast snow day closings. Parents coming to the school should report to the main entrance.

Crisis/Fire Drills: Periodically, the Academy will hold crisis/fire drills. The first will be an announced drill; thereafter, the drills will be unannounced. Students must follow the posted guidelines for the drills, maintain a quiet and orderly approach, and gather at the assigned area. Because these drills are important to help avoid the tragedy that can occur in a crisis or fire, students must take these exercises seriously. The range of crisis drills practiced regularly cover the following: fire drills, self-explanatory; interior evacuations, in case of loss of power or heat or imminent danger from weather such as tornados; exterior evacuations, in case of gas leaks or building safety issues; off-campus evacuation, in case of larger building safety issues; and an unknown intruder, self-explanatory. In the event of an actual crisis, parents will be notified by our emergency contact system.

SCHOOL ARRIVAL AND DISMISSAL

School doors will be unlocked at 7:00 AM. Teachers are in their classrooms by 7:45 AM, and classes begin at 8:00 AM. Families are encouraged to use the bus transportation provided by their school districts. Families who cannot use district transportation should arrange for students to arrive by 7:50 AM. Early Childhood and Lower School students who arrive before 7:50 AM must report to the Gallery, and Middle and Upper School students must report to their respective divisional areas of the school. All Middle and Upper School students are expected to arrive by 7:50 AM. Seniors with privileges and a “free” first period must arrive by 8:45 a.m. except where noted above with regard to tutorials and Fridays (See “Senior Privileges”)

Parking Guidelines

- All parent and visitor parking is located in the parking lot in front of the building. All parking spaces that do not have a number and those marked “Visitor” or with a “V” above the number are open to parents. The back parking lot is restricted to *employees only* during working hours.
- Parents of children in HATS, JK and Kindergarten are encouraged to take advantage of the adult supervision (see above) and drop off their children at the main doors. However, *these parents only* may continue to park in one of the visitor spaces in front until they feel comfortable dropping off their children at the main doors.
- All students in grades 1-4 should be dropped off at the main doors of the building. A teacher or administrator will be stationed to assist students as they walk to the Gallery. Another teacher will be stationed at the doors of the Gallery to greet each child. Teachers will staff the Gallery during arrival times. If at all possible, we encourage older siblings to escort younger siblings to the Gallery.
- We ask that parents of students in grades 5-12 drop off their children in front of the building in the loading and unloading zone.
- Employees and seniors have an assigned and numbered parking space.

Dismissal Procedure: Courtesy and respect for others—including parents, van and bus drivers, students, and supervising teachers—are essential. Please follow instructions of crossing guards and use provided crosswalks when crossing the driveway. It is also essential for all students to remain quietly in their designated areas until the arrival of their buses or people who are picking them up.

Early Childhood and Lower School

1. **Parent Pick-Up:** All parent pickups until 3:05 PM take place in the Early Childhood child’s classroom. Lower School students parent pickups begin at 3:00 PM in the Gallery. We encourage parents to space out arrival and departures to help ensure parking is available for those arriving later. To prevent congestion and interference with the school buses, please park only in the front parking lot. Early Childhood parents may enter the building at 2:40 PM and come upstairs to wait outside the classroom until dismissal at 2:45 PM. Lower School parents can proceed directly to the Gallery to wait for their student. Please avoid waiting in the entryway before 2:45 PM because the crowds and noise can be a distraction for the main office. Students are not permitted to meet parents outside or wait in the lobby area to be picked up.

Everyone picking up students must sign the child out every day. Non-parents who are picking up children on a regular basis must be listed on a permission form; teachers will verify that they are on the form and check ID, until they become familiar with the person. Everyone should be prepared to show some form of ID every time. **After 3:05 PM, all Early Childhood children who have not been picked up will be taken to the Extended Day Program (EDP) for pick-up.**

2. **Bus Students:** Children who are assigned to ride a bus will go to a designated area to wait for their buses to arrive. Unless a parent informs the teacher that the child will be picked up on a specific day, we will assume that child is riding the bus.
3. **Extended Day Program (EDP):** Children who are enrolled in EDP on a regular basis will be escorted by EDP staff to the Gallery at the end of the school day. (A registration fee is charged for this service depending on the length of time the student is supervised by the EDP staff; see **Extended Day Program**.)

Middle School students whose transportation has not arrived by 3:15 PM must report to the After School Study Program.

Upper School students are expected to leave for home unless they are involved in a school activity or working with a teacher.

Bus Transportation: Public school bus transportation is available from several local school districts. Academy students must register, in advance, to use public school buses. Further information, including a list of the school districts that provide public busing, is available on the Academy’s website, along with a Public Transportation Request form. Registration is not automatic. If a family has a student or students riding the bus and they enroll an additional student(s), a new transportation form must be submitted for the new student(s).

In addition to public school buses, the Academy offers bus service to the Carlisle area. To register to ride either of these buses, please contact the Business Office. There is an additional charge to use these buses.

Guest riders on school buses: Please note that most public school districts will not allow guests (non-district students) to ride buses with their regular riders. To find out if your district will allow additional riders, please speak to the bus driver or call the district transportation office. If a district *will allow* guest riders, **both the parents of the regular rider and the guest rider’s parents must give permission**, in writing and signed, to the Academy Business Office in advance. For Academy-operated buses, please contact the Business Office to determine if there is space available on the bus. If there is space available, both the parents of the regular rider and the guest rider’s parents must give permission, in writing and signed, to the Business Office in advance.

Policy for Chaperones and Drivers

In keeping with Harrisburg Academy’s commitment to student safety and parent partnerships – and after checking with other independent schools – we have developed the following policy for parents, guardians, and other adults who volunteer as school-designated chaperones and drivers for Academy events.

Certificates of Clearance and Background Checks: Pennsylvania law requires parents, guardians, and other adults who volunteer in any capacity with children, to obtain the same **Certificate of Pennsylvania Child Abuse History Clearance, Pennsylvania State Criminal History Record and the Federal (FBI) Criminal History Record** that we require of our faculty and staff, which must be updated every three years. Blank forms are available online and in the Business Office. There are also online options for applying for clearances and payment can be made online as well. When filling out the Child Abuse History Clearance form, check the “school” block on your form. Payments for these clearances can be made online by credit card or, if using paper forms, by money order (no cash or personal checks are accepted).

Please note that receipt of the clearances may take up to six weeks or more. Clearances and results of the background checks must be received at school no later than one week prior to serving as a volunteer. Therefore, parents and guardians who intend to volunteer need to allot adequate time for the state to process the paperwork. Parents who arrive separately from students at the location of a field trip (such as visiting during a lunch hour) are still considered chaperones and need to obtain all clearances.

This policy applies only to school-designated drivers. Parents, guardians, and students who arrange their own carpools to and from school and to and from athletic and other events are responsible for their own safety and that of the students they transport.

Auto Insurance: If you are a designated driver to and from an athletic or other school event, you will be required to stop *only at places designated by the teacher in charge of the trip*. When parents or guardians use their own vehicle for school purposes, the individual’s automobile insurance is primary. We require parent/volunteer drivers to have auto insurance coverage of at least \$100,000/\$300,000/\$100,000. We also require drivers to provide us with a certificate of insurance from their insurance carriers showing coverage and coverage dates prior to the event.

Appropriate Behavior: All adults accompanying students on class field trips, overnight trips, and to and from athletic events are expected to follow the same standards of behavior that we require of our students, faculty, and staff. For example, we prohibit the use of any controlled substances: alcohol, drugs, etc. Use of such a substance or other inappropriate action will result in that person being asked to leave the group. The Academy also retains the right to refuse the service of any volunteer.

AFTER-SCHOOL ACTIVITIES

Early Childhood and Lower School: Early Childhood and Lower School students may only attend an after-school function (sports, etc.) if they are accompanied by an adult; exceptions are specific activities organized for their age group. Students must bring a note to inform their classroom teacher of the name of the person who will be supervising them if they remain after school. Parents are encouraged to attend after-school events and to bring their children to support the Academy’s teams.

Middle School: Any Middle School student who remains after school for an activity must report to our After-School Study Program until the beginning of that activity. Prior written permission must be given for a child to leave with an adult other than a parent. The Middle School After-School Study Program operates until 6:00 PM.

Upper School: Unless an Upper School student has an academic or extracurricular purpose in remaining after school, he or she should depart the campus at the end of the school day, 3:00 PM. Students who are in an activity or meeting with a teacher must have transportation arranged for the end of that activity. While on campus at any time, students are expected to meet the behavioral expectations outlined elsewhere in this handbook.

Access to the Kunkel Athletic Complex (lower field and tennis courts): Routes 11 & 15 and Erford Road form a busy and potentially dangerous intersection if parents and students do not adhere to the following guidelines.

1. Teachers of classes and coaches of athletic teams escort their students across this intersection for P.E. classes, team practices, and games.
2. Middle School Early Pick-up Policy: Parents who need to pick up their children from practices in progress on the lower field should do so at the lower field.
3. Seniors may drive to the lower field.
4. Upper School policies: Students who come late or must leave early from a practice or game may cross at the light when it indicates "Walk." All students using the light must use the Erford Road sidewalk and enter or leave the lower field by way of the gate. Students may not walk along Routes 11 & 15.
5. Middle School policies: at no time should middle school students cross Routes 11 & 15 and Erford Road unless escorted by an Academy faculty, staff member or parent.

Coaches are responsible for seeing that students cross safely to practices and games and do not visit food vendors along the way. Students who do not return to school with the coach at the conclusion of practice assume the responsibility for their own welfare.

Extended Day Program: The Extended Day Program is a quality after-school program that operates daily from 2:45 PM to 5:30 PM for Early Childhood and Lower School students. The program is also offered during in-service days and many school holidays. The purpose of the program is to provide responsible after-school care in a safe, nurturing, family atmosphere. Children participating in the program are divided into age-appropriate groups to foster social interaction. With guidance and supervision given by the experienced staff, children have the opportunity to complete homework assignments. To enroll children in this program or to find out more about it, information is provided on our website.

HEALTH AND SAFETY

School Health Services: The School Health Service program as mandated by the Commonwealth of PA is implemented by the school nurse. Cumulative health records are maintained on every student.

Immunization Requirements: All new students must provide documented proof that they have age-appropriate immunizations, including Diphtheria/Tetanus, Polio, Mumps, Measles and Rubella, Chicken Pox and Hepatitis B prior to starting school. Students entering seventh grade must have a Meningitis vaccine and an additional dose of Acellular Pertussis (Tdap) if at least five years have elapsed since the last dose of a vaccine containing tetanus and diphtheria. PA immunization law recognizes that some parents choose not to have their child(ren) immunized for medical or religious reasons. If it is for medical reasons, a physician's statement verifying that the immunization(s) would endanger the life or health of the child is required. If the exemption is based on a religious/philosophical belief, please see the school nurse to sign the necessary exception waiver. Both types of exemptions will remain in effect until the nurse has been notified of a desired change.

Those students exempt from immunization for medical or philosophical reasons will be required by Harrisburg Academy to remain at home for 21 days following a community member's diagnosis of an infection for which the general population has been immunized. This mandated removal from school will begin the day the diagnosis has been reported to Harrisburg Academy. The school nurse will oversee and document compliance of this policy in accord with Federal and State law, and as recommended by the Pennsylvania Department of Health.

Physical and Dental: Physical examinations are required for students entering HATS, Kindergarten, 6th and 11th grades. Dental examinations are required for students entering Kindergarten, 3rd, and 7th grades. Both exams are required when entering a Pennsylvania school for the first time.

Health Screenings: Vision screenings and height/weight/BMI checks are done in grades Kindergarten through 12th grade and hearing screening in Kindergarten, 1st, 2nd, 3rd, 7th, and 11th grades. Parents are notified if further testing by a specialist is indicated. Scoliosis screening is done on all students in grade 7 except those whose parents object in writing. The state asks that vision and hearing referrals be completed and returned to the nurse by the end of the school year. If there are financial difficulties, please contact the nurse, since local organizations can provide assistance. If your child sees an eye specialist regularly, you may print the vision referral form from the website and take it with you to be completed at routine appointments. The Tri-County Association for the Blind provides vision screenings for JK & HATS.

Emergency Care – Accident or Illness: The Academy is responsible for handling a sudden illness or accident, but not responsible for subsequent treatment. The treatment given by the school is limited to first aid only to protect the life and comfort of the student until appropriate care is secured. There is also supplemental accident insurance provided by the Academy. Contact the Business Office for more information regarding this insurance.

Transportation to a medical facility is the responsibility of a parent. In the event of an accident, the Academy will seek to notify the parents immediately. If the parent cannot come to the scene in a reasonable length of time, or if the injury or illness is severe, the student will be transported to a medical facility by ambulance or car, depending on the nature of the injury or illness. Any ambulance fees, etc. will be the responsibility of the parent. A member of the school staff will accompany the student and remain with him/her until a parent arrives. Students who would like to leave early as a result of sickness must first be evaluated by the school nurse prior to permission being granted to leave school.

The Academy will notify a parent if a student is showing signs of contagious conditions such as strep throat, pink eye, or head lice. The parent will be expected to pick up the child immediately. Following any serious contagious illness, the student should return to school with a physician's note. Students must be fever-free (below 101F) for 24 hours with no fever-reducing medications before returning to school.

Medication Policy: Although the school recommends that medication be administered in the home, it realizes that the health and welfare of some children requires that they receive medication while at school. If medication must be given at school, written authorization is needed from the physician and parent or guardian giving permission for the school nurse to administer it. The medication must be in the original container and properly labeled with the student's name, and if a prescription medication, with the pharmacy label. **Students may not bring medication to school.** Parents must bring the medication to the nurse's office with the health care provider note and sign a medication permission form. Medications may be carried only if medically necessary as indicated in writing by the health care provider and parent.

Cough drops are an exception to the medication policy. Cough drops can be used by students with a parent/legal guardian signature, and *without* a physician signature. For EC & LS students, they still must be brought to the nurse's office in their original container/package and the school nurse will give at nurse's discretion. For MS & US- Medication permission forms must be filled out by parents and returned to the school nurse if their child is able to take and keep lozenges/cough drops and use during the day with notation whether or not the student may or may not carry them. If the parent notes that the child may not carry them, the lozenges will remain with the school nurse and will be distributed at nurse's discretion. If the student is allowed to carry lozenges, the parent is then responsible for monitoring their child's use. Students need to use them discreetly and may not share, or this privilege may be revoked.

Emergency Medical Information Forms will be posted online before the start of the school year and are due in the main office **by the beginning of August.** An emergency form must be completed for each child every year. At the discretion of the administration of Harrisburg Academy, a student may not be allowed to participate in classes or activities if a current emergency contact form is not on file. The Emergency form provides parental authorization for medications with standing orders such as acetaminophen. The nurse will notify parents of oral medications given at school through 3rd grade or if parents request this yearly on the Emergency Medical Information Form.

Tobacco-Free Campus: Because of our commitment to wellness and respect for others, Harrisburg Academy is a tobacco-free campus. Tobacco products are not permitted on school property – either in the building or on the grounds, including athletic fields and parked vehicles. Students found using tobacco will be subject to disciplinary action at the discretion of the division heads.

Latex Concerns: Due to serious allergies in several individuals at the Academy, latex balloons are not to be used in any public spaces on campus.

Nut Allergy Concerns: Though the Academy offers some nut items such as peanut butter, supervision is provided in determining which efforts are needed to keep all students safe. No nuts or nut additives are allowed at extra-curricular events.

EXTRACURRICULAR ACTIVITIES

Early Childhood and Lower School

Special Events: There are many special activities for Early Childhood and Lower School students and families, and we welcome your attendance at these events.

Performances: Parents are invited to attend all performances. Costumes and sets for class plays may be created by a group of parent volunteers within the class.

Special Days & Birthdays: There are many small class celebrations for special days such as Valentine's Day or Field Day. Students' birthdays are observed during our Early Childhood and Lower School Morning Meeting. In addition, families may honor a child's birthday by reading a favorite book to the class or donating a game, puzzle, or book for the class to enjoy. Students' birthdays are observed without cupcakes or sweet treats in the classroom.

Field Trips: Field trips enhance the Early Childhood and Lower School curriculum. Parents are given advance notice of each trip and may be offered the opportunity to chaperone. Please refer to the Harrisburg Academy website for additional information related to the chaperone policy.

Middle School

Sports: Because of the Academy's "no cut" policy, participation is open to all students in grades 6-8. Fall sports include girls' and boys' soccer; winter sports include boys' and girls' basketball; and spring sports include lacrosse and boys' and girls' running. Our coaches make every effort to conclude sports activities promptly; please consider this as you make plans to pick up your children.

Student-Athlete Sports Eligibility Policy: We wish to stress the importance of individuals on our teams being both athletes and students. A student-athlete who has two D or F grades in his/her coursework during the season, will be required to attend after school study halls or meet with a teacher after school before attending practice. If a student does not raise his/her grades from this level, or show increased performance or effort, discussions will focus on his/her participation in the team.

Clubs: Students also have an opportunity for learning and fun through the Middle School club activity program. Once a week, students participate in one of the many clubs designed by our faculty. The clubs change quarterly; topics have included walking, touch football, other sports, board games, juggling, crafts, and computer. Ski club is also available after school from January through early March.

Activities and Events: In addition to clubs, students may participate in Math Counts teams, the National Geographic Geography Bee, the Stock Market Game, etc. The Science Fair, where Middle School students present their projects, is held in January and is required for all students. Students also attend assemblies and Middle School Meeting where the 8th graders present their required speeches. Special assemblies also occur throughout the year.

Student Government: Middle School students may be elected to class officer positions or to the Middle School Student Council.

Upper School

Sports: Since the teamwork and physical fitness developed through interscholastic athletic competition are valuable components of an academic education, Upper School students are strongly encouraged to participate in at least one sport per year. All interscholastic sports teams are Varsity or Junior Varsity and feature the no-cut policy. Fall sports include boys' soccer, and girls' tennis; winter sports include boys' and girls' basketball and swimming; and spring sports include girls' soccer and boys' tennis. Ski Club is offered depending on student interest and commitment.

Through a cooperative sponsorship agreement with Trinity High School, Academy students in grades 9-12 are eligible to try out for football, cross country, and golf in the fall, and baseball, softball, lacrosse and track and field in the spring.

Away Games: Because it is sometimes necessary for students to leave school before the end of the day to travel to away games, classes may occasionally be missed. It is the responsibility of the student to see teachers of these classes in advance to find out what they will need to make up; team members should also consult classmates and borrow notes the next day. Since teachers are aware of the scheduled away games, they avoid scheduling tests or introducing complex new material on the days when a large number of

team members may miss class. For more information on athletic policies see *Expectations of Academy Athletes*, a handout provided by the coaches.

Physical Education Exemption: Upper School students participating in a sport can request an exemption from physical education class for the season that sport is played. The exemption is designed to allow more time for student athletes to complete their school work. The student is expected to remain in study hall unless he/she opts to attend physical education class. The exception is for a senior athlete who is allowed to sign out of PE but does not have to report to the study hall.

Option for Upper School Students who are PIAA sport athletes:

- Upper School Students who are PIAA sport athletes may request to attend a study hall instead of PE class.
- The request to attend a study hall should be made to the PE teacher at the beginning of class.
- The PE teacher will send these students to a study hall on a hall pass. Students must remain at the study hall for the entire period.
- These students will not have the option of signing out of the study hall.
- All students must attend a minimum of eight PE classes each semester each year to receive the necessary PE grade and credit.

Special Events: Upper School students participate in assemblies, Morning Meeting (where senior speeches take place), and events conducted in cooperation with the other divisions (such as Field Day). In addition, Upper School students design and participate in specifically Upper School events such as the annual Canoe Trip.

Student Government: Upper School Student Council is composed of an executive committee elected in the spring by the student body as a whole and of two representatives for each class, elected in the fall by the classes. A major function of Student Council is to act as a forum for discussion of issues important to the Academy as a whole or to the Upper School in particular. Student Council works with faculty advisors and with the administration to ensure strong lines of communication and support.

SCHOOL AND COMMUNITY SERVICE

Harrisburg Academy considers itself not only a community within itself, but also a member of the larger community. The ideal of service to others is instilled into our students in every division.

Early Childhood and Lower School: Teachers and children are involved in helping in the community whenever possible. Their community service activities may include visiting nursing homes and working on projects for charities or organizations. Early Childhood and Lower School students are great participants in the Academy Food Drive. Parents are welcome to become involved in the various programs that Early Childhood and Lower School promotes to help to develop social responsibility and good citizenship.

Middle School: Middle School students explore the larger community of Harrisburg by visiting hospitals, businesses, service organizations, etc., and providing service where possible.

Upper School – Creativity, Action and Service (CAS): CAS is a framework for experiential learning, designed to involve students in new roles. The emphasis is on learning by doing real tasks that have real consequences and then reflecting on these experiences over time. This process of doing and reflecting on the doing provides an excellent opportunity to extend what is learned in the classroom to a form of service. The most meaningful CAS experience comes from spending time with others to build relationships and develop the self-worth of both server and served. The activities should be undertaken gradually, be appropriately adapted to the circumstances, and take into account personal aptitudes and preferences. CAS builds self-esteem, self-confidence, autonomy, and self-reliance. It encourages discovery, concern, awareness, lifelong learning, and global citizenship.

Managed by the CAS coordinator, each Upper School advisor facilitates the planning, logging, and reflecting by the student on the CAS experiences. Additional information on the Academy’s CAS program can be found on the Academy’s website.

Community Service Day: In addition to community service by division, a school-wide Community Service Day is held in the spring.

Food Drive: The Food Drive is an annual school-wide community service project involving students, parents, faculty, staff and administration. During the Thanksgiving and winter holiday season, the Academy family collects and contributes nonperishable food

for needy families. In addition, cash donations are collected toward the purchase of turkeys, produce, and other perishable items. Some students “adopt” needy children and provide holiday gifts.

DRESS CODE

At the Academy, we believe that clothing should not distract from the safe and respectful learning environment that we strive to create. With that philosophy in mind, we have established the following guidelines for student dress:

MONDAY – THURSDAY

Students in all divisions are required to wear “Academy Wear” Monday through Thursday of each week, as well as any other designated Academy Wear day. Academy Wear is purchased through Lands’ End for School by visiting www.harrisburgacademy.org/LandsEnd (school ID #900113606). Once you access Harrisburg Academy’s school-specific online store, you will see a listing of approved Academy Wear items.

Academy Wear pants, skirts, shorts, skorts, and jumpers: Pants, skirts, capris, shorts, skorts, and jumpers may be purchased through Lands’ End or other stores/websites if the items are indistinguishable from those listed on the Academy’s page on the Lands’ End for School site. Tights or stockings must be of a single solid color. Leggings may be worn underneath skorts or skirts and must be of a single solid color. For clarification, jumpers do not need the logo. Any top worn under the jumper must have the logo.

Appropriate footwear

Footwear must be worn at all times and must be in good repair. Appropriate footwear includes dress shoes, sandals (with a back strap for EC/LS), sneakers, boots, or loafers. Flip flops, slippers, moccasins, and athletic slides are not permitted. Sneakers are a requirement for physical education class for all students.

FRIDAY and DESIGNATED DENIM DAYS

On Fridays, as well as the last school day of the week on short weeks, students are permitted to wear Academy Wear, as well as non-logoed collared or collarless dress shirts, dresses, sweaters, approved Harrisburg Academy t-shirts, and/or solid-color pants, including denim jeans (in good repair). Also, on Fridays, students may choose to wear a college t-shirt.

Inappropriate attire:

The following are not allowed and in violation of dress code:

- “Super skinny” capris, pants, and jeans
- Leather or “pleather” clothing
- Leggings worn as pants
- Holes or frayed clothing
- Hats, non-religious headwear, overcoats, or outdoor jackets inside the building
- Extreme hairstyles (only natural colors permitted)
- Visible body piercing ornaments other than the ear (jewelry must be modest and not distracting); visible permanent tattoos (temporary/fake tattoos are prohibited on hands/arms and above the collar)
- Pants, shorts, or skirts that expose the torso or underwear
- Dresses or tank tops or similar shirts with straps less than two inches in width
- Pictures, logos, words, messages, and slogans larger than a half-dollar (including numbers, silkscreened images, and appliques) other than Academy approved team uniforms or spirit wear
- Sweat pants, sweat shorts, athletic pants/shorts, yoga pants, etc.
- Excessively short skirts and shorts (should be noticeably beyond the fingertips when standing)

MS/US PHYSICAL EDUCATION CLASS (GIRLS AND BOYS): A separate change of clothes of shorts and t-shirt must be worn for P.E. classes. A student may not wear the same clothing for P.E. and academic classes.

SPECIAL OCCASION ATTIRE MS/US Concert Black Attire (i.e. Holiday Concert; MS and US Fall, Winter, and Spring Concerts): *Boys:* solid black dress slacks, solid black dress shirt, neck tie (any color), black dress socks, and black dress shoes (solid black sport coat optional).

Girls: semi-formal appropriate length solid black dress or solid black skirt or pants and black blouse or shirt, with black dress shoes (and socks if applicable).

EC/LS Concert Dress (Seasonal) Attire (i.e. Holiday Concert, EC and LS Spring Concerts, EC and LS Closing Ceremonies):

Boys: seasonal color dress slacks, seasonal color dress shirt, seasonal color dress socks, and dress shoes (seasonal color tie and sport coat optional).

Girls: seasonal color semi-formal appropriate length dress, or seasonal color collared blouse or shirt with pants or appropriate length skirt, with dress shoes.

MS/US Semi-Formal Attire (i.e. MS/US Closing Ceremonies, Convocation, Commencement):

Boys: tie, dress slacks, dress shirt, dress socks, and dress shoes (sport coat optional.)

Girls: semi-formal appropriate length dress, or blouse or un-collared dress shirt with pants or appropriate length skirt, with dress shoes.

FOOD POLICIES

Lunch: The Gallery provides nourishing, balanced meals, and the Academy believes it is a part of the learning experience to encourage the students to eat what is provided and to try new foods. As an alternative, students may choose to bring an entrée of their choice (must not need refrigeration or to be heated) and only an entrée. Side items and drinks should be chosen from the school offerings. Monthly menus are provided by the food service staff and posted online.

Snacks: A breakfast and snack cart is available on a cash basis to students before school (from 7:30-7:45 AM).

1. Food and beverages are to be consumed only in the Gallery, alcoves, outside of the building or with permission of teacher.
2. Early Childhood classes are provided snacks. Lower School students are allowed snacks with permission from the classroom teacher. Middle and Upper school students may bring snacks to school but must have faculty approval bring to class.
3. Food consumption in classrooms in conjunction with an Academy event will be supervised by the teacher.

BAGGED LUNCH ENTRÉES

The Academy is committed to providing families with opportunities to meet their dietary needs. For this reason, students are allowed to bring a *bagged entrée* as a substitute for the food service entrée. Students are expected to partake of side items, drinks, and the salad bar to augment their entrée. To ensure the health and proper nutrition of all students in the school, we have established the following set of guidelines for bagged lunch entrées:

1. **Bags are to contain entrées only.** Side dishes and drinks will be those on the menu for that day. Utensils, napkins, trays, and condiments will be provided.
2. Bags must be clearly marked with the student's name.
3. Entrées must be shelf-stable (requiring no refrigeration, warming, or other preparation) and ready to eat.
4. Fast food does not meet the requirements of a bagged entrée.
5. Sharing of bag contents is not allowed.
6. Bag storage will be in classrooms for Early Childhood and Lower School. Middle and Upper School students will store bags *only* in their respective division offices, rather than lockers.

SECURITY AND VISITORS

Access to the building during the school day is restricted to the main entrance. All visitors (visiting students, alumni, parents, and other guests) must report to the front desk and receive an identification badge. Any students from other schools who want to visit the Academy must receive permission from the head of the division they wish to visit. The division head will determine whether visiting former students may attend classes.

Dogs and Other Pets: For the comfort and safety of others, we ask that you refrain from bringing dogs or other pets on campus – either in the building or on the grounds, including athletic fields. If there is a reason to bring an animal on campus – a special class project or event, someone requiring a service dog, a presentation or performance, etc. – please check with the division head for an exception to this policy.

STUDENT POSSESSIONS

Cell Phones: Cell phones are permitted in school. The ringer must be off and the cell phone must be stored in a locker or book bag. Cell phones may be used before or after school. Cell phones may also be used by Upper School students during lunch and during break, but students must be respectful of classes that are in session. With the advent of more advanced technology, there may be times when Middle or Upper School students may be allowed to use their cell phones in the classroom as part of a class assignment or project. Any disturbance caused by cell phones or any violations of the policy may result in disciplinary action, including confiscation. All students will be required to turn off phones in a crisis to ensure safety of all students and staff.

SPECIFIC UPPER SCHOOL POLICIES AND ACTIONS:

- Upper School students of Harrisburg Academy may have, during school hours, mp3 players, iPods, CD players, and other related electronic devices.
- The music level must be kept at a minimum so as not to affect the educational learning in nearby rooms, and/or nearby students. Also, the volume should be within an acceptable range so as not to cause any loss of hearing and so that if a person speaks to them, students will hear the person speaking.
- Student owners are solely responsible for the loss, theft and/or damage to the device. It is recommended that small costly electronic devices not be kept in school lockers.

Lost and Found – Lost items are stored near the Early Childhood and Lower School office. There is also lost and found items kept in the Gallery by the EDP staff. Middle and Upper School items are kept in either the girls' or boys' locker rooms. Valuable items such as electronics, telephones, jewelry, are kept at the front desk.

PHONE CALLS AND TELEPHONE MESSAGES

Any student making a prank 911 call may be dismissed from the Academy.

Students may not leave class to receive or to make phone calls. Since office staff is limited, messages will only be delivered to students in the case of an emergency. Parents may leave messages on the voice mail when the school is closed.

END OF DOCUMENT

LAST REVISED JANUARY 19, 2018