



**BACK-TO-SCHOOL INFORMATION
FOR NEW FAMILIES:
2018-19 ACADEMIC YEAR**

We have enjoyed getting to know your family during the admission process and are so happy to welcome you to the Academy community! One of our goals is to make your transition to our school as smooth as possible. Here is a list of some helpful "how-to" hints and reminders that can serve as a reference tool and provide contact information if you need additional information.

Welcome to Harrisburg Academy!

ACADEMY TERMINOLOGY

Questions? Please contact your division assistant: [Kelly Rinehart](#) (EC/LS) or [George Nagle](#) (MS/US).

Harrisburg Academy attempts to keep its communications with parents direct and simple to follow. For ease in reading our materials, please know that our division structure and the acronyms we use when referring to divisions are as follows:

- Early Childhood (referred to as “EC”) – Preschool, Junior Kindergarten, and Kindergarten
- Lower School (referred to as “LS”) – 1st through 4th Grades
- Middle School (referred to as “MS”) – 5th through 8th Grades
- Upper School (referred to as “US”) – 9th through 12th Grades

AFTER-SCHOOL ACTIVITIES

Questions? Please contact your division assistant: [Kelly Rinehart](#) (EC/LS) or [George Nagle](#) (MS/US).

Harrisburg Academy proudly offers a number of optional activities for students after classes have ended. Most activities are available for a small fee on a per-session basis. Activities include, but are not limited to:

- Art Club (K-4th)
- Swimming (K-8th)
- Girls on the Run® (3rd-6th)
- Lower School Singers (1st-4th)
- Lab Science (K-4th and 5th-8th)
- Soccer Shots (Preschool-2nd)
- US Musical/Drama
- MS/US Science Olympiad
- Robotics Clubs (MS/US)
- Lower School Orchestra (1st-4th)
- Music Lessons (all grades)
- US Quiz Bowl

After-school care is also available through our Extended Day Program and Middle School After-School Study Club, as outlined later in this guide.

ATHLETICS

Questions? Please contact [Jeane Serino](#) (athletics director).

Harrisburg Academy’s fall sports opportunities are as follows. All sports activities require an additional fee:

FALL, MS (5th-8th grade)

Boys’ Soccer
Girls’ Soccer
*Co-ed Youth Swimming Clinic (grades K-8)

FALL, Varsity (9th-12th grade)

Boys’/Girls’ Soccer
Girls’ Tennis
Co-ed Golf (club)
Co-ed Fencing (club)

FALL, US (9th-12th grade)

co-op sports
Boys’ Football (Trinity HS)

Additional opportunities for winter and spring sports include basketball, swimming, tennis, and volleyball club. If your student is planning to play an Academy sport or a PIAA cooperative sponsorship agreement sport, he or she will need to complete a sports physical. **Harrisburg Academy will offer free exams starting at 5:30 p.m. on Monday, Aug. 13.** Please complete all of the appropriate physical forms prior to your student's appointment (available through the [ON Suite](#)). All physicals for the 2018-19 academic year MUST BE DATED after June 1, 2018, and must have been completed in Pennsylvania. Please contact the Athletics Office for questions about sports physicals. (* denotes sports physical is not required.)

BACK-TO-SCHOOL EVENTS

Questions? Please contact your division assistant: [Kelly Rinehart](#) (EC/LS) or [George Nagle](#) (MS/US).

We have a number of events in August and September to transition families – new and returning – back “into the swing of things” for the upcoming year. Please be sure to mark your calendar for the following dates, and keep your eye on your email for others. Full information for everything is available in the [On Suite](#).

- **Early Childhood Playground Picnic:** All new and returning families with students in Preschool, Junior Kindergarten, and Kindergarten are invited to attend this fun potluck lunch. Stay tuned for your electronic invitation to this annual event, scheduled for **Saturday, Aug. 18 at 10:30 a.m.**
- **Back-to-School Picnic:** Join us for the Academy’s All-School Picnic, **Monday Aug. 27, at 4 p.m.** This fun and festive event is immediately following EC/LS classroom visits, MS orientation, and the US canoe trip. Please join us for dinner and activities (sponsored by the Parents Association), including the 2nd Annual Dunk Tank fundraiser, a DJ, a selfie station, and various lawn games. All families are encouraged to wear their Spartan blue and gold, and athletes should wear their team jerseys. For those who need to stock up on their Academy merchandise, we will also be hosting the largest on-campus Spirited Spartan Shop event of the year at the picnic. See you there!
- **Early Childhood Boo Hoo/Yahooo Breakfast:** Join us for our second annual Boo Hoo Yahooo Breakfast for Early Childhood parents on the first day of school! After you walk your kiddos to John Butler Davis Gallery and kiss them goodbye, come meet other HA parents in the Meeting Room and enjoy a light breakfast. Great coffee is a must! Younger siblings are always welcome. Full information will be posted in the [ON Suite](#) in August.
- **Back-to-School Nights:** All Academy parents/guardians are invited to join us for back-to-school welcomes from their classroom teachers and faculty, staff, and administrators. New EC/LS parents should join us **Thursday, Aug. 23 at 6 p.m.** for orientation and back-to-school night, and new MS/US parents should join us **Thursday, Sept. 6 at 5:30 p.m.** Please be sure to schedule your sitter to join us for this important kick-off to the 2018-19 academic year.

CALENDAR: Printed and ON Suite

Questions? Please contact [Debbie Potter](#), executive assistant to the head of school and school registrar.

The 2018-19 printed calendar is in production and will be distributed on the first day of school (coming home via backpack with the youngest student in your family). The ON calendar is the most up-to-date source of scheduling information, and we encourage you to check it regularly. Events for first semester of the school year will be uploaded by the first week of August. Additional calendar items will be sent over the summer via our Explorer eNewsletter. With any questions regarding the school calendar, including the online ON Suite calendar, please contact [Debbie Potter](#).

COURSE SELECTIONS (MS/US)

Questions? Please contact [Maureen Smith](#), MS/US faculty member and academic course scheduler.

Middle School students select electives and Upper School students select courses with the help of the division head, Admission Office representative, and/or school scheduler. Common choices include world language, band/orchestra/chorus/drama, and more detailed differentiation, including International Baccalaureate coursework, in Upper School. Scheduling questions can be directed to [John Binnert](#) or [Maureen Smith](#).

DRESS CODE

Questions? Please contact your division head: [Dr. Abby Mahone](#) (EC/LS) or [John Binnert](#) (MS/US).

Academy Wear: 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 follow a dress code called “Academy Wear” that specifically requires an Academy-logoed shirt purchased from Lands’ End, and khaki, navy, or black “bottoms” as available on the Lands’ End school uniform page of their website (or similarly styled bottoms from other retailers). Details on the dress code can be accessed in the [QuickLinks sidebar](#) on our main website homepage or through the [ON Suite](#).

Spirit Wear: The dress code also includes the option to wear Spirit Wear on selected days. Academy hooded sweatshirts, Academy t-shirts, and other Academy-branded apparel items are available through the Parents Association, which operates the [Spirited Spartan Shop](#). The shop will be open online shortly after school starts and orders will be delivered on a regular basis. Full information is available through the [ON Suite](#).

Used Academy Wear and Resale: Gently used Academy Wear and Spirit Wear can be purchased (and consigned) at Wears Like New in Lemoyne throughout the academic year. The Parents Association also sponsors a uniform resale twice per year (June and November). Of note: There will be gently used polos in a variety of colors and sizes available for purchase at the New Student/Parent Orientations and the largest on-campus Spirited Spartan Shop of the year at the All-School Picnic on Aug. 27, 2018. Questions about the resale? Please contact [Jaci Caralle](#) in the Admission Office.

EXPLORER eNEWSLETTER; SCHOOL SOCIAL MEDIA

Questions? Please contact [Miranda Connelly](#), communications associate.

The Explorer is a weekly all-school eNewsletter for parents, faculty, and staff of Harrisburg Academy. Here you’ll find news and information about school happenings and people in the Academy community. Be sure to stay up-to-date by reading! If you ever miss an Explorer, they are archived via your parent resource board in the [ON Suite](#). Additionally, Harrisburg Academy has an active presence on social media. Be sure to follow us on the outlet of your choice, including: [Facebook](#), [Twitter](#), [LinkedIn](#), [Instagram](#), and the [HAppenings Blog](#).

EXTENDED DAY PROGRAM (EC/LS) / AFTER SCHOOL STUDY CLUB (MS)

Questions? Please contact [Jennifer Hricak](#), director of extended day programs and summer camp.

The Extended Day Program (EDP) for children in Preschool through 4th grade and the After-School Study Club for Middle School students in 5th through 8th grade are both great ways to safely extend the school day.

EDP is in session before school beginning at 7:00 a.m. and after school dismissal (2:45 p.m.) until 6 p.m., Monday through Friday, on regular school days. Extended day service before school and after school dismissal through 5:30 p.m. is included in the tuition rates of all students in EC and LS; late pick-up is available from 5:30 to 6 p.m. for an additional fee. EDP may be scheduled in advance or on a drop-in, non-reservation basis. Scheduled EDP is preferred. Special Days are offered on parent-teacher conference days and teacher in-service days, as well as other non-Federal holidays when the Academy is not in session; on these days EDP is available from 7:30 a.m. until 6 p.m., by reservation only, at least a week in advance. EDP is also available free of charge without registration for the duration of your scheduled parent-teacher conference time. More information about EDP, the Special Days schedule, and registration are available through the [ON Suite](#).

After-School Study Club provides a service to families who need to have a Middle School student remain at school beyond the school day (which ends for MS and US students at 3 p.m.). This option is available without a daily or hourly charge; however, we do charge a fee per sports season (three seasons per year). Middle School faculty members are available at the end of most school days for homework help until 3:45 p.m.; Study Club is available from 3 to 6 p.m. Registration is online through the [ON Suite](#).

FORMS

Questions? Please contact your division assistant: [Kelly Rinehart](#) (EC/LS) or [George Nagle](#) (MS/US).

As we prepare for the 2018-19 academic year, one of the most important things we need you to do is submit forms on behalf of your student(s), many of which are required to be submitted annually. Forms are available for you to complete in the [ON Suite](#).

HANDBOOK

Questions? Please contact your division assistant: [Kelly Rinehart](#) (EC/LS) or [George Nagle](#) (MS/US).

The Student Handbook, posted in the [ON Suite](#), is useful for all members of the school community — parents, students, faculty, and administrators — and is updated as needed throughout the academic year.

LAPTOP DEVICES – Bring Your Own Device (BYOD) Program, 5th-12th Grade

Questions? Please contact [Bob Bell](#), manager of information technology services.

Each student in 5th through 12th grade is required to bring a **personally owned computing device** to use in his or her classes each school day. With respect to the type of device, much depends on the preference of the student. Full information about the BYOD program is available in the [ON Suite](#).

LUNCH

Questions? Please contact [Chris Joyce](#), director of food service.

Hot lunch, including vegetarian options, soup/sandwich, salad bar, and peanut butter and jelly is offered each day to all Academy students free of charge. The Academy's food service staff 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. Exceptions will be made only for religious or medical reasons. (A physician's written recommendation is necessary for a medical exception.) Monthly menus are provided by the food service staff and posted in the [QuickLinks](#) sidebar on our main website homepage and through the [ON Suite](#).

ON SUITE

Questions? Please contact [Bob Bell](#) (manager of ITS) or [Jeremy Smith](#) (ITS staff) with questions regarding login and access. Please contact your division assistant ([Kelly Rinehart](#) - EC/LS; [George Nagle](#) - MS/US) with questions regarding system content and navigation. Please contact [Debbie Potter](#) (registrar) for questions regarding student and family information.

Harrisburg Academy uses [ON Suite](#), an integrated, web-based classroom management and student information system to manage all major school information. Through ON, parents, students, and faculty, alike, have access

to schedules, directories, student progress reports, operational documentation, and more. All new families receive an email in August with full instructions on how to get started in ON, with directions to log in and documentation to learn about the system.

ORIENTATIONS – New Students, New Parents, and International Students

Questions? Please contact your division assistant: [Kelly Rinehart](#) (EC/LS) or [George Nagle](#) (MS/US).

To provide as smooth a transition as possible, the Academy has an extensive new-parent and new-student orientation and visit process beginning before students ever come to class. Families will be receiving more detailed instructions and invitations regarding the orientations via mail and/or email.

PARENTS ASSOCIATION

Questions? Please contact [Karta Shaffer-Thigpen](#), our current Parents Association president.

We invite you to become an active participant in your child's education through the Parents Association. All Academy parents are automatically members, so come take part! More information about Parents Association activities and volunteering opportunities is available through the [ON Suite](#), or visit the PA table at the All-School Picnic to learn more and sign up to volunteer.

PARKING/DROP OFF/PICKUP

Questions? Please contact your division head: [Dr. Abby Mahone](#) (EC/LS) or [John Binnert](#) (MS/US).

Drop-off procedures: School doors will be open for general drop-off beginning at 7:30 a.m. Families are encouraged to consider using the bus transportation provided by their school districts. Families who cannot use district transportation should arrange for students to arrive by 7:50 a.m. All students are expected to arrive at school by 7:50 a.m. to prepare for classes to begin at 8 a.m.

- **Early Childhood:** Upon arrival, caregivers may escort Preschool, JK, and Kindergarten students through the main doors of the building and report to the EC/LS library. Early Childhood students may take advantage of early drop off starting at 7 a.m. At 7:50 a.m., teachers escort the EC students to the John Butler Davis Gallery for our daily EC/LS Morning Meeting (lovingly known as "G2") before proceeding to the classrooms at 8 a.m.
- **Lower School:** All students in 1st through 4th grade should be dropped off at the main doors of the building. A teacher or administrator is stationed to assist students as they walk to the John Butler Davis Gallery. Classroom teachers provide Gallery supervision for LS students arriving between 7:30 a.m. and 7:50 a.m. Teachers escort students to the classrooms at 8 a.m. after our daily EC/LS Morning Meeting.
- **Middle and Upper School:** Parents of students in 5th through 12th grade should drop off their children in front of the building at the McCormick Auditorium entrance. MS students proceed to lockers and homeroom; US students proceed to lockers and 1st period classes beginning at 8 a.m.

Dismissal procedures:

- **Early Childhood:** Early Childhood pick up begins at 2:45 p.m. and occurs in your child's classroom until 3:05 p.m. Non-parents who are picking up children on a regular basis must be listed on the transportation form (located in ON); all caregivers should be prepared to show picture ID when picking up your child. After 3:05 p.m., all EC children who have not been picked up will be taken to the Extended

Day Program (EDP). Parents and caregivers picking up children from EDP should report to the main office.

- **Lower School:** Lower School parent pick up begins at 3 p.m. in the Gallery. Please avoid entering the building and waiting in the entryway before 2:45 p.m. Students are not permitted to meet parents outside or wait in the lobby to be picked up. Parents arriving after 3:15 p.m. should report to the main office to sign their child out from EDP. Children who are assigned to ride a bus will go to a designated area to wait for their buses to arrive.
- **Middle and Upper School:** Students who are assigned to ride a bus will go to a designated area to wait for their buses to arrive. Middle and Upper School pick up occurs through the McCormick Auditorium entrance. Middle School students whose transportation has not arrived by 3:15 p.m. must report to the After School Study Program. Upper School students are expected to leave for home at the conclusion of the school day unless they are involved in a school activity or working with a teacher.

Parking: 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 and side parking lots are restricted to faculty and staff during work hours. Parents waiting to pick up a student at the end of the school day should park in a space and not line up in the front row of the parking lot – this creates hazardous conditions for those walking in the parking lot.

- **Reserved parking places:** Numbered parking places and the back and side parking lots are reserved for seniors, faculty, staff, and administrators. Additionally, be aware of the two parking spaces marked "reserved for the auction winners" in our front parking lot. These spaces (one in front at the main entrance and the other in front of the McCormick Auditorium entrance) are clearly marked and are reserved "24/7" for the entire 2018-19 academic year. We appreciate your consideration of the parents who have "won" the spots by generously donating to the Academy's annual Spring Gala. Similarly, the "reserved for Admission Office visitors" spot is reserved each school day.

REPORTING AN ABSENCE

Questions? Please contact [Debbie Potter](#), executive assistant to the head of school and school registrar.

Parents/guardians of students who will be absent due to illness, unavoidable medical appointment, or family emergency should call or email (attendance@harrisburgacademy.org) before 8:30 a.m. 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. Full information can be found in the Community Handbook, posted in the [QuickLinks](#) sidebar on the main website homepage and in the [ON Suite](#).

SCHOOL OFFICES – Staff and Administrators

Believe it or not, the first day of school is nearly upon us! We want you to be able to reach the most appropriate people to meet your particular needs as a newly enrolled family. Please feel free to connect with the following faculty, staff, and administrators as needed:

- **Main School Phone Number:** 717-763-7811
- **Reporting an Absence:** *Call the main number, or send an email to attendance@harrisburgacademy.org by 8:30 a.m.

- **Head of School:** [Dr. Jim Newman](#), x1312; asst.: [Debbie Potter](#), x1311
- **Early Childhood/Lower School:** head, [Dr. Abby Mahone](#), x1320; division asst.: [Kelly Rinehart](#), x1332
- **Middle School/Upper School/IB Program:** head, [John Binnert](#), x1318; division asst.: [George Nagle](#), x1329
- **Admission** – asst. dir. of early childhood/lower school, [Jaci Caralle](#), x1379; asst. dir. of middle/upper school, [Meredith Sterner](#), x1315; asst. dir. of international students, [Jen Graf](#), x1372; interim admission program manager, [Kristina Pae](#), x1393
- **Athletics:** dir., [Jeane Serino](#), x1394
- **Business Office/Accounts Payable:** dir., [Steve Preston](#), x1317
- **College Counseling:** dir., [Keo Oura Kounlavong-Sabath](#), x1324
- **Communications:** dir., [Kristina Pae](#), x1393
- **Development & Alumni Relations: Annual Giving/Development Events/EITC:** dir., [Stacy Klann](#), x1390
- **Technology: Information Services:** specialist, [Jeremy Smith](#), x1388
- **Technology: Information Services:** mgr., [Bob Bell](#), x1328

SPIRITED SPARTAN SHOP

Questions? Please contact [Jaci Caralle](#), Admission Office, or [Paula Pitts](#), Parents Association school store coordinator.

Hooded sweatshirts, Academy t-shirts, and other Academy-branded apparel and household items (magnets, pens, pencils, coffee mugs, etc.) are available through the Parents Association, which operates the [Spirited Spartan Shop](#). Be sure to stop and shop at the All-School Picnic on Aug. 27!

SUMMER ASSIGNMENTS

Questions? Please contact your division assistant: [Kelly Rinehart](#) (EC/LS) or [George Nagle](#) (MS/US).

Students in 1st through 12th grade are required to complete minimal homework assignments and/or projects over the summer. Full details on what is required for your child are posted in the [ON Suite](#).

TUITION PAYMENTS

Questions? Please contact [Steve Preston](#), director of business operations.

Families have several options for tuition payments for their child's Harrisburg Academy education. Payment plans are administrated through Harrisburg Academy's Business Office and using a payment module called [Simple Tuition Solutions](#).