



Harrisburg Adventist School

Information e-Booklet

School Year
2020 | 2021

Dear HAS Family,

Welcome! Thank you for choosing the Harrisburg Adventist School as the place for your child to learn and grow. In a few weeks, we will commence the beginning of our new school year, educating and ministering to our youth. God has been so faithful to our school community, and we continue to be amazed by the ways He pours out His favor on our ministry at HAS.

This e-booklet contains useful "need-to-know" information so that you and your child will be prepared for the coming year. With this atypical year and the COVID-19 pandemic, there may be fluid changes as the mandates/guidelines change over time.

Important Dates

- Mandatory Parent Orientation Zoom Meeting: **Thursday, August 13, 2020** at 6:30 p.m. or **Monday, August 17, 2020** at 6:30 p.m. **It is mandatory that all (both new and returning) attend one of these meetings.** An invitation will be sent to you by email.
- The first day of classes: **Wednesday, August 19, 2020.** **All students are expected to be on time and in full uniform.** The drop-off time in the morning is 7:45 – 8:15. If you are late for any reason, and the church entrance doors are locked, please go to the school entrance with your child and ring the doorbell. All students **MUST** be escorted to the door and signed in by the person who is dropping them off. *(Please refer to COVID-19 Arrival Logistics.)*

Important Information

- It is not too late for a student to register for this school year. If you know of any parent who may be interested in his or her child getting a quality Christian education, please call the office at (717) 545-7300 or office@haschool.org. We will be happy to schedule a tour and assist through the registration process.

Please note that as of this school year 2020-2021, all students (new and returning) are required to complete and return all the 2020-2021 registration paperwork. Students will not be able to begin class until the appropriate forms have been completed and turned in to the office.

If you would like to download the paperwork and email it to the office, that is acceptable. Please call or email the office at (717) 545-7300 or office@haschool.org

If you have any questions, concerns, or suggestions regarding our school, its curriculum, or registration process please do not hesitate to contact us directly.

New for 2020-21

We are extremely excited to offer for the first time a Pre-School - Age 3 program! There are full-time and part-time options available. Children must be 3 years of age by September 30 to be eligible for the program. Please contact the office at (717) 545-7300 or office@haschool.org for more information.

Because we have a Pre-School - Age 3 program this year, our classrooms will shift. Mrs. Plumley will be teaching Pre-School - Age 3/Pre-Kindergarten, Mrs. Wasmer will be teaching Kindergarten and Grade 1, Mr. Brown will be teaching Grades 2-4, Mr. Perkins will be teaching Grades 5-6 , and our new principal, Mr. Jackson, will be teaching Grades 7-10 this year.

Also new this year will be the way we use Jupiter. Previously, Jupiter was only used by parents to access report cards, grades, attendance, family information, and more. This year we are expanding our Jupiter services to include a learning management system known as Juno (still under the Jupiter umbrella) that allows our teachers to post many things like syllabi, classwork, tests, quizzes, etc. We will familiarize our students with these additional services in the first few weeks of school. Our goal is to utilize this program as our Distance Learning platform should we need to transition to online classes in the future.

Daily Schedule

Scheduled Activity	Time:
Arrival/Drop-off time:	7:45 - 8:15
Chapel (MOST Thursdays)	8:15 - 8:30
Pre-School/Pre-K Lunch	11:00 – 11:30
K-1 Lunch	11:15 – 11:45
2-4 Lunch	11:30 – 12:00
Upper Grades Lunch	12:00 – 12:30
Monday-Thursday Dismissal	3:00 – 3:30
Friday Dismissal	2:00 – 2:30

Lunch Logistics

We will be setting up 66 feet of tables on opposite sides of the length of the gym. The classes will be separated and will have staggered lunch times. The teachers will sanitize the tables, chairs, etc. once their class is finished eating. Other safety measures will be in place:

- Maintaining spacing of six feet between students
- Students will sit on only one side of the table (no student will sit across from another student).

COVID-19 Arrival Logistics

- All personnel and students will have their temperature taken with a no-touch thermometer upon entering the building, and questions regarding symptoms will be asked.
- Parents and visitors will need to call the school office and make an appointment if they wish to meet or conference with any school personnel. Before entering the building, temperatures will be taken, and questions regarding other symptoms will be asked.
- If a student or a member of the school personnel are displaying COVID-19 symptoms or have a temperature of 100.4 or higher, he or she will be sent home, and testing for COVID-19 will be required.

Frequently Asked Questions (Q) & Answers (A)

Addressing Your COVID-19 Concerns

Q1. Will my student be allowed to take mask breaks throughout the day?

Yes. Each classroom will have strategic mask breaks throughout the day, both outside and in the church sanctuary. Our goal is to maintain as comfortable an environment as possible for our students.

Q2. What happens if a student has a temperature?

If a student or a member of the school personnel is displaying COVID-19 symptoms and has a temperature of 100.4 or higher, he or she will be sent home, and testing for COVID-19 will be required. It is our goal to be vigilant and persistent in making sure everyone remains healthy.

Q3. What happens if a student is sent home? Can he/she continue with classes if feeling well enough?

Yes. Our classrooms are being built to facilitate distance learning when necessary. We want to be sure that all of our students have the ability to stay current with learning and class assignments.

Q4. Will the bathrooms and common areas be disinfected/cleaned more frequently?

Yes. It is our goal to clean and disinfect bathrooms throughout the day. Hard surfaces and handles will be wiped down on high-touch, hard surfaces in all common areas.

Q5. Can I make a payment without coming into the school?

Yes. Currently, there are two ways to make payments without entering the school building.

1) You can mail payments: Harrisburg Adventist School
Attn: Treasurer
P.O. Box 61725
Harrisburg PA 17106-1725

2) Due to COVID, we have installed a slotted, secured payment drop box located on the door to the right (Door #3) before you reach the main school entrance. In order to make drop payments, we need to know the student's name, amount paid, what you are paying for (i.e. tuition, lunch, etc.), and the designated amount to go to these accounts. The drop box will be checked several times throughout the school day.

Attendance Questions

Q1. What should I do if my child will be absent from school?

Parents or guardians should contact the student's teacher or the office no later than 8:15 a.m. on the given day. Only calls from parents or legal guardians will be accepted. If no call is received by that time, the absence will be considered unexcused.

Please Note: Students are responsible for all missed assignments.

Q2. How do I excuse my child if they need to leave school during the school day for an appointment?

If the student returns to school that same day, the parent, guardian, or driver must come to the school office and sign the student back into school.

Q3. How do I excuse my child from school for an emergency situation?

We recognize that emergency situations do arise. Notify the teacher and/or the office so that the student can have all assignments and needs taken care of. Refer to question #2.

Q4. What happens if my child arrives late to school?

Any student who arrives to school after 8:15 a.m. will be considered tardy. The parent/guardian (NOT THE STUDENT) must sign the student in at the school office.

Q5. What does an unexcused tardy or absence mean?

We realize that parents/guardians take their children out of school for reasons other than those stated above. Please understand that these are unexcused absences, and those types of tardies will also be unexcused.

Q6. If my child's absence is classified as excused, can all of the work be made up?

Yes. Most teachers do allow work to be made up in a reasonable amount of time (if prior arrangement is made). It is the student's responsibility to contact their teacher regarding make-up assignments.

Health Related Questions

Q1. What happens if my child becomes ill during the school day?

Your child should inform the teacher, and you will be notified immediately. The situation will be quickly assessed, and your child may be sent to the office if necessary. You may be asked to pick up your child. A school district nurse is also available for on-site visits and advice. Whatever the circumstance, you will be kept informed and consulted.

Miscellaneous Questions

Q1. Can I visit my child at school? Are there procedures for parents and/or guests visiting the building during the school day?

Due to the COVID pandemic, we are currently unable to accept visitors. We recognize that students enjoy sharing cupcakes, etc. during birthdays; however, while we are under mitigation regulations due to COVID, we will not be able to facilitate the sharing of food at this time.

Q2. How do I find out if there is no school due to inclement weather or an emergency situation?

For information about school delays and/or closings for Dauphin County schools, staff, parents/guardians, and students should tune-in to a local radio or TV station. HAS will follow the Dauphin County Advisory.

Radio Stations:
WHP—580 AM

Television Stations:
WHP (CBS) Channel 21
WHTM (ABC) Channel 27
WGAL (NBC) Channel 8
WPMT (FOX) Channel 43

Inclement Weather During School Hours

In the event of inclement weather (e.g. heavy snowfall) occurring during the school day that results in an early school dismissal, the school will make an effort to notify parents/guardians in order to make transportation arrangements. If conditions deteriorate, parents/guardians and/or school districts responsible for transportation may pick up students earlier to minimize

potentially hazardous situations. Absences, tardiness, and early departures due to inclement weather are excused.

Q3. What happens if my child is not in full uniform?

You will be notified and asked to provide a complete uniform. The student will not be able to attend class until in uniform. If a uniform is not provided, the student must go home.

Q4. Does a student have to wear school uniform to school every day?

Yes. However, most Fridays will be a Jeans Day classroom fundraiser. Students are permitted to wear appropriately fitted denim jeans without holes or tears along with their HAS approved school polo in exchange for a \$1.00 donation that goes towards their classroom fund.

A No Uniform Day typically occurs on the half-day leading into a holiday or vacation period. The principal will announce when a No Uniform Day is being given.

General guidelines must still be followed on No Uniform Day:

- A. Skorts/skirts should be below the knee.
- B. No graphic t-shirts with inappropriate images.
- C. Clothes should not have holes/rips in them.
- D. No revealing or tight clothing.
- E. No sweatpants or athletic wear.
- F. All midriffs are to be covered.

NOTE: A No Uniform Day is not a dress-down day! It is simply meant to give the students a break from wearing a uniform every day. HAS still expects students to be dressed modestly and appropriately while following the HAS dress code guidelines.

Q5. Are daily meals served at school?

There will be no lunches available for the first two weeks of school. HAS will reassess the COVID situation and look for safe options to be brought in for students. You will be notified as the lunch options develop.

Q6. Are masks mandatory on the public school buses?

Yes, we have been notified and asked to emphasize that all students riding on the public school district bus system will be required to wear a mask to ride.

Uniform Policy

Harrisburg Adventist School has a strict uniform policy. All students are required to be in uniform upon entering the building and remain in uniform throughout the school day. Students may be required to be in uniform when participating in school functions. Uniforms must be clean and ironed.

- **General Expectations:**

All HAS students are required to wear school approved uniforms. Modesty in dress is the goal of our uniform. Uniforms must be neat and clean, appropriately sized, and worn as they were designed. The uniform should reflect a positive attitude of pride in one's self and school. Parents/guardians are expected to support the school's efforts by not allowing and/or encouraging exceptions to the uniform policy stated below. Administration has the final word on all questions of uniform appropriateness.

Jewelry must not be visible on any part of the body while on campus or at school-sponsored events, which includes sports games, talent shows, tournaments etc.

Colored fingernail polish or fingernail extensions are not allowed in school. Clear fingernail polish is permissible.

Uniforms/Dress Code

- **Tops**

Students are required to wear HAS approved polo shirts with the HAS embroidered logo purchased *only through Lands' End* retailers under the HAS preferred number: 900182825. If a translator is necessary, contact Lands' End by telephone at (800) 963-4816 to request assistance. Uniform tops may also be ordered through a physical store location (e.g. Sears) using the same preferred number. *No other brand of tops is permitted to be worn.*

Please Note: Winter coats, boots, hoodies, scarves, gloves, caps, or hats are not to be worn in class during school hours. Any undershirt worn under the approved school uniform top must be tucked in.



• Cold Weather/In-Class Jackets

Students are provided a place to hang their coats and jackets at the school. Rooms are kept at generally comfortable temperatures. However, if a student would like to wear a jacket indoors, they are *required* to wear an HAS approved jacket with the HAS embroidered logo purchased only through Lands' End (as this is part of the official HAS uniform).

• Bottoms for Girls

- A. All uniform bottoms must be purchased in the uniform section of any retail store (e.g. Target, Walmart, JC Penney, Sears, etc.).
- B. The two approved colors are khaki and black.
- C. All uniform bottoms must be modest in length and loose fitting.
- D. Approved uniform styles include capris, skirts, skorts, jumpers, and pants.
- E. Tights/leggings may be worn under skirts, skorts, and/or jumpers.

NOTE: No jeans (or any jean material), leggings, jeggings, tight fitting, non-uniform style (cargo, flare, bell-bottom, oversized/baggy), or athletic wear is permitted.

• Bottoms for Boys

- A. All uniform bottoms must be purchased in the uniform section of any retail store (e.g. Target, Walmart, JC Penney, Sears, etc.).
- B. The two approved colors are khaki and black.
- C. Uniform pants must have the appropriate fit (no oversized wear, no underwear showing).
- D. Approved uniform styles include pants and shorts.

• Shoes

- A. Closed-toe, strapped, or closed-heel shoes suitable for recess/P.E. (*No Flip Flops or sandals.*)
- B. Shoes should be made of a soft, non-marking sole designed for an active child.
- C. Sneakers, or tennis shoes, should be worn for all physical education classes.
- D. Shoe heels or soles should never measure over two inches high.

NOTE: For student safety, no sandals, open-toed, backless, or platform shoes are permitted.

Attendance Policy

The attendance policy of HAS is designed to encourage all students to develop habits of punctuality and responsibility. Often, it is the parent(s)/guardian(s) that have the most significant role in developing this concept in a student. A pattern of poor attendance can limit academic achievement, which results in lower grades. All notes and doctor excuses regarding reasons for absences should be handed in to the school office upon return to school. This does not necessarily excuse the student, but it promotes understanding between home and school.

2020-21 Class Supply Lists

MRS. PLUMLEY	PRE-SCHOOL/PRE-K	CLASS SUPPLY LIST
1 PACK - THICK TICONDEROGA BEGINNERS PENCILS	1 BOX – THICK CRAYOLA CLASSIC MARKERS	2 BOTTLES (IF POSSIBLE) HAND SANITIZER
1 BOX – CHUBBY BIG CRAYOLA CRAYONS	1 BOX – GALLON ZIPLOCK BAGS	1 PACK – SMALL BABY WIPES
2 GLUE STICKS	1 VINYL FOLDER	2 BOXES TISSUES
2 BOTTLES – LARGE ELMER’S SCHOOL GLUE	3 CONTAINERS (IF POSSIBLE) CLOROX WIPES	1 BLANKET 1 PILLOW - SMALL
SAFETY SCISSORS 2 PENCIL BOXES	BOOK BAG 1 PACK PAPER PLATES	1 SET – CHILDREN’S HEADPHONES
2 ROLLS SCOTCH TAPE	1 BOTTLED WATER DAILY	1 EXTRA SET OF CLOTHING IN A ZIP LOCK BAG WITH NAME

MRS. WASMER	GRADES K-1	CLASS SUPPLY LIST
2 CONTAINERS OF DISINFECTING WIPES	2 CONTAINERS BABY WIPES	2 PRIMARY-RULED COMPOSITION BOOKS
2 JOURNAL COMPOSITION BOOKS (TOP ONE-HALF BLANK, BOTTOM ONE-HALF LINED)	2 WIDE RULED COMPOSITION BOOKS	1 PACK COLORED PENCILS
1 BOX - 24 COUNT CRAYOLA CRAYONS	1 PACKAGE MARKERS	2 DOZEN #2 TICONDEROGA PENCILS
1 BOTTLE LIQUID ELMER’S GLUE	1 PAIR SAFETY SCISSORS	1 12 INCH/30 CENTIMETER RULER
6 GLUE STICKS ERASERS	3 BOXES KLEENEX/PUFFS	1 PAIR OF HEADPHONES (EITHER EARBUDS OR REGULAR)

MR. BROWN	GRADES 2-4	CLASS SUPPLY LIST
4 WIDE-RULED COMPOSITION BOOKS	2 SETS – YOUR CHOICE: COLORED PENCILS CRAYONS AND/OR MARKERS	4 DOZEN PENCILS TICONDEROGA OR YOABI RECOMMENDED
2 PACKS WIDE-RULED NOTE PAPER	ERASERS – LARGE HAND-HELD STYLE WORKS BEST	EARBUDS OR HEADPHONES
2 CONTAINERS (IF POSSIBLE) CLOROX WIPES	1 BOTTLE ELMER’S GLUE	2 BOXES TISSUES
VINYL FOLDER	4 GLUE STICKS	SAFETY SCISSORS
2 PENCIL BOXES	HAND SANITIZER	1 WATER BOTTLE DAILY

MR. PERKINS	GRADES 5-6	CLASS SUPPLY LIST
2 – 150-200 FILLER PAPER EACH SEMESTER	1 PACKAGE #2 PENCILS EACH SEMESTER	PENCIL BOX LARGE ENOUGH FOR CRAYONS, GLUE, ETC.
COLORED PENS & MARKERS	3 – 1 SUBJECT NOTEBOOKS	WATER BOTTLE DAILY
2 RED PENS	2 GLUE STICKS	SCISSORS
RULER	EARBUDS	HAND SANITIZER
2 BOXES KLEENEX	1 CONTAINER CLOROX/LYSOL WIPES	1 PACKAGE DRY ERASE MARKERS

MR. JACKSON	GRADES 7-8	CLASS SUPPLY LIST
3 HIGHLIGHTERS ANY COLOR	1 PACKAGE – 3-5 DRY ERASE MARKERS	EARBUDS FOR LISTENING
1 PACKAGE– 8 COUNT COLORED PENCILS	2 PACKAGES – 3 x 5 INDEX CARDS	BOOK BAG
2 PACKAGES – 12 COUNT #2 PENCILS	3 PACKAGES POST-IT-NOTES	2 BOXES FACIAL TISSUES
2 PACKAGES – 100 COUNT LOOSE LEAF, WIDE-RULED NOTEBOOK PAPER	2 BINDERS 1 FOR HOMEWORK 1 FOR CLASSWORK/SYLLABI	1 CONTAINER EACH ANTIBACTERIAL WIPES HAND SANITIZER
2 PACKAGES – 8 COUNT BLUE OR BLACK PENS	3 COMPOSITION BOOKS SCISSORS	1 WATER BOTTLE DAILY
4 GLUE STICKS	1 PENCIL POUCH	1 SET OF P.E. CLOTHES

MR. JACKSON	GRADES 9-10	CLASS SUPPLY LIST
FOLDERS – 6-POCKET	CALCULATOR	12-INCH RULER
1 BOX MARKERS	1 BOX BLUE OR BLACK PENS	1 BOX COLORED PENCILS
2 PACKS – COLLEGE RULED LOOSE LEAF – 3 HOLE PAPER	5 – SINGLE SPIRALED NOTEBOOKS	1 PACK POST-IT NOTES
BACKPACK	ASSIGNMENT BOOK	3-RING BINDER
3 STRETCHABLE BOOK COVERS	1 CONTAINER DISINFECTING WIPES	1 WATER BOTTLE DAILY
FLASH DRIVE	GEOMETRY COMPASS	GEOMETRY PROTRACTOR
1 BOX #2 PENCILS	1 BOX FACE TISSUES	3 HIGHLIGHTERS ANY COLOR

4 Independence Day

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NS = NO SCHOOL
TBD = TO BE DETERMINED

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 NS New Year's Day
7 2nd Quarter Ends
18 NS M.L. King Day
19 NS Teacher In-Service
25-29 MAP Testing Week

13 Parent Orientation
19 School Begins

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '21						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

11 Midterm
15 NS Presidents' Day

7 NS Labor Day
14 Principal's Council
21-25 MAP Testing Week
21 Midterm
28-2 Outdoor School (Sept 28 - Oct 2)

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11-13 BMA Music Festival
16 3rd Quarter Ends
22-26 Spirit Week
31 12:45 Dismissal - P/T Conference

12 NS Columbus Day
22 School Picture Day - 1st Quarter Ends
28 12:45 Dismissal - P/T Conference

TBD

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

8 Principal's Council
9 12:45 Dismissal
12-16 NS Spring Break
23 Midterm

11 NS Veterans Day
19 Great Leaders Night
25 Midterm
25 12:45 Dismissal -
26-27 NS Thanksgiving Break

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '21						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 Spring Program
9 Mother's Day
17-21 MAP Testing Week
25-28 Tentative Last Day (12:45 Dismissal)
31 Memorial Day

TBD Graduation (K/8)
TBD - Last day date subject to change due to snow days.

12 Christmas Program
17 Picture Retake Day
23 12:45 Dismissal -
24 NS Winter Break (Dec 24 - Jan 1)

TBD Citrus Fundraiser

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Teachers Meeting
1-4 Teachers Post-Week
20 Father's Day