

Parents Guide to *My BackPack*[™]



Hargrave Military Academy

<https://hargrave.seniormbp.com/SeniorApps/>

Or

Follow the Parents link at www.hargrave.edu

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What is *My Backpack*?

- *My Backpack* is accessible from any Internet browser
- *My Backpack* allows you to verify that HMA has the most up-to-date, accurate and complete contact information for your family
 - View and update your profile and family contact information
 - View and update your Emergency contact information
- *My Backpack* is a 24/7 mechanism to receive information about Hargrave and your Cadet:
 - View the Parent's Handbook
 - View class schedules, faculty email addresses, and calendars
 - View your cadet's marking period grades and comments history (published once every 3 weeks, not daily or weekly)
 - View cadet discipline records (limited windows to availability)
 - View financial information
 - View admissions documents
 - View the most up-to-date versions of Parents Handbooks

Quick Start Guide

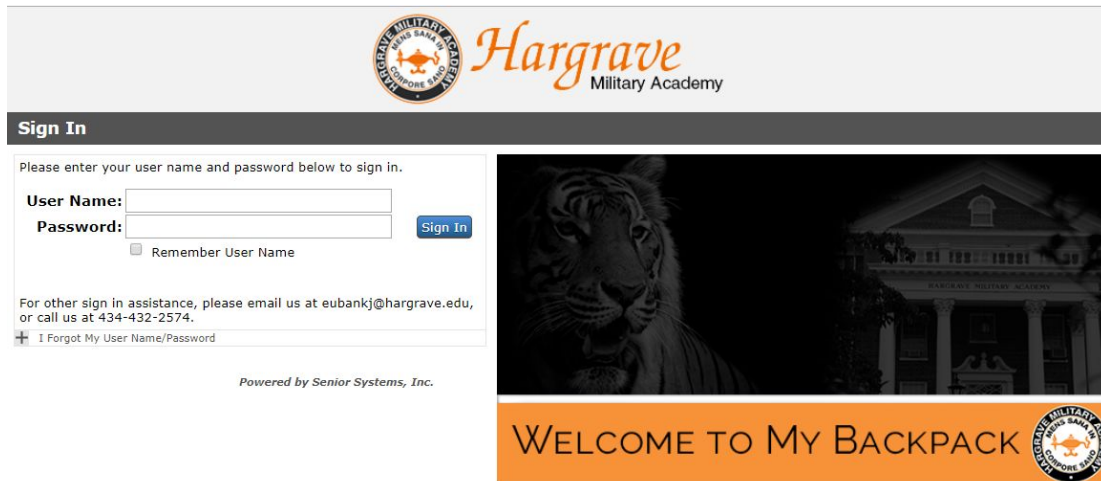
How do I login to My Backpack?

Step 1: Open an Internet browser, such as Chrome, Safari, or Firefox.

Step 2: Enter the following address: <https://hargrave.seniormbp.com/SeniorApps/>

NOTE: You cannot get to the My Backpack login page if you type "http://". You must type "https://" The "s" ensures a secure connection.

Step 3: At the login page (below), enter your Hargrave *My Backpack* USERNAME and PASSWORD. You should have previously received an email with this information. The username and password are invalid if you did not respond to the email within a certain time. Contact the Registrar, Mr. Jeremy Eubank (eubankj@hargrave.edu), to reset your password.



The login page

Step 4: Click the Sign In button.

How do I navigate once logged into My BackPack?



Typical Home page

A typical home page is shown above. The page's dimensions will change depending on the device that you are using (the page rearranges itself to fill up as much of the screen as possible). After you leave the homepage (i.e. move to a page under Academic

Information, My Accounts, or My Forms/Documents, etc.), use the icons below to return to the homepage, exit completely from *My BackPack*, or get start the help website.



Click on the buttons above to return to the Home page or exit *My BackPack*.

- Return to the Home page at any time by clicking the Home icon to the right of your name at the top of the screen.
- Click the Menu icon from the top left of any page to display a pop-up menu window without returning to the Home page.



How do I logout of *My BackPack*?

- Exit from My BackPack by clicking the Sign Out icon.



How do I get help with *My BackPack*?

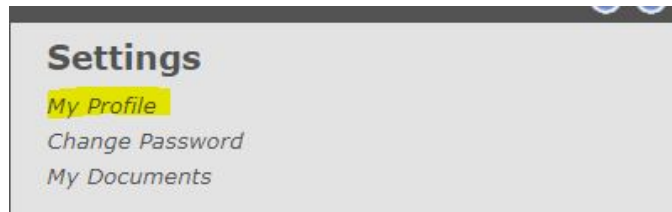
- In many cases, if you are using a particular function when you click the Help icon, you will be taken directly to the topic for that function. From there, you can also search or navigate through the table of contents to find other related topics.



How do I verify and/or edit my contact and family information is correct?

Step 1: [Login](#) to My BackPack.

Step 2: Under **Settings** click on **My Profile**.



Step 3: On the **My Profile** screen, click **EDIT** to update your information.



Step 4: Make the desired changes.

Step 5: Click SAVE and then click DONE.

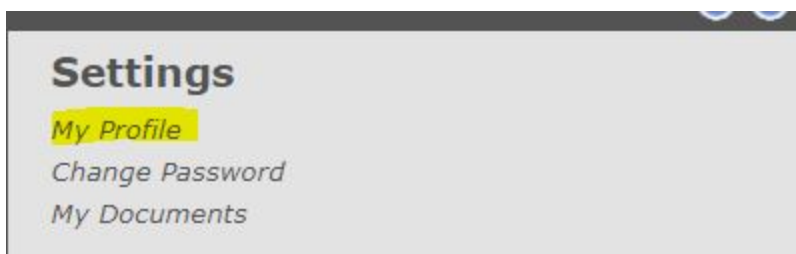


How do I update my information to add emergency contacts?

Parents can now easily update and/or add cadet profile information. The information recorded in your profile provides the school with required contact information for your child. This information is used for regular school communications as well as in the event of an emergency. Please be sure to update “Additional Contacts” to include all emergency contacts and persons authorized to pick-up your child from school.

Step 1: [Login](#) to My BackPack.

Step 2: Under **Settings**, click on **My Profile**.



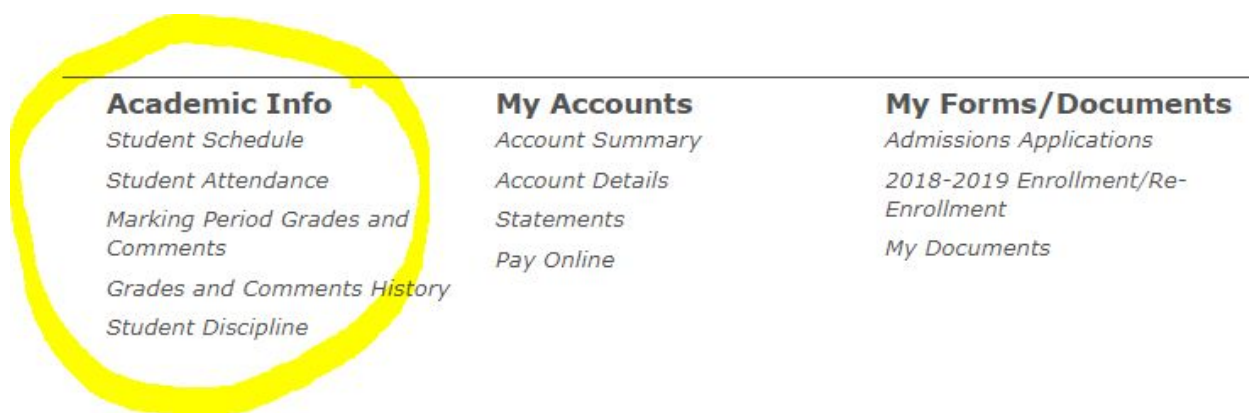
Step 3: On the **My Profile** screen, Click **EDIT** to update your information.

Step 4: Make sure to select "**Yes**" on the Emergency Contact line, and make sure we have their contact information if you would like for them to be an emergency contact.

Step 5: Click **SAVE** and then click **DONE**.

How do I Find My Cadet's Academic Schedule / Faculty / Grades?

After [logging](#) to *My BackPack*, the homepage is shown. The homepage will reformat itself slightly depending on your device. In the Academic Info section, you are able to find your Cadet's Academic (Class) Schedule (it's called a Student Schedule), the Marking Period (Interim and "6 week") grades and comments for the current year, his Academic History (which includes grades from previous high schools as soon as it is available), and Student Discipline (a list of Character Infractions).



Typical Homepage

Student Schedule

In the Academic Info, the **Student Schedule** section provides several key pieces of information to help you understand your cadet's daily academic schedule.

The screenshot shows the 'Student Schedule' interface. At the top, there are three fields: 'Student: [redacted]', 'Student Account: Hargrave Military Academy' (circled in green), and 'Term: Semester 1' (circled in black). Below these, 'Mrs. Ashley Kave' is circled in red. To the left of the table are two calendar icons, one of which is circled in blue. A checkbox labeled 'Include Withdrawn Classes' is also present. The main table lists courses with columns for Course Name, Faculty, Room#, and Terms. The table is circled in yellow.

Course Name ▲	Faculty	Room#	Terms
Classroom Performance	Advisor		S1,S2
English 12	Ms. Debra M. Pugh	208	S1,S2
Entrepreneurship	Mr. Richards Phillips	LD211	S1
Military Performance (Credit)	TAC Officer		S1,S2
Physics	MAJ Ben Paris	LD306	S1,S2
Pre-Calculus (HN)	CPT Jason Medlin	8	S1,S2
SAT Prep	Mr. Ben Veshi	113	S1
VA/US Government	CPT Michael Kasmarik	C-4	S1,S2
Vars Football	Coach Elliot Davis		S1,S2

- Located in the position circled above in Red is your Cadet's Academic Advisor. This faculty or staff member is scheduled to meet with your cadet in a 4 to 10 member "advisory" group every Thursday morning. The Advisor is often not directly involved in the Cadet's academic schedule to allow them to discuss challenges or celebrate accomplishments without the additional complication of being one of the parties involved.
- For those cadets that attend our non-military summer program, a separate student account (circled in green) can be selected. In the example shown, the schedule reflects the academic year courses and instructors (circled in yellow). Within that schedule, "Terms" indicate the Fall Semester (S1) or the Spring Semester (S2). The rest of the columns should be self-explanatory.
- The item circled in blue switches the view from list (shown) to chart.
- The item circled in black switches the view from 1st semester to 2nd semester.

Student Attendance

As a boarding school, Hargrave does not support the reporting of Attendance through *My Backpack* at this time.

Marking Period Grades and Comments

This section allows a parent to see the grades earned by a cadet during both the present and past marking periods (both the official 6 weeks grades as well as the a temporary “interim” grade). This section only displays grades for the current year. Grades from previous years, including those courses taken at other schools, are shown in [Grades and Comments History](#).

The following figure shows the initial grades and comments as shown for the first few weeks of the academic year (prior to publishing the “marking period” grade).

Student: .
Student Account: Hargrave Military Academy
Term: Semester 1

Please make sure you are logged into the correct student account (correct school) to view grades. For Summer School, the drop down box should read **Hargrave Summer School and Camp**. For regular year students and grades, the drop down box should read **Hargrave Military Academy**.

Course Name ▲	Faculty
Classroom Performance	Advisor
English 12	✉ Ms. Debra M. Pugh
Entrepreneurship	✉ Mr. Richards Phillips
Military Performance (Credit)	✉ TAC Officer
Physics	✉ MAJ Ben Paris
Pre-Calculus (HN)	✉ CPT Jason Medlin
SAT Prep	✉ Mr. Ben Veshi
VA/US Government	✉ CPT Michael Kasmarik
Vars Football	✉ Coach Elliot Davis

Example of Marking Period Grades before grades are posted

Student: .
Student Account: Hargrave Military Academy
Term: Semester 1

Please make sure you are logged into the correct student account (correct school) to view grades. For Summer School, the drop down box should read **Hargrave Summer School and Camp**. For regular year students and grades, the drop down box should read **Hargrave Military Academy**.

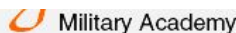
Course Name ▲	Faculty	View Comments	Check Period CHECK
Classroom Performance	Advisor		A+
English 12	✉ Ms. Debra M. Pugh		B+
Entrepreneurship	✉ Mr. Richards Phillips		C+
Military Performance (Credit)	✉ TAC Officer		A+
Physics	✉ MAJ Ben Paris		B+
Pre-Calculus (HN)	✉ CPT Jason Medlin		C
SAT Prep	✉ Mr. Ben Veshi		B
VA/US Government	✉ CPT Michael Kasmarik		C
Vars Football	✉ Coach Elliot Davis		

Example of Marking Period Grades after grades are posted

- Select the appropriate Student Account (Hargrave Military Academy for the academic year or Summer School for the summer program) and term (Semester 1 is shown).
- Clicking on the envelope next to the faculty member's name will give access to an email address.
- Grades are posted after the interim (3 week mark) and end of marking period (6 week mark). We do not display daily or weekly grades to guide cadets into taking responsibility for their short-term program. The unofficial "snapshot" of an interim grade is simply a moment in time and can be reasonably changed (either to show a significant positive improvement or a significant drop off in effort and performance).
- The View Comments column contains comments from the faculty when a magnifying glass is shown. Clicking on the magnifying glass will show teacher comments.
- The 4th column will show either a Check period or Marking Period grade. Grades are shown as a letter (not numeric) grade.
- Honor Rolls and Meritorious Performer qualifications are based on Marking Period grades (not Interim grades).
- The 2-F List restriction is based on the most recently posted grades (Interim or Marking Period). Cadets on the 2-F list are not allowed to miss academic time for passes, activities, or athletic events until the next posted set of grades. "Incompletes" count as an "F" in terms of 2-F restrictions, but the list will be modified as the work is completed and the faculty member notifies the Academic Office.

Grades and Comments History

The grades and comments History section shows the grades completed in previous academic years. All grades for all courses taken at Hargrave are shown to include both non-credit (typical middle school courses) and high school credit courses. For students transferring in, Hargrave doesn't record middle school grades unless the student earns high school credit for those courses and we have an official transcript on file. Transfers from homeschooling or a non-accredited program are handled on a case-by-case basis by the Registrar.



Grades and Comments History

Student:
Student Account: **Hargrave Military Academy**
Academic Year: **2017-2018**

☐ Show Comments in the Report

Academic Year: 2017-2018
School: Hargrave Military Academy
Grade: 8

Course Name	Faculty	S1	S2	Final	Credits Earned	View Comments
CIS Study Skills	Ms. Kathryn Markunas	B-	B-		0.0	
Integrated Cultural Stud (NC)	SgtMaj Harold H. Hofer				0.0	
Integrated Eng Composition(NC)	Ms. Darlene H. Paton				0.0	
Integrated Eng Literature(NC)	Ms. Darlene H. Paton	C	B	C+	0.0	
Integrated Science (NC)	MAJ Matthew J. Brawn				0.0	
Military Performance (NC)	TAC Officer		B	B	0.0	
Pre-Algebra	Ms. Darlene H. Paton				0.0	

Example Grades and Comments History

In the example above, the student is a middle school student and he was not in any courses that earned high school credit. This is denoted in both the course name as (NC) and in the Credits Earned column (0.0).

This information is not considered an “official transcript” but the information is used to generate the official transcript. It is wise to periodically review the information to verify its accuracy.

S1 and S2 correspond to the Fall and Spring terms or semesters. At Hargrave, each semester is equally weighted to calculate the Final grade. We do not show marking period (interims or 6 weeks grades) on transcripts or histories. For your reference, all HMA courses calculate the semester grade the same way: equal weight is given to each (6 week) marking period and semester exam. Said another way, the S1 grade is calculated so that Marking Period 1 (MP1), MP2, MP3, and the Semester Exam each contribute to 25% of the S1 grade. In this particular example, the cadet’s final grade in Integrated Eng Literature was calculated (using numerical values not shown) from a C in S1 and a B in S2 for an overall final average of a C+. If the student had had a stronger B in S2, it was mathematically possible for the average to have been a B.

The highlighted “Academic Year” menu is a drop-down menu that allows the review of a different year.

What about my Cadet's Behavior and Consequences?

The Hargrave Discipline system

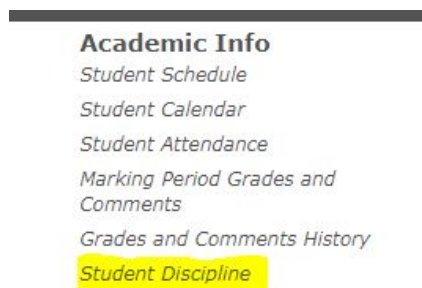
As stated in the *Cadet Planner*, a character-based developmental system of discipline is a critical element of the development of Mind, Body, and Spirit at HMA. The system of discipline is designed to restore a Cadet to six Core Character attributes:

Trustworthiness, Honesty, Commitment, Respect, Punctuality, and Citizenship. As stated in the *Parent Handbook*, regrettably, there are times when accountability for actions is required. Part of character growth and personal development is learning accountability for one's actions. Accountability steps will be administered when required and will include withholding of privileges, voluntary services, and/or marching tours (Bullring).

Discipline Accountability Process

- Students will be addressed regarding their discipline infraction by faculty and staff at the time of the incident.
- Once an offense has been repeated and/or if the severity of the infraction requires, a "character report" will then be appropriate and the Cadet is notified at that time.
- The TAC officers under the supervision of the Commandant investigate (as necessary) and adjudicate appropriate discipline for the cadet's actions. Not all information found by the TAC is accessible via *MyBackPack*, but the TAC and Commandant are always willing to provide information on a particular case or situation (as available within the constraints of maintaining confidential information about other cadets).

Details about Infractions



Detail of homepage

To see a list of your Cadet's infractions, click on *Student Discipline*. Please remember that cadets are young men not professional adults. As such, in the context of a boarding school, a discipline record or infraction history serves to “draw a picture” for parents that cannot necessarily interact with their cadet on a daily basis in person. The infraction list serves to keep all stakeholders informed about emerging patterns. In the “fishbowl” of boarding school life, literally dozens of possible infractions face a cadet from the moment he awakes (and needs to make his bunk and get dressed properly) to being prepared to class to behavior at devotional time.

The intent of the Academy is not to “catch a cadet being bad” but rather provide information to those that can help shape his behavior with meaningful compliments and corrective actions.

The Classroom Performance grade and Military grade are based on the number and quality of a Cadet's character reports. Each character report is categorized as either a military (M) or academic/classroom (A) issue. Although these grades are not factored into their overall GPA as reported for college admissions, the grade can disqualify a Cadet from the Honor Roll (President's, Dean's, or President's Commendation List) and qualification for Meritorious Performer's Weekend (no more than 5 points in character reports per week). To make the Dean's list or President's Commendation List, the cadet has to have a C or better in both the military and classroom performance grades. For President's list, all grades must be a B+ or higher to include military and classroom performance.

Student Discipline

Student: Student Account: **Hargrave Military Academy**

All Marking Periods

Date ▲	Type	Points	Action
8/25/2018	A012 No Student Planner	1.0	1 Counseling
Total:		1.0	

Marking Period	Points
First	1.0
Second	0.0
Third	0.0
Fourth	0.0
Fifth	0.0
Sixth	0.0
Total:	1.0

Group	Points
Commitment	1.0
Total:	1.0

Example Discipline (Infraction) list

Clicking on the Infraction (A012 No Student Planner in the example) will bring up a detail screen:

Student Discipline

Student: Student Account: **Hargrave Military Academy**

INFRACTION DETAILS

Date: 8/25/2018

Academic Year: 2019

Infraction: A012 No Student Planner

Marking Period: First

Description: It is the second time this week.

Points: 1.0

Location:

Section: (002EL/2) Integrated Eng Literature(NC)

Reporting Teacher: (F047) Ms

ACTION

Action: 1 Counseling

Location:

Teacher Assigned:

DURATION

Duration:

From:

To:

Status: New

Status Date:

NOTIFICATION

Letter:

Sent Date:

Example Infraction Detail screen

- Description is the reporter-provided information. The statement is to give the TAC officer and other stakeholders some context when appropriate.

- The severity of an infraction is reflected by “points” (1-least serious, 4-most serious non-suspension violation). The points are used to calculate the “Military Performance” grade for infraction codes beginning with the letter M and “Classroom Performance” grade for infraction codes beginning with the letter A. In the example, A012 corresponds to an academic infraction and lowers the “Classroom Performance” grade. In general, “M” refers to non-academic behavior issues and “A” refers to academic “mechanics” or behaviors that directly impact immediate academic success.
- Under “Action” the TAC officer records the consequence. Please keep in mind that the TAC is able to take into consideration a broad-range of information and context before deciding upon a consequence. The consequences are broadly defined (in increasing severity) as Counseling (verbal, perhaps with PT), Field Day (cleaning), Barracks and Grounds (Bks & Grs) (more extensive cleaning tasks), Bullring (“walking tours”), and Suspension.
- HMA does not use information in the Duration or Notification boxes.

What About Patterns of Behavior?

In addition to keeping all stakeholders (TACs, Faculty, Staff, and Parents all have access to a Cadet’s Infraction record) informed as to some of your cadet’s behavior, we also desire to deliberately turn even a negative events into a learning opportunity. Accordingly, discipline (behavior) infractions are categorized as a setback in a core character attribute. In taking a bird’s eye view of discipline, all of us can start to see patterns which can form the basis of mentoring. Each character attribute that has been violated will show up in the section labeled *Group*.

In the example below (which shows a more complex pattern than the first example), a cadet would be counseled (separate from discipline) by an Advisor, Coach, Staff, or Faculty member that his pattern of behavior appears to be tied to commitment and respect. A discussion about how his actions send signals about respecting himself and others would be appropriate. A discussion about the disconnect between his intended level of dedication versus is observed level would be warranted. A “celebratory” point might be that he has only 1 punctuality report... in the day of cadet there are literally a dozen opportunities to be late!

Group	Points
Committment	12.0
Punctuality	2.0
Respect	10.0
Total:	24.0

Example 2 - Infraction Groups

Can I do Financial business online?

Academic Info	My Accounts	My Forms/Documents
Student Schedule	Account Summary	Admissions Applications
Student Attendance	Account Details	2018-2019 Enrollment/Re-Enrollment
Marking Period Grades and Comments	Statements	My Documents
Grades and Comments History	Pay Online	
Student Discipline		

The homepage

My BackPack allows a parent to check on the status of a Cadet's Business Office accounts. The Business Office (434-432-2578) is always ready and willing to answer questions about your Cadet's account, but it is often more convenient to check online through this section.

Account Summary

This section displays a summary of the most recent account charges and payments. It also gives a breakdown of the payment of allowances, use of the incidental fund, and any charges for damage.

Account Summary

Student:

Division: **Hargrave**

Account Group: **Student**

Account Number:

[Pay Online](#)

Tuition & Charges

[Account Details](#)

[Statements](#)

Division	Account Group	Current	Past Due	Total Due
Hargrave	Student	\$435.95	\$0.00	\$435.95
Total		\$435.95	\$0.00	\$435.95

Senior Dinner - Meal Tickets
\$0.00

2017-18 Tuition Payment
\$0.00

Debit Accounts	Balance
ALLOWANCE	\$0.00 View Account Details
INCIDENTAL	\$0.00 View Account Details
SECURITY DAMAGE	\$0.00 View Account Details

If you have any questions about your account, please contact Peg Mayhew at 434-432-2578 or email her at mayhewp@hargrave.edu.

Example Account Summary

Account Details

This section shows new charges since the last statement as well as two search functions to find any transaction or a past purchase in the campus store (Quartermaster or Gift Shop).

Account Details

Student:

Student Account: **Student**

Account Number:

[Pay Online](#)

Current Charges

Find Transactions

Campus Store

Account: Tuition & Charges

Date	Description	Charges	Payment Credits
9/4/2018	Total due as of last statement	\$411.73	
9/7/2018	POS - Quartermaster Sales	\$24.22	

Total Due \$435.95

Example Account Details

Statement

This section shows a list of past charges and payment to your account at Hargrave to include tuition, uniform replacements, and school supplies.

Statements			
Student: [blank] Student Account: Student Account Number: [blank] View Account: Tuition & Charges ▼ Pay Online			
Statement Dates			
09/04/2018			
05/02/2018			
01/05/2018			
12/05/2017			
11/01/2017			
10/03/2017			
09/05/2017			
08/04/2017			
07/07/2017			
06/05/2017			
05/04/2017			
04/03/2017			

Charge Date	Description	Charges	Payment Credits
4/3/2018	BEGINNING BALANCE	\$6,586.04	
1/11/2018	Payment - Thank You (Check #*)		\$6,499.32
1/9/2018	Finance Charge		\$97.72
1/9/2018	STUDENT FUND TRANSFER	\$11.00	
4/6/2018	POS - Quartermaster Sales	\$158.00	
4/6/2018	04/06/2018 Travel Jacket \$56.98		
4/6/2018	04/06/2018 Sweat Shirt \$25.64		
4/6/2018	04/06/2018 Sweat Pants \$25.64		
4/6/2018	04/06/2018 Travel Pants \$41.79		
4/6/2018	04/06/2018 SALES TAX \$7.95		
4/17/2018	Guidance/ACT	\$46.00	
4/17/2018	To Chat Hall 04-14-18 ACT	\$10.00	
	Finance Charge is Applied to Unpaid Bal. at 1.5% per Month		
		Current	Past Due
		\$214.00	\$0.00
		Total Due	
		\$214.00	

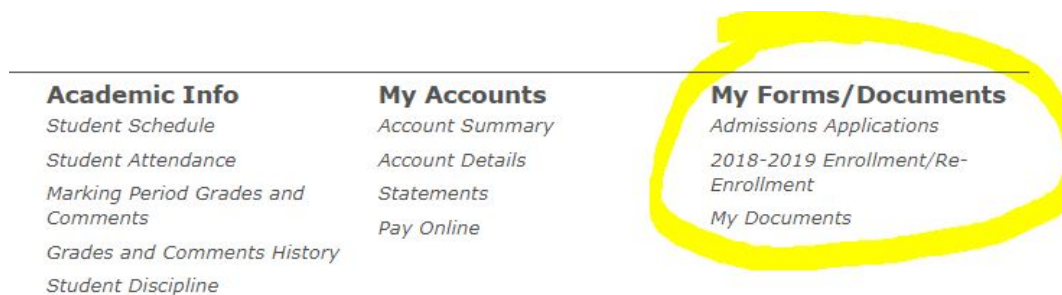
The dropdown menu allows you to select between Tuition and Charges (shown) and debit accounts (i.e. Incidental account) that you may have set up to fund extracurricular activities.

When more than one statement exists, you may select back through past statements.

Pay Online

This screen is accessible both directly as well as through the subsections above. It allows you to make payments that will be verified by the Business office before being posted to your account.

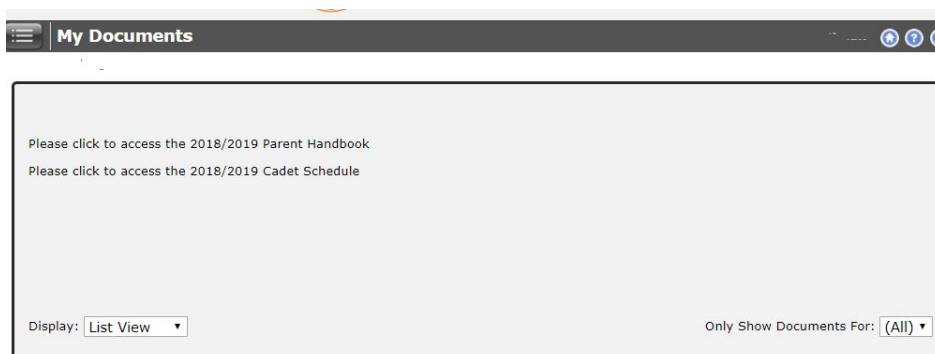
Admissions and Other Information



The homepage

This section allows you access to Admissions forms for the next Academic year and access to other documents that may be good for parents to have in electronic format.

My Documents (Parents Handbooks, etc)

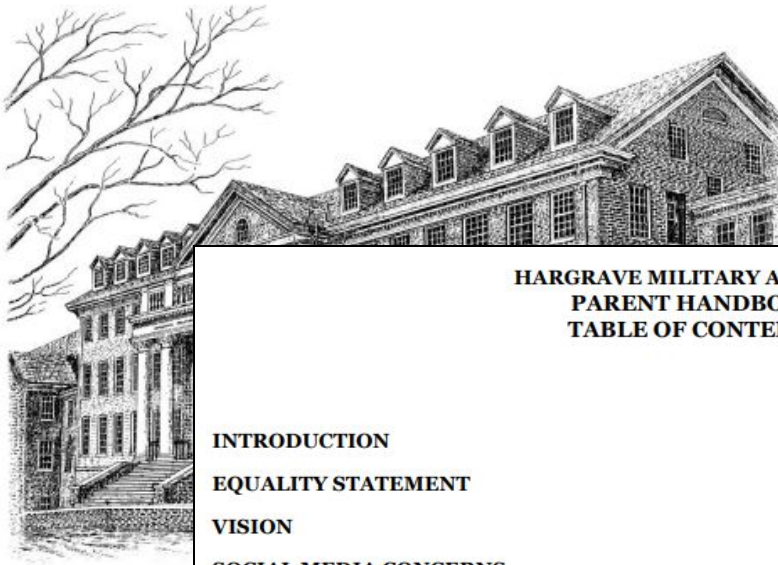


The documents within this section are generally in PDF format and should be readable on any electronic device. A document of particular interest is the *Parent Handbook* (the cover and TOC are shown below).

Hargrave Military Academy

200 Military Drive
Chatham, Virginia 24531
434-432-2481; FAX 434-432-3129
www.hargrave.edu

PARENT HANDBOOK 2018-2019



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