

# PENN HIGH SCHOOL

Kingsmen Announcements

Gold - November 19th

**All-School News:**

[Penn Activities Calendar link](#)

## SCHOOL SAFETY:

Safety is always our top priority. **If you see something, say something!** The Safe School Helpline is a convenient, confidential way for anyone to report information about situations that might affect safety at any P-H-M school or building. You can call the number any time of the day or night to report concerns about unsafe or potentially disruptive activities or situations including drug or alcohol abuse, weapons, harassment, bullying or threats. All calls are completely confidential.

**800-418-6423 (800-4-1-VOICE ext. 359)**

**TEXT: 66746, TIPS**

**[www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)**

**Download the app**

National Suicide Prevention Lifeline 1-800-273-Talk(8255) or  
[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

- **November 21-23, 2018 will be Thanksgiving Recess.**
- The ID policy will be enforced starting on Tuesday, Sept. 4. All students will be required to wear their ID before being admitted into the building.
- If a student plans to ride the bus home with another student, Penn must have signed letters from parents from BOTH riders with phone numbers. These should be in the counseling office at the START of the school day. Deans need time to verify the bus notes and when they are given to us halfway through the day, there often isn't time to

call and then the notes can't be approved. Students can pick up the bus notes from the counseling office at the end of the day and give them to the bus drivers.

- **Seniors, you must return the diploma cards that were in the cap and gown packet to the main office as soon as possible.**
- The Bookstore is now selling.... Rocketbooks ! We have 3 colors for you to choose from and the price is only \$21.75
- Want to buy custom Penn Gear? The Penn Boosters have an online store that you can customize which Penn Group that you want to support. Click the link and then order your gear! Go Penn!!!  
<http://pennboosters.itemorder.com/>
- The Fall ISTEP re-test window for Juniors and Seniors has been set:

Test Dates: Nov. 12 - Dec. 11

Where: LGIA, LGIB, & the Testing Center

- Another winter is just around the corner and again we must think about the possibility of bad weather, school closings, and lost instructional time.

**There are no snow make-up days built into the 2018 - 2019 school calendar this year. Penn-Harris-Madison has again been approved by the Indiana Department of Education to use eLearning lessons on the day of a school closing. eLearning stands for electronic learning that can be accomplished by students working on their Chromebooks or a computer from home through the internet.**

eLearning is designed to be delivered over the internet through a link the school or teacher provides. Each Penn High School student will have eLearning lessons for every class. Penn High School teachers will maintain up-to-date eLearning assignments that students can access on their Chromebooks.

**[Click here](#) for High School Technology Instructions for eLearning days.**

Teachers will have assignments posted at the normal school day start time and be available by email during regularly scheduled school hours on days when school is closed and eLearning takes place.

In the event that your child has an IEP and receives direct service minutes during the school day, the Exceptional Education teacher will contact parents to make alternative arrangements, if necessary.

Thank you for partnering with P-H-M teachers and schools. Your support is crucial to your student's success, and it is greatly appreciated.

- Parent Volunteers are needed for the Winter Dance, which is scheduled Sunday, Jan. 20, 2019.

Click the link to sign-up as a volunteer:

<https://www.signupgenius.com/go/30e084daca92fa3ff2-winter2>

We will need lots of parent help to make this event spectacular!

- **Boys Rugby: All new and returning players must stop by the Staff Dining Room for a brief meeting with coaches Wednesday, Nov. 28, at 3:30 p.m. Information will be given regarding winter workouts and a season schedule. This is a mandatory meeting.**
- **If you are interested in participating in Boys Golf this spring, there will be an informational meeting on Thursday, Nov. 29, at 3:30 p.m. in Staff Dining**
- The annual **Holiday Thank-a-Teacher** program will run from Nov. 12 through Dec. 7, 2018. This is the perfect opportunity to thank that special teacher, bus driver, office secretary, librarian, or any other P-H-M employee that has made a difference in your child's life.

The minimum donation is \$20 per recipient and the money received is used to fund future grants for programs that wouldn't otherwise be possible due to budget cuts. Your special person will receive a note and congratulatory pin acknowledging your donation. All donations to the Foundation are tax deductible. We are also taking credit cards as payment.

[Click here](#) for the form or they can be downloaded at [www.phmef.org](http://www.phmef.org). Thanks for your [nabender@phmef.org](mailto:nabender@phmef.org)

- The **Penn Muslim Student Association (MSA)** has started to do a fundraiser for the victims of Hurricanes Michael and Florence. Your monetary donation will go to the American Red Cross. Our goal is \$1,000. The fundraiser will last until Nov. 30. Every little bit helps. The link is below this email.

[https://www.gofundme.com/fdc3d6-hurricane-michael-victims?sharetype=teams&member=983698&rcid=r01-154033785095-8b4835add48d43d3&pc=ot\\_co\\_campmgmt\\_w](https://www.gofundme.com/fdc3d6-hurricane-michael-victims?sharetype=teams&member=983698&rcid=r01-154033785095-8b4835add48d43d3&pc=ot_co_campmgmt_w)

- Save money and support one of Indiana's top high school athletics programs by purchasing a Penn High School All-Sports Pass. Click the link for details:  
<https://penn.phmschools.org/main-news-sports-news/kingsmen-athletics-all-sports-passes-sale-now>
- **SENIORS ONLY:** To submit senior quotes for the yearbook staff to review, please email [pennkingsmenyearbook@gmail.com](mailto:pennkingsmenyearbook@gmail.com).

Please remember to keep your quote clear, appropriate, and short!

The Yearbook staff reserves the right to inform you that your quote will not work, for whatever reason, and you will need to find a new one.

We will accept senior quote submissions until MARCH 8. No exceptions will be made!

Please email your quote in the following format:

First name, Last name, quote.

- The 24-Hour Theater Program will be held on Friday, Dec. 14, and Saturday, Dec. 15.
- Talent Show auditions will occur January 10 and 11 after Winter Break for rehearsals and performance the week of January 22-25.

If you have questions, be sure to reach out to Mr. Coffee ([mcoffee@phm.k12.in.us](mailto:mcoffee@phm.k12.in.us)).

- A few more student volunteers are needed to serve as docents/helpers in the Penn Art Gallery on Tuesdays, Wednesdays, or Thursdays from 3:30-4:30 p.m. See Miss Miller in Room 154 if interested. A new gallery show featuring the Fine Arts Faculty from Indiana University-South Bend will open on Monday, Nov. 19.
- The University of Notre Dame Law School' is recruiting jurors for its Mock Trial Program. This trial will be a completely different, criminal case, so we would welcome repeat jurors from those who participated in October.

Notre Dame's Mock Trial program provides a fun and interactive educational experience for student volunteers who serve as jurors. Students serving as jurors are given a unique opportunity to see the practice of law in action, learn the important role juries play in our democracy, and hopefully become more interested in a legal career.

The trials are scheduled for Saturday, Dec. 1, and Sunday, Dec. 2, at the Saint Joseph County Courthouse in downtown South Bend.

[Click here](#) for more detailed information.

Notre Dame Law Students in the Comprehensive Trial Advocacy class will serve as lawyers, and real judges or practicing attorneys will preside over every trial.

All interested students can sign up using this Google Form:

<https://docs.google.com/forms/d/e/1FAIpQLSfWNmHFkltZW9qg3O-nWFVX-ZmFBDw9HSE2xKDmjDmkkRxh1g/viewform>

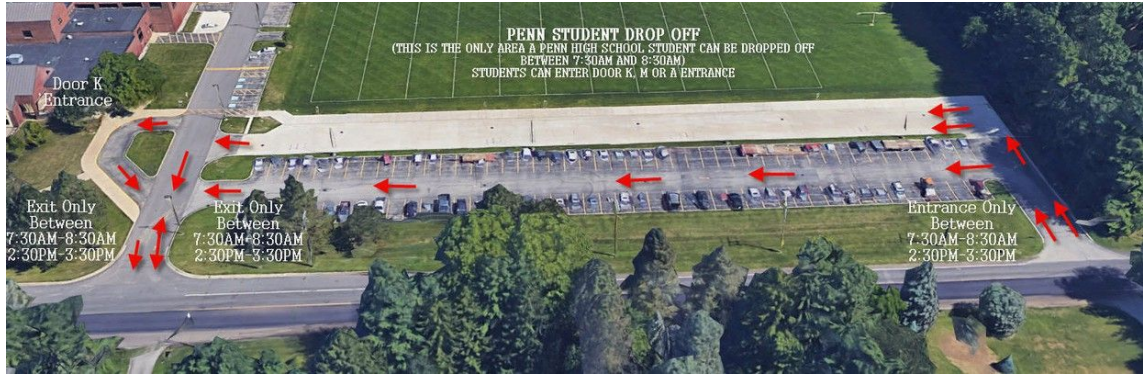
- **Student Work Permits:** If you have a completed **Intention to Employ State Form 896**, please bring it to the Main Office in the morning time and it will be processed during the day.
- Do you like helping others? This may be for you.

**KINGSMEN TUTORS** is an internship class open to Juniors and Seniors.

You will be assigned to a Penn High class for the school year, based on your choice of teacher and/or subject. Kingsmen Tutors are a valuable part of the class helping students become more successful. This class can be taken for credit or no credit.

**Applications are in the Counseling Center or the Math/Science office.**

- Penn High School students can become a **BIG BROTHER or BIG SISTER** mentor to an elementary student at either Bittersweet or Elm Road School. This is a wonderful opportunity for students to give back to their community and be a role model and friend to a young child. **The program is open to juniors and seniors who are in good academic standing and do not have any problems with their attendance or tardiness.** The Penn student will be paired with a child in K-5th grade and visit once a week for one hour at their assigned school. The Big Brothers Big Sisters visits occur during the B1 and G1 study hall period on Tuesdays and Wednesdays. The program begins in October and runs until late April. **There is an application process with an interview required for all interested students and an application can be obtained from either your Counselor or Mr. Tugmon.**
- Current School Year Penn Parking Passes need to be displayed in your vehicle. Tickets will be issued for vehicles that do not display a tag or are parked inappropriately.



[Click here](#) for instructions on Penn High School's Drop-off and Pick-up procedures before and after school.

- [Click here](#) for a downloadable 2018-2019 Penn High School Calendar. The Penn School Calendar includes Gold/Black Day designation, along with the dates for Thanksgiving, Winter, Spring and all breaks, key test days, Winter Dance, Prom and Graduation.
- Click the link for details and the necessary forms:  
<https://penn.phmschools.org/students-and-parents/transportation/student-parking>

Click on the following links for **IMPORTANT SCHOOL INFORMATION**:

**School Messenger, the alert notification service:**

<https://www.phmschools.org/parents/schoolmessenger>

**Parent FAQ on Emergency Preparedness:**

<https://www.phmschools.org/school-emergency-frequently-asked-questions>

**12th-grade Immunization Requirements:**

<https://www.phmschools.org/parents/12th-grade-immunization-requirements>

- **Reminder ~ Students who have an early dismissal, make sure you stop by the attendance window at Door A before you exit the building.**
- **Students must enter the school at Door A during school hours and check in at the Security booth.** Make sure that you have your school ID. Do not try to enter Door K (or other doors) and ring the buzzer or disturb classes.

All students should be picked up at Door M immediately after school. Parents should follow the established traffic pattern and not park along the shoulder on Jefferson Rd. This presents a safety issue for our students and all automobiles in the vicinity.

Click the link for information about reporting absences and late arrivals:

<https://penn.phmschools.org/attendance>

- When a student is ill, has an appointment or needs an early dismissal, parents/guardians need to use the **Attendance Office** automated line @ **(574) 258-9501**. The automated line is 24/7, which allows the convenience of calling anytime of the day. **Remember to give your student's I.D. when calling.**
- Students who will be extending their winter breaks in order to visit a college will need to bring in a document from the college's office of admission that verifies the visit. Then, that day away from school will be noted as a "college visit" (which makes it exempt or a non-absence from school). For additional information on attendance, visit the [attendance](#) webpage.
- Parents of students enrolled in Elkhart Area Career Center classes are responsible to contact the EACC with attendance information, in addition to Penn High School attendance. Please contact EACC secretary Trisha Malone at 574-262-5650, option 2 or email [tmalone@elkhart.k12.in.us](mailto:tmalone@elkhart.k12.in.us).
- Download Penn High School Calendars for your phone by visiting <https://penn.phmschools.org/calendars>. You can download a Penn High School Calendar that lists Gold and Black days, as well as important dates. There is also a Fine Arts Calendar and an Athletics Calendar. You can also print out a Gold/Black Days Calendar.
- **If you are going to change your bus route**, you must contact Brenda Chaffee at 574-258-9524 or [bchaffee@phm.k12.in.us](mailto:bchaffee@phm.k12.in.us). If you will have a new address, **parents/guardians must provide two proofs of your new address** to the school for your bus route to be changed. **You must also contact the school if you are no longer needing a bus route due to driving next year**; or if there is a change in an alternate pick-up address. Transportation is trying to prepare for routing for next year, and any updates will help them to route students correctly.
- **Parking passes will now only be sold before and after school. Parking passes are sold in Student Services.**
- To help after-school traffic flow, please be aware of "right turn only" signage. Signs will be set up at the Jefferson lot and will also direct students exiting the Main lot (the roadway by ESC) to turn right.
- All vehicles on PHM property need to be registered and display a parking hang tag.



Tickets will be issued.

- If you park at River Valley, it needs to be south of the lamp posts.
- Please wear your ID every day. If you do not have an ID, you can purchase a new one for \$3 in the IMC. Make sure that you have your ID on and a pass in order to be out of class. If not, our security staff will walk you back to class to obtain one.
- Everyone should now have an ID card. If you do not have one, please report to the library before or after school or during your lunch to have one printed. All students are expected to have an ID displayed at all times. Displaying an ID card is a matter of safety and security, as it quickly informs us of who belongs here.
- The **INSTRUCTIONAL MATERIALS CENTER (IMC)** is undergoing a number of changes in the way it can serve Penn High School students.

Click the link to find out about IMC resources, how to get passes, about new policies and more: <https://penn.phmschools.org/imc-guidelines>

- "LOST AND FOUND" is located in the IMC. Ask a student assistant in the IMC to help you locate your lost belongings.

We could have your lost athletic bags with clothes, jackets, sweatshirts, lunch bags, water bottles, shorts, t shirts, and shoes. Electronics are given directly to Resource Officer Reppert.

- You must have a pass, or be in a class to be in the IMC. Students are not permitted to eat lunch in the IMC. Lunch is to be eaten in the cafeteria. Please remember to bring all trash up to the tray carousel and wait to be dismissed by the supervising staff.
- Did you know **ebooks** are available to you to check out 24/7? Go to [mackinvia.com](http://mackinvia.com), type in Penn High School, and then use your full email address for your username and your ID number for your password. Email [carlstrong@phm.k12.in.us](mailto:carlstrong@phm.k12.in.us) if there is a title you want or if a password isn't working.
- Students will not be allowed in the stands at athletic events with backpacks or beverages. Students are not allowed in the aisles/walkways in the bleachers.
- Take a moment to familiarize yourself with our **DRESS CODE**. Make sure that you are following it. The **DRESS CODE** is on Page 22 of the Penn High School Student Handbook:



[https://penn.phmschools.org/sites/penn.phmschools.org/files/pennhs\\_handbook\\_2017.2018.pdf](https://penn.phmschools.org/sites/penn.phmschools.org/files/pennhs_handbook_2017.2018.pdf)

Among the items covered in the [Dress Code](#) at Penn High School is the wearing of hats during the school day. Please remember that hats should not be visible and should be placed in a backpack or locker. Also remember that hoods should not be worn on students' heads during the school day.

- **Return your loaner Chromebooks to the IMC at the end of the day.** If you do not, there will not be charged Chromebooks for students to check out the following morning.
- If you need access to the Internet for Chromebook/homework/eLearning, there is an affordable Internet service for eligible households that is \$9.95 a month: <https://internetessentials.com/>
- **KINGSMEN COURT** (student government) has a suggestion box at the entrance of the IMC. Students are encouraged to voice any concerns or comments about Penn High School's environment and how Kingsmen Court can improve it.
- Follow the **COUNSELING CENTER** on Twitter @PennCounselor and @PennScholarship for college and scholarship info.
- **TAKE 3**
  - **Take Care of Yourself.**
  - **Take Care of Each Other.**
  - **Take Care of This Place.**

## **Athletics:**

- **If you are participating on a Penn Athletic Team or are in a Penn-sponsored Club, you must register online at <https://registermyathlete.com/schools/index.php>.**
- Open swim starts on Monday, Sept. 10, and will be held on Mondays and Wednesdays from 7-9 p.m. There is no charge but you must live in the PHM district. Students must have their ID's.

- Anyone who plans on competing for the Boys Track Team should be attending Speed Workouts in the Fitness Center on Thursday mornings from 7-8 a.m. if you are NOT currently in a sport.

- **PENN FITNESS CENTER**

**Free** to all community, staff, & students!

**Back to School Hours!**

Mornings Mon-Fri: 5:45 am-7:45 am *Open to staff, students, & community*

Mon-Thurs: 3:17pm-5pm *Students & staff*, 5:30pm-6:30pm *Walkers only*

Mon & Thurs 6:30pm-8:30pm *Open Ball, Weight Room & Fitness Room to staff & community*

Tues & Wed 6:30pm-8:30pm *Pickleball and Badminton, Weight Room, & Fitness Room to staff & community*

Sat: 8am-9am *Walkers only*

Sat: 9am-12pm *Open Gym to staff, students, & community*

All students MUST have a current school ID from Penn to attend, and a lock.

Adults MUST have a current photo ID and live in the PHM Corporation.

**Open to all PHM staff members!**

- **ATHLETIC PRACTICES PICK-UP AND DROP-OFF**

**DOOR D is the designated drop-off and pick-up location for students going to or coming from Athletic practices.**

**DOOR E is NOT a drop-off/pick-up location, and it is only unlocked after school for athletic contests, not practices.**

## **Clubs/Activities:**

**If you are participating on a Penn Athletic Team or are in a Penn-sponsored Club, you must register online at <https://registermyathlete.com/schools/index.php>.**

The **Art Club** is painting props for the Exceptional Education Academy's district-wide Fall Ball, which is hosted at Penn High School. The Art Club will meet on Thursday after school in Room 162.

The **Penn Bowling Team** is seeking members. The team practices at OC Lanes (1416 Lincolnway East, Osceola). Interested students should contact coach Smith at OCLanesYouth@gmail.com or call 574-292-1851.

The **Drama Club** meets every third Tuesday of the month from 3:30 p.m. to about 4:15 p.m. in the Studio Theatre. At the meetings, we talk about important information, dates of upcoming events, and play theatre games.

**Dumbledore's Army** is a Harry Potter club that meets every Gold Monday in Room 190 from 3:30-4:30. Wand making, board games, watching films, debates over characters, potion making, and so much more!

The **WHACK (Computer Club)** meets every Wednesday in Room 258 from 3:30-4:30 p.m.

**Japanese Club** dues are \$5, and meetings will be every Gold Wednesday.

**Model United Nations** meetings will be held at 7:30 a.m. every Monday in Room 163.

**SADD** will meet on Black Tuesdays at 7:45 a.m. in Room 239. The next meeting will be on Nov. 20.

**Chess Club** meetings will meet every Thursday at 3:30 p.m. in Room 210.

The **Star Wars Club** meets every Friday from 3:30-4:30 p.m. in Room 200.

**Amnesty International** is looking for members who are passionate about fighting injustice and making human rights a thing enjoyed by all people. Meetings will be every Wednesday after school (around 3:30) in Room 200. Those who are interested can join our remind by texting bb7k69 to 81010. The first meeting is TBA. Flyers can be found around school with a link to Amnesty's homepage with more information about how you can become involved.

**Key Club** will meet on the following dates:

November 28

December 19

January 23

February 20

March 20

April 24

May 29

The meetings will be in the Cafeteria. Attendance starts at 7:35 a.m. and the meeting begins at 7:45 a.m. You will be counted late if you arrive after 7:50 a.m.

Anyone interested in any kind of medical career (doctor, pharmacist, veterinarian, etc.) is welcome to join **Medicine Without Borders**! We are focusing on humanitarian efforts and fundraising. Please email [pennmwb@gmail.com](mailto:pennmwb@gmail.com) for more information and to be added to the email list!

The **Penn Ski Club** information packets are now available in the Bookstore, Room 160 and also on this page. Students will want to participate in Ski Club must sign up by Friday, Nov. 30. Ski Club trips are planned for Thursdays in January and February. Sign up by Fri., Nov 30.

[Click here](#) for Ski Club Sign-Up Information.

[Click here](#) for Ski Club Bus Information.

[Click here](#) for the Field Trip Waiver Form.

[Click here](#) for the Medical Authorization Form (print Page 19 only).

[Click here](#) for the Code of Conduct.

## **College/Scholarship Information** **\$\$\$**

[Click here](#) to find out about Scholarship opportunities for Penn High School students.

**Scholarships.com – [www.scholarships.com](http://www.scholarships.com) free and safe link to productive scholarship search.**

### **College Rep Visits to Guidance Office:**

Sign-up in CCRC rm. 119 at least 2 days prior to visit & a pass will be sent to you.\*  
(9th & 10th graders may only attend during Study Hall.)

**\*Regarding college presentations at Penn – When you receive a pass to attend a college presentation, be sure to sign in at the visit. Attendance will be checked, and if you are not on the attendance list, your teacher will be notified you didn't attend, and any future passes will be voided.**

Thank you!

UNIVERSITY/COLLEGE	GRADE	DATE	TIME	BLOCK