



2014 - 2015

I,

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PRINT Student Name

Have received and read the handbook. I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, procedures, and policies of the P-H-M School Corporation.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_  
(Necessary if student is under age 18)

Date: \_\_\_\_\_

**Please complete and return to the Night School Director immediately.**

**Thank You.**

## **Table of Contents**

This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy will prevail. This handbook supersedes all prior handbooks and other written material on the same subjects.

Board Approved Handbook: September 22, 2014

## **Forward**

The Penn-Harris-Madison School Corporation offers a night school program whose purpose is to provide coursework for a high school diploma. There is a comprehensive core curriculum of North Central Association-approved courses delivered through software.

The purpose of this handbook is to help students and parents understand the policies and rules by which we must operate in the interest of a safe environment and student success.

*In the event that there is any conflict or inconsistency between the contents of this handbook and the policies and procedures adopted by the Penn-Harris-Madison Board of Trustees, the policies and procedures adopted by the School Board shall control.*

## **Mission of the District**

Our mission is to provide an educational environment for students to reach their highest academic achievement. We will prepare them to be responsible, healthy contributing citizens who have acquired the skills to be lifelong learners ready to adapt to a changing world.

## **Mission of the School**

Pennway Night School instills in students the knowledge, skills and abilities to be contributing members of the global community. We educate students through exemplary educational practices, effective communication, collaboration and cooperation in a safe, non-threatening environment. We embrace diversity and inspire students to reach challenging academic goals while conducting themselves with respect, with responsibility and integrity.

## **Vision**

Enabling and motivating students to reach their greatest potential in a diverse and changing world by providing comprehensive learning opportunities of the highest quality.

## **Beliefs**

We believe...

- All students have the ability to learn.
- All students and staff are worthy of dignity and respect.

- Students, through their words, actions, gestures, facial expressions, and tone of voice will demonstrate respect and dignity at all times.
- The staff will nurture and challenge students' creativity.
- The staff will promote the intellectual, social, and physical talents of all students.
- It is the responsibility of the staff and the students to create a safe environment for the educational process to take place.

Students have the responsibility to be aware of the expectations set forth in this handbook and the regulations printed in the Penn High School Student Handbook/Agenda Planner.

#### Schedule

The night school program at Pennway is in session Monday through Thursday (3:00 p.m. to 9:00 p.m.). **Students who plan to complete their courses in a timely manner should plan to attend 3-4 evenings per week and at a minimum of 4 hours per night.**

#### **Emergency Closings and Delays**

When severe weather closes or delays school before the school day begins, local radio and television stations announce that information. You may also check the P-H-M web site: [www.phmschools.org](http://www.phmschools.org). Please do not call the school office for closing information. Parents and students are responsible for knowing about emergency closings and delays.

Should an emergency occur during the hours of Night School operation, the staff will direct students to the nearest safe location (Schmucker Middle School). Staff and students will take shelter through **Door M** until the emergency has concluded.

#### **Grades/CRT's/GQE/ECA**

North Central Association-approved courses receive letter grades. For some classes, additional supplemental work and Criterion-Referenced Tests (CRT's) may need to be passed. Indiana requires that students take and pass the End of Course Exams in English 10 and Algebra I and also take the federally-mandated Biology I End of Course Exam as part of the diploma program. For those that have passed the GQE, the ECA assessments may be waived.

#### **Enrollment**

To enroll, a student must be 18 or older. Students may enroll at the Penn High School Guidance Department during the day by appointment and/or in the

evenings Monday through Thursday (3:00 p.m. – 8:00 p.m.) with the Night School Staff. Enrollees will need the following documents to enroll:

- Driver's License or Birth Certificate (for date of birth proof)
- Immunization Record is required
- Transcript from any previously attended high school (if available)

### **Computer Technologies and Networks**

Students will receive a unique log-on name and password. Log-on names and passwords are unique to the software.

### **Use of Technology & Internet**

(Related to Board Policy 7540)

#### **Student Usage Guidelines:**

It is important to remember that the use of Penn-Harris-Madison's computer technology is a privilege, not a right. Strict adherence to the provisions of the Acceptable Use Policy will ensure that technology usage is consistent with the Corporation's standards of ethics and conduct. Penn-Harris-Madison will make available all technology-related policies and procedures for review by all parents, guardians, school employees, and community members. Parents or legal guardians may request, in writing, alternative activities not-requiring Internet access. Denial of Internet Access Form is available in the school office. Students who use Penn-Harris-Madison's computer technology, including its network, must submit a signed Student network and Internet Acceptable Use and Safety Agreement.

In order to facilitate instruction, the Penn-Harris-Madison School Corporation may make available portable computers and/or other electronic devices and related equipment. District policies governing the use of technology apply to all student usage regardless of whether the device is used in school or outside of school. The user and parents or guardians agree to accept all liability, loss or damages as a result of claims, demands, attorney's fees, costs, or judgments arising out of the student's use of Penn-Harris-Madison's computer technology, including its network, or of the student's violation of these terms and conditions or those contained in the Student Network and Internet Acceptable Use and Safety Policy. Penn-Harris-Madison makes no warranties of any kind, whether expressed or implied for the service it is providing.

1. All school use of the Internet must be in support of education and research and consistent with the mission of Penn-Harris-Madison.

2. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
3. Passwords must be guarded and protected. Users must not share their passwords with anyone or let others use it.
4. Users shall not reveal their home address or phone number or the addresses and phone numbers of others. Users must be cautious in responding to unsolicited online contact.
5. School Corporation Internet resources and accounts may not be used:
  - a. To access another person's materials, information, or files without permission.
  - b. To access, upload, download, distribute, or transmit pornographic, obscene, abusive, or sexually explicit language or material.
  - c. To violate any local, state, or federal statute.
  - d. To vandalize, damage, or disable the property of another person or organization.
  - e. To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or citation.
  - f. For commercial or for-profit purposes
  - g. For extensive personal and private business.
  - h. For product advertisement.
  - i. To access social media and other forums in a manner devoid of any educational purpose.
  - j. To subscribe to or solicit information which incurs a cost.
6. Users shall not misrepresent their identities on the network.
7. Sites that are blocked by school filters may not be accessed in any other way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Cyber-Bullying: the use of any data or computer software that is accessed through a computer, a computer system or a computer network to convey overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the P-H-M School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

10. Failure to abide by all of the terms of the AUP may lead to termination of the student's computer account and possible disciplinary action up to and including expulsion from school or referral to law enforcement authorities.

### **Attendance**

A night school student is expected to attend on a consistent basis. Regular attendance is encouraged, so students will earn their respective credits in a timely manner. Students are to sign in and out each time they attend.

Students who plan to complete their courses in a timely manner should plan to attend night school as often as possible (3 – 4 times per week) and at a minimum of 4 hours per night.

### **Code of Conduct**

Promoting a safe school environment where everyone can learn is the mission of Pennway Night School. Violations of the Code of Conduct may be punishable by expulsion from the program, suspension, or other discipline as determined by the administration. Violations may also be referred to law enforcement agencies where appropriate. Students are expected to familiarize themselves with the expectations for conduct set out in the Penn High School Student handbook. The following regulations, as well as those set out in the Penn High School Student Handbook, support the positive learning environment expected at Pennway Night School.

- Loitering on school premises at any time is prohibited. Students are expected to leave the premises immediately after exiting the building.
- Any student who is disruptive, confrontational, or does not follow the directives of the Pennway Night School staff may be removed from the program.
- Pennway Night School students must wear P-H-M ID badges.
- Students are prohibited from possessing a firearm, deadly weapon, destructive device, or other weapon (as defined in Board Policy 5772) on P-H-M property, at any P-H-M sponsored event, or in any P-H-M vehicle.
- Possessing, providing, selling or using a drug or any type of drug-related paraphernalia, possessing, providing, selling or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia, or possessing, providing or selling an alcoholic beverage on P-H-M property is prohibited. This will be reported to our security. The police may be contacted, and you may be dropped from the program.
- Consuming or being under the influence of a drug or alcohol is prohibited.
- Students are subject to drug testing per P-H-M policy. Students who refuse to be drug tested will be dropped from Pennway Night School.

- Appropriate classroom behavior is required to participate in the night school program.
- Profane language in the building or in the parking areas adjacent to Pennway is not permitted.
- Drinks, food, and candy are not permitted in the computer lab.
- As a courtesy to all learners, cell phones and pagers are to be turned off.
- Caps, hats and hoods are not to be worn in the building.
- Smoking on any P-H-M campus is prohibited.

The behaviors enumerated above are not an exhaustive list of the types of conduct that may subject a student to discipline, including expulsion from Pennway Night School, or referral to law enforcement agencies.

### **P-H-M Student Testing for Drugs and Alcohol**

The P-H-M Board of School Trustees is strongly committed to drug prevention education, to the creation of a safe learning environment and to provide a climate where all students can reach their potential.

The use of alcohol and illegal drugs presents a threat to the safety, health and welfare of both our employees and our students. Because of the risks associated with such abuse, the Board has implemented a student-testing program for drugs and alcohol. Drug testing will test for the presence of any drugs or controlled substances, synthetic or otherwise, prohibited by P-H-M policy or state or federal law. Students who produce positive test results will be disciplined according to co-curricular, extracurricular and/or student handbooks.

Four (4) groups of students in grades 6 – 12 will be tested. Each group is defined as follows:

- A. All students who participate in extracurricular activities. Activities will include all athletic teams, music groups, academic competitions, and organizations. A full listing of activities will be provided. These students will be part of a pool of students who will be randomly selected for testing.
- B. All students who drive to school and park on school property. These students will also be part of the random pool.
- C. All students and staff who volunteer to be part of the random pool.
- D. All students for whom there is a reasonable suspicion of being under the influence of drugs or alcohol must submit to a mandatory test.

### **Care of Property**

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry or



irreplaceable items should not be brought to School. The School may confiscate such items and return them to the student's parents.

Damage to or loss of School equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

### **Class Work**

Students are expected to bring the following supplies: spiral notebook, pens, pencils, and an eraser.

Daily practice is essential. Good attendance and active participation in the instructional program are vital to your successful completion of this course of study.

There are no shortcuts to achieving success. Dedication, commitment, and hard work are the key foundation blocks to make YOU a successful individual!

The Penn Virtual Academy is one component of Pennway. It is a web page that serves students who attend Pennway either during the day or at night. These students are working on credit recovery or taking classes to free up their schedule for more classes at Penn. The page provides links to P-H-M software programs that offer classes for Pennway students. By providing these links in one place, students have easy access to programs so they can work on their classes anywhere they have access to the Internet including at school, at home or even at the library. We use the word virtual because it is not a bricks and mortar place but rather a web page with links to curriculum software programs.

Course work can be accessed via the Internet. Go to the Penn Virtual Academy web site and click on "Getting Started". The URS for PVA is:  
<https://sites.google.com/a/phm.k12.in.us/penn-virtual-academy>.

### **Academic Honesty**

When a student completes a paper, project, or any class work, the expectation is that the student did the work for which he/she is taking credit.

The point of a student completing an assignment is to find out what the student knows and the student does not know. If a student circumvents that process, valid measurement does not take place and the student is unprepared for the academic expectations that he/she will confront in the future. In addition, cheating

fabrication, plagiarism, recycling, unauthorized sharing, or interfering is unfair to those students who do their own work.

The following guidelines have been established to clarify which student behaviors are considered academically dishonest. In addition, this document provides strategies for helping students, parents, and teachers promote ethical academic behaviors.

### ***Prohibited Behaviors***

The behaviors listed below apply to any student work completed in or out of the classroom.

- Cheating – giving, accepting, or taking help that is not approved by the teacher.
- Fabrication – making up information or quotes
- Interference – includes (but is not limited to) stealing, changing, or destroying another student’s work.
- Plagiarism – presenting someone else’s ideas or information as your own.
- Recycling – using part or all of a paper, a project or class work previously completed for a grade.
- Unauthorized Sharing – working together on any paper, project, or class work without approval of the teacher.

### ***Principles of Academic Honesty***

It is the student’s responsibility to know what academic behaviors are acceptable and which are dishonest. Claiming ignorance of the rules or misunderstanding the assignment will not excuse students from the consequences of their actions. Therefore, students who rely on information provided by fellow students, parents, or tutors will be held to the standards and procedures set by their classroom teacher.

Assume all work is to be completed individually. Collaboration or the division of work among partners is not permitted, unless the instructor specifically states that cooperative work is acceptable.

Whether or not a student intends to deceive is irrelevant. The student’s mindset cannot be observed; consequently, the policy prohibits behaviors and actions that are academically dishonest. Students will face disciplinary punishments based on their behaviors, not based on what they intended to do.

Parents, tutors and peers may be consulted as resource persons, but they are not to complete assignments for students. Helping students by asking questions to clarify a student’s thought or by discussing concepts and ideas related to an assignment is

appropriate; however, assistance beyond pointing out areas for improvement or asking questions reduces the level of student learning and it prohibited.

### **Sign In**

Student must sign in daily and sign out when leaving for the night. A Sign In sheet will be provided.

### **Break Time**

If students plan to leave the premise for a break, they must sign out and then back in on the Sign In sheet. No student breaks will be permitted prior to 4:30 p.m. Breaks should be limited unless the student has arranged with staff that they are leaving the premises and returning later. All students should be in attendance for at least 55 minutes before taking a 5 minute break.

### **Proper Dress**

Students must dress appropriately for class. Shirt and shoes are required. Clothing or jewelry that disrupts the educational environment, is destructive to school property, or is a threat to safety and health is prohibited.

### **Student Parking**

Students are to park on the south end of the Pennway Educational Building. Night school students are required to register their autos if they plan to park in the Pennway South or Pennway West parking lots. Beginning in August 2010, night school parking stickers will be required to park in the Pennway South or Pennway West parking areas. Smoking on any P-H-M campus is prohibited.

### **Cell Phones/Pagers**

As a courtesy to all learners, students are expected to have cell phones and/or beepers turned off while in the building. This policy is to ensure that the students will not be interrupted by cell phones ringing or persons answering them. Students who violate this policy will be asked to take the phone call outside and shut the phone off before returning.

### **Graduation Requirements**

Earn a minimum of forty (40) credits as outlined in the chart below. Every graduating Indiana student must demonstrate mastery of the academic standards assessed by the End of Course Assessments required by the Indiana Department of Education (Algebra I, English 10). Students enrolled in Biology I (regardless of grade level) are required to take the Biology I ECA upon completion of the course.

Participation in this assessment is a No Child Left Behind (NCLB) requirement for Penn High School and is not a graduation test requirement.

### Diplomas

Through Pennway Night School a student may be eligible for one of two types of diplomas: a General Diploma or a Core-40 diploma. For details, see the **Penn High School Program of Studies 2014 – 2015** or contact your Penn High School guidance counselor.

#### General Diploma Requirements

English/Language Arts (8 credits)	Credits must include literature, composition and speech
Mathematics (4 credits)	2 credits: Algebra I or Integrated Mathematics I 2 credits: any math course
Science (4 credits)	2 credits: Biology I 2 credits: any science course
Social Studies (4 credits)	2 credits: U. S. History 1 credit: U. S. Government 1 credit: Geography and History of the World
Physical Education	2 credits
Health and Wellness	1 credit
Career Academic Sequence	6 credits
Flex Credit	5 credits
Electives	6 credits

#### Core 40 Diploma Requirements

English/Language Arts (8 credits)	Including a balance of literature, composition and speech
Mathematics (6 credits)	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II
Science (6 credits)	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies (6 credits)	2 credits: U. S. History 1 credit: U. S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives (5 credits)	World Languages

	Fine Arts Career/Technical
Physical Education	2 credits
Health and Wellness	1 credit
Electives	6 credits
<b>Total Required Credits</b>	<b>40 Credits</b>

### **Credits**

When you think you have earned a course credit, please notify Mrs. Mueller. Credits, as earned, are reported to the Guidance Department.

Penn High School guidance counselors will document the required coursework for each student and evaluate the completion of all required coursework for graduation.

### **Electives**

Students are required to earn elective credits to meet the required number for a diploma.

### **Graduation Commencement Ceremony**

Students completing coursework through the Penn Night School Program and are in the same cohort as graduates of Penn High School may participate in the Penn High School Commencement Ceremony. Students who are beyond the Penn High School graduation cohort may participate in the Penn Night School Commencement Ceremony. Participation in either ceremony is encouraged, not required.

Students enrolled at Pennway who have been in high school for four or fewer years will be allowed to participate in the Penn High School commencement. Pennway students who have been in high school for more than four years or were a part of a cohort that has previously graduated will be part of the Night School commencement.

### **Graduation and State Required Testing**

Students will be required to pass the Indiana Department of Education End-of-Course Assessments (ECA) in Algebra I and English 10.

Student enrolled in Biology I (regardless of grade level) are required to take the Biology I ECA upon completion of the course. Participation in this assessment is a

No Child Left Behind (NCLB) requirement for Penn High School and is not a graduation test requirement.

### **Student Network and Internet Acceptable Use and Safety**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access to services through the Corporation's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any

publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;

- C. the consequences of unauthorized access (e.g., “hacking”), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent or designee as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554 (2000), Children's Internet Protection Act  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,



as amended (2003)  
20 U.S.C. 6777, 9134 (2003)  
76 F.R. 56295, 56303

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