

PENN HIGH SCHOOL

Kingsmen Announcements

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

Download the app

National Suicide Prevention Lifeline 1-800-273-Talk(8255) or
suicidepreventionlifeline.org

- **New Security Procedure:**

All students will be required to wear their ID before being admitted into the building. Any student who does not have their ID at the start of the school day will be directed to Door A, issued a new ID will owe \$3 when they get their ID or will owe \$3 at the bookstore later. In addition, we are reducing the number of doors that will be accessible in the morning and will be communicating these changes to students. Doors D and K will no longer be open in the mornings. Please remind your child to wear their ID as they leave for school. Thank you for your continued support of Penn High School.

- **ATTENTION SENIORS:**

*Congratulations to the Class of 2018 !!!

Graduates will be able to pick up diplomas starting on Monday, June 18, from 9 a.m. to 3 p.m. The pick-up area will be outside of the Main Office inside Door A.

*HR Imaging will be photographing graduates at Penn High School's Diploma ceremony. This saves parents and relatives the hassle of attempting to capture those non-profession photographs. HR Imaging will contact parents soon after the ceremony with viewing and purchasing options -- you'll receive login information to view images securely online at shop.hrimaging.com.

The District Communications Office will also be taking some photographs that they will share on the Penn website over the weekend. They will be high res and free to download. NOT ALL STUDENTS WILL BE PHOTOGRAPHED.

*Seniors who have money on lunch accounts they will not use can go to the Cafeteria to fill out a refund\transfer\donate form.

*SENIORS: All Chromebooks and chargers must be returned on or before your last day of school. The Chromebooks and chargers can be returned to the ITC, which is located in the IMC. Students will be billed for any non-returned items. Please ensure you will no longer need a Chromebook for any classes prior to turning it in.

- **Penn will offer a number of summer resources for activities and camps:**

PHM Summer Enrichment, Kingsmen Athletic Camps, PHM Community Ed camps, PHM Learn to Swim classes, and Summer PHM Kids Club:

<https://www.phmschools.org/parents/summer-2018-p-h-m-academies-camps>

Community events & activities: <https://www.phmschools.org/community-events-activities>

- Click the link for the Summer Reading information for AP Lit. and Composition:
<https://penn.phmschools.org/summer-reading-information-ap-english-lit-and-composition>

- There will be a Penn Tennis Fundraiser on Saturday, June 9, at the Penn Tennis Courts.

The Fundraiser will feature doubles competition for boys, girls, or coed, all ages.

The Varsity division will start at 9 a.m., and the non-varsity division will start at 10 a.m.

Entry fee is \$20 a team. Contact Coach Eric Bowers at ebowers@phm.k12.in.us to register.

- **2018 Summer Teen Enrichment Programs (STEPs):**

STEPs is a activity-centered summer learning program for students entering grades 8-12. Registration for each camp is \$125. A 50% discount is available for students with financial need. All camps are limited to 15 participants. To learn more about STEPs or to register for a camp, visit www.iusb.edu/clas/steps or contact Lee Kahan at lkahan@iusb.edu or 574-520-4267. [Click here](#) for more details.

- **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.
- Penn High School and the St. Joseph County Emergency response groups (Police, Fire, Hospitals, SJCEMA) have planned a community exercise around an Active Shooter event. This exercise is set for July 2, with registration from 8-9 a.m. The event is scheduled to conclude at 12:30 p.m. The IHSAA has approved athletes to participate in this emergency exercise.

More than 100 high school students are needed to participate in this Penn High School and community exercise involving police, fire and hospitals. Students must have an ID and have a waiver signed by the parent to participate. Click on the registration link below to volunteer for this important training opportunity. LUNCH WILL BE PROVIDED.

[Link to Register:](#)

https://docs.google.com/forms/d/e/1FAIpQLScX1QX_Wak-xu_ugFXModfkJH67kt0KGIHrCNOJWPCsr5W7Jg/viewform

- **Tee off with Corporations for Education** at its third annual golf outing.

Save the Date - Monday, Aug. 13, 2018. There will be a 1 p.m. Shotgun start.

Proceeds support Corporations for Education (a division of the Penn-Harris-Madison Education Foundation).

- 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.**
- **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.
- 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. 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, type in Penn High School, and then use your full email address for your username and your ID number for your password. Email carmstrong@phm.k12.in.us if there is a title you want or if a password isn't working.
- Students can pick up your purchased 2016-2017 Yearbooks at the student assistant desk in the IMC. You must have your ID to receive your Yearbook.
- 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

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 will be held at the Penn High School Pool every Monday-Wednesday from 7-9 p.m. through July 18th. **THERE IS NO COST FOR STUDENTS OR FOR THOSE WHO LIVE IN THE PHM COMMUNITY!** You must bring your ID! Students who are not at Penn yet must have an adult stay with them!
- **Fitness Center Summer Hours will be starting on June 6th:**

Morning Hours are Mon-Fri 5:45 am - 7:45 am

Afternoon and Evening Hours are Mon-Thurs 3:00 pm - 8:15 pm

Saturday Hours are 8:00 am - 11:45 am

Features of the Fitness Center:

*Air Conditioned Facility with locker rooms, showers, and restrooms.

*Fitness Room with weight machines, cardio machines, dumbbells, exercise balls, and yoga mats. There are also three new machines being added this summer.

*Weight Room with free weights including benches, squat racks, platforms, and dumbbells

*Track for walking/jogging from 5:30 pm - 6:30 pm.

*Cardio Drumming Wed from 6:45 pm - 7:45 pm on June 13, 20, 27, Ju. 11, 18, Aug. 1, 8, 15. There is a fee for this class. For more information or to sign up contact Jenny Forker at (574) 258-9568 or email her at jforkner@phm.k12.in.us.

- Pickleball Wed from 6:30 pm - 8:15 pm (all equipment provided).
- Badminton Tues and Wed from 6:30 pm - 8:15 pm (all equipment provided).
- Basketball Mon and Thurs from 6:30 pm - 8:15 pm.
- Personal Trainer available to help develop fitness and nutrition plans.

General Information:

Must live in PHM District.

Students must have their school ID to enter.

Must enter and exit Door G.

- Starting Monday, June 11, the weight room will be open through Door G. Normal weight room standards apply for athletes at Penn who are training in the Penn Athletic Performance Program.

Athletes may choose two sessions per week from the following options:

Monday or Wednesday: 8-9 a.m., 9-10 a.m., 10-11 a.m., 1-2 p.m.

Tuesday or Thursday: 9-10 a.m. or 10-11 a.m.

- **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>.

College/Scholarship Information \$\$\$

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

Scholarships.com – 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