

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

- Penn is in need of Volunteers from 9 a.m.-12 p.m. and 1-4 p.m. on June 19, 20 to distribute diplomas. Parents and students looking for Volunteer hours may contact Barb Zuidema at bzuidema@pphm.k12.in.us or 574-386-7058.
- **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.

- **All students registered for Advanced Placement English Literature and Composition** (usually a senior English class) should have received their summer reading assignment from their current English teacher. If a student believes they have registered and have not received a copy of the summer reading, their first task is to speak with their Guidance Counselor before leaving on break. Those students can get a copy in the Humanities Division Office between Guidance and LGI-B, there is an electronic version on the website, and they can access it through this [link](#).

The 2019 AP Summer Reading Requirements include:

- Othello by William Shakespeare
- Jane Eyre by Charlotte Bronte
- And Wide Sargasso Sea by Jean Rhys

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

- **2019 Penn Summer School information:**

Session 1: June 10 – 28, 2019

Session 2: July 8 – 26, 2019

*No classes the week of July 4th

Online Summer School Courses

Students must have approval and sign-up through their Guidance Counselor. No exceptions.

Teachers will be available Monday-Friday, 7:30 a.m. to 3:30 p.m.

Teacher-Taught Courses

Times: 8:40 a.m. – 12:40 p.m. (Monday-Friday)

Where: Penn High School

Transportation: Available within the P-H-M Boundaries

Costs (Health/PE only):

PE: \$25 per session or \$50 for both.

- **The PHM DVT/Planetarium will be hosting a FREE event on Saturday, July 20th, 2019 from 8:00 am - Noon to celebrate the 50th Anniversary of the Apollo 11 Moon landing!**

There will be outdoor telescope viewing of the Moon and Sun, indoor activities, and of course, shows and the Air & Space Museum inside the DVT/Planetarium!

Did you know that the PHM Air & Space Museum has artifacts on loan from NASA, Johnson Space Center, and the Smithsonian, including artifacts that have been on the Moon?

The PHM DVT/Planetarium is also excited to announce the first ever showing of our new show, Imaging the Moon! The Moon has inspired human creativity, learning, and exploration every since we first looked up. Through beautiful imagery and historical footage, Imagine the Moon explores our closest celestial neighbor!

Join us on Saturday, July 20th, from 8 a.m. - Noon to imagine and explore!

Follow us on Facebook at PHM DVT & Planetarium as we continue to post updated information about this fun-free-family-friendly event! Call or email PHM DVT/Planetarium Director, Melinda O'Malley, at (574) 258-9569 or momalley@phm.k12.in.us with any questions.

- In an effort to constantly improve and enhance school safety and security, P-H-M is excited to announce that SafeVisitor has been installed in all schools.

All visitors will now be required to present a valid photo ID which may include a driver's license, State issued photo ID, or passport every time you enter as a visitor.

Visitors/Guests would include:

- Classroom Guest Speakers
- Parent/Teacher Conferences
- Classroom/School Special Events (example: Grandparents Day)

[Click here](#) for SafeVisitor information.

- The Penn High School Program of Studies is now available for Penn students who beginning the process to choose next school years courses. Click the link for the Program of Studies:
<https://penn.phmschools.org/main-news/2019-2020-program-studies-now-available>
- A Penn High School app for iPhones and Android devices is now available on the Apple Store and Google Play Store.

iOS <http://bit.ly/pennappios>

Android <http://bit.ly/pennappandroid>

The app was developed by Penn Sports Journalism Class interns Riley Clauss and Micah Focht.

The app provides quick links for students to the Penn website for the following categories:

School news

Google Calendars (Black-and-Gold Day Calendar, Athletics Calendar, Fine Arts Calendar)

Student resources, including links to HAC and Canvas

Counseling

Clubs

Fine Arts/Performing Arts

Contact us/Staff Directory search engine

The Pennant Sports News website

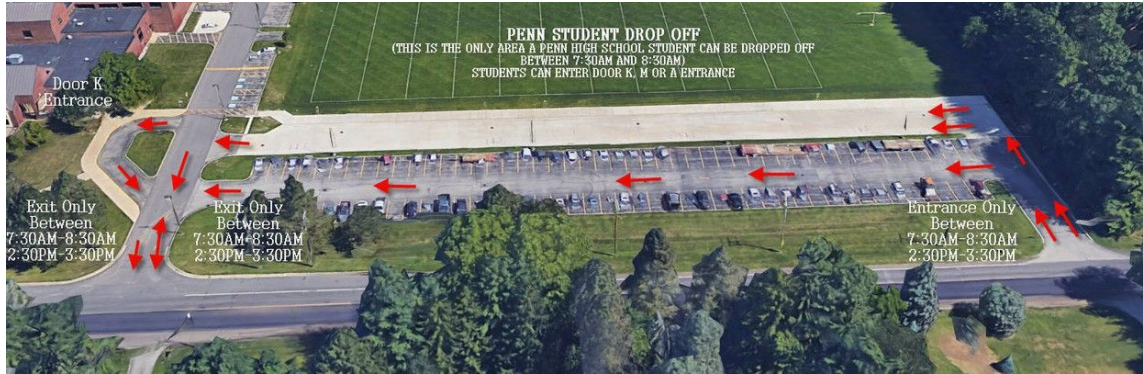
Upcoming changes to the app will include a Safe Schools Helpline link.

- Remember, safety is our first priority ... **take care of this place, take care of yourself, take care of others.**

While it would be great to enjoy the convenience of various dine-in delivery services, for safety reasons Penn High School does not allow unauthorized deliveries. This includes delivery services such as Uber Eats, DoorDash, Grubhub, Dine in Delivery, etc.

Students will not be able to accept these delivery items should they order them. .

- **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.
- 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.
- 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.



The designated student morning drop-off between the hours of 7:30 – 8:30 a.m. at Penn High School is in the Jefferson Rd. Student Parking Lot (south of the football practice field). [Click here](#) for an image and video outlining the procedures.

The Jefferson Student Lot NORTH ROW will now be used as part of the daily parent student drop-off and pick-up area; therefore no parking will be permitted in the NORTH ROW. Students normally parking in the North Row will be permitted to park in other areas. [Click here for more details on these new areas.](#)

For more information on student parking, [click here](#).

- 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.
- 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.
- 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 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 starts on Monday, February 25. It is free to all P-H-M residents. You need to bring an ID! Open Swim will be held on Mondays and Wednesdays from 7-9 p.m. Open Swim continues until July 17, 2019.

- The Penn Racquet Club will be meeting every Wednesday from 3:30 to 4:40 p.m. in the Fitness Center. The club will be playing Ping Pong most at meetings, with pickle ball and badminton on certain dates. We are a relaxed environment and all skills levels are accepted.
- [Click here](#) for the first-week schedule for Penn Athletics practices for the 2019-2020 school year.

PENN FITNESS CENTER

- On Monday, June 17, patrons must use Door H to enter and exit due to construction in the weight room.
- Schedule for Mrs. Trowbridge's Boot Camp
 June
 Tues. June 11, Wed. June 12
 Tues. June 18, Wed. June 19
 Tues. June 25, Wed. June 26
 NO CLASS Tues. 4th or Wed. 5th
 July
 Tues. July 9, Wed. July 10
 Tues. July 16, Wed. July 17
 Tues. July 23, Wed. July 24
 NO CLASS Tues. 2nd, Wed. 3rd
 Tues. 30th, or Wed. 31st
 NO CLASS in August. It will resume after Labor Day!
- The Fitness Center now has Basketball, Badminton, Pickleball, Whiffle Ball, Kickball, Ping Pong and other new games from 3:30-5 p.m. Females are encouraged to participate in after-school activities.
- The Fitness Center is open to staff, students & community from 5:45 a.m.-7:45 a.m. on Monday-through-Friday. The Fitness Center is open to all Penn students from 3:30-5 p.m.
- The Fitness Center is open to students and staff from 3:17-5 p.m. on Monday-through-Thursday. Enter and exit at Door G. Have your rides ready to pick you up at 5 p.m. at Door G.
- The Fitness Center will be OPEN all summer: Monday - Thursday 3-8:30 p.m.; Mornings 5:45-7:45 a.m. Monday - Friday. Summer hours start on Monday, June 10.

- The Fitness Center offers a trainer who is available Monday-Thursday 2:30-8:30 p.m. to assist with programs on weight loss or weight gain.
- **Students who are absent and unexcused or have any tardies cannot come to the Fitness Center on that day. We check your attendance as soon as you sign in, so please make sure that you are in school and on time.**
- All students MUST have a current school ID from Penn to attend and must have a lock.
- Parking is getting very limited now with events going on. People who use the Fitness Center might have to park in the parking lot along Jefferson Blvd.
- The Fitness Center is open to walkers only from 5:30 p.m.-6:30 p.m. on Monday-through-Thursday.
- Staff and Community may use the Fitness Center from 6:30-8:30 p.m. on Monday-through-Thursday (Open Ball, Weight Room & Fitness Room).
- Pickleball and Badminton, Weight Room, & Fitness Room are available to staff & community from 6:30-8:30 p.m. on Tuesday-Wednesday; Walkers 5:30-6:30 p.m.
- The Fitness Center is available to walkers only from 8-9 a.m. on Saturdays.
- Open Gym is available to staff, students & community from 9 a.m.-to-noon on Saturdays.
- Adults MUST have a current photo ID and live in the P-H-M school district.
- Please enter and exit at Door G.
- The Fitness Center is not responsible for theft. Click the link for more information about the FITNESS CENTER hours, guidelines and more:
<https://penn.phmschools.org/fitness-center-aug-23>
- **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