



July 20, 2018

Dear Parents, Guardians and Students,

The beginning of the 2018-19 school year is fast approaching! For this reason, we are mailing student schedules and other pertinent back to school information. Please make sure to check entrance A, B, C, or D on the first day of school, August 22, where we will have all students listed with their Gold 1 classes. Duplicate schedules will be handed out during the first block on August 22.

Remember all information is available on the Penn website and the website is updated daily throughout the year. Be sure to check out the website at <http://penn.phmschools.org>, click on Schools, Penn High School, information. Please carefully read through all of this information for the beginning of school.

FOR ALL STUDENTS:

- **Penn Walk Around:** All students will have an opportunity to walk around Penn on August 18, from 9:00 a.m. to 12:00 p.m. This will be an opportunity to find classes and access lockers. **Bring your schedules with you as schedules will not be available.**
- **August 22 – First Day of School:** Students will report to their Gold 1 class. Students will be able to find their Gold 1 classes on the first day of school if they do not have their schedule by checking the alphabetical lists posted inside doors A, B, C and D. Students will receive their complete schedule in their G1 class.
- **Schedule Changes:** If there is an error in your student's schedule, you may call Wendy Hayes at 254-2851 to schedule an appointment with a counselor during the designated scheduling days, August 6-17.
- **Guidance Alerts:** The Counseling Center will use the e-mail addresses in our system to alert parents to upcoming events and deadlines. E-mails will be grade specific and full of information parents and students can use to stay on top of the scheduling process, college applications, scholarships and much more. Check out the Counseling Center pages of the PHS website for news, events and anything else you might need related to the Penn Counseling Center.
- **Textbooks:** All students will receive their textbooks during the first two days of school. Textbooks will not be available prior to the start of school. If you have any textbooks at home, please return them to the school as soon as possible.
- **Chromebooks:** All new students will receive their Chromebooks during the first two days of school, if their Chromebook forms have been returned to the Main Office before school begins. The Chromebook forms must be received before a Chromebook will be issued to a student. Chromebooks will not be available prior to the start of school. The forms will be mailed in a separate letter prior to the start of school.
- **School Pictures and IDs:** All school and ID pictures will be taken during study hall and lunch the first two days of school. The photographers will be here for an additional two days for any additional students. An information sheet will be mailed separately from HR Imaging before school begins concerning the prices of picture packages. Replacement IDs are \$3.00.
- **Penn Open House:** Mark your calendars for Wednesday, August 29, for Penn's Open House from 6:30 p.m.-8:30 p.m.
- **Spirit Wear:** The Penn Booster Club will be selling spirit wear at the Walk-Around on August 18 from 9:00 a.m.-12:00 p.m. Clothing for physical education classes will also be available.
- **Emergency Contact Information:** Emergency contact information cards will be distributed the first day of school. Parents are encouraged to complete all emergency contact information including phone numbers and email address and return the cards immediately to the student's Gold 1 teacher.
- **Immunization Requirements:** This information will be included in the student packet that will be distributed the first day of school and also on the PHM website.
- **Photo Consent Form:** All students are to have a completed form on file each school year. The form may also be submitted online at <https://penn.phmschools.org/photo-consent-form>. This form will also be in the Student Packet distributed the first day of school. Return this form to the student's Gold 1 teacher.

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- **Lockers:** If you need a locker, you will need to complete a locker request form. The form will be available online only. It will be distributed to all student email addresses and accessible through the Kingsmen Nation newsletter. Sign-up stations will also be available during the Freshman Walk-Around and Open House.

FRESHMEN:

- **Walk-Around** is scheduled for Saturday, August 18, from 9:00 a.m.-12:00 p.m. **Bring your enclosed schedule.**
- **PE Clothes:** The Bookstore has PE clothes available for purchase any day 9:00 a.m. - 3:00 p.m. PE clothes will also be available during the walk around on August 18.

SOPHOMORES, JUNIORS, AND SENIORS:

- **Walk-Around** is scheduled for Saturday, August 18, from 9:00 a.m. - 12:00 p.m.. **Bring your enclosed schedule.**
- **Parking Passes:** Sophomores, Juniors and Seniors who want to drive to school should register for a parking pass prior to the start of the school year. The cost for "general" and "reserved" student parking remains \$40 for a full year and \$20 for a pass purchased in the 2nd semester. There is the option for a limited number of "free" parking passes to students who are willing to park only in the bank and softball parking lots. Students will find instructions to register, parking guidelines and the Acknowledgement and Drug Consent forms online <https://penn.phmschools.org/students-and-parents/transportation/student-parking>. Please print and fill out the necessary forms and bring the completed forms with payment (cash or check) to the bookstore. Office hours for the Bookstore are 7:30 a.m. – 3:00 p.m. and you may call Mrs. Chaffee with questions at 258-9524. Passes will not be available the first two days of school. Parking passes will be available beginning July 31. Once all passes are distributed, a wait list will be instituted.

SENIORS:

- **Graduation Information:** Graduation is at Notre Dame on June 7, 2019! Make sure that you refer to the website for any information on graduation. During late August and early September, Jostens will be meeting with all seniors to order caps & gowns, senior announcements and fill out the diploma card. If you are not able to meet with Jostens for any reason, you will need to refer to www.jostens.com for further information. Any graduation information is always available online.

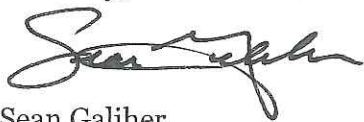
NEW STUDENTS:

- **Walk-Around** is scheduled for Saturday, August 18, from 9:00 a.m. - 12:00 p.m. Bring your enclosed schedule.
- **Questions:** Any other questions or concerns please do not hesitate to call my secretary, Pam Hunsberger, at 258-9503.

Please make sure to read and fill out all of the information provided in your first day packet. There is valuable information that will be given to every student in their first day packet including information from the corporation, PTO information, and free/reduced lunch information. **Please complete the emergency card as soon as possible. (This is imperative for the school nurse.)**

If you have any questions, our Main Office is open from 7:00 a.m. - 3:30 p.m. every day during the summer. We look forward to welcoming your student to Penn High School for another great year!

Sincerely,



Sean Galiher
Principal