



2024 - 2025

I,

\_\_\_\_\_  
PRINT Student Name

has received and read the Pennway Night School Handbook. I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the PHM 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

Foreword	3
Mission of the District	3
Mission of the School	3
P-H-M Student Profile of a Graduate	3
Enrollment	4
Schedule	5
Emergency Closings and Delays	5
Grades and Graduation Pathways	5
Computer Technologies and Networks	5
Code of Conduct	7
PHM Student Testing for Drugs and Alcohol	8
Care of Property	8
Class Work and Attendance	8
Academic Honesty	8
Sign In	9
Proper Dress	10
Student Parking	10
Cell Phones	10
Graduation Requirements	10
Credits	12
Electives	12
Graduation Commencement Ceremony	12
Appendix 1 - Student Network and Internet Acceptable Use and Safety	13

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. Please note that this handbook is subject to periodic updates to ensure compliance with the latest Indiana codes and legislation  
Board Approved Handbook: ~~June 26, 2023~~

## **Foreword**

The Penn-Harris-Madison School Corporation offers a night school program whose purpose is to provide coursework for a high school diploma. Night School uses state approved comprehensive core curriculum 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 interests 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.

### **P-H-M Student Profile of a Graduate**

Be an effective communicator who:

- Reads, comprehends, and analyzes material from a variety of sources.
- Communicates thought and ideas through writing, speaking, and performance.
- Applies active listening skills, seeking first to understand.
- Receives and evaluates information sources across a range of mediums.
- Communicates ideas effectively using a variety of media and the latest technology.
- Recognizes the necessity to tailor communication to meet the needs of an audience both locally and globally.
- Collaborates with others.

Be a thoughtful problem-solver who:

- Uses basic and advanced academic, social, and technological skills to solve problems.
- Thinks critically and creatively.
- Collects, analyzes, and assesses source material as an informed thinker.
- Develops, evaluates, chooses and implements solutions to problems.

Be an effective contributor and collaborative team member who:

- Works cooperatively.
- Resolves disputes constructively.

- Works collaboratively towards a common good, a common challenge, which involves the contribution and exchange of ideas, knowledge or resources to achieve the goal.
- Perceives divergent viewpoints and responds with understanding.
- Treats others with dignity and respect.
- Functions responsibly as a member of a family, a social group and the larger global community.

Be a lifelong learner and contributing member of a society who:

- Seeks learning opportunities throughout life.
- Creates a personal vision and sets attainable goals for achievement.
- Assumes personal and social responsibility for actions.
- Continually acquires new skills necessary for success in the 21st century and the global economy.

Be a responsible citizen who:

- Understands the ideals and responsibilities of the American heritage.
- Is dedicated to democratic values and pursues the common good.
- Upholds legal rights and civic duties.
- Safeguards universal human rights and the dignity of all people.

Be a healthy individual who:

- Pursues a variety of healthy interests and maintains balance among them.
- Demonstrates a commitment to physical and emotional well-being.
- Exhibits self-regulating behavior.
- Confidently pursues his/her full potential.
- Expresses emotion constructively.
- Adapts to life changes.
- Exercises both body and mind.

Be a contemporary learner who:

- Effectively uses information and communications technology (ICT) and information literacy.
- Learns through digital networks.
- Learns through digital means, such as social networking, ICT (information & communications technology) literacy, technological awareness and simulation.
- Functions in social networks and contributes to the development of social and intellectual capital.

### **Enrollment**

To enroll, a student must be beyond their expected graduation year as defined by the Indiana State Board of Education and under the age of 23. Students may register by contacting Pennway Night School via email ([bboyd@phm.k12.in.us](mailto:bboyd@phm.k12.in.us)) or phone (574-254-2895) to make an appointment with Night School staff between 4:00pm to 8:00pm Monday through Thursday. All students will be required to complete an on-line Registration Form and will need the following documents to enroll:

- Driver's License or Birth Certificate (for date of birth proof)
- Proof of Indiana Residency
- Transcript from any previously attended high school (if available)

### **Schedule and Engagement Procedures**

The night school program at Pennway is in session Monday through Thursday (4:00 p.m. - 8:30 p.m.). Students who plan to complete their courses in a timely manner should plan to login to the program or attend 3-4 evenings per week.

Daily practice is essential. Good attendance and active participation, either in person or when working on-line in the instructional program, are vital to successful completion of this course of study.

The Pennway staff continually monitor student progress and days of logging into the Edmentum program.

When a student has not logged onto the program in several days, the Pennway staff will contact the student via phone and/or email to encourage them to login and maintain their workload.

If a student still is not logging in, the Pennway staff will contact the student again, giving them a warning that they will be removed from the program due to inactivity.

If a student has not logged in consistently for a period of twelve months, the Pennway staff will contact him/her to give notification of removal from the program.

### **Emergency Closings and Delays**

When severe weather closes or delays school before the school day begins, the P-H-M website ([www.phmschools.org](http://www.phmschools.org)) along with local radio and television stations announce that information. 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 and Graduation Pathways**

The state approved courses receive letter grades. Indiana requires that students who have not passed state mandated standardized tests will be required to take additional graduation pathway courses as approved by the Indiana State Board of Education as part of the diploma program. Students who have passed the state approved graduation benchmarks while in high school will not be required to complete a graduation pathway.

### **Computer Technologies and Networks**

Students will receive a unique login name and password. Login names and passwords are unique to the software.

### **Use of Technology & Internet (Related to Board Policy 7540)**

Student Usage Guidelines:

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.

Students and school officials who use Penn-Harris-Madison's computer technology are subject to the following standards of Acceptable Use:

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 password 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 their 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 is prohibited. Cyber-Bullying is defined as the use of any data or computer software that is accessed through a school computer, a school computer system, or a school computer network to convey a message in any form (text, image,

- audio, or video) that torments, threatens, taunts, ranks, degrades, harasses, humiliates, or otherwise targets a student or staff member.
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.

### **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. The following regulations support the positive learning environment expected at Pennway Night School.

- Any conduct that may be considered bullying or harassment including but not limited to harassment based on sex, race, color, religion, national origin, age, disability, and any other protected characteristic. Additional information regarding PHM's Anti-Harassment and Anti-Bullying Policies and the procedures for making and investigating complaints can be found in Board Policies 5517 and 5517.01.
- 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 may be required to wear PHM ID badges if attending in person.
- Students are prohibited from possessing a firearm, deadly weapon, destructive device, or other weapon (as defined in Board Policy 5772) on PHM property, at any PHM-sponsored event, or in any PHM 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 PHM 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 PHM 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 PHM 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. As discussed above, Pennway Night School students are subject to all of the expectations, including the Student Conduct expectations, set out in the Penn High School Handbook/Agenda Planner.

## **PHM Student Testing for Drugs and Alcohol**

The PHM Board of 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.

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 their 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 and Attendance**

Students are expected to bring the following supplies: spiral notebook, pens, pencils, and an eraser if attending classes in person.

Daily practice is essential. Good attendance and active participation, either in-person or when working on-line 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!

## **Academic Honesty**

When a student completes a paper, project, or any class work, the expectation is that the student did the work for which they are 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 they 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.

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 another person’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 is prohibited.

### **Sign In**

Students must sign in daily and sign out when leaving for the night. A sign in sheet will be

provided.

### **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. Smoking or vaping on any PHM campus is prohibited.

### **Cell Phones**

As a courtesy to all learners, students are expected to have cell phones turned off while in the building. This policy is to ensure that 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.

Diplomas through Pennway Night School a student may be eligible for one of two types of diplomas:

General Diploma or a Core 40 diploma.

For details, see the [Penn High School Program of Studies 2024 - 2025](#) or contact your Penn High School director of PHM night school.

#### **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/ Graduation Pathway	6 credits
Total Required Credits	40 Credits

### **Credits**

When you think you have earned a course credit, please notify Mr. Boyd. Credits, as earned, are reported to the Penn High School Counseling Center.

Penn Night school staff 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 will have a separate Night School Commencement Ceremony. Participation in the Penn High School Commencement ceremony is encouraged but not required.

## **Appendix 1 - Student Network and Internet Acceptable Use and Safety**

### Board Policy 7540.03

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (such as computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or Ed-Tech).

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access to services through its Education Technology to only those services and resources 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, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the School Board has implemented technology protection measures which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the School Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The School Board also 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. The technology protection measures may not be disabled at any time that students may be using the Educational Technology, 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 websites or online education services 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.

Parents/guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the School Board 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 of minors are responsible for setting and conveying the standards that their children should follow when using 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”, “harvesting”, “digital piracy”, etc.), cyber bullying and other unlawful or inappropriate activities by students online
- 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 at 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 Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The School Board expects that staff members will provide guidance and instruction to students in the appropriate use of Educational Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in change rooms and cyber bullying awareness and response. All Ed-Tech 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 will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and /or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Corporation's

computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Educational Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology 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 of the Corporation's Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines

The School Board designates the Superintendent or designee as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Corporation's Education Technology.

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)

47 CFR 54.500 – 54.523

Revised 5/10/10

Revised 2/13/12

Revised 12/17/12

Revised 8/24/15

© NEOLA 2014