

**Swenson**  
**Arts and Technology High School**

**2019-2020**  
**STUDENT/FAMILY HANDBOOK**



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**COLETTE T. LANGSTON**  
**PRINCIPAL**

# **Swenson Arts and Technology High School**

## **STUDENT/FAMILY HANDBOOK**

### **GREETINGS**

The Swenson Administration and Faculty and Staff extend a most sincere welcome to all students of the Swenson Arts and Technology High School. The information included in these pages is designed to help you become acquainted with our school. Please share this handbook with your parents/guardians.

If you have previously attended Swenson Arts and Technology High School, we invite you to take advantage of this opportunity to know your school better.

Our responsibility is to provide you with opportunities in both academic and vocational areas for service, scholarship, leadership, and citizenship. Your responsibility is to take your education seriously and do your very best each day in every class. Swenson High School offers you an opportunity to learn skills that last a lifetime. Whether you are a new or a returning student, we are happy that you are here! Swenson staff looks forward to helping you develop your skills and talents!

## PRINCIPAL'S MESSAGE TO STUDENTS

The information in this handbook has been prepared to provide you with answers to questions related to school and District policies and procedures. We have responsible and capable students that attend Swenson Arts and Technology High School. For this reason, it should not be necessary to dictate a large number of do's and don'ts to ensure the safe operation of the school. However, there are some proven areas where the need is obvious. Some are legal restrictions, while others affect regular daily activity. We hope that all students for your welfare and that of others will practice prudent judgment.

- **Attendance**- Daily attendance at school each day, getting to school and class on time, and using your time productively benefits students' academic performance and future professional habits. Showing up on time to school everyday can help students develop the habit of being punctual with important commitments. The habit of good attendance and punctuality can serve students well through college and into future careers.
- **Preparedness** – The proper tools are required to be successful in all classes. Regular materials include: pens, pencils, textbook, notebooks and calculator (where necessary). It also means reading assigned texts, completing lessons and homework. Being prepared and ready for each class reduces stress and improves student learning.
- **Cell Phones**- Swenson students come to school from many Philadelphia neighborhoods and we understand that cell phones connect students with parents/guardians. However, **Swenson has an off and away cell phone policy unless used in class for instructional purposes**. Teachers have the discretion to determine whether students use mobile devices to access the Web, educational apps, and other tools.
- **Illegal Substances & Weapons** – Legal restrictions exist against smoking and possessing any type of weapon in school or on school grounds. These restrictions are also applied to carrying and using drugs, foods containing drugs, alcoholic beverages, cigarettes, E-cigarettes, matches, and lighters. Entering Swenson with these substances may lead to suspension, transfer to another school, or arrest.
- **Fighting** - Fighting is **Strictly Prohibited** and brings severe consequences. All Swenson students are expected to behave in a manner that focuses on academic and CTE success, respect for all members of the school community and compliance with the School District's anti-bullying policies.

Becoming familiar with the contents of your handbook will help you determine how and where to find the information you need for the 2019-2020 school year. By using this information, following the school rules, and taking full advantage of all that Swenson Arts and Technology High School has to offer, you will help contribute to and sustain a safe and positive school environment where you and others will achieve higher levels of excellence.

**Enjoy a productive and safe 2019-2020 school year!**

*Colette Langston, Principal*

**SWENSON  
ARTS AND TECHNOLOGY HIGH SCHOOL**

**PEOPLE YOU SHOULD KNOW  
2019-2020**

***Administration***

<b>Colette Langston</b>	<b>Principal</b>
<b>Judith Haughton</b>	<b>Assistant Principal</b>
<b>Mei Mei Kwong</b>	<b>Assistant to the Principal</b>

***School Support***

<b>Dean Lent</b>	<b>Dean of Students/Athletic Director</b>
<b>Maureen Frain</b>	<b>Roster Chair</b>
<b>Claudia Di Crosta</b>	<b>Assistant Roster Chair</b>
<b>Lisa Baranek</b>	<b>Special Education Liaison</b>
<b>Colonel David Hargy</b>	<b>JROTC Commander</b>
<b>Valerie Hertz</b>	<b>Counselor/Grades 9-10</b>
<b>Jody Rubin</b>	<b>Counselor/Grades 11-12</b>
<b>Christine Plush</b>	<b>School Psychologist</b>
<b>Kathleen Callaghan</b>	<b>School Nurse</b>
<b>Marian Lasky</b>	<b>Career and Technical Ed. Specialist</b>
<b>Carol McLaughlin</b>	<b>School Secretary</b>

## **MISSION STATEMENT**

The mission of Swenson Arts and Technical High School is to prepare students for careers, apprenticeships, and postsecondary studies by offering challenging academic and career programs in a safe supportive learning environment. All Swenson students complete a career program major tied to industry standards with exit assessments and certifications empowering them to become lifelong learners and productive members of society.

## **SHARED VALUES**

All stakeholders are responsible for maintaining the shared values of Swenson Arts and Technology High School.

### **1. Expectations For A School of Excellence:**

- a. Swenson Arts and Technology High School's priority focus is to equip every Swenson student with the knowledge, skills, and experiences to graduate on time and succeed in post-secondary opportunities.
- b. Swenson Arts and Technology High School expects all students to demonstrate exemplary skills through their chosen Program of Study. Working cooperatively to creatively solve problems utilizing innovative technologies prepares our students to become leaders in our technology driven and culturally diverse society of the 21st Century.
- c. Instructional practices and programs will be evaluated continuously and modified as needed to ensure that all students excel academically and are college and career ready.

### **2. Expectations For Professional Practice:**

- a. All staff values the integration of Academics with Career and Technical Education standards and competencies. We are committed to integrating 21<sup>st</sup> century "soft skills" and technical skills into our instruction.
- b. All staff members are dedicated to the implementation of a successful Project Based Learning Environment that utilizes standards-driven curriculum.
- c. All staff members understand that students come to us with a myriad of strengths and challenges and instruction is differentiated to address students' diversity.

## EXPECTATIONS FOR SWENSON STUDENTS



### 2019-2020 - A New Year of:

- **High Achievement**
- **Belief You Can Succeed**
- **Respect for Others**
- **Tolerance**
- **Self Pride**
- **Accountability**

All students are expected to respect and obey the Code of Student Conduct of Swenson High School and the School District of Philadelphia.

### Before School:

- Make sure you have a notebook for each class and complete all homework and assignments when they are due.
- Make sure you are wearing a uniform polo shirt in white, navy, or red. Pants in black, tan khaki, or dark blue denim complete the Swenson uniform. Pants with holes, rips, tears, or bleach marks are prohibited.
- Make sure you do not have weapons of any kind including scissors, matches, lighters, juul/e-cigarettes, or alcohol/drugs in your pockets, locker or book bags. You will be arrested if you possess anything illegal when you enter the building and possibly be sent to a remedial disciplinary school.
- Make sure your electronic equipment is off and away unless being used in class for instructional purposes. These items will not be the responsibility of the school if lost, stolen or taken. Confiscated items will be returned ONCE to students. Recurring issues with electronic devices will result in a parental conference with the Dean and/or Administration.

**During School Hours:**

- All outerwear should be placed in your own locker. Make sure you are wearing only the official Swenson uniform (red, white, or navy Swenson polo or plain red, white or navy polo) all day.
- Hats, hoods, scarves, bandannas, bonnets, durags are never to be worn in school. The only head coverings permitted are those worn for documented religious or cultural reasons.
- Always respect the administration, teacher and staff, yourself and each other.
- Keep your hands and body to yourself at all times.
- Complete all assignments given to you by your teacher.
- Always work as if you are an honor roll student. Do your best at all times.
- Be on time for each class. Do not get caught in a hall sweep. Students caught in hall sweeps will be given an after school detention.
- Fighting will get you suspended, arrested and/or transferred.
- If you are late, you have a late detention. Failure to attend a late detention will result in additional consequences including suspension.

**After School:**

- Remain in the school if you have tutoring, Credit Recovery, JROTC or are a member of a sports team or teacher sponsored extra curricular program.
- Go directly home if you are not involved in an after school activity. Do not loiter around the building.
- Use the charter buses outside of school. If is safe and fast.
- Fighting after school on the way home will result in suspension, arrest and/ or transfer.

**SCHOOL UNIFORM POLICY**

Students must be dressed in the official Swenson Arts and Technology uniform at all times during the school day, as well as during participation in all field trips and extra-curricular activities. Students who fail to comply with the dress code policy will receive a 7:20 am or after school detention. Failure to attend detention will result in a conference with the parent/guardian to discern the reasons for student non-compliance with the uniform.

### **Approved Swenson School Uniform:**

**Shirts: Only** Navy, Red or White Swenson collared polo shirts or plain Navy, Red or White polo shirts are permitted. Shirts with sexual/drug messages or other messages meant to offend others are strictly prohibited

**Pants/Skirts:** Black, Tan Khaki, or Dark Blue Jean pants, shorts, or skirts.

**Jeans with holes, rips, tears or bleach marks are strictly prohibited.**

Shorts and skirts cannot be more than 3 inches above the knee. Track pants, sweatpants or other athletic wear **ARE NOT** part of the official Swenson uniform. Tights, jeggings, leggings of any kind are prohibited. Pants must be worn with a uniform shirt.

**Footwear:** Sneakers or low-heeled shoes or boots. For safety purposes, no open toed footwear such as flip flops, sandals, athletic slides, or high-heeled shoes/sandals may be worn.

**Head Covering** - No head coverings (except for documented religious purposes). Hats, hoodies, durags, bonnets, bandanas, or scarves may not be worn in the building.

**Belts** - large buckles/spikes, earrings, rings, bracelets with metal spikes protruding are prohibited.

**Uniform shirts are sold Wednesdays in the School Store during lunch only. Each uniform shirt costs \$13.00 or 2 for \$25.00.** The official uniform **MUST BE VISIBLE** at all times. Students **MAY NOT** wear shirts, sweaters, or jackets over the uniform. Only Swenson hoodies or Plain red, white, or navy hoodies can be worn over the Swenson uniform shirt.

### **ID CARDS AND ROSTERS**

The School District of Philadelphia and Swenson High School believe that the use of identification badges promotes a more personalized school climate and facilitates recognition of one another as members of the Swenson High School Family.

Students are **REQUIRED** to have their school issued student ID and roster with them at all times. ID cards must be presented, upon request, to any and all staff members. Students who forget to bring their ID card will be required to purchase a temporary ID upon entering the building. **Temporary ID cards are \$1.00 and can be paid for at the scan in the mornings.** Students who are issued a temporary ID **must carry that ID with them throughout the day.** Temporary ID cards are only valid for one day.



If a student is unable to pay the \$1.00 cost of the temporary ID the fee will be added to the student's account. All charges on a student account must be cleared each marking period.

ID cards are required for students to receive their weekly transpass from their advisory. Additionally, all SEPTA drivers reserve the right to request students show their ID card in order to use a student transpass.

ID cards are required for participation in all field trips and extra-curricular activities. ID cards will be created and distributed to all students during the month of September. Replacement ID cards can be purchased from Mrs. Suplick in the Main Office for \$5.00 either before school or during lunch. A student's ID is valid for the duration of their enrollment at Swenson. Students are not issued new ID cards annually.

### **ENTRY TO THE BUILDING**

Students enter the building via the scanning station located at the front entrance of the school. All students must proceed through the scanning station in order to gain entrance to the building.

Students are subject to daily metal scans conducted by School District personnel upon entering the building. Students are subject to search and seizure for reasonable suspicion. Unlawful items will be confiscated. Students found with such items will be subject to arrest and processed for disciplinary transfer.

Students may begin entering the building at 7:15 AM. All students entering between 7:15-7:50 will proceed to the cafeteria for breakfast. Students entering after 7:50 are to pick up a Grab-N-Go breakfast at the Breakfast Cart outside the Cafeteria in the Main Hallway then proceed directly to their first period class.

All students entering the building after 8:00 AM will be considered late and will be issued a 7:20AM morning detention or after school detention to be served the day after the lateness occurs. Students who fail to serve an assigned late detention will meet with the Dean. Parents/legal guardians must attend a MANDATORY IN-PERSON conference with the Dean of Students before a child on suspension will be permitted to return to school.

## SCHOOL ATTENDANCE AND PUNCTUALITY

### **SWENSON STRIVES FOR 95% STUDENT ATTENDANCE**

The policy of the School District requires that school-aged students enrolled in the schools of this District attend school regularly, on time, and for the whole school day in accordance with the laws of the State of Pennsylvania. The educational program offered by this District is based upon the presence of the student and requires continuity of instruction and classroom participations. **Absence from school is absence from education.**

When a student is absent for three days due to illness, a written doctor's note documenting the medical necessity for the absence must be brought to school unless the principal has verified the legitimacy of the absence through other means. When possible, a parent is to notify the school if a student is to be absent for several days.

Every effort should be made to make up work missed as a result of illness or other excused absence. Work missed because of absence can lower academic marks. Students are responsible for making up work missed.

Unexcused lateness, which causes a student to miss all or a substantial part of the day's instructional time, may be coded as an unexcused absence. Parents and guardians must account for all absences in writing.

Scholastic achievement is directly related to attendance. Students with an excellent rate of attendance most often are the highest academic achievers in any school. For this reason, we stress the importance of coming to school every day and coming to school on time. If a student must be absent, it is required that the student return to school with documentation as to the reason for the absence.

Once a student returns from an absence, documentation of the absence must be shown to all teachers and submitted to the student's advisor. **We strongly encourage parents/guardians to schedule all medical appointments on the weekends, after-school, and during holiday breaks.**

Students have a two-day window to submit documentation for an absence. After two days the absence is marked as unexcused. Once a student accumulates three unexcused absence for the school year, the school will hold a meeting with student and his/her parent/guardians to develop a "Truancy Elimination Plan." After six unexcused absences, the student and his/her family will be referred to Truancy Court. Families referred to Truancy Court may face fines and other court-mandated consequences. If a student is absent for ten (10) consecutive days this student will automatically be transferred to "Office Roll" status. Students transferred to "Office Roll" must meet with the Principal before he/she can be readmitted to the school. Students on "office roll" will forfeit their placement in the school and will only be re-admitted pending available space.

## SWENSON STUDENT ATTENDANCE LETTER

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

Dear Parent/Guardian of \_\_\_\_\_ Advisory # \_\_\_\_\_

Please be advised that it is very important that your child attends school on a regular basis. This is very important to his/her academic progress.

In keeping with the mission of Swenson Arts and Technology High School, we encourage your support in making sure that our students prepare themselves for the challenges of working in the post secondary endeavors.

Below, please note a School District listing of excused absences. Verification must be provided for **each** absence. For illnesses three days or more, **a doctor's note** should be provided for the record.

<b>Illness</b>	<b>1--2 days</b>	<b>School's standardized absence note signed by parent</b>
	<b>3 days or more</b>	<b>School's standardized absence note signed by parent and a doctor's note</b>
<b>Death in the Family</b>	<b>1-3 days</b>	<b>School's standardized absence note signed by parent and a letter/card from Funeral Director</b>
<b>Suspension</b>	<b>1-5 days</b>	<b>Documented at school level</b>
<b>Teen Parent Leave</b>	<b>After Delivery</b>	<b>School's standardized absence note signed by parent and emergency documentation from a doctor</b>
<b>Other Urgent Reasons</b>	<b>Principal's Approval</b>	<b>School's standardized absence note signed by parent and a letter/notice verifying reason (ex. court, emergencies)</b>

A copy of our standardized absence notice has been included in this handbook for your reference and is available on the Main Office counter. Please use it as your note to us when your child is absent from school. Please assist us in this matter by making sure that your child attends school regularly and is prepared to meet the challenges of becoming a well-rounded student ready for college and/or career.

**SWENSON ARTS AND TECHNOLOGY HIGH SCHOOL**  
**STUDENT ABSENCE EXCUSE NOTE**  
**(AVAILABLE IN THE MAIN OFFICE)**

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

To the Principal and Class Advisor:

Please excuse my  
son/daughter \_\_\_\_\_  
from school on \_\_\_\_\_ for the following reason:

Check one:

\_\_\_\_\_ Illness

\_\_\_\_\_ Death in the Family

\_\_\_\_\_ \_\_\_\_\_ Relationship

\_\_\_\_\_ Teen Parent Leave (Delivery Date)

\_\_\_\_\_ Other Urgent Reasons (ex. court,  
emergencies)

\_\_\_\_\_ Religious Holiday

Comments:

If you need to contact me, please feel free to call me at the following  
number:

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Telephone Number**

**Swenson Bell Schedule 2019- 2020**  
**Modified Block Schedule**

<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Minutes</b>
<b>Advisory</b>	<b>7:50 AM</b>	<b>7:58 AM</b>	<b>8</b>
<b>1</b>	<b>7:58 AM</b>	<b>8:45 AM</b>	<b>47</b>
<b>2</b>	<b>8:45 AM</b>	<b>9:32 AM</b>	<b>47</b>
<b>3 (Lunch)</b>	<b>9:32AM</b>	<b>10:03 AM</b>	<b>31</b>
<b>4</b>	<b>10:06 AM</b>	<b>11:09 AM</b>	<b>63</b>
<b>5 (Lunch)</b>	<b>11:09 AM</b>	<b>11:40 AM</b>	<b>31</b>
<b>6</b>	<b>11:43 AM</b>	<b>12:46 PM</b>	<b>63</b>
<b>7 (Lunch)</b>	<b>12:46 PM</b>	<b>1:17 PM</b>	<b>31</b>
<b>8</b>	<b>1:20 PM</b>	<b>2:07 PM</b>	<b>47</b>
<b>9</b>	<b>2:07 PM</b>	<b>2:54 PM</b>	<b>47</b>
<b>Dismissal</b>	<b>2:54 PM</b>		

**[3 minutes passing time between periods]**

**Student Roster Configurations**

<b>Group A Grade 9</b>	<b>Group B Grades 10-11-12</b>	<b>Group C Grades 10 -11-12</b>
<b>Advisory</b>	<b>Advisory</b>	<b>Advisory</b>
<b>1/2 period Class</b>	<b>1/2 period Class</b>	<b>1/2 period Class</b>
<b>3<sup>rd</sup> period Lunch</b>	<b>3/4 period Class</b>	<b>3/4 period Class</b>
<b>4/5 period Class</b>	<b>5<sup>th</sup> period Lunch</b>	<b>5/6 period Class</b>
<b>6/7 period Class</b>	<b>6/7 period Class</b>	<b>7<sup>th</sup> period Lunch</b>
<b>8/9 period Class</b>	<b>8/9 period Class</b>	<b>8/9 period Class</b>

**Course Sequence - Modified Block Roster**

Block for Core Academic, A/B Schedule for Electives

**CTE Requirement (1080 hours)**

Grade 10 - 90 minutes a day for 180 days*	= 270 hours
Grade 11 - 180 minutes a day, every other day (90 days)**	= 270 hours
Additional CTE related course (90 min/day/90 days)***	= 135 hours
Grade 12 - 180 minutes a day, every other day (90 days)**	= 270 hours
Additional CTE related course (90 min/day/90 days)***	= 135 hours
<b>Total hours</b>	<b>1080 hours</b>