

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

**2020-2021**  
**STUDENT/FAMILY HANDBOOK**



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

# **Swenson Arts and Technology High School**

## **STUDENT/FAMILY HANDBOOK**

### **GREETINGS**

The Swenson Administration, Faculty, and Staff extend a most sincere welcome to all students of 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. This year will be very different for all Swenson students but may be particularly different and challenging for new 9th graders and students new to Swenson. The Swenson High School Family will do its very best to make your transition to digital learning for the first marking period smooth! We are here for all of our students and look forward to working with you.

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!

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: computer, 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, during instruction, 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 2020-2021 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 2020-2021 school year!**

*Colette Langston*  
*Principal*

**SWENSON  
ARTS AND TECHNOLOGY HIGH SCHOOL**

**PEOPLE YOU SHOULD KNOW  
2020-2021**

*Administration*

<b>Colette Langston</b>	<b>Principal</b>
<b>Judith Haughton</b>	<b>Assistant Principal</b>

*School Support*

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



### **2020-2021 - 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 during both digital and in person learning at all times.

### **Digital Learning**

- Virtual learning should be treated just like in-person learning.
- Be in class and be on time.
- Cameras are on and the microphone is off depending on teacher directions. Arrangements can be made with the teacher regarding having the camera on.
- Do not use the chat unless you are asked to do so.
- Always have paper and pencil ready.
- For Math or Science class, keep a calculator with you if you have one. If not, use an online one [here!](#)
- If you require assistance with technology, always ask for help.

### **In Person Learning**

When returning to in person learning, Swenson Faculty, Staff, and Students will follow the School District of Philadelphia and State and Local guidelines for social distancing and mask wearing. Click [here](#) for more information

### **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 Swenson shirt in white, navy, or red or a CTE program shirt. 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. Be sure that you do not have matches, lighters, juul/e-cigarettes, or alcohol/drugs in your pockets, locker or book bags.

- 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, CTE program shirt 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.

**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. It is safe and fast.
- Fighting after school on the way home will result in suspension, arrest and/ or transfer.

**SCHOOL UNIFORM POLICY**  
**SWENSON ARTS AND TECHNOLOGY HIGH SCHOOL**  
**UNIFORM POLICY 2020-2021**

**Do I have to wear a uniform during Digital Learning?**

Dr. William Hite, Superintendent of the School District of Philadelphia, did not mandate that students wear a uniform during distance learning. **However, please make sure that you are dressed in school appropriate attire.** This signals to your brain that it's time to learn and study. It sets this part of your day apart from the rest of the day at home. It will help you devote this segment of your day to learning and meeting academic responsibilities. Low cut/see through blouses, sleeveless tee shirts, or tee shirts with profane or drug related messages are **STRICTLY PROHIBITED**.

**Approved Swenson School Uniform for In Person Learning:**

Students must be dressed in a Swenson Arts and Technology collared shirt, CTE program shirt, or plain red, white, or blue collar shirt 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 an after school detention. Failure to attend detention will result in a conference with the parent/guardian to discuss the reasons for student non-compliance with the uniform.

**Shirts:** Only Navy, Red or White Swenson collared polo shirts OR plain navy, red or white polo shirts are permitted. Students in grades 10-12 may also wear their CTE program shirt.

- During the school year, uniform collared shirts, tee shirts, and Swenson hoodies are sold Wednesdays in the School Store during lunch only. Each uniform shirt costs \$13.00 or 2 for \$25.00.
- Tee shirts from the various Swenson sports teams, CTE programs, or Class of 2021, 2022, and 2023, and 2024 are permitted
- Low cut/see through blouses are **STRICTLY PROHIBITED**.
- Tee shirts with profane or drug related messages are **STRICTLY PROHIBITED**

**Pants/Skirts:** Tan Khaki pants, Black pants, or Dark Blue Denim pants must be worn with a uniform/CTE program shirt.

- NO holes, rips, tears or bleached spots on pants are permitted.
- Skirts cannot be more than 3 inches above the knee.
- Track pants, sweatpants, jeans with holes/rips, joggers, skintight jeans, jeggings, or other athletic wear **ARE NOT** part of the official Swenson uniform.
- All students must wear their pants around their waist using a belt if needed.

**Footwear:** Sneakers or low-heeled shoes or boots. For safety reasons, open toed footwear such as flip flops, sandals, athletic slides of any kind, or high-heeled shoes/sandals are **PROHIBITED**.

**Head Coverings for students:** No head coverings **EXCEPT** for documented religious/cultural purposes. Students **WILL NOT BE** permitted to wear hats, caps, durags, bonnets, bandanas, or hoods on their heads.

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

**Swenson uniform shirts will be sold when school reopens.**

**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 FOR IN PERSON LEARNING**

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.**

The Pennsylvania Department of Education (PDE) has published guidance for SY 2020-21 that includes the following:

**“Any school entity that includes time spent in a remote learning environment toward instructional time requirements must implement a system that accurately tracks out of school instructional time similar to attendance in the school building.”**

Consistent with this guidance, it is critical that the School District of Philadelphia implement attendance procedures that facilitate the ability to document and report true and meaningful attendance information for all students, including those engaging in remote learning. The attendance protocols for the School District of Philadelphia for SY 2020-21 are:

### **During 100% Digital Learning**

The following guidance for attendance during 100% digital learning will be implemented when students are NOT daily entering school buildings and, instead, receiving all digital instruction. Attendance will be:

#### **STUDENTS:**

Students are expected to:

1. attend school daily.
2. be prepared each day and
3. be ready to learn and engage in instruction.
4. complete assignments on time each day for each class.
5. adhere to the Student Code of Conduct at all times while engaged in digital learning.
6. abide by all internet policies and procedures.
7. submit their work assignments for each day, by a pre-established deadline for completion of that work as communicated by the teacher.

#### **PARENTS:**

Parents are expected to:

1. Have their children ready to engage every day in digital learning.
2. Support their children in logging into the system, if necessary.
3. Assist with contacting support from teachers if their child is struggling.
4. Contact the teacher each time their child is unable to attend school on any day and provide the reason.
5. Share with the teacher or school-based staff any barriers to their child's continuous attendance that could impact the students educational achievement.

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 the 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.

## 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**

Period	Start	End
Advisory	7:50 AM	7:58 AM
1	7:58 AM	8:42 AM
2	8:45 AM	9:25 AM
Morning Meeting	9:26AM	9:58AM
3 (Lunch)	9:59AM	10:31 AM
4	10:32 AM	11:25 AM
5 (Lunch)	11:26 AM	11:58 AM
6	11:59 AM	12:46 PM
7 (Lunch)	12:53 PM	1:25 PM
8	1:26PM	2:09 PM
9	2:10 PM	2:54 PM
Dismissal	2:54 PM	

### **In Person Learning Schedule**

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

### **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)***	= <u>135 hours</u>
Total hours	1080 hours

### **CLASS ATTENDANCE**

**Cutting class is 100% unacceptable.** When you cut class, you're cutting your education short. Cuts will be handled and documented daily. Cutting is not attending an assigned

class. For each class cut, the classroom teacher will lower the student's grade for non-participation. No work or tests may be made up because of class cutting due to a student's irresponsible behavior. Parents will be notified. Teachers will be required to submit cut slips for all unexcused class cuts. Students who have three (3) documented cuts will receive an after-school detention. Students will be responsible for making up all missed work during their detention. For students identified as chronic cutters (four or more cuts) a parental conference with the Dean of Students and the Counselor is required. The student will be referred for Interventions. **All Students are expected to attend every class, every day**

### **LATENESS TO CLASS**

Students are considered late to class if they are not in class by the ringing of the late bell. Three minutes is allotted for passing time from one class to another. This building is small and three minutes is more than enough time to handle all personal needs and get to class in a timely manner.

Students who are not in class by the ringing of the late bell will be issued a detention by the teacher. After a student has received three lateness detentions, a parent conference and referral to the Intervention process will be required.

If a student fails to attend an assigned detention the student will be issued a one-day suspension. The student must be reinstated with a parent/legal guardian. An intervention meeting with the counselor will be conducted at the time of the reinstatement.

### **Consequences for Absences unrelated to illness/emergency**

- |                                 |  |
|---------------------------------|--|
| <b>3-9+ Absences/Latenesses</b> | <ul style="list-style-type: none"> <li>*Call home</li> <li>*Meeting with student, Counselor, Dean of Students, and Parents/Guardians to discuss barriers to student on time, daily attendance and interventions/supports needed</li> <li>*Detention</li> <li>*Daily Report</li> <li>*Exclusion from school trips and extra curricular activities until attendance/lateness improves</li> </ul> |
|---------------------------------|--|

- |                         |   |
|-------------------------|---|
| <b>Missed Detention</b> | <ul style="list-style-type: none"> <li>*First missed detention – Chance to make it up</li> <li>*More than one missed detention results in call home and one additional detention</li> <li>*Missing re-assigned detention results in exclusion from school trips and extra curricular activities until detentions are served.</li> </ul> |
|-------------------------|---|

### **LEAVING THE BUILDING**

## **EARLY DISMISSALS**

A parent/legal guardian **MUST** be present at the school in order for any child to be dismissed early. **NO CHILD WILL BE DISMISSED WITH A NOTE** for any reason. Students will only be released into the custody of the parent/legal guardian on file or the emergency contact person listed on file with the school.

A copy of Superintendent William Hite's Special Release Procedures is available at [www.philasd.org/announcements/special-release-procedures-v2.pdf](http://www.philasd.org/announcements/special-release-procedures-v2.pdf).

Students found leaving the building and cutting class will be subject to suspension. If a student is discovered off campus during school hours, he/she will be issued a one-day suspension. A parent/guardian must reinstate the student.

## **STUDENTS ARE NOT PERMITTED TO LEAVE THE SWENSON CAMPUS OR GO TO THEIR CARS DURING LUNCH OR ANY TIME DURING THE SCHOOL DAY. STUDENTS ARE PROHIBITED FROM ORDERING FOOD DELIVERIES TO THE SCHOOL.**

### **DETENTION**

A student will serve detention at 7:20 a.m. or after the regular school day. Participation in extra-curricular activities and/ or work does not excuse a student from attending detention. Students who do not attend detentions are suspended when they miss the detention.

### **Suspension**

While on suspension, students are not permitted on school grounds at any time before, during, or after school. A letter will be sent home to the parent /guardian informing him/her of the student's misconduct.

Dean of Students/Counselor will secure work from the student's teachers so he/she may continue learning while suspended. Students will receive credit from the teacher for the work completed when it is returned.

Refer to the School District of Philadelphia Student Code of Conduct for information regarding suspendable offenses.

### **HALL PASSES**

Students are not permitted in the halls during class time without an official Swenson Arts and Technology High School hall pass signed by the Teacher of record for that period, Dean of Students, Nurse, or Counselor. Any student discovered in the halls without a valid hall pass will be subject to the policies governing class cuts. No student will be issued a hall pass during the **FIRST 10** and **LAST 10** minutes of any class period. Students are expected and required to report to class on time. **Passes are valid for 5 minutes.**

### **MEALS**



The school's cafeteria is located on the first floor. All Swenson students are eligible for free breakfast and lunch and are encouraged to take advantage of our meal program. Breakfast is served from 7:15 AM-7: 50 AM each morning.

Students are expected to attend **ONLY** their assigned lunch period. Food or beverages may only be consumed in the cafeteria or on the patio.

#### **LUNCHROOM RULES**

- **ALL STUDENTS ARE RESPONSIBLE TO CLEAN UP AFTER THEMSELVES IN THE CAFETERIA AND ON THE PATIO.**
- **IT IS A PRIVILEGE TO EAT LUNCH OUTSIDE ON THE PATIO AND RESPECTFUL BEHAVIOR IS EXPECTED. PATIO PRIVILEGES MAY BE REVOKED AT THE PRINCIPAL'S DISCRETION.**
- **WAIT PATIENTLY IN LINE TO BE SERVED. BE RESPECTFUL OF CAFETERIA STAFF.**
- **DO NOT TAKE FOOD OUT OF THE CAFETERIA AND INTO CLASSROOMS**
- **ALL STUDENTS MUST HAVE A VALID I.D. IN ORDER TO ENTER THE CAFETERIA**

#### **TRANS PASSES**

Students eligible to receive a transpass will be issued passes each Thursday during advisory. A student who is absent on Thursday will have a second opportunity to receive a transpass during lunch on Fridays. No student transpasses will be issued outside of these times. All students must present an ID card in order to receive a transpass.

#### **LOCKERS AND DESKS**

A student keeps one locker for his/her entire career at Swenson Arts & Technology High School. Sharing lockers is **NOT** permitted. Money and valuables should be kept at home and not stored in lockers. The school assumes no responsibility for lost or stolen items. Lockers and desks are the property of the District and the District reserves the right to enter students' lockers and desks at any time and without notice to or permission from the student or parent/legal guardian.

#### **Computing and Internet Acceptable Use Policy (AUP)**

##### **Access Rights and Privileges**

Click [here](#) for more information

The School District of Philadelphia provides its students ("users") with access to computing equipment, systems and local network functions such as the Internet. This access has a limited education purpose for students.

The School District has the right to place reasonable restrictions on the use of equipment, resources and material students and employees access or post through the system.

Students are also expected to follow the rules set forth in the District's rules and

regulations governing conduct, disciplinary code and the law in their use of the District's equipment and network.

### **COMPUTER LABS**

Our labs are for students and offer the latest in technology. We have very strict rules regarding the use of our labs.

1. There is absolutely no food allowed in the lab.
2. There is to be no playing or inappropriate use on the keyboard.
3. Chewing gum is strictly prohibited!
4. Students may not use their computer until their teacher first gives instructions.
5. Intentional damage or vandalism of Swenson technology, ie: laptop, desk top, keyboards, or Smart Board will be subject to the School District's vandalism policies. Restitution for damaged property may be required.

### **ABUSE OF COMPUTER AND/OR INTERNET PRIVILEGES**

The following uses of the Internet are unacceptable and may result in suspension or revocation of network privileges.

**Unacceptable use is defined to include, but not be limited to, the following:**

- Violation of School District Policy, District Administrative Rules, or classroom rules.
- Transmission of any material in violation of any local, state, or federal law. This includes, copyrighted materials or threatening or obscene material.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Any form of vandalism, including damaging computers, computer systems, or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.
- Use of the network for financial gain, commercial activity, or illegal activity, e.g. hacking.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Accessing another person's account without prior consent or accessing a restricted account without the prior consent of the responsible administrator or teacher.

The student in whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person and should be changed regularly. It is highly recommended that parents/caregivers review with their children the District's AUP in its entirety.

<http://www.philasd.org/offices/administration/policies/815.pdf>

### **STUDENT SUPPORT SERVICES**

#### **Counselor**

Swenson has a Counselor for grades 9-10 and a Counselor for grades 11-12. They are available by appointment in the Counselors' offices located on the 1<sup>st</sup> floor. Students are encouraged to visit the counselor for help with personal and/or school-related problems. The counselor addresses such matters as college and career choices, subject selection, and school adjustment.

#### **Dean of Students**

The Dean of Students will be responsible for ensuring student compliance with the rules and policies outlined in both the student handbook and the district's Code of Conduct. The Dean of Students will work with families to ensure that students are receiving the home and community supports needed to adopt the behaviors and expectations required to serve as effective and productive members of the school community.

### **HEALTH SERVICES**

Nursing services are located on the first floor. The nurse's daily schedule will be posted on the Health Room door. Students who become ill during the school day may request a pass from their teacher to report to the Health Room. If the nurse is not available, the student will report to the Main office. If it is necessary for the student to go home because of illness, the secretary, nurse or Principal will inform the home, and the student will be released to the parent or guardian. All students are expected to follow this procedure. No student will be dismissed to travel home on his/her own. A parent/legal guardian must pick the child up from school. Students will be counted as illegally absent or cutting if they go home without official authorization from the school.

#### **Student Prescription Medication**

Medications are given in school **ONLY** after completion of medical forms by a health care provider and approved by School District Health Services. This form must be filled out and signed by the child's doctor and parent. All medications and prescriptions are to be brought in their original bottles to the nurse and kept in the health office.

Over-the-counter drugs-including cough medicine, aspirin, etc. must also be accompanied by a doctor's note. When the school nurse is not in school, the Principal or designee may administer medication under the guidelines established by the Pennsylvania Health Services Commission.

All students must be properly immunized against communicable diseases. The nurse will contact parents if students need to update required shots. Students will not be permitted to return to school until they have been properly immunized.

If your child is on long-term medication or there are any medical problems, please contact the nurse. Students are not permitted to bring any form of medication to school. Students are not permitted to self-administer any medicines including inhalers.

**Parents and Guardians:** If your child has a health problem or is taking prescription medication for any reason, even if it does not have to be taken in school, it is important for you to inform the school nurse. No medications may be taken in school unless administered by the school nurse. Do not bring medications for your personal use to school. See the nurse with your questions.

Swenson has the benefit of the nurse on a full-time basis. Parents, if you see signs that your child is not feeling well, please do not send sick children to school. In the event the nurse is not on-campus you will be called to come and pick up your child.

## THE RESPONSE TO INTERVENTION AND INSTRUCTION PROGRAM

### **What is MTSS?**

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In Pennsylvania, MTSS is a comprehensive, multi-tiered, standards-aligned system designed to enable educators to identify the academic and behavioral needs of students. MTSS is an early intervention support process in which the goal is to increase student achievement using research-based interventions/programs matched to the instructional needs and level of the student.

The Multi-Tiered System of Support is designed to offer special assistance to any students in need of help or support in overcoming obstacles that are keeping them from becoming fully involved in the educational program. An individual plan for success is designed for students in need of this service.

MTSS meetings are held on a weekly basis. Teachers and student support staff work together to identify students with academic, attendance, and behavior concerns that are impacting the students' ability to succeed at Swenson Arts and Technology High School. Once identified, these students are connected to the supports and resources provided by the school and aimed at addressing the students' concerns. Progress towards improvement is monitored on a bi-weekly basis.

Parents are an integral part of this process and the school's counselor will conduct conferences with the families of all students referred to Tier 2 MTSS.

Students and parents should contact the school's counselor in order to access MTSS supports.

### **Graduation General Information**

All seniors should be aware of the following procedures concerning graduation and commencement ceremony:

- **Eligibility for participation**

**23.5** academic credits and **8.5** Career and Technical Education credits are needed to graduate from Swenson. **Total 32 credits**

The Board shall award high school requirements for graduation. Such requirements shall include the successful completion of courses of study for a four-year high school approved by the Board and which meet the standards set by Commonwealth laws and regulations. This also includes the successful completion and presentation of a senior project.

The privilege of participating in graduation is reserved for those students who have met all requirements and obligations set forth by the State of Pennsylvania and the School District of Philadelphia. A student will be denied the privilege of participation if he/she:

1. has not met academic/CTE requirements or lacks sufficient credits.
2. has an attendance record which places him/her in a Non-Credit status.
3. has been involved in a serious violation of school rules.

4. fails to conduct himself/herself appropriately during graduation practice or is uncooperative during practice.
5. has not met financial or other obligations such as fines, fees, returned books, etc.

### **Valedictorian Speech**

The Valedictorian typically has the highest academic achievements of the class and delivers the valedictory speech at the graduation ceremony. In the event the Valedictorian declines to deliver the speech, the Graduation Committee will vote on who represents the class at graduation and will give a Farewell Address.

### **Graduation Decorum**

- **Student Dress**

Students are required to wear caps and gowns during the ceremony. No slogans or writing is permitted on caps/gowns. Students have the right to dress in a manner consistent with their gender identity or gender expression. Appropriate dress for graduation includes a dress shirt with a collar, a tie, dress pants, skirt/dress, socks, and dress shoes.

Sneakers, sunglasses, signs etc., are prohibited. Students who do not comply with the dress code will not be permitted to participate in the graduation ceremony.

- **Student Conduct**

Students are required to conduct themselves in a manner reflective of the dignity and honor of the occasion. Shouting, cheering, bouncing beach balls, etc., is not permitted. Students who are boisterous or disruptive will be removed from the ceremony.

- **Guests** should arrive thirty minutes before graduation begins. Late arrivals cannot be seated during the graduation processional.

### **Senior/Junior Prom**

Participation in the Senior/Junior prom is available to those students who have earned this privilege. Satisfactory attendance, conduct and academic performance during the school year are prerequisites for attending the prom. Students have the right to dress in a manner consistent with their gender identity or gender expression.

- Students in a non-credit status or in serious violation of the School District of Philadelphia Student Code of Conduct are ineligible for participation in the senior prom.

### **Senior Project**

Every graduating senior is **REQUIRED** to complete and present a research- based Senior Project prior to graduation. See your CTE teacher for more information.

### **National Technical Honor Society Requirements**

Students may be invited to join the Swenson Arts and Technology High School Chapter of the National Technical Honor Society (NTHS.) This society is composed of honest, responsible student-citizens who have made a personal commitment to excellence. Students must have an overall GPA of 3.0 or higher on a 4.0 scale; a GPA for the technical program or major 3.25 or higher; one or more faculty and/or staff recommendations; and be actively involved in student government, civic, or service organizations.

### **Academic Honors**

To be eligible for the Principal's List Honor Roll students must have all A's. To receive Distinguished Honors, students must have all A's and 1 B. To receive Meritorious Honors, students must have all A's and B's. To receive Honorable Mention Honor Roll, students must have all A's and B's with one C in a minor subject.

### **PIAA Eligibility for Sports**

In order to participate in any extracurricular activity, a student must comply with all eligibility rules. Varsity and junior varsity sports' eligibility is checked and monitored by the athletic directors and the coaches on a weekly basis. The School District of Philadelphia adheres to and abides by all PIAA guidelines. Detailed information regarding PIAA eligibility rules is available on the PIAA Web site: **www.piaa.org**. A student must also maintain good attendance, citizenship, and behavior standards to participate in extracurricular programs.

All student athletes must maintain a daily academic report that is to be completed by all teachers. Any student athlete who is failing a class will immediately become ineligible to participate in the athletic program. The student athlete will remain ineligible until the student's academic performance improves. Students who fail to submit weekly academic reports will immediately become ineligible to participate in both practices and games until the student complies with the academic progress-monitoring directive.

### **FIRE DRILLS**

State law requires periodic fire drills. Signs are posted in each room giving emergency evacuation procedures. Students must observe the following rules during a fire drill:

1. Follow your teacher's directions.
2. Walk rapidly in single file. Do not run.
3. Take all personal and valuable items with you. No student will be permitted to go to a locker during a fire drill evacuation.
4. Do not reenter the building until the all-clear bell sounds
5. Stay with your class or group. Return to the class you left and return by the same route.

Fire drills will be scheduled in advance of the school year. Shelter In Place and Active Shooter Drills will also be conducted during the school year.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the Main Office where the owner may claim them. We are blessed to have honest students at Swenson who return cell phones, keys, jackets, etc. and we are proud of their good citizenship.

## Parent/Family Visitations

It is strongly suggested that you contact the counselor in order to schedule a meeting to discuss concerns regarding your child's education. While we strive to accommodate parents' busy schedules we cannot guarantee service in a timely manner to those who arrive at the school without an appointment. Our staff is engaged in the day-to-day functions of educating children and is not always available at the time of your arrival.

In order to avoid frustration and long waiting periods, it is most effective to call and schedule an appointment. Please schedule an appointment to meet with the Principal. Every effort will be made to schedule appointments at a time that is convenient for families.

### **How to resolve a Parent concern at Swenson Arts and Technology High School**

#### **Parent/Guardian Concern Process**

##### **For Student Academic Concerns**

Step 1: Contact the Teacher

Step 2: Contact the School Counselor

Step 3: Contact the Principal or Assistant Principal

##### **For Special Education Concerns**

Step 1: Contact the Teacher

Step 2: Contact the Special Education Liaison at the school

Step 3: Contact the School Counselor

Step 4: Contact the Principal or Assistant Principal

##### **For Guidance Concerns**

Step 1: Contact the School Counselor

Step 2: Contact the Principal or Assistant Principal

##### **Administrative Concerns/ Policies and Procedures Concerns**

Step 1: Contact the Principal or Assistant Principal

**Important note: If you have not received a response within two business days, proceed to the next step. Main Office telephone number: 215-400-3140**

## **Student Conduct and Discipline**

The primary purpose of a school is to educate its students. Education cannot occur where a few students disrupt the classroom or create a situation where students, staff, or guests feel unsafe. In order to maintain a positive school climate, the School District has established a Code of Student Conduct, which sets forth common sense rules, which students must obey.

### **SCHOOL DISTRICT OF PHILADELPHIA STUDENT CODE OF CONDUCT**

#### **LEVEL 1-MISBEHAVIOR**

1. Prohibition of Disruption of School: Students shall act in a courteous manner toward all Members of the School Community and shall not disrupt any educational or school-related program.
2. Compliance with Dress Code: Students shall dress in accordance with the standards set forth in the school's adopted dress code, which establishes the appropriate colors and styles of clothing the student is to wear.
3. Prohibition of Gang Colors and Symbols: Students shall not wear Gang colors/ symbols.
4. Prohibition of Offensive Language: Students shall not use offensive language.
5. Mandate of Academic Honesty: A student violates this rule if he or she cheats, copies the work of another, plagiarizes the work of another, or forges a note from another.
6. Abuse of Computer or Internet Privileges: Students shall respect the computer privileges granted to them.
7. Prohibition of Destruction and Theft of Property: Students shall respect property and shall not damage, destruct, or steal any property.
8. Prohibition of Gambling: Students shall not place or take bets on games of chance for personal benefit.
9. Prohibition of Reckless Endangerment: A student shall not act in a manner, which ignores the health, safety or welfare of any member of the School Community by placing that person in danger of injury or pain.
10. Prohibition of Threats: A student shall not communicate, directly or indirectly, any threat to another member of the school community that places him/her in fear of injury, pain, or ridicule.
11. Prohibition of Fighting: Students shall refrain from mutual confrontations involving physical contact with any members of the school community.
12. Prohibition of Simple Assault: Students shall not cause or attempt to cause bodily injury to another student or visitor.
13. Prohibition of Indecent Exposure and Inappropriate Touching: Students shall not expose his or her genitals to another member of the school community or touch the genitals of another.



14. Prohibition of Tobacco Products and Paraphernalia: A student may not possess or use any tobacco product, cigarette lighters, matches, rolling papers, pipes, or other such paraphernalia.

15. Prohibition of Drugs or Alcohol for Personal Use: Students shall not have, use or be under the influence of any alcohol, drugs or unauthorized prescription or non-prescription medication.

## **LEVEL 2 -MISBEHAVIOR**

16. Repeated Violations of Level I offenses.

17. Prohibition of Destruction & Theft of Property: A student violates this rule if he or she causes damage or steals property in an amount of \$150 or more.

18. Prohibition of Bullying and Serious Threats.

19. Prohibition of Harassment: Students shall not violate the Anti-Harassment Policy of the District, which can be found at [www.phila.k12.pa.us](http://www.phila.k12.pa.us).

20. Prohibition of Voluntary Sexual Acts: Students shall not engage in any consensual sexual acts on school grounds or at any school-sponsored event.

21. Prohibition of Sexual Assault.

22. Prohibition of Assault on School Personnel.

23. Prohibition of Aggravated Assault: Students shall not cause, attempt to cause or threaten to cause serious bodily injury to another student or visitor without regard to the value of human life or with a weapon.

24. Prohibition of Robbery: Students shall not use or attempt to use force to steal or attempt to steal property of another member of the school community.

25. Prohibition of Possession of a Weapon: Students shall not possess any weapon. A student violates this rule even if he or she did not intend to use item as a weapon.

26. Prohibition of Distribution of Drugs or Alcohol: Students shall not sell or distribute any drugs, or simulated drugs, alcohol, prescription or non-prescription medication or possess such items under circumstances which would indicate that they are for distribution or not for personal use.

27. Prohibition of Placing Another in Danger: Students shall not engage in, or attempt to engage in, any conduct which endangers the health, safety or welfare of any member of the school community.

The rules apply to conduct on school grounds during school hours, immediately before or after school, other times when the school is being used by a school group, off the school grounds at any school activity, and traveling to and from school.

Students are subject to arrest in addition to suspension for violations of applicable city, state, or federal laws.

Repeated or severe offenses may also result in reassignment by the School District to another high school or remedial disciplinary school, or expulsion, in consonance with District procedures. When an action results in monetary losses due to damage, injury, or theft, the school will seek restitution.

Students on suspension are not permitted in the building or at school-related activities. Suspended students will be reinstated only after a parent or legal guardian sees the appropriate staff member. **Brothers, sisters, or other relatives are NOT permitted to reinstate suspended students.** To ensure confidentiality, proper identification may be required of adults who are reinstating students.

**Reinstatements are scheduled with the Dean of Students and date/time is listed on the suspension paper. No reinstatements will be held outside of these hours, except by appointment.**

### **WEAPONS EXPULSION-ACT 26**

Law requires public schools to report to police and expel, or a minimum of one year, any student found in possession of “any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury” (in school or while traveling to or from any school or school program, including public transportation).

## **SCHOOL DISTRICT OF PHILADELPHIA**

### **TITLE: BULLYING/ CYBERBULLYING**

**See Revised March 26, 2020** Click [here](#) for updated version

**1. Purpose** The School District strives to provide a healthy, safe, positive learning environment for District students. The School District recognizes the negative impact that bullying has on student health, welfare, and safety and on the learning environment at school. The School District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School District prohibits bullying by District students.

### **2. Definitions**

Bullying can be exhibited by an intentional physical, psychological, verbal, nonverbal, written, or electronic act or series of acts directed at another student or students, which occurs in and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening and hostile learning environment.
3. Substantial disruption of the orderly operation of the school.

### **Bullying is characterized by the following three (3) criteria:**

1. It is intentional or deliberate aggressive behavior or harm doing

2. It is carried out repeatedly over time, and it occurs within an interpersonal relationship where there is an imbalance of power (e.g. one person is physically larger, stronger, mentally quicker or socially more powerful).

3. Bullying takes many forms and can include a variety of behaviors. As defined in this policy, bullying refers to direct or indirect action, which may include but is not limited to:

- Physical – touching, hitting, kicking, pushing, shoving, getting another person to hurt someone.
- Verbal – name-calling, teasing, taunting, gossiping, and spreading rumors.
- Nonverbal – threatening, intimidation, obscene gestures, isolation, exclusion, stalking, cyber bullying (bullying that occurs by use of electronic or communication devices through means of social networking, e-mail, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, bash boards, or web sites).

3. The School District prohibits all forms of bullying by District students, and further prohibits reprisal or retaliation against individuals who report these acts or who are targets, witnesses and/or bystanders. The School District encourages students or parents/guardians of students who have been bullied or witness bullying to immediately report such incidents to the school principal or designee, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. Any staff member who receives such a report shall immediately notify the principal or designee. If the behavior continues or if the school does not take action, students or parents/guardians should report the incident to the District’s hotline at 215-400-SAFE (7233).

The School District directs that reports and complaints of bullying shall be investigated promptly and thoroughly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. All parties will be treated with dignity and shall be afforded legally required due process. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

#### **4. Delegation of Responsibility**

In order to maintain an educational environment that discourages and prohibits bullying, the School District shall designate a District Compliance Officer to coordinate the District’s efforts to comply with this policy and applicable laws and regulations.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere that is conducive to learning and free from bullying. The Superintendent or designee shall develop Administrative Procedures to implement this policy.

Procedures are reviewed annually with staff, students, and parents/guardians. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy at least once every three (3) years and

recommend necessary revisions to the School District.

District administration shall annually provide the following information with the Safe School Report:

1. School District's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any and all research based bullying prevention and intervention program

## **5. Guidelines**

The Code of Student Conduct, which shall incorporate this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom, posted in a prominent location within each school building and posted on the Swenson web site. The policy shall be made available in English and all other languages necessary to facilitate understanding by District students and residents.

The District shall implement research-based bullying prevention and intervention programs. Students will be provided with instruction regarding the definition of bullying, the characteristics of a person who bullies, a person who is the target of bullying, and a bystander, and the reporting process. Schools will implement programs and activities that reduce the potential for bullying and identify those strategies annually in the School's Safety Plan and School Improvement Plan. Staff will be provided training and professional development for effectively preventing, intervening in, and reporting incidents of bullying

## **Complaint Procedure**

### **Step 1 – Reporting**

A student or his/her parent/guardian or third party who believes s/he has been subjected to conduct that may constitute a violation of this policy is encouraged to immediately report the incident to the building principal or designee, or to any other member of the school staff, including teachers, guidance counselors, support staff, bilingual counseling assistants (BCAs), coaches, and administrators. The complainant or reporting employee is encouraged to use the complaint form available from the building principal, but oral and electronic complaints shall be acceptable. The principal or designee shall complete the District's complaint form if the complainant chooses to make an oral or electronic report. In each school building, to the extent practicable, complaint forms shall be readily available in any and all languages that are spoken by one or more students attending that school. If the building principal is the subject of a complaint, the student, parent/guardian, or employee shall report the incident directly to the Compliance Officer.

### **Step 2 – Investigation**

Upon receiving a complaint of bullying, the building principal or designee shall take immediate and appropriate action to investigate the complaint or otherwise determine what occurred. The investigation should consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The investigator shall attempt to secure statements from all participants in, and witnesses to the incident(s). The complainant shall not be required to meet face-to face with the accused. When a student with limited English proficiency is a party to a complaint, interpretation and/or translation services shall be provided. The limited English proficiency of a complainant, witness, or the accused is not an acceptable reason for failure to secure a statement from him or her.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or other investigation of the incident is pending or has been concluded. All complaints should be forwarded and/or uploaded to the Compliance Officer for the purpose of monitoring, evaluating and providing District-level support to diminish bullying. The assigned investigator shall complete all investigations within fourteen (14) days from the reporting of the complaint.

The Compliance Officer must approve extenuating circumstances for not being able to comply with the deadline. The extension must be a specified period of time not exceeding fourteen (14) days, and must be communicated to the complainant.

### **Step 3 – Investigative Report**

The building principal or designee shall prepare a written report that shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The findings of the investigation shall be provided to the complainant and his or her parent, if s/he is under 18 years old, the accused, and the Compliance Officer.

### **Step 4 – District Action**

If the investigation determines that the accused engaged in conduct that constitutes a violation of this policy, the District shall take prompt and effective steps reasonably calculated to end the bullying, eliminate any hostile environment and its effects, and prevent the bullying from recurring.

When appropriate, students who have been found to violate this policy will receive instruction or training on why their actions were inappropriate and/or hurtful.

If the allegations are confirmed, the building principal or designee shall:

1. Inform the student(s) found to have violated this policy and his/her parents/guardians the results of the investigation, including the actions of the student and the consequences for his/her actions.

2. Review the definition of bullying and the district's policy on bullying with the student(s) and his/her parents/guardians.

3. Administer the consequences for the behavior relative to the number of offenses and the severity of the behavior. A student who violates this policy, or who intentionally makes a false report or complaint, shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which shall include:

- First Offense - documented warning and parent/guardian notification.
- Second Offense - parent/guardian conference, loss of school privileges, exclusion from school-sponsored activities, detention, suspension, contract with intervention, and/or counseling within the school.
- Third Offense - suspension, contract with intervention, transfer to another classroom, school building or school bus.

If the first or second offense is notably severe, a student may immediately be disciplined in accordance to the Code of Student Conduct. This could result in a long-term out-of-school suspension (4-10 days) and a referral for placement in an alternative education program.

# ***Swenson Arts/Tech High School*** **Parent and Family Engagement Policy**



***School Year 2020-2021***

***Revision Date: 05/15/2020***

In support of strengthening student academic achievement, **Swenson Arts and Technology High School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Swenson Arts and Technology High School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school

(C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

(D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT  
REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**Section A: JOINTLY DEVELOPED**

**Swenson Arts and Technology High School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Parents are invited to a Title I Spring Parent Meeting where they provide input on the development of the Parent and Family Engagement Policy and School Parent Compact. This meeting was held on May 15, 2020.
- Parents are invited to attend SAC meetings to discuss a variety of school issues.
- Parents’ opinions/interests are solicited via various surveys.

**Section B: ANNUAL TITLE I MEETING**

**Swenson Arts and Technology High School** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the parents’ requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

**Our Annual Title I Meeting will take place during Back to School Night in September, 2020. At this time, we will share our Parent Engagement Policy and School Parent Compact with parents and review all information related to Title I (the State’s academic content standards, the State’s student academic achievement standards, how to monitor their child’s progress, and curriculum). The Parent Engagement Policy and School Parent Compact are also included in the annual Swenson Arts and Technology High School Student/Family Handbook.**

**Section C: COMMUNICATIONS**

**Swenson Arts and Technology High School** will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- 1) **The Parent and Family Engagement Policy will be distributed at Back to School Night/Annual Title I Meeting as well as posted on the school webpage and included in the Student/Family Handbook.**
- 2) **SAC Meetings**
- 3) **Parents will be notified of events at Swenson Arts and Technology High School by emails to parents on student's progress, text messaging, phone calls and automated calls.**

#### **Section D: SCHOOL-PARENT COMPACT**

**Swenson Arts and Technology High School** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

**Parents are invited to a Title I Spring Parent Meeting where they provide input on the development of the Parent and Family Engagement Policy and School Parent Compact. This meeting was held on May 15, 2020.**

#### **Section E: RESERVATION OF FUNDS**

**Swenson Arts and Technology High School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

**The budget will be shared during the Winter Title I Parental Input Meeting. Parents will be able to provide input on the budget during this meeting. Specifically, parents will be asked to give feedback and input on how to budget or spend the 1% Title I parent set aside funds.**

#### **Section F: COORDINATION OF SERVICES**

**Swenson Arts and Technology High School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- Training and deploying staff with parental involvement duties (e.g., Family and Community Engagement Liaison and Bilingual Counselor Assistants) to assist the school with strengthening parent involvement.
- Providing coordination of professional development efforts through the Office of Family and Community Engagement.
- There are also resources available in the Parent Resource center.



## **Section G: BUILDING CAPACITY OF PARENTS**

**Swenson Arts and Technology High School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - a) The challenging State's academic standards
  - b) The State and local academic assessments including alternate assessments
  - c) The requirements of Title I, Part A
  - d) How to monitor their child's progress
  - e) How to work with educators to improve the achievement of their child

**Our Annual Title I Meeting will take place during Back to School Night in September, 2020. At this time, we will share our Parent Engagement Policy and School Parent Compact with parents and review all information related to Title I (the State's academic content standards, the State's student academic achievement standards, how to monitor their child's progress, and curriculum). We also hold a FAFSA workshop as well as a Technology workshop for parents. There are also resources available in the Parent Resource center.**

## **Section H: BUILDING CAPACITY OF SCHOOL STAFF**

**Swenson Arts and Technology High School** will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- Relationship Building Professional Development will be offered for all staff in the Fall/Winter
- Teacher/Parent Workshops to create student contracts that involve both parents as well as school faculty and staff.
- Districtwide professional development where staff will review parent survey results and discuss how to incorporate parent suggestions/concerns.

**Swenson Arts and Technology High School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Encouraging parents to fill out the annual parent surveys.
- Sending in a note or email requesting various supports
- Collaborating with the Family and Community Engagement Office who provide workshops to school on parent involvement.



***Swenson Arts and Technology High School  
School-Parent Compact  
2020-2021 School Year  
Revision Date 05/15/2020***

Dear Parent/Guardian,

**JOINTLY DEVELOPED**

**The parents, students, and staff of Swenson Arts and Technology High School partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held in the Fall and Spring each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.**

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

**THE SCHOOL DISTRICT OF PHILADELPHIA ANCHOR GOALS:**

1. 100% of students will graduate, ready for college and career.
2. 100% of 8-year-olds will read on grade level.
3. 100% of schools will have great principals and teachers.
4. SDP will have 100% of the funding we need for great schools, and zero deficit.

**SWENSON ARTS AND TECHNOLOGY HIGH SCHOOL GOALS:**

1. 47% of 10th grade ELA students will score proficient or advanced on the ELA Keystone exam as evidenced by the annual Keystone Exam with incremental Benchmark assessments.
2. 40% of 9th grade students will score proficient or advanced on the Algebra 1 Keystone Exam.

3. At least 95% of 12th grade students will be on track for graduation.
4. At least 60% of students will attend 95% of days or more as evidenced by SchoolNet KPI Dashboard Attendance, Infinite Campus, and ScholarChip reports.
5. At least 75% of 9th grade students will be on track to earn a minimum of 5 quality credits each marking period.
6. At least 90% of students will have 0 out-of-school suspensions.

To help your child meet the district and school goals, the school, you, and your child will work together:

**SCHOOL/TEACHER RESPONSIBILITIES:**

Swenson Arts and Technology High School will:

- Create a partnership with every family in my class.
- Monitor student progress in reading and math and update parents monthly.
- Make sure that students get help as soon as it is needed.
- Continually work on my teaching strategies so that I can successfully teach all children.
- Provide high quality, challenging, and engaging instruction in a supportive environment.
- Make sure that students understand the assignment and what they will learn from it, and grade it promptly.
- Provide parents with opportunities to volunteer and participate in their child's class, and to observe classroom activities. If parents wish to have opportunities to volunteer for school duties or observe classroom activities they simply have to call and request so. The school will require at the minimum a 24-hour notice for a classroom visit. Volunteer work will require clearances and a clear understanding of what those work requirements will entail. A discussion with the school's administration for clarity is a must.
- Share responsibility with students and parents in striving toward student achievement.

**PARENT RESPONSIBILITIES:**

As parents, we will:

- Provide my child with a healthy learning environment at home.
- Communicate with my child's school and teacher as often as I can.
- Encourage my child's learning at school, at home, and in the community.
- Let my child's teacher know if my child has any problems with learning.
- Help my child see how to use reading and math to pursue his/her interests and goals.

- Allow myself to be empowered through education by attending workshops and meetings organized by the school or District.
- Learn about attendance policies. Be firm about school attendance. Provide notes for every absence.
- Learn as much as I can about my child’s curriculum so that I can assist in his/her learning.
- Let the school know that I am an equal partner in my child’s academic success.

**STUDENT RESPONSIBILITIES:**

- Be on time, attend all classes and bring in a note when absent.
- Read at least 30 minutes every day outside of school.
- Give my parents or guardians all notices given to me by the school.
- Complete my homework and assignments on time.
- Greet my family, classmates, and teachers with a smile.
- Wear my uniform every day.
- Do my best each and every day.

**COMMUNICATION ABOUT STUDENT LEARNING:**

**Swenson Arts and Technology High School** is committed to frequent two-way communication with families about children’s learning. Some of the ways you can expect us to reach you are:

- Parent Portal
- Parent Teacher conferences
- Emails to parents on student’s progress
- Text messaging
- Phone calls and automated calls

**ACTIVITIES TO BUILD PARTNERSHIPS:**

**Swenson Arts and Technology High School** offers ongoing events and programs to build partnerships with families.

- School Advisory Council
- Parent-Teacher Conferences
- Parent Workshops
- National Technical Honor Society Induction and Breakfast
- Air Force Junior ROTC events
- Culinary Program Senior Dinner
- Volunteering / Observing
- Open House

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

## **EMERGENCY SCHOOL CLOSING**



When school is closed due to extreme weather conditions, an announcement will be made over the radio and television stations early in the morning. Please listen to KYW News Radio, NBC Channel 10, CBS Channel 3, and WPVI Channel 6 for the latest information on school closing. The announcement will state, “**ALL PHILADELPHIA PUBLIC SCHOOLS ARE CLOSED.**” **If you do not hear this announcement, schools are open.** When it is necessary to close school during the school day, television and radio stations will also make announcements indicating what time the schools will close.

### **TRESPASSING ORDINANCE**

No one may enter any facility of the School District of Philadelphia without the consent of the person in charge of the facility. Visitors to Swenson High School must present picture ID to obtain an official Visitor’s Pass from the Main Office.

### **SEXUAL HARASSMENT**

Sexual harassment and any form of discrimination will not be tolerated at Swenson Arts and Technology High School. Offenders will be subject to Level II consequences as outlined in the district’s Code of Conduct. Swenson Arts and Technology High School policies concerning sexual harassment is in accordance with those mandated by the School District of Philadelphia

### **STATEMENT OF NONDISCRIMINATION**

The School District of Philadelphia, an equal opportunity employer, will not discriminate in employment or education programs or activities, based on race, color, religion, age, national origin, ancestry, physical handicap, sex, sexual orientation, union membership, or limited English proficiency. This policy of NONDISCRIMINATION extends to all other legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

### **STUDENT EXPRESSION POLICY**

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual’s rights. For a copy of the Student Expression Policy, see [www.philasd.or](http://www.philasd.or)