

SOUTHWESTERN ACADEMY
San Marino and Beaver Creek Campuses

STUDENT HANDBOOK
for
2021 – 2022

STUDENT: _____

STUDENT NUMBER: _____

EMAIL ADDRESS: _____@SouthwesternAcademy.edu

GRADE: _____ *For initial class placements - subject to change as needed*

ADVISOR: _____ EXT: _____

ASSEMBLY SEAT: _____ BOOK LOCKER: _____

GYM LOCKER NUMBER: _____

DORMITORY: _____ ROOM: _____

DORM PARENT'S NAME: _____ EXT: _____

YOUR TEAM: _____

**SOUTHWESTERN ACADEMY
STUDENT HANDBOOK FOR 2021-2022**

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Southwestern Academy
San Marino, California 91108**

Southwestern Academy

*San Marino and Beaver Creek
Campuses*

Student Handbook

2021 - 2022

SOUTHWESTERN'S 98th YEAR

NOTE: This "Red Book" student handbook and the assignment pages are important tools for your success. Each student receives a binder and a copy of this handbook at the beginning of the term. **You must bring this "Red Book" in its binder to all classes throughout the year.**

This information will be reviewed in classes on the first day of school. If you have any questions, ask them in class or ask any staff member or Proctor at any time in the year. Keep your daily homework and your long term assignments in this notebook. ***Not having your binder and "Red Book" in every class is the same as not having any other required materials.***

VISION STATEMENT

*Part of our school's Mission,
reviewed each year by all our staff
to keep Southwestern dedicated
"for the Highest Good."*

SOUTHWESTERN OFFERS and shall continue to offer programs to strengthen students through small classes – normally of eight to twelve students – with personalized lessons, achievement grouping, two unique campuses in safe environments, an international student body, and especially by supporting student achievements through an involved, nurturing, caring staff who create an environment for student success.

ACADEMIC GOALS

SOUTHWESTERN'S SCHOOLWIDE LEARNING OBJECTIVES

These are the goals you are to accomplish in completing high school with our college-recommending diploma. All our classes, activities, and experiences work together to form these results.

Upon graduation with a college-recommending diploma from Southwestern's 12th grade, every student will:

--be qualified to enter and have the potential to succeed at an appropriate college, university, or community college;

--be capable of reading, writing, and understanding English and have sufficient English proficiency to enter an American college or university;

--have learned self-discipline, demonstrated by his/her willingness to abide by the rules set by the school community;

--have taken part in co- and extra-curricular activities of his/her choice in the arts, athletics, clubs, leadership, music, and/or publications, thus helping nurture well-rounded young people;

--have demonstrated a familiarity with volunteerism and community service in our global society;

--have demonstrated not only acceptance of, but also appreciation for, diverse ethnic, national, and cultural groups.

College acceptances, English proficiency testing, and records of your positive/negative points, activities, community service, and international student experiences are used to show results in these areas for you and for our graduating

ACADEMIC MATTERS

ADVISOR You have a faculty advisor, a teacher who helps you with academic questions and helps make sure you complete graduation requirements. You will meet with your advisor several times each semester to ask questions, discuss concerns, and check progress. **Talk with your advisor or the Head of School if you need academic help or have a problem.**

AFTERNOON SEVENTH PERIOD There is a seventh period at the end of the regular class day, before sports. This is both a **study** and an **activities period**. The purpose of this period is so you can talk with teachers, get help, work with your study tutor, review a problem, take a missed test or exam, ask about an assignment that you don't understand, get something from the library or classroom, or work on a special project. This is also a period for club and student council meetings. This is not enough time to finish your homework. You are expected to study each evening.

BLAZER DAYS Once or twice a month and announced on the monthly calendar, "Blazer Days" require males to wear a blazer or suit with shirt, tie, black socks and black dress shoes. Females wear blazer, a dress or blouse, and dress shoes. This is for special campus events.

BOOKS Textbooks and workbooks are charged on your 'incidentals' account. You will be billed the school's cost, including taxes, shipping, and teacher's materials. Textbooks (not work-books) in good condition can be resold at the beginning of the next term and will be credited to your account. Books are expensive - take care of them. Don't damage, underline, or highlight in any textbooks, or they cannot be resold.

CHANGES IN CLASSES If a class seems too hard or too easy for you, talk with the teacher or your advisor, or with a dean or the head of school. We want to help you succeed in the right class. To change or drop a class, take these five steps:

- write the proposed change on your printed schedule of classes;
- ask a dean if the change meets your graduation needs. If it does, ask a dean to sign your schedule;
- get your schedule signed by the teacher whose class you are leaving. You must have turned in all required work and any books and materials;
- ask the new teacher to sign your schedule and get you books and materials for your new class;
- take your schedule to the student office so the change can be made on your class records.

Southwestern is a small school. We can be quite flexible helping you any way you need. Let any staff member know your questions or problems.

CLASS RULES Some of the class rules at Southwestern are different from public or other schools. Most of these rules are simple and common sense. Make sure you know and follow each so you can succeed with your classes:

--Be on time for class. If the teacher is not present wait quietly outside the room for ten minutes. If the teacher doesn't arrive after ten minutes, go to the study hall, never elsewhere.

--Come prepared with all your materials, including your Red Book, binder, texts, and pens.

--Write your homework assignment in your Red Book each day before you leave the class.

--Backpacks are to be left in your dorm or locker. Backpacks are not permitted on floors.

--Do not chew gum, eat, or drink other than beverages in closed containers in any classroom, lab, assembly room, or study hall.

--Leave phones in class room organizers at the beginning of every class. They may only be used with teacher permission.

--Electronic devices may NOT be used in any class unless allowed by the teacher, and never in the dining rooms. Electronic devices will be taken away if misused.

--Students need to use English all day except in foreign language classes.

--Cheating is not tolerated. Do not plagiarize from books or online resources, copy from other students, or give answers to other students.

--Classes are dismissed by teachers, not by bells. Rooms must be cleaned before leaving.

COLLEGE APPLICATIONS Choosing, applying, getting accepted by the right college or university is a major job starting early in high school. We will help, but we cannot do this for you. Our college application handbook is online, with many tips on selection and admission.

Our college counselor has time and skills to help you find and apply to universities. Other counselors are not recommended. Visitors from selected colleges come during the year to help you choose your next step in education.

COMMUNITY SERVICE Every student at Southwestern Academy is required to volunteer, helping at a nonprofit hospital, church, or other agency, helping disadvantaged, aged, or youth, or helping others on campus. Volunteering is learning to help others with 'service above self'.

All students must complete a minimum of **100** hours for high school graduation. Seniors must complete these hours and submit evidence before Memorial Day in order to graduate. Up to half of your community service may also be completed during vacations.

Our **Interact Club** keeps count of your hours. It is your responsibility to complete the hours and to turn in a record of service for credit each year. Community service can be performed at any nonprofit agency, at school by tutoring classmates or by helping with projects if pre-approved by the Interact advisor. Work for pay or for parents cannot be counted for community service credit.

If you volunteer off campus, ask a supervisor to give you a note on the agency's letterhead certifying your volunteer hours. Interact Club members have prepared a sheet of suggestions for service, available at the Student Office. You need to pick your own projects and give something of yourself, putting something back into the community.

COUNSELING FOR YOUR PROBLEMS In addition to class counseling from your advisor and college counseling from our college counselor, Southwestern offers personal counseling help whenever needed. A professional counselor is available on campus as needed. All conversations with the counselor are confidential unless reporting is mandated by law. In San Marino, leave a message in voice mailbox **224**, ask at the student office, or email counselor@southwesternacademy.edu, to talk with the counselor if you are feeling pressures from school, home, or life. The counselor can help you, or find you help. At Beaver Creek, any adult can help you and will locate a counselor for you if you ask.

The Head of School, deans, and faculty are also available to help you any time. Go to their offices, email, leave a voice message for them, or see them on campus. **If they are busy and your problem is an emergency, tell them it's urgent to talk, or tell someone in any office that you need to speak to someone immediately.**

DRESS CODE Southwestern's dress code is to make classrooms businesslike, to remind us that we are serious about studies. Students must follow the dress code at breakfast and lunch. At evening meals dress is casual but all other dress rules still apply. School club shirts may be worn by members on meeting days. Dress code rules always apply at assemblies, in classes, on most field trips, and around campus during the day. **Students not dressed according to this code must correct the problem before being admitted to classes.**

Every student must be neat and clean, particularly about hair. ***No one should call attention to himself or herself through clothes, footwear, hair, or jewelry.*** No clothing may show offensive words or designs, such as drug or alcohol statements or drawings. Because baggy clothing can be misinterpreted by passers-by, students may not wear such at Southwestern. This paragraph applies at any time on or off campus, after class, or on weekends.

Any student with a shaved head is suspended until the hair grows out. Any student with hair dyed to a color that's not natural is until the color is corrected. Students not dressed correctly for a class or activity must change immediately.

Appropriate indoor wear in cold weather are sweaters, blazers, or Southwestern sweatshirts, but never outdoor clothing. Sweaters may be cardigans (with buttons down the front), V-neck, crew neck, or turtlenecks.

"Blazer days" are announced once or twice a month, when all students dress up for special occasions. On "Blazer days," boys wear blazers, a suit, or a sports coat with shirt, tie, and black dress shoes and black socks. Girls wear blazers with blouses, or dresses, and dress shoes.

No flannel or denim clothing may be worn with school dress. Outdoor jackets or other cold-weather clothing may not be worn indoors. ***Outdoor wear may never be worn in classes, dining rooms, or study.***

DRESS QUESTIONS? If you have any questions about the dress code, ask a dean, teacher, dorm parent, or a Proctor. They will be happy to help. In general, remember that dress must be businesslike, appropriate to the activity. Field trip dress is the same as class dress, except when announced in advance by the supervisor. Words such as "tasteful" and "businesslike" are not precise, but the campus deans make the final decision about what is appropriate.

BOYS' DRESS

BOYS wear a dress shirt, or Southwestern polo shirt, slacks with belt, shoes, and socks. Pants must be dress slacks, traditionally tailored. No jeans, shorts, or cargo pants are permitted, except these may be worn at Beaver Creek when announced by the campus head. Shirts should be traditional-cut dress shirts, either long or short sleeved, in solid colors or patterns. As an alternative to a dress shirt, students may wear a Southwestern knit polo shirt, available at student store in several colors. Seniors and Proctors are asked to wear dress shirts and ties, and are encouraged to wear blazers or sports coats. **All shirts must be worn tucked into pants.** Boys must be shaved as needed. One earring may be worn in each ear, but no other body-piercing jewelry. Hair must be neat and clean.

APPROPRIATE BOYS' CLOTHING

**Dress shirt, tie or
Southwestern polo shirt**

Tailored slacks with belt

Tasteful colors and fabrics

**Comfortable dress or casual shoes with
visible socks**

**Cardigan, crew neck, V-neck, sweater
worn over dress or school polo shirt,
or Southwestern sweatshirt**

Blazer, suits, or sports coat

NOT ACCEPTABLE FOR BOYS

- *Baggy, jean-style, cargo style, or other informal pants; or no belt
- *Any clothes with flashy or advertising designs
- *Shoes with cleats or noisy heels, sandals; or open-back shoes;
- *Wearing low-cut sport socks or no socks;
- *Undershirt designs showing through shirt
- *Shorts, sweat pants, tank tops, or caps or head coverings indoors
- *Body-piercing jewelry except small earrings;
- *Oversized clothing, too big for you

GIRLS' DRESS

GIRLS wear a traditional, buttoned, collared blouse, or a Southwestern polo shirt, skirt or slacks with belt, shoes, and tights or socks. Skirts are business-styled, not casual, in tasteful colors and fabrics. Length must be modest, just above the knee. Slacks must be the woman's counterpart to the men's tailored slacks. No jeans or informal pants, except at Beaver Creek Campus when announced. Tops must be tailored or Oxford-style blouses, with long or short sleeves. As an alternative to a dress blouse, girls may wear a Southwestern knit polo shirt, which are available at the student store in several colors. Seniors and Proctors are asked to wear dress blouses, and are encouraged to wear blazers. **All blouses must be worn tucked-in, except tailored shirts.** Jewelry must be tasteful; body piercing jewelry other than earrings is not permitted. All girls are expected to wear appropriate undergarments as needed. Hair must be neat and clean.

APPROPRIATE GIRLS' CLOTHING

**Collared blouse or Southwestern polo shirt,
tucked in, with skirt or tailored slacks
with belt; Blazer, suits, or dresses**

Tasteful colors and fabrics

**Comfortable dress or casual shoes, flats or
moderate heels**

**Ankle or knee high socks or tights,
color-coordinated**

**Cardigan, crew, or v-neck sweaters or
Southwestern sweatshirt worn
over a blouse or school polo shirt**

NOT ACCEPTABLE FOR GIRLS

- *Short or tight-fitting clothing, sheer blouses, sleeveless dresses, or tank tops
- *Any clothes with flashy or advertising designs
- *Platforms or high-heeled shoes; sandals or any open-back shoes
- *Fishnet or over-the-knee stockings
- *Shorts, Capri's, leggings, or jean-cut pants
- *Sweat pants, caps or head coverings indoors
- *Oversized clothing, too big for you

EXAMINATIONS Prepare for exams by keeping up with your work each day, not by cramming at the last minute. Semester exams are the most important academic responsibility of the term, to assess your progress and to prepare for college. Quarterly exams, in October, March or April, and midsummer, are held over a regular week of classes. Midterm grades measure how you're doing, but are not grades on record. Semester grades are on record. Semester examinations in December, June, and August are three hours long. It is very important to be in exams on time, with correct materials.

If you must miss an exam because of serious illness you must provide a doctor's note. You will not be excused from exams for vacations, doctor or dentist appointments, or for any reason other than serious illness. Missed exams must be made up within one month after a serious illness or the course becomes a failure. Missed exams because of unexcused absence cannot be made up. **Do not make doctor, dentist, or travel plans during exam times.** These are not acceptable excuses, and will result in lower grades and credits. If you have special problems in taking examinations, talk with the teacher in advance to make any special arrangements.

FOOD SERVICE All students are expected to attend meals on time and stay at the table for at least 15 minutes. Noontime seating is assigned, with staff members joining student groups and changing seat assignment every few weeks to better know the school community. The chef and servers try to please all tastes with a variety of dishes each meal offering several entrees and side dishes, and Student Government's Residential Life committee welcomes your suggestions. No electronics may be brought to the dining rooms.

GRADING Each teacher gives an academic grade each quarter for each class. Teachers consider daily work, class participation, homework, special projects, papers, quizzes, and exams for grades. Teachers also give separate grades for classroom conduct and behavior.

Our **"A"** grades are reserved for outstanding achievement. **"B"** grades are above average, for very good work. A **"C"** grade is college recommending, our average grade. **REVIEW** and **SKILL** classes count for high school graduation, but not for college entrance. Failures are rare and well earned. We do not grade on a curve. You will not fail if you show appropriate effort. All teachers are available for tutoring during the school day at no extra cost.

An **"I"** grade means "Incomplete." A student has a month to complete any missing work for full credit if excused for sickness. If the work is not completed in a month, the **"I"** becomes **"F"**.

The **"N"** grade is for continuing work. The last semester grade replaces **"N"** for class credits.

A **"PASS"** [+] or **"FAIL"** [-] grade is given for teacher aides and in a few other special cases.

A **"W"** means "Withdrawal" from a class. This carries no penalty or credit but must be arranged with both teacher and a dean before exams.

Report cards are sent each quarter and each semester. Report cards are shown to students before they are emailed home on the Friday after exams end if accounts are current. If you have any question about your grade or the comments, talk with the teacher immediately so any corrections or changes can be made before the report is sent.

GRADUATION You may receive a college-recommending diploma or high school graduation certificate from Southwestern. A student must complete four items to receive a diploma:

--earn **240 credits, usually five for each semester course**, including 40 credits in physical education or other activities;

--meet all **'a to g' requirements with grades of C or better**;

--demonstrate **English and mathematics proficiency** (see proficiency test details on next page.)

--complete **100 hours community service**

A certificate of high school graduation, not college recommending, is awarded on completion of state standards, 240 credits, proficiency exams, and community service as above, but not meeting 'a to g' requirements or college-recommending grades. We count all credits earned at other high schools in the United States. Up to 60 credits a year for secondary work completed in other countries or on line may be counted. We evaluate credits from other schools, including on-line courses, to be sure they are college preparatory courses before we include them for graduation requirements. Credits earned after leaving Southwestern cannot be counted for our diploma. If you miss more than five days of classes per semester you will lose credits.

The "a to g" areas are:

--**HISTORY/SOCIAL STUDIES** - 30 credits, with 10 required to be in United States History, 10 required in World Cultures/Geography, 10 required in US Government/Economics.

--**ENGLISH** - 40 credits, including at least a year of literature. All students must take an English class each semester, even if 40 credits have been earned already. All English classes will include frequent writing and the reading of literature. (ESL 3 with minimum A/B grade in Reading 3 and Writing 3 may substitute for English I.)

--**MATHEMATICS** - 30 credits required, 40 preferred, including elementary and advanced algebra, geometry or advanced math.

--**LABORATORY SCIENCES** - 20 credits required, 30 or 40 preferred, in lab science providing fundamental knowledge in both life and physical sciences.

--**A LANGUAGE OTHER THAN ENGLISH** - 20 credits of same language; 30 credits preferred.

--**VISUAL AND PERFORMING ARTS (VPA)** - 10 credits taken in one year in the same discipline of music, or visual art, or drama/theater.

--**ELECTIVES** - 50 credits minimum, of which at least 10 must be in college preparatory courses.

In addition to the "a/g":

--**PHYSICAL EDUCATION** - 40 credits, 10 a year. (Other physical activities may be substituted **IF** a student has obtained permission **IN ADVANCE** from the director of athletics, and if the student submits certification of the activity by the end of the semester.)

Some classes may be repeated for elective credit. ESL 3 classes with a minimum AB grade in Reading 3 and Writing 3 fulfill English 1; other ESL classes do not. Transition classes earn full credit. The Head of School may waive any requirement when clearly warranted.

PROFICIENCY EXAMS to be considered for graduation are:

ENGLISH NATIVE SPEAKERS - WrAP with minimum score of **5** in independent school standards.

NON-NATIVE SPEAKERS - TOEFL IBT 79/80 or higher, or WrAP with minimum **5** independent, or a school-approved alternative proficiency test.

MATH PROFICIENCY by passing Algebra II with college-recommending semester grades.

JUNIOR HIGH PROMOTION requires successful completion of at least five middle-school academic classes each year. Lists of prospective 8th and 12th grade graduates are posted in February. If your name is not listed and it should be, see your advisor or a dean.

GRADUATION CEREMONIES are held each June for students meeting the four requirements. Information and participation forms are sent to candidates for graduation and parents in March. This is a celebration of an important passage in life for Seniors and their families.

Graduating Seniors prepare their personal section for the school yearbook, a reading or other performance piece for the Baccalaureate service, and a speech for the Commencement program. All class members help with a campus project and the placement of the class plaque. There are deadlines for each of these required programs and for ordering materials. Seniors must meet these deadlines to be eligible for participation.

The graduating class divides into committees to plan their project, plaque, and programs, with everyone participating.

Graduation this school year will be held on **Thursday, June 9, 2022.**

HOLIDAYS In addition to the vacations for Thanksgiving, Christmas/New Year's, Spring, and Summer, there are four weekdays during the school year when no classes are held.

During **2022**, school holidays are:

Monday, February 21	Presidents' Day
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day

Meals are **always** served each day, and there are activities and supervision on all holidays and weekends for students staying on campus.

To have the minimum number of school days, we **DO NOT** take holidays for Columbus/Indigenous People's Day in October, Veterans' Day in November, King Day in January, or Lincoln's Birthday in February. *These are regular school days. All students must be in classes as usual.*

HOMEWORK Teachers give homework each day. Middle school students should study around 15-20 minutes for each class. In high school, you should spend at least 20 to 30 minutes each night for **EACH CLASS**. If you have finished all specific written assignments for the day, use this time to review earlier work in the class or to work on long-term projects or independent reading. If you fail to do your homework, see the "**OPPORTUNITY**" section on page **10**.

Homework assignments may also be given for each of the three long vacations (Winter, Spring, Summer) and are due the day classes resume. Vacation assignments are posted at the school's website:

www.SouthwesternAcademy.edu.

Summer vacation reading is required by English/ESL teachers. Book reports are due in September. A list of recommended books is on our website under "CURRENT STUDENTS".

It is always your responsibility to get any missing assignments from the teachers, and to get those assignments completed and submitted. If you have a question or problem, e-mail your teacher or leave a message on the teacher's voicemail.

Students are expected to use correct spelling, vocabulary, grammar, and neat writing or word processing in all classes, not just in English classes. Use spell-check on your computer, and learn to proofread carefully.

Head your papers with your name in the top right corner, then the date and the class.

Do not use paper torn out of spiral notebooks. Teachers will not accept such papers.

If your work is careless or sloppy, it will be returned to you by the teacher, not graded, to be redone in "Opportunity" that day.

HONORS AND AWARDS Several honors are given each June for full-time students who have done outstanding work all year in all classes, or shown special improvements and efforts. Our top awards are the **GOLD AWARD** for straight A or AB annual grades in all academic subjects, and the **SILVER AWARD** for straight B (not BC) annual grades. All students who qualify will receive these important awards. Students are disqualified if they break the honor code.

HONORS requires a semester 3.0 GPA in all academic classes. This is also required to be an officer in student government or club president.

HONORS for especially outstanding work in our different subject areas, and other awards from our Trustees and from the San Marino Historical Society and other groups are given as part of our graduation day ceremonies.

An **OUTSTANDING STUDENT** is also selected for a graduate excelling in academics, athletics, citizenship, leadership, and service.

HONOR STATEMENT You will be asked to read, agree to, sign, and remember this honors statement:

"As a member of the academic community at Southwestern Academy, I hold these principles essential to a well-functioning society.

--Because I believe in the highest standard of personal and academic conduct, I will maintain my integrity and self-respect. I will never give or receive illegal aid – cheating – in my academic work. I will make choices that help me succeed in life.

--Because I respect other individuals, I will refrain from doing or saying anything that would harm another person.

--Because I respect the property of others, I find that vandalism, theft (including theft of other people's ideas or work by plagiarism), or any abuse of other persons or their property are always completely unacceptable.

--Because I respect the environment I will endeavor to protect and conserve our natural resources for future generations.

--I will endeavor to be a good model for others and encourage others to be good citizens with self-respect and respect for others, their property, and our natural environment."

The Honor Statement is also expressed by all the great religions of the world through the famed Golden Rule:

**"Do unto others
as you would have others do unto you."**

In Southwestern's **Tradition of the Axe**, honoring Eighth Grade graduates entering high school, there is a thought from Shakespeare that expresses the Honor Statement another way:

*"To thine own self be true,
and it will follow as the night the day,
thou canst not then be false to any man"*

... be true to yourself, and you cannot cheat, steal, or hurt someone else.

Each person in our school community must understand these basic rules and pledge to live by them.

INCIDENTALS Your “incidentals” account is like a bank account with the school. Your student number is the account number. Your parents deposit money for you to draw against to buy books, clothing, sundries, school supplies, postage, insurance, travel, and other needs, and to draw from for weekend cash and activities. Off campus transportation costs are divided among students who go. When the balance is low, the school's business office asks parents to make another deposit. Any credit balance will be refunded to your parents a month after you leave Southwestern. Itemized statements are sent to your parents each month. You may review your statement at the Business Office. The school makes no profit from incidentals, but does add any charges for taxes, shipping, travel agent service fees, or for issuing checks. See page 23.

INTERNET Southwestern offers Internet access so you can do valuable research online while learning technological skills to be successful in today's world. San Marino libraries, offices, dorm rooms, and classrooms are connected to a fiber optic cable. Beaver Creek also has a satellite link to facilitate Internet use. Most campus areas are covered by Wi-Fi.

Unfortunately, there are problems with the Internet. Some sites are objectionable and inappropriate. The school's LANs have filters to block objectionable material; sometimes these also prevent serious research in some topics. If you are blocked from materials you need, see the business office to gain access. Some students take materials off the net and pretend it is their own work – cheating. Teachers use resources designed to catch such plagiarism, and will punish students who cheat. Viruses can spread to our computers and software. Never open an email attachment that could have a virus.

All students sign a computer use agreement. If you abuse the Net, by cheating, playing games or downloading movies or music during academic time, or by demonstrating poor behavior in your Internet use, you will be denied access. We offer Internet services to you for responsible use. Teachers will explain the rules and policies with you. Should you have any questions, ask them.

LIBRARY The library collections at both campuses are small but helpful. All students at both campuses have online access to all books, magazines, and many files of information through San Marino's Crowell Library. You will be provided with library access and how to sign in online and use this service at no charge. Ask a teacher for help if you need it.

Encyclopedias, dictionaries, and other reference books may not be taken from the libraries. Reading and research books may be checked out as needed, but must be returned to the right library as soon as you are through so other students may use them. The user must replace any lost or damaged books. If you cannot find what you are seeking, ask a teacher or librarian for help. They will help you find it.

LOCKERS Lockers for backpacks, books, P.E. clothing, and your possessions are assigned. Backpacks are not permitted inside buildings. Your locker numbers are listed on the front sheet of this handbook. Lockboxes are in dorms for laptops and other electronics. **Never leave books or materials on the top of lockers or outside on benches or tables.**

ONLINE CLASSES must be cleared *in advance* by a dean, who checks that the course is accredited. Students must sign an agreement about completing online classes. Results from online classwork are included on your transcript if course has been pre-approved.

OPPORTUNITY This is a special, carefully monitored, required study time for students who need extra help with homework and classes.

“Opportunity” is held each afternoon during seventh period with the teacher whose work you missed. Teachers who want to give you the chance to succeed make a list each day of poor or missing homework. Teachers are available to help you.

It is best to do your work correctly the first time - but if you get behind, “**OPPO**” is there to help. Students may not go to sports, go home or to dorms, or otherwise ditch “**OPPO**” or they will be punished for a class cut. Students receiving a “**DEFICIENCY NOTICE**” - meaning class work is below what the teacher knows you can do - stay in “**OPPO**” each day to remove the deficiency. Seventh period is a time for study, club and other meetings, and sports for those not on “**OPPO**”.

PROCTORS Students are chosen each year for the honor and responsibility of being **Proctors**. Proctors study peer counseling, tutor other students, monitor the gyms, libraries and computer rooms, advise students on school rules and procedures, and assist in maintaining an orderly school. Proctors receive some special privileges, while assuming extra duties. Most Proctors are juniors or seniors who have demonstrated strong leadership and positive citizenship.

SICKNESSES Students are limited to five missed days per semester before credits are lost. No reasons other than genuine illness may be excused. Compulsory attendance laws require that students must not exceed ten days of any absence a year. If you are sick and miss classes, you must make up homework after you are well. You have a day to make up work for each day you are sick. If you feel better after lunch, you may resume classes only with permission from the Student Office.

If you're sick, you may not use electronics.

Parents of "day" students must **call the student office each morning before eight** a.m. to report illness. In San Marino, call the Student Office voicemail at **626-799-5010 x208 before 8 a.m.** to record absences. You **must bring an excuse note from a parent or doctor on returning to school.** Turn this note in to the Student Office or you will be recorded as "unexcused".

Dorm students must tell a dorm parent at breakfast if they feel sick to get permission to stay in bed. Light meals will be brought you. If you become sick during class or during the day, get permission from the teacher to go to the Student Office for assistance.

STUDY HALL RULES It is important to maintain a quiet atmosphere for serious studying. These rules will be followed for all afternoon, evening, or "Opportunity" study halls:

--bring your Red Book with your homework assignments listed.

--you may not talk at any time, except with the study hall supervisor in a whisper at his or her desk. Raise your hand and wait for the supervisor to recognize you before you leave your desk.

--only one student at a time may go to restrooms or for a drink. Supervisors will monitor to be sure that only a reasonable time is spent away from study. Cell phones may not ever be used, including during restroom trips.

--you may study together, but only if these arrangements have been made with a supervisor before the start of a study hall.

--designated Proctors, T.A.s, and other student tutors will be available to give extra help as needed.

--you may not eat, drink, or have food or liquids other than in closed containers in study halls at any time.

--you may not listen to music or use cell phones in study halls. You may not use headphones, ear buds, laptops or other electronics during study time without a teacher's and the study supervisor's approval.

--Backpacks, pillows, blankets, stuffed animals are not permitted in study rooms and must be left in dorms. We urge you not to bring backpacks as they are hazards for falling, and also they're bad for backs.

--you may not be out of your seat without permission of the study hall supervisor.

--you may use laptop computers for academic work, but never for games or entertainment during the school day or at study times. *Never leave a laptop lying around.* Do not recharge them in study hall or classes.

--you must pick up trash and tidy your area before you are dismissed.

--desks must be clear overnights and on weekends. Books and personal belongings should not be left in study hall overnight. Use your book locker.

TEAMS Students are divided into four teams under the leadership of the Student Council. On entering Southwestern, each student becomes an **Ace** (Green), **Deuce** (Blue), **Joker** (Yellow), or **King** (Red), and participates with his or her teams in special activities throughout the year.

Points are totaled all year, and the winning team has a special time in May. The **Aces** are the defending champions this year. Your own team is listed at the front of the "Red Book". Events start the first week of the school year.

TRANSCRIPTS Your student transcript - the list of all classes and grades you have taken at Southwestern and previous schools - is kept at the Records Office in San Marino. Check your transcript occasionally, to be sure classes, grades, and community service credits are properly listed.

If you need a transcript for college applications or otherwise you must request it in writing at the Records Office.

Transcripts are your private records. You must sign a form to have transcripts sent to colleges. There is no charge to current students for transcripts. There is a \$5 charge to former students for records from storage. Transcripts cannot be sent when accounts are past due.

Graduating seniors need a final transcript sent after graduation to the college they are entering. Sign a request to do this from the Records Office at the San Marino Campus.

VISITORS ON CAMPUS Any visitor, including parents and friends, must have approval from the student office or the admissions reception office to be on campus. If you see any strangers wandering around campus, alert a staff member.

ATHLETICS AT SOUTHWESTERN *FOLLOW THE SUN!*

Our teams are called the **SOUTHWESTERN SUN** - HOT at both our California and Arizona campuses. That's **SUN**, by the way - never "Suns". There is only one SUN. We play to win, to gain skills, and especially to have fun.

Sports are important at Southwestern. Our CIF (California Interscholastic Federation) and CSC (Community Sports Conference in Arizona) teams have won many championships in soccer, cross country, baseball, volleyball, basketball, and track. There are also opportunities in swimming, tennis, track and field, weight training, horseback riding, and golf. The athletic director may be able to provide other sports if you ask.

ATHLETIC RULES You are always expected to show good sportsmanship. You may not swim, horseback ride, hike, or use gyms or weight equipment without a coach's or teacher's approval in advance. These activities also require supervision, not to be done individually.

Safety is a main concern. Don't climb, throw, wrestle, hit, or act in a way that can hurt you or others around you. All possession or use of creatine or other body building supplements is forbidden and may result in disqualification from any sports activities. Students must meet CIF rules and maintain a 2.0 semester GPA to participate in team competition.

DRESS The team coach will advise you what is appropriate for each sport. For P. E. each day, Southwestern P. E. shorts, T-shirts, athletic shoes, and sweat shirts and pants are required.

DRESSING PERIOD There is a brief period after classes, before P. E. or varsity practices or games, to change. Be quick - the time is short. Dorm students dress in their rooms. Day students may not enter any dorms.

In San Marino, girls and commuting boys change in the gym. The girls' locker and shower area is reached along the red border area of the floor. Coaches will supervise changing times.

LETTER CLUB Players who have received participation certificates in a varsity or junior varsity sport, AND who receive the coach's recommendation based on their good efforts and sportsmanship may buy and wear letter jackets or sweaters with The Sun letter "S". Requirements for letters are available from the athletic director.

PHYSICAL EDUCATION P. E. is a daily class, required of all students unless an approved medical excuse or an approved alternative exercise plan is filed with the Athletic Director in advance of the semester. Students who have medical excuses on file must check in daily with the coach and must be on the field, even if they cannot participate. School uniforms are required to be worn at all P.E. classes.

The campus director of athletics is the only person to approve any changes from regular P. E. Alternative exercises must be certified in writing at the end of each semester by the supervisor of the alternative plan.

The P. E. coaches try to plan activities appropriate to each age and interest. Talk with a coach if you have any idea, complaint, problem, or need in sports.

During P. E. time, ***NO STUDENT may be in dorms or other buildings without getting a special excuse from a coach in advance.***

P. E. UNIFORMS Sweats, T-shirts, and shorts are available at the student store at both campuses when classes begin. Be careful to mark your P. E. clothes with your name, and to wash new red clothes separately from the whites (or all the whites will be pink).

Socks and athletic shoes must be worn for all sports and P.E. classes except - of course - swimming. Don't walk outdoors barefoot at either campus, to keep from cutting your feet.

SPORTS AWARDS At a Sports Awards Banquet held in San Marino each spring, players from every varsity and junior varsity team are recognized with a participation certificate. In each sport, coaches select a Most Valuable, Most Inspirational and Most Improved Player.

The year's "**Outstanding Athlete**" is also announced and honored at the banquet, with his or her name added to the plaque in the San Marino gym foyer listing all our Outstanding Athletes since 1924.

TEAM UNIFORMS Players on our CIF and CSC teams get uniforms from the coach or manager of the sport. You must use, clean, and take care of your uniforms. In some sports, all or some uniform items must be individually purchased to fit. Coaches will help you buy these at local stores if you are participating on a varsity sport that requires special uniforms or equipment.

DORM LIFE

These rules need full support from all students to keep dorms safe, clean, and quiet homes for the residents.

ASSIGNMENTS Your Dorm and room assignments and roommates are made by the Student Office to balance students by interests and native languages. If you want to pick or change rooms or roommates, ask at the Student Office. If it is possible we will help, but we cannot guarantee that changes can be made.

ATLANTIC DORMS The girls' dorms at the California campus are on Atlantic Blvd. in Alhambra, just under a mile from the San Marino Campus (see the map on page 36). Shops and movies are in easy walking distance. Three dorm parents live there, and transport girls to campus for breakfast and back to dorms in the evening.

BED TIMES Each dorm has a lights off quiet time. It is important to be quiet after lights go off so you and others can rest. Use of computers, cell phones, or other electronics is not permitted after lights out.

CHECKING OUT All dorm parents or student offices check you on Orah when you're leaving or returning.

CLEANLINESS AND ORDER You are responsible for having your dorm room clean and in good order each day before morning assembly. You must make your bed, pick up your clothes, and put them in drawers or hang them up. You may not leave clothes or shoes on the floor. Dorm supervisors will inspect rooms each morning. If your room is not neat, you will be called from breakfast to straighten things up.

COOKING/HEATING No cooking or equipment for cooking, cooling, or heating, may be allowed in dorms because of fire and health rules. Irons and hair dryers may be used with care. If you are not sure what is allowed, please ask!

Electric heaters, refrigerators, electric blankets, rice or coffee pots, hot plates, and other cooking equipment are not allowed because of fire and health hazard.

COMPUTERS Dorm students may bring and use laptops, notebooks, or tablets with earphones or buds. Monitors/speakers must be approved by dorm parent, who will **lock up all electronics, phones and computers, before**

lights out. Your electronics should be registered by our city police, who will come to do this at no charge. Be sure to engrave items with your name, and keep them in the safe in your room secure from theft.

DAMAGE You are financially responsible for any damage repair or special cleaning needed in your dorm room. You will be charged on your incidentals account if your dorm room is damaged or left in especially bad shape.

DOOR LOCKS All dorm rooms have individual electronic locks. Be careful not to lose your key card or wrist band. Recoding or replacements are available at the Student Office for \$10.

EARTHQUAKE HAZARDS Do not put objects on walls, shelves, or overhead that could fall in an earthquake, which can happen any time in California or Arizona. Your dorm parent will check for hazards; please cooperate.

EMERGENCY EXITS Exits must be kept clear, not blocked. Dorms are inspected by fire departments, who can fine you if you have hazards. Do not keep trunks, boxes, or suitcases in dorm rooms. Take them to the storage room.

EXTENSION CORDS Fire laws do not allow extension cords. If you need a longer cord to plug something in, get a surge protector.

FIRE HAZARDS No open flames and nothing hot or burning can be in dorms. No cooking, candles, halogen lamps, incense, heating, cigarettes (including e-cigarettes, lighters or matches), or appliances are allowed. Irons and hair dryers are permitted, but be careful to turn these off after use.

FOOD Do not keep food or drinks open in dorms. Use plastic containers to store food. Throw out any wrappers or drink containers right after use so ants or mice don't get in dorm rooms. No carry-out or delivered food may be ordered during the week. Food must be eaten outside on picnic tables, not in dorms.

FURNISHINGS Dorm rooms include a twin bed, desks, chairs, and in California a lockable cabinet and safe. All dorms have separate locked storage space for suitcases and trunks that cannot be kept in the dorm room to avoid a tripping hazard.

A recreation room or living room is in or near each dorm, with TVs and WiFi service.

GYM, SHOPS, POOL To use gyms, pool, or to work in shops or study in another area before bedtime, ask permission from your dorm parent. Beaver Creek students must have a group of three and get permission from a teacher before swimming, hiking, or using the gym. These privileges will be cancelled if abused.

HAZARDS As in most businesses and homes, our janitors and maintenance people use some cleaners, paints, and materials that contain chemicals dangerous to health. The school community is warned that these chemicals are used, and that these chemicals may cause cancer or other problems and must be avoided. Our campuses have been inspected for asbestos and lead hazards and are clear of these problems. Safety information and our management plan for hazards are available through the directors of operations at either campus. Report any hazards or questions to them.

INSPECTIONS Dorm supervisors and other school officials have the right to check dorms and personal belongings. Governmental officials, such as police and fire, can also inspect, and can use trained dogs with school permission. Southwestern will not tolerate drugs, weapons, alcohol, or other illegal materials on campus.

The school will inspect student areas and rooms to protect our community. You should keep your property locked, but you must open any boxes or locked areas if a supervisor requests this. We suggest you keep an extra key or the combination to a lock with your dorm parent, in case the original is lost or forgotten. You will be present during an inspection if this is practical.

LAUNDRY Coin-operated washing machines and dryers are available. You can ask for quarters as part of your weekly cash request. If you need help in operating them, or in sorting clothes - separating white, colored, and special clothes - ask your dorm parent. Please keep laundry rooms clean and clean lint from filters. If there is any problem with a machine, please tell a dorm parent or the Business Office so they can be serviced by the company that owns them.

LEAVING CAMPUS Dorm students must sign out on Orah with dorm parents or at the Student Office any time before leaving campus for any reason. Sign back in upon returning. It is important that we know where you are. During the day, sign out and back at the Student Office; after hours and on weekends, sign out and back with the dorm parents on duty. On leaving for the weekend with a parent or approved friend,

the adult must go with you to sign you out and must show identification at the student office or to the dorm parent. On Fridays a dorm parent will be at the front driveway, then after dinner, the dorm parent will be at the dorm. These procedures are important for your safety.

MAIL Student mail and package deliveries will be passed out each day after Seventh Period. If you want to mail by the Post Office, DHL, or FedEx, go to the Student or Business Offices and they will help you. We will weigh and put stamps or shipping labels on for you, but be sure your own name is on the letter. When mailing to other countries, write the name of the country in English at the bottom right corner of the envelope (the rest of the address may be in any language). The offices also have customs forms.

MATTRESS COVERS State laws require you to cover your mattress with a plastic or cloth cover. These are available at the student store. See your dorm parent if you need a cover.

PETS Sorry, no pets. All are forbidden by the health department. No animals may be indoors.

RECREATION ROOMS You may use the various dormitory TV and recreation rooms unless a behavior problem has caused the supervisors to close one temporarily. The Founders' Hall recreation room may be used by all students. Each user is always responsible for cleaning up.

RELIGIOUS SERVICES If you wish to attend religious services off campus, ask at the Student Office. Churches, temples, and mosques of all faiths are available near our campuses. Talk with your dorm parent to find out how you can attend the services of your choice. Southwestern will help with the Ramadan fast for Muslim students and the Seder observance for Jewish students. Please let the Student Office know about your needs.

SICKNESSES When you are sick, inform a dorm parent at breakfast or the Student Office. At the Ranch Campus, check with the office or the duty teacher. They will administer proper treatment or advice for minor illness. If it is serious, they will help you to a doctor or hospital or call paramedics for emergency response.

If you are excused from classes because you are not well, you need bed rest without studying or use of any electronics. Light meals will be brought to you. Homework will be made up after you are well.

--**SICK BOYS** must stay in their dorm rooms and stay in bed; **SICK GIRLS** go to their sick rooms.

--**You MAY NOT have visitors** during the day.

--You are to **remain in bed** unless you come to the Student Office before noon to reenter classes.

--**Light meals** will be brought to you. Do not come to dining rooms or otherwise be out of bed.

--**No television**, cell phones, video games, computers, or other electronics may be used if sick. Quiet bed rest will help you get better soon.

--**At a fire alarm** you must go outside. Grab a blanket from your bed to keep yourself warm.

STORAGE There are storage rooms in Pioneer Hall, at the Atlantic Dorms, and in a storage bay at Beaver Creek. Suitcases, boxes, trunks, and other packing materials must never be left in dorms, and all floors must be clear of hazards. During vacations, you may leave luggage or boxes with clothes and other property in these storerooms, clearly marked with your name, but do not leave items in dorms. See a dorm parent for details on storing your things.

TELEVISIONS School TVs with DVD players are available for all dorms and assembly areas. In California, the school TVs can receive cable stations and movie channels; in Arizona, they are connected to a satellite dish. All students are welcome to bring favorite videos. Ask approval from a staff member if you wish to play them. American videos require NTSC coding, different from most other countries. Personal TV's, game or other monitors, are not permitted in dorms because space is limited in the rooms.

UTILITIES To save energy for our world, turn off lights, computers, or appliances that are not in use, and shut off unneeded water. Keep doors and windows closed in rooms that are being heated or cooled. Take short showers to save both water and the energy needed to pump and heat our water. We all must save - for our future. To help, our school has installed a solar electric cogeneration system at the San Marino Campus, generating enough electricity on sunny days to service our neighborhood.

VACATIONS International students may stay in dorms for all or part of any vacations at no extra charge, but arrangements must be made with the Student Office in advance. There is an

extra charge if students leave early, or if they return late and need special tutoring to catch up. American boarding students may stay on campus in emergencies or under special circumstances. There is a fee for their vacation room and board. Southwestern provides food service, activities, and supervision each day of the year.

VALUABLES Never keep money, passports, cameras, or other expensive things unsecured in dorms. We would like to think everyone is honest, but some people are tempted to steal.

Extra care must be taken with tablets, laptops, cell phones and other electronics, as they are easily stolen. Register them with the police when they visit our campus, and identify them with your name and student number.

NEVER leave electronics unattended, inside or outside. Use the safes in dorms to keep electronics secure when not in use.

Keep passports, I-20s and travel tickets at the Student Office. Make sure that your property is marked with your name. Engraving tools are available through the Student Office.

Passports must not be kept in dorms. They must be kept at the Student Office. Passports are not needed while you are inside the United States, except as identification at off-campus testing such as the SATs. Passports are very difficult to replace. Passports must be kept in a safe at the Student Office at all times. If you check a passport out for testing or travel, remember to return it the next school day.

VISITING IN OTHER DORMS You can visit in dorms other than your own, including on porches of dorms, with specific permission from the dorm parent. (Proctors on duty are allowed.) You can meet your friends in the recreation rooms or other places on campus.

Be alert for and report strangers in dorms. Let an adult know if you see anyone on campus who does not belong here.

Commuting ("day") students or outsiders must not be in dorms.

WALLS Nothing should be hung on walls that will hurt the paint or wood. Do not use nails or glues. If you need help hanging something, ask your dorm parent or at the Student Office.

No offensive materials can be posted. Ask your dorm parent or proctor if you are not sure if something is appropriate.

WHAT TO BRING FOR DORMS

Dorm students need to furnish bedding and may want to bring some additional items for comfort. Your dorm parents can help you buy any of these items rather than carry them from home. Please do not hesitate to ask for help.

NEEDED FOR DORMS:

- Twin-bed sheets (36"x75") blankets, bedspread
- Pillow and pillow cases; mattress cover (required by law; can be purchased on campus).
- Pajamas; bathrobe
- Slippers and/or shower thongs
- Personal toiletries, soap, tooth brush/paste
- Bath towels; wash cloths
- Clothes hangers
- Alarm clock or clock radio
- Padlocks for two lockers, in dorm and outdoors

OPTIONS YOU MAY BRING FOR DORMS:

- Small throw rug
- Desk lamp, but only florescent or LED
- Posters or pictures – G or PG only, please
- hair dryer, iron, but no other heating or cooking equipment
- laptop, tablet, or notebook computer, with earphones or earbuds, but no speakers or monitors because of limited space)

DORM FURNISHINGS:

Dorms at both campuses have twin beds, desks, chairs, dressers or shelves, Venetian blinds, closet areas with small safes for laptops, etc.

A recreation room or living room near each dorm has television and DVD players.

All dorm rooms have Wi-Fi.

Bedding and other dorm items can be purchased locally after arrival. Your dorm parents will help you shop for any necessary items.

NOT ALLOWED IN DORMS:

- Any heating, cooling, or cooking devices. All hotpots, rice pots, refrigerators, coffee makers, etc. are NOT allowed for fire and health safety.
- any foods or beverages other than in sealed containers that will not attract insects.
- Noodle cups are a special problem, as leftovers clog plumbing. Dispose of noodles and all food wrappers in trash cans to prevent insects.
- Halogen or incandescent lamps, as their heat cause fires. Use florescent or LED lamps only.
- Television sets or large stereos (because space is limited for these items)
- Other furniture
- Suitcases or trunks (there are storage rooms available near all dorms for your luggage).

REMEMBER: MARK YOUR NAME clearly and permanently on your clothing and belongings.

Register any laptops or other valuable electronics with the police through the student office.

Be sure to keep the serial numbers of your valuables separately.

Clearly marked property usually can be returned quickly if lost. Your student number is helpful to put on your clothes and other property for identification.

COMMUTING STUDENTS

GENERAL PROCEDURES Commuting students, living at home, should be on campus every school morning by **eight a.m.** *Commuting students must be in their seats in the assembly room by 8:10 sharp.*

Commuting students may go home at **4:30** unless they have detentions but are encouraged to stay for sports events, International Nights, and other activities by signing up in advance. Commuting students may not leave, then return.

So your school always knows who is on campus or elsewhere, commuting students as all students must sign out with the Student Office or with any supervisor with the Orah system.

Students may never leave campus early or stay past 4:30 or come on weekends without permission from the school office.

Commuting students are invited to participate in all school activities and athletics, and are required to attend P.E., lunch, "Opportunity," any detentions, special programs during the year.

Lunch is served to all students on campus. Commuting students are expected at the lunch table, and may not bring or order-in food or drink. Breakfast or dinner is available if you sign up in advance in a book in the Senior Dining Room. There is a nominal charge for extra meals. Overnight stays on campus can be arranged; for help, talk with someone in the Student Office.

Commuting students must stay after classes for detentions, for "Opportunity" tutoring help from teachers, or for academic deficiencies. This includes Friday afternoons.

BACKPACKS Backpacks are safety hazards and not allowed on floors. They're also very hard on your back. Your teachers will tell you which texts you should leave at home for study, and which to carry to school in a small duffle bag that fits your locker.

IF SICK Be sure a parent telephones the school office **each day** if you are sick at home or if you will be late.

Our voice mail takes messages any hour:

Call 626-799-5010, then press 208.

Please call this number before 8:00 a.m. each morning that you are absent, so your teachers can keep work for you. Remember that you will lose credits in each class for excessive absences.

When you return to school, you must bring a note from a doctor or parent to be excused and to reenter classes.

DORMS Commuting students are not allowed to enter dorm rooms or any staff member's private apartment on campus at any time. You are welcome to meet friends in the recreation rooms, assembly rooms, classes, meals, or other public places on campus.

DRESS Commuting students are expected to follow the dress code as all students, and to be appropriately dressed from the time they arrive on campus through the day.

As long as you are on campus, all dress and other school rules still apply. There are no "after school hours" at Southwestern.

You can dress for P.E. or varsity uniform, or in informal dress after sports, but always within the dress code. Students will be sent home to correct any unsatisfactory dress.

DRIVING To drive a car to campus, you must have permission from parents AND from the school office. A permission form is available where you must list your insurance and car information. This form also lists the simple rules for driving to and from Southwestern:

--no giving rides to other students,

--no using or going to a car during the school day, and

--parking in designated places only.

Any abuse of the driving privilege means a student may lose permission to drive to campus. Of course, driving slowly and safely around campus is extremely important.

PARKING Students at our San Marino Campus with school permission to drive must park on the school side of Monterey Road between Lincoln Hall and Washington Gym. If you are dropped off on the other side, use the crosswalk at Veronda Place.

Students may not go to their cars during the day, and may not give rides to other students under any circumstances.

RULES *All Southwestern's usual rules apply to commuting students whenever they are on or around campus at any time or on any school-sponsored trip or activity.*

PRIVILEGES AND PENALTIES

Students who contribute to the school community, who behave and help the group, receive special privileges and rewards.

Students who disturb, disrupt, and keep others from learning must put something back to replace what they hurt. This is the basis of our system of commendations and penalties.

You are expected to care for others as well as yourself, to be on time, neatly dressed, and interested in learning. Our system of reminders is to help you develop the strength to discipline yourself.

Faculty, staff, and proctors will assign penalties for breaking rules, and will explain the reasons for any penalties. These same people will give plus points for the good things you do.

There are three levels to our discipline system - the first level is **points**, the second level is **detentions**, and the third level is **suspensions or expulsions**.

LEVEL ONE - POINTS

To handle matters of a minor nature, the point system gives rewards for good behavior and punishments for such things as lateness, untidiness, and minor misconduct.

Positive points are awarded for behavior above that which is expected, personal bests, kindness to others, and any behavior which shows initiative in helping build a better school community.

Negative points are given by teachers or proctors for such actions as being tardy (one point for each five minutes), coming to class without books or materials, being untidy or leaving a mess (one or two), spitting, chewing gum or eating in class (two), disturbing or sleeping in a class (one or two), minor dress code violations such as outdoor wear in class (two), and "public display of affection" (anything beyond hand-holding that calls attention to itself, one or two points).

Negative points are worked off at the rate of four per hour, unless the job is extremely unpleasant, when more credit may be awarded by the supervisor. Negative points remaining at the end of the week become detentions.

LEVEL TWO - DETENTIONS

A detention is given by staff members (but not Proctors) for more serious issues. Each detention means one hour of writing or copying materials related to the offense. Detentions earned during the academic day will be served after P.E. classes, starting at 4:30. Detentions earned after the academic day will be served on Saturdays. Students must clear detentions before any weekend off-campus privileges.

Detention hours are given for such things as being with a smoker, dress code violations, cutting a class (including going for driving lessons or DMV testing) or otherwise cutting an appointment or meal (two penalties), being up after curfew, or being out of the area*.

**Being out of the area* means being in places where students do not belong. Classrooms, study halls, rest rooms, play fields, and picnic table areas are acceptable areas during the normal class day. Being behind the gym, chapel, storage buildings; in dorms other than your own, or in classrooms after hours without permission, is not acceptable and out of the area.

In San Marino, being east of the outdoor basketball court, around the gardens or driveway of Veronda Place, or on the south side of Founders' Hall dorms, is considered being out of the area and is punishable with detentions.

At Beaver Creek, being outside the circle of buildings is generally considered out of the area.

Notification of detentions earned will be communicated to parents, and also kept on permanent student records.

LEVEL THREE - SUSPENSIONS

Other more serious offenses such as vandalism, fighting, smoking, giving or receiving illegal aid or other pre-planned cheating or plagiarizing, hazing, harassing, theft, opposite sex in dorms or bathrooms, giving a ride to another student, off campus without permission, or having illegal substances or materials, will result in a suspension or expulsion from Southwestern after a student meets with an independent faculty disciplinary committee and a review of their recommendations by the head of school.

Detection canines visit campus to search for any illegal drugs, weapons, or alcohol, in order to safeguard our learning environment.

If you are suspended on campus, you must spend study time in isolation composing a legible essay explaining your offense. **Students receive no credit for class work or exams missed while they are suspended.**

On-campus suspensions run from 8:00 a.m. until 5:30 p.m. Suspensions may be on campus or at home, but are serious punishments and are part of your permanent record. Suspended students must be prepared on returning to classes for any quizzes, tests, or written work expected of students who were not suspended. If suspended, you will also lose privileges the following week.

Suspension penalties may be given:

- if you give or receive illegal aid or plagiarize any academic work;
- if you leave campus without permission;
- if you smoke; or if your dorm room, your body, or clothes smell of smoke; or if there is evidence of smoking in your room;
- if you have accumulated over six detentions;
- if you have accumulated more than 24 negative points in one week. If you earn positive points, they will be counted after the suspension is served.

On-campus suspensions may also be given by the Head of School or the Deans for any serious infractions not specifically listed here.

DAILY DORM ROUTINES FOR SPECIFIC PROBLEM AREAS

All resident students must appear in the dining rooms for breakfast properly dressed, by 7:45 a.m. After 7:50 dorm supervisors will spot-check rooms for neatness, either approving your room or asking you to do further cleaning. You may not go to classes until your room and clothing has been re-checked and approved. Any student inappropriately dressed will be told to change.

By 8:10 you must be in morning assembly. If your room has not passed inspection, you must return to your dorm to finish, and you will receive penalties for being late. Boarding girls will be expected to have their rooms clean before going to breakfast. If they are not dressed to meet the dress code, they must return to the dorms and change. They will be subject to penalties for lateness.

As previously stated, **any student out of dress code during the school day will be sent to dorms or back home to change.**

POSITIVE POINTS AND PRIVILEGES

Commendations are rewards for above-average behavior. Teachers or proctors give positive rewards for such things as completing extra work ... helping outside of class time with chores such as cleaning rooms, desks, or boards ... a kindness to another student ... personal bests ... or any action which makes the school community a better place.

Many students earn few if any negative points. Their good citizenship is recognized on their transcripts, recommendations, and with a special certificate each term.

UNDERSTANDING OUR SYSTEM

STUDENT RECORDS OF PENALTIES AND COMMENDATIONS are kept and posted daily. Check these lists to see how you're doing. The record notes which staff member or proctor gave you positive or negative points, and why.

If you have questions about any punishments you have received, talk with the person who gave you the points. Make sure you understand the reason for your punishment.

If you still question the points, talk with a dean within a week. Late challenges cannot be accepted. Any special issues can always be appealed to the deans and/or the head of school.

A disciplinary committee of faculty members meets to investigate unusual problems and to recommend special punishments when needed, including any serious violations that might lead to suspension or expulsion.

The disciplinary committee works to be as fair as possible. Their recommendations are sent to the Head of School for consideration and actions, including suspension or expulsion for major or continuing disciplinary problems.

Community service (volunteer work) cannot count toward commendations or for working off penalties.

Most of our students seldom receive penalties. The system is helpful for some younger boys and girls who are still working on their self-control and discipline. More mature students do not need any of these behavior reminders.

WEEKENDS AND VACATIONS

WEEKENDS Resident students may stay on campus any weekend. There are always activities, trips, meal service, and things to do.

Students may also go home, or to friends' homes if approved by both the school and parents, any weekend after classes end Fridays at 4:30 (unless they have detentions, when they may leave after their detention). **All students are required to check out on ORAH before leaving campus, and to check in on return.**

Residents should be back in dorms every Sunday evening by 8:00 for required room study to prepare for Monday's classes.

Your own weekend plans should be made with the director of residence at the Student Office by Thursday afternoon at the latest. Dorm parents, proctors, the weekend activities director, and the director of residence plan trips and activities each weekend and welcome your suggestions. There are sign-ups for trips on the bulletin boards. Ideas about what you'd like to do are welcome.

VACATIONS There are two longer vacations during the regular school year, Winter and Spring. Students may travel home, stay on campus, or visit another home with permission from school and parents. Arrangements must be made in advance at the Student Office.

Parents are sent the year's calendar during the previous summer, so any needed air travel can be arranged. The school will help with travel reservations whenever requested.

The Student Office needs information from you about your vacation plans - as far in advance as possible. They will help with booking tickets if needed, and with your transportation to and from the airports and with other vacation needs.

Vacations begin after 4:30. Students who leave early or return late are not excused, losing credit for missed days and work.

Vacations end on Monday evenings, so students can travel at cheaper, less crowded times. Classes resume on Tuesdays, when vacation homework is due in all classes.

Remember that there is some homework in each class over the vacations. Copies of assignments are posted on the school's web page for your reference during vacations.

The two long vacations during the 2021-2022 school year are:

CHRISTMAS – WINTER

Students may leave after classes on Friday, December 17, at 4:30 or later that weekend. All resident students must return to dorms between 6:00 and 8:00 p.m. Monday, January 17, 2022. Classes resume on Tuesday, January 18, 2022.

EASTER – SPRING

Students may leave after exams on Friday, April 8, 2022, at 4:30 or later that weekend. Resident students must return to dorms between 6:00 and 8:00 p.m. on Monday, April 18. Classes resume on Tuesday, April 19.

OTHER DAYS OF NO CLASSES

Thanksgiving break:

Thursday/Friday, November 25-26, 2021
Presidents' Day: Monday, February 21, 2022
Memorial Day: Monday, May 30, 2022
Independence Day: Monday, July 4, 2022
Labor Day: Monday, September 5, 2022

SUMMER

Summer vacation begins after Graduation on Thursday, June 9, 2022, about 2:30.

The fall term for **2022-2023** begins Tuesday, **September 6, 2022.**

Remember to make air travel reservations as early as possible for these vacations. Getting space can be very difficult and is more expensive if you wait too long. The Student Office can help you book air travel and transportation to airports. Please ask for any help you need. Let the Student Office know your plans as soon as they are developed.

INTERNATIONAL STUDENTS PLEASE NOTE:

If you are an international student, you need the "I-20" form for your return to the United States. ***Remember to ask for one at the Student Office at least several days in advance of your travel.*** Do not leave the U.S. without it.

In most cases you DO NOT need to visit the United States Consulate for a new visa to reenter, but you must always have a signed I-20 from Southwestern.

If you are unsure about your entry or student visa status, let us review your passport and visas to see if you have all needed materials and instructions **BEFORE** you leave the U. S.

GENERAL INFORMATION

ACADEMIC INTEGRITY Giving or receiving illegal help with studies – cheating – or stealing and copying another’s work – plagiarizing – are very serious crimes in schools and universities, as in careers and life. Technology has made cheating and copying easier to do, and also easier to be discovered. Punishment is severe, from sharply reduced grades to expulsion. It is vital you learn what is unacceptable aid or copying and avoid serious consequences. If you are not sure, ask your teacher first.

ACCIDENT INSURANCE You are covered by a required student accident plan, which protects resident students 24 hours a day, and commuting students from the time they leave home for school until they return to their homes. A link to information on this plan is sent to your parents, explaining how they pay for medical services and then receive a reimbursement from the insurance. If you have any accident, be sure to report the details to the School Business Office for help with the insurance claim.

ANNIVERSARY ANTICS We will celebrate our school’s 96th year with a tree-planting, ice cream and cake, and fun games on **April 7, 2022**.

ARTSFEST A big afternoon involving all students with music, drama, media arts, design, fine art, photography, videos; **April 28, 2022**, 3-7 pm.

DRIVER’S LICENSES Only those students whose parents actually live in California may get a California driver’s license under age 18, and only students whose parents live in Arizona may get an Arizona license. International students, and students from other states, cannot get a California license until they are at least 18.

There are two different steps required in California for California students from 16 to 18 to complete before a driver’s license may be obtained - Driver Education and Driver Training:

“**DRIVER EDUCATION**” is the book portion, and may be completed on line. Talk with the head of school for information how to do this.

“**DRIVER TRAINING**” is practice driving, which we cannot offer at Southwestern because of insurance restrictions. You may satisfy the “Training” part in California through a driving school **during your vacation time**. You cannot leave during school days for driver training or for DMV appointments. Arizona does not allow driver’s licenses for students living

outside the state under any circumstances. DMV testing or driving school must be done during vacation weeks. You will not be excused for DMV visits or driving school on any class day, nor use the school address for car or driving licenses.

E-MAIL All students and staff have school e-mail addresses. Free use of e-mail is available at both campuses. Southwestern’s web page is: www.SouthwesternAcademy.edu. Your e-mail address is the first initial or initials of your first name, followed by your last name, @southwesternacademy.edu.

You should use this address, so it’s easy for anyone in the Southwestern community to exchange e-mail. If you wish to use another personal service be sure to have your Southwestern e-mail forwarded to your service. Ask at the Deans Office to arrange forwarding.

EMERGENCIES Southwestern has made preparations for medical and other emergencies, including major earthquakes. You need to help take part in fire and earthquake drills. These are serious times to prepare for saving lives.

If there is an emergency situation such as a major earthquake, **NO STUDENT MAY LEAVE CAMPUS EXCEPT WITH HIS OR HER PARENTS**. Supplies and care will be provided on campus until the emergency is eased.

FAX MESSAGES If you need to send or receive faxes, see the Business Office. Our fax number:

CALIFORNIA FAX: 626-799-0407

FOOD SERVICE Southwestern provides meals **each day of the year**. Special meals are available for vegetarians, for religious reasons such as without pork, for students with allergies, or to lose or gain weight. Tell the Student Office if you have any special dietary need.

A Student Life Committee suggests changes in menus. You are welcome to become a member, or tell your representative about food complaints or suggestions, what you liked or didn’t like.

You are required to come to meals, to stay at least fifteen minutes, and to help straighten the table before leaving. Tables are assigned at noon, with staff members sitting with you for conversation. Don’t bring food or drink into, or take food or drink out of, the dining rooms.

There is an “International Night” dinner each month; see that section for information.

GUM Very important to remember: **No gum may be chewed inside. It is OK to chew gum outside.** All gum chewers need to take great care to dispose of used gum properly.

GUARDIANS Because a “guardian” means a person who has a court’s permission to replace parents, Southwestern cannot consider friends or relatives as “guardians” of students unless a state court in America has made a legal appointment.

Our informational mailings go to parents, and our instructions come from parents. The school is legal guardian for international students in the United States without their parents.

HAZING, HARASSING, DEMEANING or BULLYING OTHERS

“**Hazing**” means teasing, threatening, bothering, bullying, demeaning another person, demanding things from another student, usually a younger student or someone new to school. It is wrong.

Hazing or bullying another person is illegal under Federal and State laws. It is cruel.

“**Harassing**” means threatening or persecuting another person, often but not always with sexual or racial taunts, insults, or suggestions.

Harassing is also illegal, with both State and Federal penalties. Harassing is sometimes done as a part of hazing, or can be done with words, drawings, gestures, or other hurtful signs.

Hazing, bullying (including cyber-bullying), or harassing do not belong at Southwestern. Don't let it ever start. Don't tolerate even a little and don't stand by if someone else is being hazed or harassed. Speak to a proctor or any staff member immediately if someone is hazing or harassing you or others in any way. If you feel you have been harassed by a staff member, immediately speak with the Head of School, Dean, or any administrator. Also see the section on sexual harassment.

HELP Where can you go for help? Lots of places at Southwestern. Talk with a teacher, counselor, or a dean. Talk with the Head of School. Proctors can often help too. **Ask whenever you're not sure.** Ask when you've a question or problem - don't worry about bothering someone. Use the voice mail system, or send an e-mail, to leave messages if you can't find the person you want. It's better to ask first than to be sorry later. We're happy to help, but you must speak up!

IDENTIFICATION CARDS Your picture will be taken when you arrive on campus and you will be given an identification card. There is no charge for the first card, but any replacement card will cost \$10. A student viewbook directory with these pictures is printed early each school year.

IMMIGRATION RULES If you are not a United States citizen, you're probably here with a Student (F-1) Visa to attend Southwestern. The school is approved by ICE and we use the **SEVIS** system. Immigration records are posted on line for review at U.S. Consulates and airports. Most students are admitted in “D/S” status.

“D/S” means your stay is good as long as you are studying at Southwestern. This is different from the entry visa stamped in a passport, which is only used to cross the U.S. border and which may expire without affecting the “D/S” status.

If you leave this country, *even to Canada or Mexico*, you need a copy of your I-20 form from Southwestern for your return. Don't ever leave the United States without having received an updated I-20 from the Student Office. You cannot return to the U.S. without it.

The headmaster is the primary designated school official (PDSO) for visas. The Registrar is also a visa official (DSO). Ask them if you have any questions at all about your visa.

INTERACT CLUB The Southwestern Interact Club, part of Rotary International, offers opportunity in community service and leadership and assists with our community service requirements. See the Interact page for details.

INTERNATIONAL CLUB Open to all students exploring different cultures in our global school, the I-Club supports those coming from other countries and provides interesting meals and activities. See the I-Club page for information.

INTERNATIONAL NIGHTS International dinners and programs are scheduled each month, when students from different countries work with the I-Club to decorate the assembly room and plan dinner and a show.

Commuting students are welcome to come to international night shows and dinner, but must sign up in advance. Parents are welcome, but are asked to make reservations with the school Business Office. Volunteers are needed to help prepare the dinner and program. You can be an “honorary member” of each nationality and help.

The International Nights at the San Marino Campus for 2021-2022 are:

November 10	EUROPEAN CABARET SHOW
December 15	CHRISTMAS TRADITIONS
February 1, 2022	LUNAR NEW YEAR
February 23	AFRICAN DIASPORA
March 23	SOUTHEAST ASIAN
April 20	SEDER (Jewish and Friends)
May 5	LATIN AMERICAN
May 18	I-CLUB POLYNESIAN LUAU

MONEY The school Business Office keeps an "incidentals" account for each student at Southwestern. This is money deposited by your parents to buy school supplies and draw from for your personal needs.

You can draw from your incidentals account when you need money for weekends or activities, or to charge books, travel, student store supplies, stamps, and other things. However, you must ask your dorm proctor by Thursday by breakfast for weekend cash, so the business office can get cash for you.

If you need an amount greater than your parents' pre-set limit, you must have them approve by e-mail to the student office, or get permission from a dean or the Head of School.

Costs of off-campus travel are divided among students going. There is a \$5.50 bank charge if the school prepares a check for you, and a travel agency service charge if tickets are booked.

Any damage you do to school property is also deducted from this account.

You must have a positive balance in your account before you can use the money or take exams, of course. An itemized statement is sent to your parents each month, showing your balance.

Students who want to draw money for weekends from their accounts request cash through their dorm proctor.

Resident students need to be sure they give their cash requests by breakfast time on Thursdays, or wait until the following week as no cash is kept in the school offices. Also see the information on page 10.

We urge you **NOT TO HAVE MONEY** on campus at any time, except small amounts for laundry.

Parents and friends are urged not to send money directly to students, but to deposit this in the

incidentals account. This is for your safety. Cash can be stolen, disappear, be a temptation to others, be misused, and cause major problems.

Do not keep cash in dorms, gyms, lockers, or other places on campus. No one can be responsible for money if it disappears.

OFFICES Throughout this handbook and other school materials, we talk about different offices - which can be confusing. Where to get help?

SAN MARINO CAMPUS OFFICES

ADMISSIONS OFFICE In Veronda Place, west of Founders' Hall. The Admissions staff process applications for new students and re-enrollment for all students. After enrolling, students and parents get help in other offices.

BUSINESS OFFICE In Pioneer Hall, near the parking area. The Business staff handle tuition and incidentals questions, prepare checks, insurance forms, and work permits.

COLLEGE COUNSELING On lower floor of Lincoln Hall, just inside the door, for college and university information and counseling.

DEANS' OFFICES In Lincoln Hall. The deans help with academic questions, college testing, college admissions and financial aid information, and handle discipline problems.

LOST AND FOUND items are in the cases at the back of the assembly room. Ask at the Student Office to retrieve items, or turn in items there.

OPERATIONS OFFICE On the lower floor of Lincoln Hall. The director of operations manages repairs, maintenance, and food service.

STUDENT OFFICE In Lincoln Hall, right off the assembly room, this is the main place to get help with your questions. This office handles grade and transcript matters, weekend plans and allowance requests, visa and immigration materials, student lockers, and dorm questions.

The director of residence can make medical/dental appointments for you, and will arrange transportation to doctors and airports.

The Student Office distributes incoming mail each afternoon, and can help you send mail or packages. Found items can be turned in here.

BEAVER CREEK CAMPUS OFFICES

DEAN'S OFFICE is in the east room of the Rimrock building, with help with academic and disciplinary questions.

STUDENT OFFICE The main office handles mail, messages, appointments, and incidentals.

NOTE: All business, grades, and transcript matters for Beaver Creek students are handled at the San Marino Campus.

PASSPORTS Students with passports should **NEVER** keep them in dorms, lockers, pockets, or other places on campus, but **TURN THEM IN** at the Student Office as soon as you arrive.

A fireproof safe is available in the Student Offices to store passports until you need yours for a test or for a trip out of this country. *You do not need to carry passports inside the U.* School identification cards are available at the Student Office to carry within this country. It is very complicated when passports are lost or stolen. We urge international students to treat them **very carefully**. Never carry one casually.

If you have any questions or problems about your immigration status or your passport, talk with the headmaster, who is the primary designated school officer for immigration matters. There are recent changes in student visa requirements; ask for help if you are unsure.

PROCTORS Older students are chosen by the school administration as Proctors each semester from those who apply and who have demonstrated outstanding citizenship and leadership.

A Proctorship is an honor and an obligation for the students who are chosen. Proctors have extra responsibilities and thus extra rewards and obligations. All Proctors are expected to be positive role models at all times. If a Proctor violates rules or does not act responsibly, the Proctorship may be revoked.

Proctors are students you can talk to if you're lonesome, or facing difficulties and need someone to listen to you.

Proctors may give some rewards and punishments, but most student discipline is handled by the school staff.

If you have any questions or problems, a Proctor is a good person to ask for help. Find out who your proctors are, and talk with them any time.

The **2021-2022 PROCTOR TEAM** will be chosen and announced at the opening of the school year, after applications from junior and senior class students are received and selections made by the Head of School, administrators, and faculty. Additional proctors will be chosen during the school year when students show exceptional leadership and effort to help others.

RULES Listed below are several special rules not mentioned elsewhere in this handbook. Most are common-sense rules. Some are required by law. **If you are unclear about any rule, ask any teacher or dorm parent, a dean, the Head of School, or a Proctor before you make any mistake.**

Be sure you understand and follow these rules:

- You may not hitchhike, rent or borrow a car, or ride in a car driven by a student. There are no exceptions to this safety rule. Neither parents nor school may break this rule.
- You may never enter dorms or bathrooms of the other sex.
- You may not enter your dorm during the day without permission from an administrator.
- No student or staff may borrow from or loan money or other property to another student, or sell or trade items with students or staff members. Borrowing, loaning, trading, or selling items can cause headaches to all.
- Do not use or possess tobacco or any illegal materials. The use or possession of any illegal items, including liquor, reduced-alcohol beers or wines, marijuana or non-prescription drugs, e-cigarettes, smokeless tobacco, matches or lighters, knives or any weapons, brings immediate disciplinary action, including expulsion.
- Do not self-administer prescription drugs. All prescription drugs must be turned in to the Student Office with instructions for use. We presume any student intelligent enough to be enrolled at Southwestern is also intelligent enough to avoid substance abuses.
- Do not throw objects. Except in regular sports activities, nothing should ever be thrown.
- Do not spit - it's dirty, and spreads disease.
- Do not climb trees or onto any rooftops at any time. Most trees on our campuses are dangerous to climb, especially citrus trees.

--Do not use vulgar or crude words. They hurt the speaker and the whole community. You are asked to be a good example to friends and to younger students. Don't use bad words at any time, in any language.

RULES ON WHERE YOU CAN'T GO ON CAMPUS

You may not go outside regular academic areas at our campuses. These are considered "out of bounds". You will be punished if you go there. Know these areas:

SAN MARINO CAMPUS

OK: Classrooms, study hall, rest rooms, picnic tables, field area, offices, Senior Yard area.

DO NOT GO: Behind the gym, chapel, art building, or dorms; in the chapel; in laundry rooms during the day; in TV rooms without permission; in the wrong dorm; in the teachers' workroom; in the driveway of Veronda Place.

BEAVER CREEK CAMPUS

OK: Circle of buildings, classrooms, court yards, telephone room, Canyon and Rimrock rooms and gym when it is open.

DO NOT GO: Behind dorms or classrooms; on porches of dorms other than one's own, in the wrong dorm, outside the circle of buildings except to the gym with permission; stable area, guest house, private residences.

BOTH CAMPUSES: In or near commuters' cars is always out of bounds.

SEXUAL HARASSMENT This serious problem among people includes unwanted touching, joking, teasing, or abusing power over another person sexually. It can happen between an adult and a student, or between students.

Sexual harassment is unacceptable and must be stopped. People who make sexual suggestions, who ridicule other people about their body parts, their sexual orientations or interests, or even who stare or make crude comments, are guilty of sexual harassment and are breaking laws. It is very important for you to be aware of what becomes sexual harassment, to avoid crossing that line, and to report any harassment you may experience from anyone. You can report your concerns to dorm parents, teachers, counselors, the deans, or the head of school. Find an adult you trust and report any problem.

Harassment will not be tolerated at our school. If you feel you have been sexually harassed by a student or staff member, report this immediately.

SMOKING Southwestern is concerned about nicotine smoking or vaping, because of health and fire dangers to users and to those around them. **Our campuses are smoke-free** for the benefit of all our students and staff. **Smoking by students, staff, or visitors is not permitted on campus.**

State laws prohibit anyone including visitors from having or using tobacco or e-cigarette products on school grounds.

If you break the no-smoking rule, you will be suspended and provided with smoke-ender materials or classes. You will also be punished if you are found around smokers, or with smoking materials, e-cigarettes, tobacco, or lighters in your possession. A notice about this punishment is mailed to parents. Repeated smoking will bring expulsion from school. See the deans if you have smoking questions or problems with which they can help. We are a smoke-free school.

STUDENT GOVERNMENT Southwestern's student government was organized in December 1924, and has been an important part of student life ever since. The student body president makes announcements each morning and chairs the Student Council.

The **Student Council** includes the student body president, vice president, secretary, and treasurer; presidents of all campus clubs; commuting and middle school representatives, and the Head Proctor. The Council represents the students in important issues about academics, calendars, and discipline, organizes special events, parties and dances, theme dress days and other contests, and the Spring Prom.

THEME DRESS DAYS The Student Council picks a fun theme for a special theme dress each month. You are encouraged to dress according to the theme - sports dress, twin dress, costumes, and so forth. If you have an idea about a theme, talk with a student officer.

You do not have to follow the theme with your dress that day - but if you don't, *you must dress according to the regular dress code.* Theme dress days are *not* "free dress."

WORK PERMITS All students under 18 years of age must have "work permits" from their school to be employed in California, including during vacations. You must be hired **first**. When you have a job, ask at the Business Office for a work permit application form, which must be signed by your employer and a parent. Bring

the completed application form back to the Business Office to get the actual work permit.

International students on student visas cannot be employed in the United States and cannot receive Social Security numbers for employment. See the headmaster if you have any questions.

VOICEMAIL A digital phone system at the San Marino Campus includes voicemail for all staff members. Voicemail and emails are important educational tools, as you may reach teachers and leave questions or messages any time. You can call from any phone on or off campus. You can leave voice messages or send emails for teachers and staff any time to ask about homework or other needs. They will answer you soon.

WORKING WITH SCHOOL PUBLICATIONS Several publications are prepared each school year at Southwestern. Some students will be enrolled in classes to earn credits working with these publications, but all students are welcome to help with contributions, editing, and production. Here are our annual publications:

VIEW BOOK

Published early in the school year, a view book pictures each student and staff member, lists names and student numbers, and is a handy guide throughout the year for our school family.

THE CONFAB

Our annual yearbook, *The Confab*, is prepared, printed, and published by students each June with pictures and stories of sports, classes, honors, graduates, events which reflect all that's happened over a year of rich experiences. Pictures, drawings, stories are always welcome.

The Confab is sold to students and distributed on the last day of school so you can collect autographs. A contest for the cover art is held each winter.

SEEDS

Southwestern's creative writing and art magazine **SEEDS** is distributed at the end of the school year with some of the best student art, poetry, short stories, essays, and photography. Everyone is encouraged to contribute his or her best work. See the student editors or advisor to submit work or to help with **SEEDS**.

These publications are prepared and edited, and have always been printed at Southwestern since 1924.

You are welcome to become involved in publishing any or all of them. Ask an editor or the teacher-advisor how you can contribute.

WHERE WE CAN ALL AGREE

The GOLDEN RULE is found in every faith:

BRAHMANISM: This is the sum of duty: Do naught unto others which would cause you pain if done to you. *Mahabharata 5*

BUDDHISM: Hurt not others in ways that you would find hurtful. *Udana-Varga 5:18*

CHRISTIANITY: All things whatsoever ye would that man should do to you, do ye even so to them; for this is the law and the prophets. *Matthew 7:12*

CONFUCIANISM: Surely it is the maxim of loving kindness: Do not do unto others what you would not have them do unto you. *Analects 15:23*

ISLAM: No one of you is a believer until he desires for his brother that which he desires for himself. *Sunnah*

JUDIASM: What is hateful to you, do not to your fellow man. This is the entire law; the rest is commentary. *Talmud, Shabbat 31a*

TAOISM: Regard your neighbor's gain as your own gain and your neighbor's loss as your own loss. *T'ai Shang Kan Ying P'ien*

ZOROASTRIANISM: Nature is good which refrains from doing unto another what is not good for yourself. *Dadistan-I-dinik 94:5*

SAFETY AROUND OUR SCHOOL

Safety is stressed in several places in this student handbook, because safety is so important for you and for everyone in our community.

Remember to review these rules and follow them. Among the more important reminders:

--DANGEROUS DRIVING KILLS!

Always drive carefully, but especially: around campus, in our parking areas, and on busy streets.

Remember that students with cars cannot give rides to other students.

--SKATEBOARD USERS must wear protective gear and learn safe and unsafe areas on campus.

--MOTORIZED BICYCLES AND SCOOTERS may not be used here.

--DRONES may not be flown over or around our campuses.

--HELMETS ARE REQUIRED when bicycling on or off campus at all times.

--Do not THROW or CLIMB on things that can break or hurt you. Throwing belongs only in sports. Climbing trees or on roofs is dangerous.

--DON'T RUN down stairs, around corners, or near windows as around Founders' Hall. Be careful when hurrying around campus, especially on stairs and around open windows.

--STARTING FIRES from carelessness is a great danger in a school.

Do not play with fire!

Be careful handling hot objects, when using matches, irons and other hot appliances, or in storing easily burned items near hot objects.

Fire danger is one reason that cigarettes, candles, incense, extension cords, halogen lamps, and cooking equipment in dorms, and any matches or lighters, are forbidden at Southwestern.

Only YOU can prevent fires.

--EARTHQUAKE SAFETY Do not keep pictures, books, stereos or any heavy objects overhead where they will fall on you in an earthquake.

Earthquake preparedness needs your constant awareness and concern in both California and Arizona.

--Do not TIP BACK IN CHAIRS or misuse ladders or stools. This can cause serious injuries through your carelessness.

--ACT RESPONSIBLY during all drills. Know how to leave buildings and where to meet in emergencies. Drills are serious practice times.

--SPORTS SAFETY NEEDS YOUR SPECIAL CARE.

Coaches will discuss safety procedures in each activity and will help you with needed equipment.

Remember to dress with proper protective gear for a particular sport, and to follow proper procedures to prevent injuries.

Sports rules are for your own protection.

SAFETY IN THE SCIENCE LABS

All students conducting any experiments in the science labs are expected to be aware of and to follow the following rules:

--**GOGGLES** You must wear at all times, even if you are away from the lab bench or at a desk, unless explicitly told otherwise.

--**BURNERS** Turn off burners any time they are not in use or not being watched.

--**GLASSWARE** Examine glassware for any cracks or chips. Notify the instructor if you see any damage.

--**TO SMELL A SUBSTANCE**, wave fumes toward your nose with your hand. Do not stick your face over or near the mouth of any container of substance.

--**TIES** must be tucked in and hair tied back.

BE AWARE OF THE LOCATIONS AND USE OF:

CHEMICAL SPILL KITS
FIRE EXTINGUISHERS
FIRE BLANKETS
SHOWER AND EYE WASH

KNOW HOW AND WHEN TO USE EACH OF THESE SAFETY DEVICES.

--**WALK SLOWLY** in the lab always. Turn slowly, do not back up; use two hands.

--**CLEAN UP SPILLED WATER ON THE FLOOR** Even small amounts must be cleaned up quickly so no one will fall.

--**CUTS OR BURNS**, even small ones, must be reported to the teacher immediately.

--**DON'T DRINK WATER** from any lab glassware. Don't even joke about drinking from lab equipment.

--**DO NOT VARY PROCEDURES** of experiments without explicit permission of your teacher. A change in procedures might endanger you and others around you.

SAFETY IN THE ART STUDIOS

Safety precautions are necessary with many art activities. You will be instructed in these rules as you start a unit of art study.

Review and follow these safety rules:

--**GLASS CUTTING, GRINDING** Always wear goggles when scoring, breaking, grozing, or grinding any pieces of stained glass. There are no exceptions.

--**SOLDERING** All soldering of lead came or copper foil must be done in well ventilated areas. Weather permitting, soldering will be done out of doors. Indoors, use a fan for proper ventilation.

--**LEAD CAME/SOLDER** When handling lead came and solder, you must wash your hands thoroughly before leaving the art studio. If you work with solder, you will be given special safety instructions to read, understand, and follow for safety's sake.

--**SOLVENTS** Only use solvents such as turpentine, mineral spirits and acetone out of doors. Again, it is important to wash your hands thoroughly after using solvents and before eating.

--**SPRAYS, GLAZE, VARNISH, PAINTS**, etc. Only use these noxious substances dispensed in aerosol cans out of doors.

--**UTILITY/CRAFT/BLOCK KNIVES** You will be instructed in proper use of knives. Never cut in the direction of fingers or other body parts.

--**POWER TOOLS** No student may use a power tool without first having safety instruction. Prior instruction from other schools is not sufficient. An instructor must always be present when using tools

--**GOGGLES** Always wear goggles when you use power tools or when cutting glass.

Know the location in the labs of fire extinguishers and first aid kits!

SOUTHWESTERN'S HERITAGE

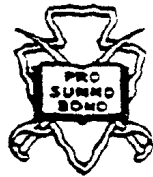
You join a rich heritage when you attend and become a part of Southwestern's family.

Over 7,322 other boys and girls have studied at your school, and many are now involved in successful careers, family, and service to others. That has been our school's purpose since Southwestern's founding in 1924: helping students succeed in reaching their highest potentials.

Maurice Veronda, the school's founder, came with his family in 1892 from the mountains of northwest Italy to mine coal on the plains of Illinois. His father learned English, sent all five children to universities, and became their small town's postmaster and county treasurer.

The old wooden clock from "Grampy" Veronda's post office in Illinois, which started ticking in 1896, still keeps track of the time in Pioneer Hall.

Southwestern's original seal, designed in 1924, is an arrowhead representing the American Southwest and its peoples. Indian villages had existed near both our campuses for hundreds of years before Europeans arrived. The book is for knowledge; the swords symbolize preparedness. This seal is still placed on diplomas and awards, and is shown in a stained glass window in Lincoln Hall.



Our western side of San Marino was covered with orange groves when Maurice Veronda bought the Los Robles Ranch to start the school in 1924. Pioneer Hall, formerly Governor Stoneman's house, and some horse barns were the only buildings.

A dirt path, later named Monterey Road, wound through the orange trees from South Pasadena. No other houses were in sight. One of the first jobs was to clear the land for

Lincoln Hall by cutting down some orange trees. The hand axe used by our school's pioneers to make the first ceremonial cuts was taken by the first ninth grade class to pass along to eighth grade graduates, starting The Tradition of the Axe that continues each June.

Southwestern's name was suggested by Charles F. Lummis, a Los Angeles writer and librarian, who saw the Southwestern United States - southern California, Arizona, and New Mexico - as a unique place with a special life style and attitude that would bring success. Lummis participated in the school's dedication ceremony on April 7, 1924. Lincoln Hall was built by students and teachers in 1925.

California and Illinois dorms with their distinctive tower came next, followed by the gym which included UCLA's old basketball floor. The Chapel, art building, Founders' Hall dorms, and the Atlantic dorms were added more recently.

Southwestern first enrolled just boys, and started graduating students to junior colleges at the end of their tenth grade, an experiment in the Pasadena area that lasted several years.

From 1934 to 1958, diplomas from Southwestern were given to 10th grade junior high graduates to enter "junior colleges" for the next four years in grades 11-14, and then receive an Associate degree.

San Marino Campus had horses in stables between today's Chapel and gym. There was a little stream with fish at the east end of the campus. Rows of orange trees filled the areas where fields and dorms are today.

Indians had been living along the arroyo stream long before the Spanish came to California. A Tongva Indian village was located about where the art building now stands. This land was part of Rancho San Pasqual, a ranch established by a Spanish soldier who bought everything in the

Pasadena area in a trade for 40 horses and some saddles.

A century later, in 1888, former Union general in the Civil War and California Governor George Stoneman built his ranch on a southwestern section of San Pasqual Ranch, naming his part the Los Robles Ranch and planting oranges and avocados to ship by railroad to the East Coast. Famous architect Myron Hunt designed his home, our Pioneer Hall, completed in 1913.

When Southwestern opened in the Governor's old home, our Model T Ford car and a "covered wagon" truck (still running today) chugged down from the Huntington Hotel or over from South Pasadena with supplies and mail for the country campus.

Students built a crystal set radio to pick up music from the first local station, KRLA - Radio Los Angeles - which started broadcasting that year from the hotel near our school. There was a military drill program after classes, an orchestra of students and teachers playing classical and jazz music, and even a ninth and tenth grade football team wearing uniforms that seem strange today. A few homes near campus were built in the 1920s, using the Spanish mission-style architecture of our buildings.

By the 1930s, some international students began to attend Southwestern, traveling by train from Mexico and Central America, or by ship from Asia and Europe. They would usually live on campus all school year, including holiday time spent as part of the Veronda family. Some girls were enrolled as day students in the 1930s, when coeducational study became more popular.

During World War II, the school was bursting with almost 200 boys and girls living on campus because of the wartime need for boarding places while parents were involved in war work. The school became widely known for its excellence, though wartime rationing made some food and gas

scarce. Five alumni were killed in the war, all flying with the U.S. Army Air Corps.

After the war years, Southwestern grew increasingly international, restoring the last two years of high school and adding the Arizona campus to provide outdoor experiences that used to be possible in San Marino before the area's growth.

The Beaver Creek brand, registered in 1888 by the Casner family for their stock, is called the "Broken A-4".

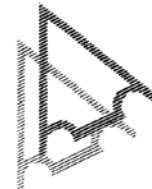


Beaver Creek Ranch had been homesteaded by the Casner family in the 1880s, and became a private hunting ranch in 1929 when the stone buildings were built.

Southwestern opened our Ranch Campus in 1963. By then, military drills, classical orchestras, tenth grade graduations, and tackle football were all gone; volleyball, faxes, videos, cell phones, computers, iPods, and many new activities were coming soon.

Computers and other teaching tools of today would startle Southwestern's pioneer students and teachers, but the school's mission remains consistent with its heritage.

For the school's 50th Year Golden Anniversary in 1974, students at Art Center College of Design in Pasadena created a contemporary seal with more stylized arrow-heads symbolizing our two campuses, moving forward to the future, with many lines representing the many different cultures of our global school.



Southwestern is not "owned" by anyone. Maurice Veronda, the school's founder, made the school a non-profit organization,

now headed by his son. The school is non profit, not connected with a government group, and governed by a board of trustees. All of Maurice Veronda's brothers and sisters taught at this school, and their father, "Grampy" Veronda, helped to build our school buildings and lived until his death in the tower he built.

Kenneth Veronda was born at Southwestern, attended the ten grades offered at this school then, and studied at Stanford University and in Spain and Italy. He worked with the United States foreign service in Europe before taking over Southwestern's operations when his father died. He has led the school through many major changes and improvements, while keeping us focused on our central mission and purpose of preparing all students to succeed in studies, careers, and life through our family support and structure.

Claire Veronda, Maurice's spouse and Kenneth's mother, alongside campus until her death in February 1997. The family's home is called "Veronda Place," and houses offices for admissions, alumni, and trustees.

Now YOU are part of this Southwestern heritage. You become part of a 98-year-old tradition, part of the history to be told in Southwestern's future to the next group of students.

Your record becomes part of this school - and the school becomes part of you. Enjoy your stay at Southwestern. Keep the Southwestern spirit strong.

April 7th, 2022, a Thursday, will mark your school's 98th anniversary. We'll celebrate this day before Spring Break with our traditional tree planting, followed by ice cream and cake, with the "Anniversary Antics" field day in the afternoon. You will enjoy the anniversary events.

We hope you will join the thousands of members of the Southwestern family in feeling pride for your school's heritage and the part you play now and the future.

ABOUT YOUR SOUTHWESTERN

FOUNDED: **April 7, 1924**
by Maurice Veronda

SCHOOL COLORS: **RED AND WHITE**
Red for strength, white for honesty

SCHOOL MOTTO: **PRO SUMMO BONO**
Latin, meaning "FOR THE HIGHEST GOOD"

VARSITY TEAMS **SOUTHWESTERN SUN**
For the powerful sun that wins over everyone in Southwestern America. Southwestern has produced many championship teams in eleven different varsity sports over years.

YEARBOOK/NEWSPAPER: **THE CONFAB**
A name from the Old West, when covered wagon pioneers would make a circle of wagons to hold "confabs" every few days, talking over travels. Our own school pioneers in 1924 named the yearbook "THE CONFAB" and started a tradition of printing at Southwestern.

LITERARY MAGAZINE: **"SEEDS"**
Published since the 1920s; and filled with student art, poetry, stories, and essays. The name notes how "from little acorns oaks are grown."

WEEKLY VIDEO: **"SUNSPOTS"**
Produced and presented by a Student Government production crew, with a link on the web page, www.SouthwesternAcademy.edu

THE SOUTHWESTERN LOYALTY:
School and college "Loyalties," or songs, were popular in the early 1900s.

The words of Southwestern's Loyalty written by the Pioneer Class of 1925, still rings with pride:

*Southwestern is the school we love
To her we sing this phrase
And from the east as from the west
You'll hear our voices raise.*

*Thy lofty precepts do inspire
To grow both strong and true
And noble characters ascribe
Their praise in song to you.*

*In days to come as we go forth
To make thy honor known
We'll oft look back to chart the course
Of our dear schooldays home.*

SOUTHWESTERN STUDENT GOVERNMENT

THE STUDENT VOICE SINCE 1924

Formed by Southwestern's first student body on December 4th, 1924, the student government is a way for all students to give ideas on improvements and to organize and coordinate activities and act on the ideas.

The president is also the leader of the Student Council, which includes student government officers, presidents of all clubs, and the Head Proctor.

Student Government allows students to participate in leadership opportunities, and gives students a place to ask questions and share ideas they have.

Students elect a President each spring, and he or she forms a cabinet. The Student body President and student council leader for 2021-2022 is **PAUL ZENG** from Guangzhou, China.

Let your student body president Paul and his officers know your comments on how Student Government can make your life better at your Southwestern.

You are needed to tell Paul or any student government officer your thoughts for changes and improvements. You are welcome to help with student government activities or committees.

Your other officers for 2021-2022

Vice President **Katrin Dziubko**
kdziubko@southwesternacademy.edu

Secretary **Juan Luis Silva-Munoz**
jsilva@southwesternacademy.edu

Treasurer **Berton Ma**
bma@southwesternacademy.edu

From President Paul to you:

As your Student Government representatives this year, we are thrilled to welcome all returning students back on campus after 16 months of distance learning, and new students that are joining our Southwestern family. "Unity is the path forward." Let us listen to one another, understand one another, and show respect to one another. We cannot succeed without your support and participation in this journey. Please reach out to us with your questions and ideas, so we can make this year inclusive to all and reach our community's highest potential.

Paul Zeng

Write me any time at:
pzeng@southwesternacademy.edu

Our Weekly News Video:

SunSpots

NEWS OF, BY, AND FOR ALL STUDENTS

SunSpots is the student government's weekly school news show produced by Media Arts students at both campuses and other students interested in video work. Every week during the school year SunSpots is shown students, then uploaded to Southwestern's web page to be shared with our families and friends. Each year's SunSpots is archived at the web sites as a record of our experiences.

Producers of SunSpots for 2021-2022 will be announced at the beginning of the school year. You are welcome to talk with them or any of the news crew about joining the team at either campus. SunSpots news productions include sports, club events, concerts, art, visitors, our I-Club dinners, travels, and Ranch Campus news. The audience includes students past, present, and future; parents, other relatives, and friends of the school.



#1 - Lincoln Hall - Our Academic Center

- Assembly Room with stage for many performances and programs, surrounded by offices and classrooms. The entrance foyer has various exhibits of interest. Teachers' workroom, men's restroom
- **On the Ground Floor:** Counseling and Operations offices, the Library and five classrooms, chemistry lab, displays of publications since 1924 and the original letterpress that printed the first Confab yearbooks

#2 - California & Illinois Halls - Boys' Dorms

- With the iconic tower dividing the two dorm halls, named for Illinois (on the east) where the Verondas had first lived in America, and California (to the west) in honor of our golden state; lounge room at the tower.

N: Gardens, Sand Volleyball, Garage for Model T's

- Projects from various classes, including a selection of All-American roses and a low-water-using sculpture garden.

#3 - Washington Gym - Home of The Sun

- The Sun at play - serious CIF play in basketball, volleyball; dances and games, spectator mezzanine, weight room, men's and women's locker room.

The Forum - Amphitheater

- The spot for concerts, ArtsFest, Graduation, table tennis matches and other games under a great oak.

#s 4 and 5 - Visual and Performing Arts

- Home of SunSpots, 3-D printing, jazz, guitar, paintings and drawings, sculpture, keyboarding - all the visual and musical arts, drama, some concerts and classes; Physics laboratory

#6 - Founder's Hall - Boys' Dorms

- Named for Maurice Veronda, with two wings, North and South; lounge with student store, apartments for two dorm parents

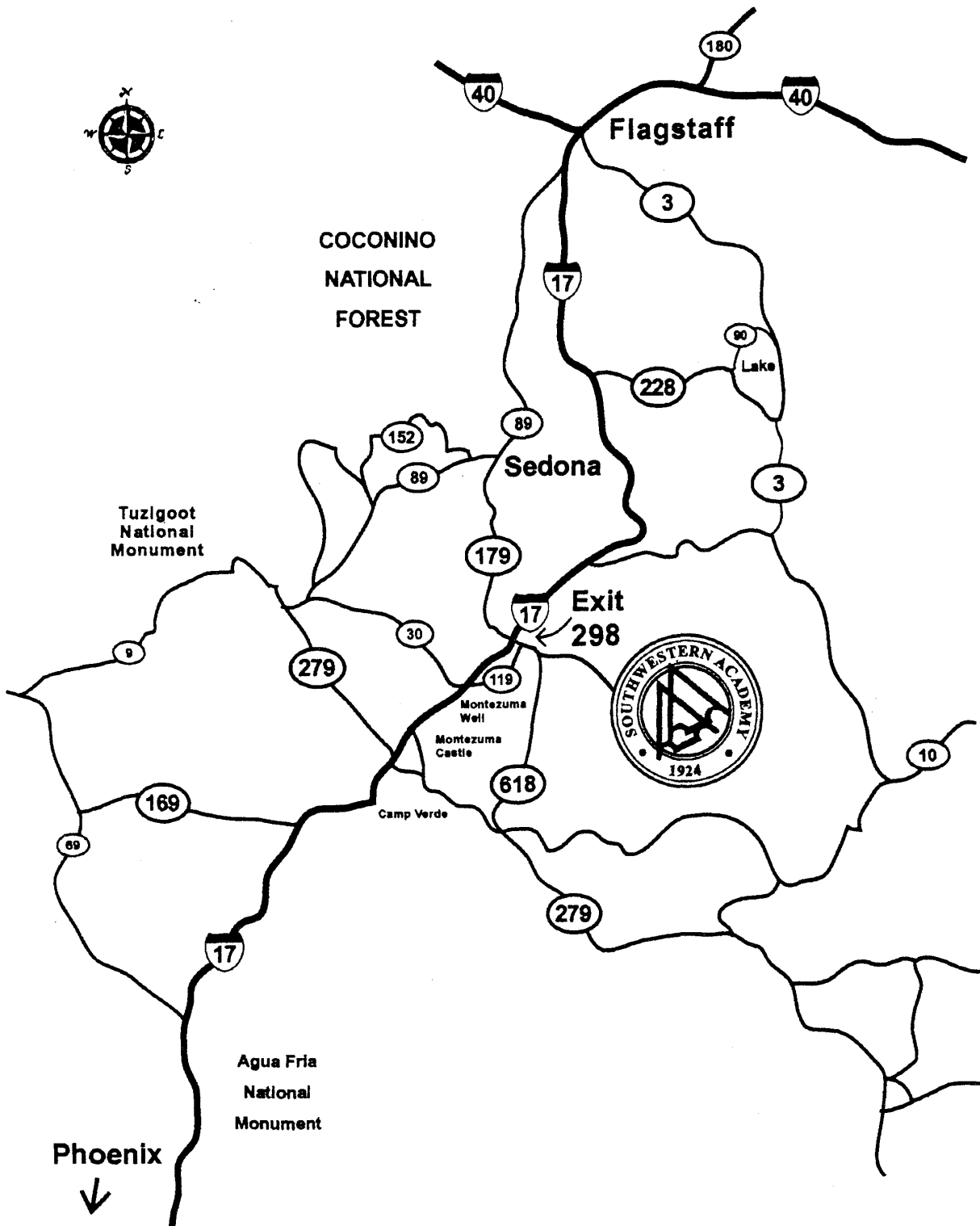
#7 - Pioneer Hall - Governor's Mansion

- Main floor entry with Business and Admissions offices; the Governor's Room for meetings and conferences. The Commons and the Senior Dining Rooms, kitchens, girls' lounge.
- **On the Upper Floor:** English as a Second Language and other language classrooms, Biology laboratory, tutoring and study carrels.

Veronda Place

- Admissions Office, music performances

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