

Southwestern Academy Student Handbook 2024-2025

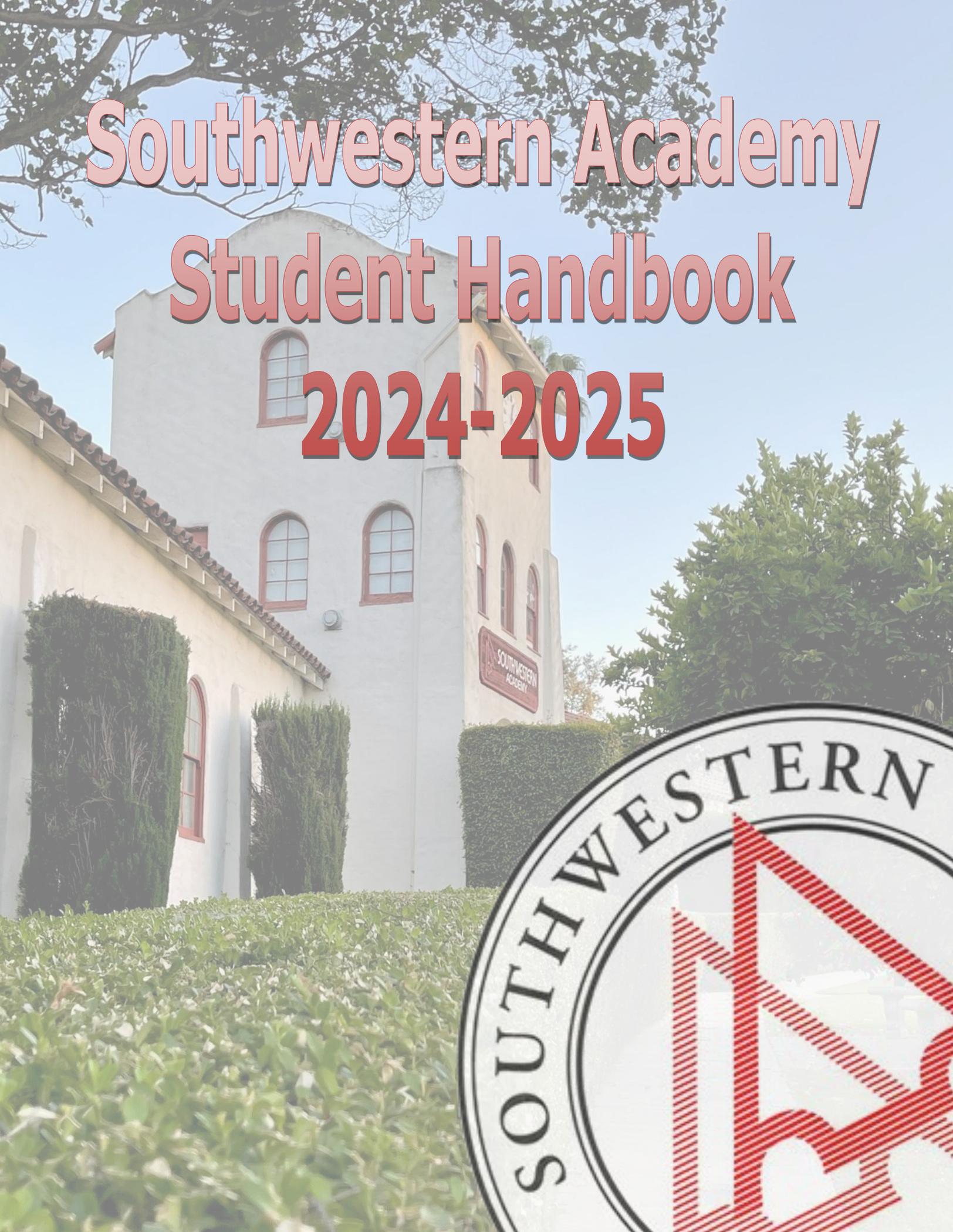


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Southwestern Academy

San Marino Campus

Student Handbook 2024 - 2025

SOUTHWESTERN'S 101st SCHOOL YEAR

Welcome to Southwestern Academy's continuation of our centennial year celebration! Your time at Southwestern Academy will be filled with opportunities to help you reach your educational and personal goals while having a great experience. This handbook was curated to help answer common questions students and parents may have during the school year. We encourage you to review the handbook prior to the beginning of the term. If you have any questions, reach out to any faculty member or student leader for help. Here's to the next 100 years of cherished memories, lifelong friendships, and the enduring spirit of Southwestern Academy!

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, an international student body, and especially by supporting student achievements through an involved, nurturing, caring staff who create an environment for student success.

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 their willingness to abide by the expectations set by the school community;
- have taken part in co- and extracurricular activities of their choice thus helping to nurture well-rounded student growth;
- have demonstrated an understanding of responsibility, empathy, and collaboration through volunteerism and community service in our global society;
- have demonstrated tolerance and empathy towards all including diverse ethnic, national, and cultural groups.

College acceptances, English proficiency testing, and records of your activities, community service, and international student experiences are used to show results in these areas for you and for our graduating classes as a whole.

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 [person]"**

... 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.





WELCOME LETTER FROM 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 they form a cabinet. The Student body President and student council leader for 2024 - 2025 is Valza Jusufi from Pristina, Kosovo.

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

You are needed to tell Val 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 2024-2025

Vice President – Mohan Yu
myu@southwesternacademy.edu

Secretary – Kaden Yung
kyung@southwesternacademy.edu

Treasurer – Keegan Valdez
kvaldez@southwesternacademy.edu

Activities Coordinator – Jennifer Zhang
jzhang@southwesternacademy.edu

From your President:

As we set foot into a new century for this amazing community, we must consider everything it has taken to come this far. All the hard work that has been necessary to build a school like Southwestern Academy, and the continuous effort for a whole century are incredible! Emphasizing that, me and the rest of the student government are always here for any of you, so don't be afraid to reach out! We encourage each and every one of you to be involved, have fun, and make the most out of your time here at Southwestern, because trust me, you will miss it!

Valza Jusufi

Write to me any time at:
vjusufi@southwesternacademy.edu

Student Life

Southwestern Academy strives to create a community where students interact with the world as prosocial Global Citizens who respect different cultures and harness a welcoming sense of community. In creating this sense of community, we hope to develop spaces where students can acclimate to American traditions while still maintaining their cultural heritage and intersectional identities.

GENERAL INFORMATION

LEGAL GUARDIANS - A Legal Guardian is defined as a person who has been given legal permission by a U.S state or federal court to act on behalf of a student in the absence of a parent. Southwestern Academy can only allow a legal guardian to act on behalf of a parent for Southwestern Academy students. Our informational mailings go to parents, and our instructions come from parents. The school acts as legal guardian for international students in the United States without their parents.

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.

EMAIL - All students will be provided an email address through Southwestern Academy. Email addresses will be provided upon enrollment. Students are encouraged to use this service for all school communications while enrolled at Southwestern Academy. Southwestern's web page is: www.southwesternacademy.edu. Your email address is the first initial or initials of your first name, followed by your last name, @southwesternacademy.edu.

FOOD SERVICE - Attendance at meals encourages social interaction and community building. At Southwestern Academy, we strive to create a community where students enhance their social skills by interacting with peers and faculty. We encourage this community building through required attendance at all meals with at least 15 minutes of participation with peers and faculty. At noontime meals, students sit with staff members. We believe this mealtime tradition creates a strong sense of community and global citizenship by creating different social groups and cultures.

The use of electronics during meals is incompatible with our community goals. No electronics may be used in the dining rooms.

Southwestern Academy accommodates students with food allergies, religious dietary needs and other dietary needs. Students can contact the Operations Office for further requests or questions about the Southwestern Academy food service.

IDENTIFICATION CARDS - Your picture will be taken when you arrive on campus and you will be given an identification card. Identification cards are used for various school activities.

IMMIGRATION RULES - Non-U.S. citizens generally attend Southwestern Academy on an F-1 visa. Southwestern Academy is authorized under federal law to enroll non-immigrant alien students. Immigration records are posted online for review in the U.S. Consulates and airports. Most students are admitted in "D/S" status. Meaning, a student may only remain in the United States while studying at Southwestern Academy. Students who are visiting the United States on an F-1 visa and plan to travel outside of the United States are required to travel with a copy of their I-20 form in order to return to the United States upon departure from the country.

"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.

The Registrar is the principal designated school official (PDSO). If students have questions about their visa, they may contact the registrar by email (registrar@southwesternacademy.edu) or visit the student office.

INTERNATIONAL STUDENTS PLEASE NOTE:

International Students require an I-20 form to return to the United States upon leaving the country. An I-20 form must be requested from the registrar at least 2 days in advance of a student's travel. If a student has any questions or problems about immigration status or passports, the Student Life Office and the Head of School are available for questions.

If you have questions about entry to the United States, or a student visa, please contact the registrar before leaving the United States for international travel.

PASSPORTS - Students with passports are required to store their passports in the Student Office upon arrival at Southwestern Academy, unless they are currently being used for travel. Students should request their passport 2 days prior to travel.

INCIDENTALS - Incidentals act as a student bank account while at Southwestern Academy. Student account numbers are the same as the student ID number. Parents deposit money for students to purchase books, clothing, sundries, school supplies, postage, insurance, travel, daily spending, weekend activities and other needs. Off campus transportation costs are divided among students who travel together. The school business office will contact parents when a student's incidental balance is low. Any credit balance will be refunded to your parents a month after a student leaves Southwestern Academy. Itemized statements are sent to your parents each month. Students and parents may review incidental statements at the Business Office.

Boarding 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. Students who would like to withdraw an amount of money that exceeds their incidental account balance require email permission from a parent or guardian. Students can consult with the Business Office, AHOS, or HOS for emergency withdrawals exceeding an incidental account balance.

Restitution costs for damage to school property may also be withdrawn from a student's incidental account.

MONEY - We urge students not to have large amounts of cash on campus at any time, except small amounts for laundry. Students may not borrow or lend money or cash.

Parents and friends are urged not to send cash 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. **Southwestern Academy is not responsible for lost or misplaced cash.**

LIBRARY - All students have online access to all books, magazines, and many files of information through San Marino's Crowell Library. Students will be provided library access and how to sign in online at no charge. Faculty can provide assistance with library services.

LOCKERS - Lockers are provided and assigned to students for backpacks, books, P.E. clothing, and personal possessions. Backpacks are not permitted inside buildings. Student locker numbers are listed on the front sheet of this handbook. Lockboxes are provided in dorms for laptops and other electronic devices. Personal belongings left outside of lockers may be collected by faculty. Students may consult with the Student office to retrieve lost and found items.

WORK PERMITS - All students under 18 years of age must have "work permits" from their school to be employed in California, including during vacations. Students must obtain a job and then request a work permit application from the Business Office. The Business Office can issue a work permit, contingent upon signature from a parent or guardian and the student's place of employment.

International students who are visiting the United States on an F-1 visa are not permitted to obtain employment in the United States.

DRIVER'S LICENSES - Students who wish to drive whose parent or guardian has a physical California address may obtain a California driver's license prior to turning 18 years old. All other students may be eligible to obtain a driver's license upon turning 18 years old.

The State of California requires residents between 16 and 18 years old to complete a Driver Education and Driver Training course.

DRIVER EDUCATION - This is a written requirement and may be completed online. The Student Office may provide more information regarding this process.

DRIVER TRAINING - This requires physical practice driving. Southwestern Academy does not provide this service. Students who wish to enroll in Driver Training may do so through a driving school approved by the State of California. Southwestern Academy does not accommodate Driver Training Courses during the academic day. Students wishing to engage in the training courses are encouraged to enroll in the course during school vacations.

VACATIONS - There are two longer vacations during the regular school year, Winter and Spring. Boarding 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 p.m. Students who leave early or return late and are not excused from classes, without written approval from the Head of School, risk adversely affecting grades for missed days and work.

The vacations during the 2024-2025 school year are:

CHRISTMAS – WINTER

Students may leave after finals on Wednesday, December 18, at 4:30 or later that weekend. All resident students must return to dorms between 4:00 and 8:00 p.m. Tuesday, January 7, 2025. Classes resume on Wednesday, January 8, 2025.

EASTER – SPRING

Students may leave after exams on Friday, March 7, 2025, at 4:30 or later that weekend. Resident students must return to dorms between 4:00 and 8:00 p.m. on Sunday, March 16, 2025. Classes resume on Monday, March 17, 2025.

SUMMER

Summer vacation begins after Graduation on Friday, May 23, 2025, about 2:30 p.m.

The fall term for **2025-2026** begins Tuesday, **August 19, 2025.**

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.

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

During 2024/2025, school holidays are:

| | |
|--|-----------------------------------|
| Monday, September 2 | Labor Day |
| Monday, November 11 | Veterans' Day |
| Thursday and Friday, November 28 & 29 | Thanksgiving |
| Monday, January 20 | Martin Luther King Jr. Day |
| Monday, February 17 | Presidents' Day |
| Monday, May 26 | Memorial Day |
| Friday, July 4 | Independence Day |

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

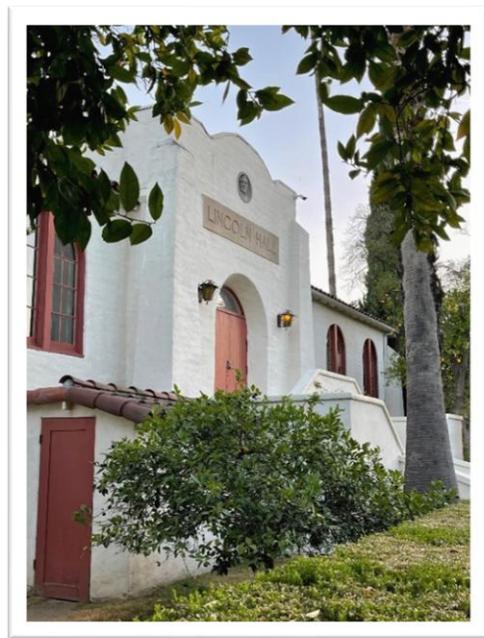
To have the minimum number of school days, we **DO NOT** take holidays for Columbus/Indigenous People's Day in October, or Lincoln's Birthday in February. These are regular school days. All students must be in classes as usual.

DRESS CODE

Southwestern Academy's dress code is businesslike. Attire that you would wear for hanging out with friends, relaxing at home, playing sports, are not acceptable for the classroom. The dress code conveys an attitude of seriousness and respect towards studies. The dress code is enforced beginning at breakfast through the end of the academic day. The academic day includes assemblies, in classes, at lunch, daytime study hall, around campus and most field trips taken off campus. Students may wear casual clothing during dinner, evening study times, and weekends. On occasion we have CASUAL DRESS DAYS, THEME DRESS DAYS, and more formal days called BLAZER DAYS.

No student shall call excessive attention to themselves through inappropriate clothing, foot ware, or hair.

| | Boys | Girls | Not Appropriate |
|---------------------|--|--|--|
| Head | Natural Hair Colors; Black, Blonde, Brown, or Red | | Hats and Hoods indoors |
| Face | No makeup to light makeup | | Sunglasses, eyebrow, mouth, or septum piercings |
| Upper Body | Dress shirt/blouse, Southwestern Academy polo shirt. Sweaters, Southwestern sweatshirts over dress shirts. Blazers, suits, sport coats and ties. | | Non-Southwestern Academy polo shirts or sweatshirts. Undershirt with flashy design or advertising. No midriiffs, sheer, torn, ripped, holey, or frayed clothing. Bulky, outdoor jackets indoors. |
| Lower Body | Dress slacks with belt | Dress slacks with belt, dresses, or skirts of modest length, without slits, just above the knee. | Baggy pants, sweats, jeans, cargo, or capri/yoga style pants, shorts, leggings or jeggings. Tight skirts or skirts of an inappropriate length, fishnet or thigh high stockings. |
| Shoes | Comfortable dress or casual shoes with socks. Shoes with up to a 1" heel. | | Platform or high heeled shoes, military boots, crocs, open toe sandals, slides or slippers. |
| Jewelry and Tattoos | Simple earrings, rings, necklaces. Tattoos that meet the school rules. | | Eyebrow, mouth, or septum piercings. Tattoos that do not meet the school rules. |



EXTRACURRICULARS

CLUBS AND ORGANIZATIONS

INTERACT CLUB - The Southwestern Interact Club, part of Rotary International, offers opportunity in community service and leadership and assists with our community service requirements.

INTERNATIONAL CLUB (I-Club) - Open to all students exploring different cultures in our global school, the I-Club supports those coming from other countries and provides educational opportunities including meals and activities.

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.

Day students are encouraged to attend international nights but must sign up in advance. Parents are also welcome. Volunteers are needed to help prepare the dinner and program. Anyone can be an "honorary member" of each nationality and help.

The International Nights at the San Marino Campus for 2024-2025 are:

September 25 – LATIN AMERICAN & HISPANIC HERITAGE
October 16 - EUROPEAN CABARET SHOW
November 13 - JOURNEY TO ASIA
December 11 - CHRISTMAS TRADITIONS
January 29 - LUNAR NEW YEAR
February 19 - AFRICAN DIASPORA
March 19 - MEDITERRANEAN
April 30 - HAWAIIAN LUAU

SOUTHWESTERN ARTS SOCIETY (SAS) – The Southwestern Arts Society is open to all students who enjoy the Arts. SAS provides monthly trips to off campus events such as theaters and museums, as well as musical and dance performances. SAS also sponsors the annual ArtsFest on campus that takes place in the spring semester.

SUNSPOTS - NEWS OF, BY, AND FOR ALL STUDENTS, a production of SAS by students interested in video work. SunSpots productions include campus news, sports, club events, concerts, art, visitors, our I-Club dinners, and travels.

SOUTHWESTERN ENVIRONMENTAL ASSOCIATES (SEA) – The Southwestern Environmental Associates helps lead students to a better understanding and safeguarding of nature. All students are welcome to join. SEA works on projects such as water saving, intelligent planting, sustainable gardens, and recycling. SEA also sponsors hiking trips and overnight camping trips.

LEADERSHIP OPPORTUNITIES

Being a student leader is both an honor and a responsibility. It is required that all leaders will maintain a minimum 3.0 GPA in order to be eligible to hold officer positions.

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 day and chairs the Student Council.

STUDENT COUNCIL - includes the student body president, vice president, secretary, treasurer and activities coordinator; presidents of all campus clubs; House Team Captains; and the Head Proctor. The Council represents the students on important issues about academics, calendars, and discipline, organizes special events, parties, dances, theme dress days, other contests, and the Spring Prom.

PROCTORS - Proctors are student leaders within our residence life program. They assist by bridging the gap between faculty and staff and the students. As leaders, they act as role models, answer questions, host fun and educational activities for their residents, and assist dorm parents with routine duties. If you have any questions or problems, a Proctor is a good person to ask for help.

AMBASSADORS – The Student Ambassador Program provides an opportunity to gain experience and confidence in public speaking, leadership, and communication skills by interacting with prospective students/families. Ambassadors work with our Admissions Office to share their personal experiences during campus tours, recruitment fairs, and open houses.

ATHLETICS AT SOUTHWESTERN

FOLLOW THE SUN!

Our teams are called the **SOUTHWESTERN SUN**. That's **SUN**, by the way - never "Suns". There is only one SUN. We play to win, to gain skills, learn teamwork, and especially to have fun.

Sports are important at Southwestern. Our CIF (California Interscholastic Federation) teams have won many championships in soccer, baseball, volleyball, and basketball. We also offer cross country, track and field, as well as non-CIF opportunities in tennis, weight training, and golf. The athletic director may be able to provide access to other sports upon request.

PHYSICAL EDUCATION - Physical education is a graduation requirement for all students. To meet this requirement, Students may join a Southwestern Academy CIF team. There are options every season; fall, winter, and spring for students to participate in, regardless of their experience.

Students who do not want to participate on a CIF team will have regular physical education class. These classes will allow them to learn and play different activities daily.

P.E. UNIFORMS - Proper P.E. attire will be passed out to all students at one of the first afternoon assemblies. We would suggest getting at least two full sets. If you need another shirt, shorts, or sweats at any time during the school year, you may get them from the Director of Operations or the Student Office.

DRESS - For P.E. all students are to be dressed in Southwestern sports attire; t-shirt, shorts, sweatshirts or sweatpants. Appropriate athletic shoes and equipment will be required and noted by the instructor. Cell phones and earbuds are not permitted in P.E.

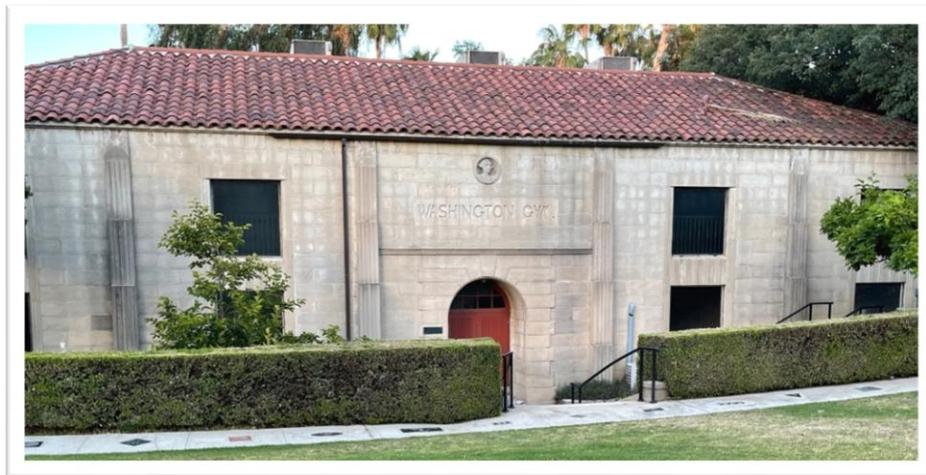
DRESSING PERIOD - There is a short passing period, see daily schedule, for students to go from classes to physical education. Dorm students change in their dorm rooms and day students change in the gym locker rooms.

TEAM UNIFORMS - Players on our CIF teams receive uniforms from team coaches or managers. Students are responsible to clean and take care of uniforms. Uniforms are returned to the school at the conclusion of each athletic season. In some sports, some equipment must be individually purchased. Coaches will help students purchase necessary equipment at local stores if needed.

LETTER CLUB - Students who participate in a full season of any CIF sport, will earn a letter and be eligible to buy a Letterman Jacket. Please speak to the Director of Athletics or Student Office about the purchase of these Letterman Jackets.

SPORTS AWARDS - At the Sports Awards Banquet held each spring, players from every varsity and junior varsity team are recognized. 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 their name added to the plaque in the San Marino gym foyer listing all our Outstanding Athletes since 1924.



RESIDENTIAL LIFE

For boarding students, living in the dorms is a huge part of the school experience. It is a student's home away from home at Southwestern Academy. We strive to keep our environment safe, clean, inclusive and fun.

APPLIANCES - Fire codes prohibit appliances; refrigerators, microwaves, hot pots, rice cookers, coffee pots, blenders, handheld blenders, air fryers, or any other cooking devices in dorm rooms.

LIGHTS OUT - Lights out in dorm rooms is 11:00 p.m. Sundays through Thursdays and 12:00 a.m. on Fridays and Saturdays. Dorm parents and proctors review lights out procedures and expectations during orientation. There is a dorm wide quiet time at 10 p.m. for those students who wish to go to sleep earlier than others. For those who are still working, we ask that you use headphones and the built-in light on your desk, to be respectful of your roommates.

COMPUTERS - Students are encouraged to bring a laptop computer to use for schoolwork. Students may not have desktop computers or external monitors.

CLEANLINESS - Students are responsible for having their dorm rooms clean and neat each day. Beds should be made. Clothing off the floor; hung up, in drawers, or in a clothing hamper. The small trash cans in rooms should be emptied daily into the larger trash bins. Other expectations will be communicated.

DAMAGE - You are financially responsible for any damage, repair, or special cleaning needed in your dorm room. A student's incidental account will be charged if their dorm room or furniture is damaged.

DOOR LOCKS - All dorm rooms have individual electronic locks. Students will be given two keys at the beginning of the year; a keycard and a wristband. Be careful not to lose your keycard or wristband. If you do lose a key, replace it at the student office as soon as possible. If you lose a wristband, a new one will be assigned to you, but if you lose a keycard, a new card must be made for you and your roommates. Replacement charges apply for lost wristbands.

EARTHQUAKE HAZARDS - Living in California, there is the possibility of earthquakes. For your safety, do not put any items on top of wardrobes. They could fall and injure someone during an earthquake. Your dorm parent will check for hazards; please cooperate if they ask you to move something for safety.

EMERGENCY EXITS - Exits must be kept clear, not blocked. Dorms are inspected by fire departments, who can fine you if you have hazards. Hallways must be kept clear.

EXTENSION CORDS - Fire laws do not allow extension cords. If you need a longer cord to plug something in, get a surge protector. Surge protectors may not be daisy chained together.

FIRE HAZARDS - No open flames, hot plates or other cooking appliances are permitted in residence halls. No candles, halogen lamps, incense, space heaters, cigarettes (including e-cigarettes and vapes, lighters or matches) are allowed. Irons and hair tools are permitted but must be turned off after use.

MEALS - Resident students are required to attend all weekday meals. Students must be in dress code for breakfast and lunch. Weekend meals (Friday dinner, brunch and dinner on Saturday and Sunday) are optional and students will need to sign up in advance. Backpacks are not permitted in the dining hall.

FOOD - To help keep dorms clean and free of ants or other insects, students are not permitted to store open food or drinks in their rooms. If students have snacks and drinks in their room, they must be stored in a closed container. To avoid insects, food should be eaten in student common areas, not in rooms. No carry-out or delivered food may be received from Sunday night after 10:00 p.m. until Friday night after 6:00 p.m.

FURNISHINGS - All dorm rooms include a twin bed, a desk w/built in lamp, wardrobe, dresser, chairs, and a personal safe. Students are not permitted to bring extra furniture except for personal items such as, a desk fan, air purifier, shoe rack (hanging or standing), or small plastic 3 door drawer that can fit under your desk. Furnishings that are provided must remain in the original layout in order to prevent fire hazards.

Large suitcases must be placed in storage under the kitchen. Small travel bags may be left in your room but stored under your bed. Dorm parents can assist in retrieving luggage when needed for vacations.

Never leave electronics unattended, inside or outside. Use the safes in your dorm to keep electronics secure when not in use. All safes have electronic locks, if at any time your safe is not working, let the Student Office know so it can be fixed.

GYM - Students are allowed to use the gym most evenings. To use the gym, ask permission from a Resident Advisor. Always remember the gym is for all students, when you are finished, please pick up any trash, wipe down weight room equipment, and leave the gym clean.

HAZARDS - As in most businesses and homes, our janitors and maintenance staff 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 Director of Operations. Direct any questions or report any concerns or hazards to Operations.

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 Academy will not tolerate drugs, weapons, alcohol, or other illegal materials on campus.

Students should always keep their valuable items locked, but locked items are still subject to inspection by an administrator, upon request of the administrator. Students may be present during an inspection, when possible.

LAUNDRY - Coin-operated washing machines and dryers are available. Students can request quarters as part of their weekly allowance each weekend. If students need help in operating the washer or dryer, dorm parents or proctors are available for assistance. Please keep laundry rooms clean, throw away used dryer sheets, clean lint from filters, and don't leave clothes in the washers or dryers. If there is any problem with a machine, report it to a Resident Advisor.

MAIL - Student mail and package deliveries will be passed out each day. If you need to mail anything via Post Office, DHL, UPS, or FedEx, requests may be made at the Student Office.

MATTRESS COVERS - State laws require students to cover mattresses with a plastic or cloth covering. Each bed should have a cover on when you arrive, if it does not, let your dorm parent know right away. If over the course of the school year you are in need of a new one, these are available for purchase at the student store.

PASSPORTS - Remember, passports should never be kept in dorm rooms, they are required to be turned in to the Student Office. Passports are not needed while inside the United States, with a few exceptions. If you need your passport you may check it out from the Student Office and return it the next day.

ANIMALS- Pets are not permitted in dormitories.

STUDENT LOUNGE - There are two common lounge areas for students to use to eat, relax, do homework, or meet with friends. The Founders' Hall lounge between North and South dorm is home to the student store, has seating, a microwave, bottled water, dartboard, T.V., and streaming and gaming devices. Downstairs Lincoln Hall is home to the other common area; couches, a T.V., board games, and student print area. For both locations, each user is always responsible for cleaning up.

VISITING OTHER DORMS - Students may, with permission of all students in a room, visit other dorm rooms within their building. The lounges are great places to meet with your friends that live in other buildings.

For security, day students are not permitted in dorms.

WALLS - Nothing should be hung on walls that will damage the paint or wood. Do not use nails or glues. If you need help hanging something, ask your dorm parent. No offensive materials can be posted.

DRIVING - Boarding students are not permitted to drive while living on campus, unless they have a valid driver's license, proof of insurance, and are with a parent or guardian. Boarding students are not permitted to have vehicles on campus. Students are not permitted to be in vehicles with student drivers.

WEEKENDS - Resident students may stay on campus any weekend. There are always activities, trips, meal service, and things to do. Your suggestions are always welcome. Please bring them to the Student Office. There are sign-ups for trips at the Student Office and on bulletin boards.

For students that elect to leave campus on the weekend, there are two separate types of leave. Signing Out means you are leaving campus for the weekend. Checking out are short trips to local places; restaurants, malls, stores, etc.

Students that have any obligation, including detention, may not leave until they have fulfilled their commitments.

CHECKING OUT - Students checking out for short trips over the weekend **must** find a Resident Advisor to let them know the following things;

- Where are you going (specifically, such as "the Target in Alhambra," not just "Alhambra")?
- Who are you going with (no student is allowed to check out alone)?
- How are you getting to the location?
- When will you be back?

Check Out times are as follows: *

Friday - 6:00 p.m. to 10:00 p.m.

Saturday - 11:00 a.m. to 5:00 p.m. & 6:00 p.m. to 10:00 p.m.

Sunday - 11:00 a.m. to 5:00 p.m. & 6:00 p.m. to 8:00 p.m.

*Adjustments to the posted times can be amended for special occasions and with advanced planning.

Dorm students must check back in with dorm parents upon return to campus.

SIGNING OUT - Students signing out for the weekend may sign out from campus after school on Friday. Weekend plans should be made at the Student Office by Thursday afternoon at the latest. When leaving for the weekend with a parent or parenterally approved caretaker, the supervising caretaker must accompany the student to sign you out. The supervising caretaker will be required to provide photo identification to an administrator or Resident Advisor prior to signing out the student. Before 6:00 p.m. students must sign out with an administrator.

Students signing out for the weekend must sign back in with dorm parents as soon as they return to campus. All dorm students are required to be signed back into the dorms no later than 8:00 p.m. on Sunday.

WHAT TO BRING FOR DORMS

Dorm parents can assist students in using their incidental accounts to purchase items students are unable to personally bring to campus.

NEEDED FOR DORMS:

Twin-bed sheets (36"x75") blankets, bedspread
 Pillow and pillowcases; mattress cover (required by law; 1st one supplied by the school, others can be purchased on campus)
 Pajamas; bathrobe
 Slippers and/or shower thongs
 Personal toiletries, soap, toothbrush/paste
 Bath towels; wash cloths
 Clothes hangers
 Laundry basket and detergent
 Alarm clock or clock radio
 Padlocks for two lockers, in dorm and outdoors
 Laptop, tablet, or notebook computer, with earphones or earbuds, and chargers

OPTIONS YOU MAY BRING FOR DORMS:

Shoe rack
 Desk lamp
 Posters or pictures – must meet community norms regarding profanity, vulgarity, and pornography
 Hair dryer, curling iron, or clothes iron

NOT ALLOWED IN DORMS:

Any heating, cooling, or cooking devices. All hotpots, rice pots, refrigerators, coffee makers, etc.
 Any foods or beverages other than in sealed containers
 Halogen or incandescent lamps
 Television sets, external monitors, or external speakers
 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.

DAY STUDENTS

GENERAL PROCEDURES - Day students should be on campus every school morning at the start of the academic day and may go home upon completion of their school obligations. Day students are encouraged to participate in sporting events, International Nights, and other activities.

It is important for Southwestern Academy to account for all persons on campus. As such, day students must sign out with an administrator or dorm parent prior to departing campus. Day students may not return to campus after they have departed for the day without checking in. Any time a student leaves and/or returns to campus they must check in/out. Campus is closed to day students and visitors from 10:00 p.m. on school nights (Sunday - Thursday) until 7:00 a.m. the next morning, and 11:00 p.m. (Friday - Saturday) until 7:00 a.m. the following day. Exceptions require prior approval.

Day students are encouraged to participate in all school activities and athletics, and are required to attend P.E., lunch, "Opportunity," assigned detentions, and other special programming during the year.

MEALS - Lunch is served to all students on campus. Day Students are expected to attend lunch and participate in assigned seated lunch tables with faculty and peers. Outside food or drink is not permitted in the Dining Commons. Breakfast or dinner is available to Day Students. Day Students must sign up for breakfast or dinner in advance in the appropriate book in the Senior Dining Room. There is a nominal charge to day students for breakfast and dinner. Overnight stays on campus can be approved by the Student Office.

DORMS - Day Students are not permitted to enter residence halls or dorm rooms or any staff member's private apartment on campus at any time. Day Students are welcome to meet friends in the recreation rooms, assembly rooms, classes, meals, or other public places on campus.

DRESS - Day students are expected to follow the dress code and to be appropriately dressed from the time they arrive on campus and throughout the day.

As long as Day Students are on campus, all dress and school rules apply.

Day students can dress for P.E. or athletic events, or in informal dress after sports, but students must always abide by Southwestern Academy dress code standards while on campus. Students will be required to change any unsatisfactory dress.

DRIVING - Day students must obtain approval from a parent or guardian and the Student Office to drive to or from campus. Permission forms are available in the Student Office. This form requires proof of a driver's license, car registration, and insurance. 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.

Violations of these expectations may result in the loss of driving privileges.

PARKING - Student parking is located on the school side of Monterey Road, between Lincoln Hall and Washington Gym.

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

Academics

ACADEMIC INTEGRITY - Giving or receiving help with studies, cheating, stealing, copying another's work, or plagiarizing are very serious academic violations. Technology has made cheating and copying easier to do, and also easier to be discovered. At Southwestern Academy, we feel it is critical to develop critical thinking skills through the development of academic integrity. If a student is unsure if a practice lacks academic integrity, any faculty member is available to answer questions.

ADVISOR - Students are assigned a faculty advisor. Students will meet with advisors frequently to ask questions, discuss concerns, and check social and academic progress. Students are encouraged to **talk with their advisor if they need academic help or have a problem.**

BOOKS - Textbooks (not workbooks) in good condition can be reused at the beginning of the next term. Books are expensive - take care of them. Books with damage, underlining, or highlights cannot be reused and will be charged to students' incidentals.

CHANGES IN CLASSES - If a class seems too hard or too easy for you, talk with the teacher or your advisor, and with the Director of Academics. 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 the Director of Academics** if the change meets your graduation needs. If it does, ask them 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 your 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 Academy is a small school. We can be quite flexible helping you any way you need. Let any staff member know your questions or problems.

INTERNET - Southwestern offers Internet access so you can do valuable research online while learning technological skills to be successful in today's world. Offices, dorm rooms, classrooms and common areas have wireless access.

Some internet 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 Director of Academics to gain access. Some students take materials off the net and present it as their own work – cheating. Teachers use resources designed to catch such plagiarism.

We offer internet services to you for responsible use. All students sign a computer use agreement. If you abuse the use of the internet and technology, by cheating, playing games or downloading movies or music during academic time, or engage in inappropriate activity, you may be denied access.

FACTS - Southwestern's Learning Management System (LMS) is FACTS. This is where students will access class assignments. Students will receive account information at the beginning of their first semester. They will need to sign the computer use agreement as well as the honor code before being given access to all of their classes. FACTS also serves as another form of communication between students and teachers via the messaging system. Teachers will review their individual class rules for assignment submission via FACTS.

CLASS RULES

BE PREPARED - All students are expected to have all classroom necessities; books, notebook, notebook paper, pens/pencil, and calculator when entering the class.

CHEATING - of any kind, copying classwork or homework, plagiarism, or cheating on tests/exams, is not tolerated at Southwestern Academy.

Students found cheating on any assignments will receive a zero on the assignment and may be subject to disciplinary action.

DISMISSAL - All classes are dismissed by the teacher, not by the bell.

ELECTRONICS - No electronics shall be used in the classroom without permission from the teacher. Upon entering the classroom students must place their cellphones in the class organizer and put their earbuds/headphones away until the teacher dismisses the class. Students do not need to take cell phones with them on bathroom breaks.

ENGLISH USAGE - All students are expected to speak and learn in English. Exceptions include foreign language classes.

FOOD AND DRINK - Food and gum are not permitted in classrooms. Water, in a closed container, is the only liquid permitted in classrooms and the computer lab.

TARDINESS - All students are to be in class before the bell rings. If a student is tardy to a class, due to another staff member, the student must bring a note from that staff member excusing their tardiness. 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 assembly room.

PLANNER USAGE - All students need to write their homework assignments in their planner before leaving class.

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.

It is always the student's responsibility to get any missing assignments from the teachers, and to get those assignments completed and submitted. If students have a question or problem, email the teacher or leave a message on the teacher's voicemail.

ONLINE CLASSES - must be cleared **in advance** by the Director of Academics, 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 the course has been pre-approved.

STUDY HALL - Southwestern Academy offers students two separate opportunities to work on homework. During these times it is important to maintain a quiet atmosphere.

CONVERSATIONS - Talking to other students should be at a minimum to not disrupt other students. If you have a question for another student, ask for permission from the supervisor to go and speak with them.

ELECTRONICS - Computers and cellphones may be used during study time, but only for academic reasons. If students are using them for other purposes, the supervisor can ask them to put them away. Headphones/earbuds may be used to listen to music at the discretion of the supervisor.

FOOD AND DRINK - Food and drinks, other than water in closed containers, are not allowed in any study hall session.

PLANNERS- Students should have their school planners with them to check off assignments as they are completed.

STUDYING TOGETHER - Students with permission from the supervisor may study together. If allowed to work together, students do need to whisper as to not disrupt other students.

At the end of every study hall, a few things need to be done by all students to help keep the rooms appearance neat and clean. All books and personal items need to be taken to lockers or dorm rooms, and students should check on and around their desks to throw out any trash. Please push in your chairs before you leave.

DAYTIME STUDY HALL AND OPPORTUNITY - Students will have the chance to meet with teachers for tutoring, enrichment, and homework assistance. Students may request this time in class or may be required to attend by teachers if the teacher feels the extra time is necessary.

EVENING STUDY HALL - Students will have additional study time after dinner. Dorm Parents will be present to help students if needed.

COLLEGE APPLICATIONS - Choosing, applying, getting accepted by the right college or university is a major job starting early in high school. Southwestern Academy is here to help! Please communicate with your teachers and advisors for guidance in the college application process.

Our college counselor has time and skills to help you find and apply to universities. 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'. **High school students** - must complete a minimum of **100** hours for high school graduation. Middle school students must complete 20 hours. Seniors must complete these hours and submit evidence by May 1st in order to graduate.

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 students 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.

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, May, and end of summer 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 a 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. **Please do not make doctor, dentist, or travel plans during exam times.** If you have special problems in taking examinations, talk with the teacher in advance to make any special arrangements.

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 department 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. "**F**" grades receive no credit. If the course is required for graduation, it will need to be repeated. All teachers are available for tutoring.

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 the teacher and the Director of Academics before exams.

Report cards are sent each quarter and each semester. Report cards are shown to students before they are emailed home after exams end. If you have any questions 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 REQUIREMENTS - You may receive a college-recommending diploma or high school graduation certificate from Southwestern Academy. A student must complete four items to receive a diploma:

- **earn 240 credits, 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.)
- **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 online may be counted. We evaluate credits from other schools, including online 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. 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.
- **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, photography, 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. 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** – WrAP with a minimum scale score meeting 12th grade proficiency.
- **MATH** - 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 graduates are posted in February. If your name is not listed and it should be, see your advisor or the Director of Academics.

HONORS AND AWARDS - Several honors are given each May 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 annual grades in all academic subjects, and the **SILVER AWARD** for B or higher annual grades. All students who qualify will receive these important awards. Students are disqualified if they break the honor code.

ADDITIONAL 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.

TRANSCRIPTS - Your student transcript - the list of all classes and grades you have taken at Southwestern and previous schools - is kept by the Registrar 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 Student 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 Student Office at the San Marino Campus.



Health

ILLNESS ABSENCE

DAY STUDENTS - Parents must contact the Student Office **each day** if a student is sick at home or will be late. Please call before 8:00 a.m. each morning the student is absent, so their teachers can keep work for them.

Our voice mail takes messages any hour:
Call 626-799-5010, then press 208

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

Students are limited to five missed days per semester. 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.

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

If a student is excused from classes due to illness, bed rest is required, without access to electronics. Homework will be made up after the student is well.

- **SICK students** must stay in their dorm rooms and stay in bed.
- **Students MAY NOT have visitors** during the day.
- Students are to **remain in bed** unless approved by the Student Office before noon to reenter classes.
- **Meals** will be brought to a student in their dorm. Do not come to dining rooms or otherwise be out of bed.
- **No** 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**, students must evacuate the building.

HELP - Where can you go for help? Lots of places at Southwestern Academy. Talk with a teacher, counselor, or an advisor. 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. We're always happy to help!

MENTAL HEALTH RESOURCES

Southwestern Academy offers personal mental health counseling whenever needed. A mental health counselor is available on campus. All conversations with the counselor are confidential unless reporting is mandated by law. In San Marino, leave a message in voicemail box **224**, ask at the student office, or email counselor@southwesternacademy.edu, to talk with the counselor. The counselor can help you, or find you help.

The Head of School, administrators, 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 someone in any office that you need to speak to someone immediately.**

ACCIDENT INSURANCE - You are covered by a required student accident plan, which protects resident students 24 hours a day, and day 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 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.

MEDICATIONS - Do not self-administer medications. All prescriptions and over the counter medications cannot be kept in the dorms. They must be turned into the Student Office with instructions for use. All over the counter medications, prescriptions, and supplements must be in English.

Behavior Expectations and Restorative Practices

At Southwestern Academy we understand that students are always learning and growing, both academically and personally. Our behavior expectations are designed to support this growth, taking into consideration the diverse cultures and backgrounds within our community. We aim to foster a positive, respectful, and inclusive environment where every student can thrive.

Positive Behavioral Expectations: Students at Southwestern Academy are expected to actively participate in learning activities throughout the academic day. Teachers are dedicated to providing engaging lessons that promote academic excellence and personal growth. Understanding that each student is at a different stage in their development, we offer both remediation and enrichment opportunities to support their progress.

Restorative Behavioral Continuum: When behaviors arise that do not align with our community expectations, we use restorative practices to guide students back on track. The following continuum outlines our approach to behavioral interventions, emphasizing learning, reflection, and growth.

LEVEL 1 Prevention and Immediate Response:

- **Handled in the Moment:** Addressed by the person who observed the behavior (e.g., teacher, dorm parent).
- **Examples of Behaviors:** Inappropriate use of technology, minor dress code violations, use of profanity, or minor disruptions.
- **Restorative Action:** The focus is on immediate correction and understanding. The goal is to help students reflect on their actions and make positive changes.

LEVEL 2 Skill Building and Early interventions:

- **Handled by the Director of Student Life:** Referred by the community member who observed the behavior.
- **Examples of Behaviors:** Repeated level 1 behaviors, minor vandalism, bullying, or unexcused absences.
- **Restorative Action:** Involves skill-building activities, social-emotional learning, and parent/guardian communication. The aim is to help students develop the skills needed to make better choices.

LEVEL 3 Collaborative Behavioral Planning:

- **Handled by the Director of Student Life:** Involves creating a personalized behavioral plan.
- **Examples of Behaviors:** Physical altercations, possession of prohibited items, or serious dishonesty (e.g., plagiarism).
- **Restorative Action:** The plan may include suspension (on or off-campus), detention, and student/parent conferences. The goal is to work collaboratively with the student and family to address the behavior and promote positive change.

LEVEL 4 Intensive Interventions and Community Support:

- **Handled by Senior Administration:** May involve the Director of Student Life, the Residence Team, and Head of School.
- **Examples of Behaviors:** Serious incidents such as assault, possession of illegal substances, or severe harassment.
- **Restorative Action:** Interventions may include mediation, suspension, or even temporary removal from campus. In serious cases, dismissal may be considered. Family and community involvement are key to supporting the student's growth and ensuring a positive resolution.

Additional Notes:

- **Language Proficiency:** As agreed upon enrollment, students are expected to speak English during academic time to support their language development.
- **Attendance:** If a student exceeds five absences in a semester, they will be required to attend Saturday School for remediation.

Rules

HAZING, HARASSING, DEMEANING or BULLYING OTHERS

Hazing, harassing, or bullying another person is illegal under Federal and State laws.

HAZING means teasing, threatening, bothering, bullying, demeaning another person, demanding things from another student in exchange for membership or acceptance to the school or a group.

HARASSING means threatening, persecuting, or intimidating another person. Harassing is sometimes done as a part of hazing, or can be done with words, drawings, gestures, or other harmful signs.

Hazing, bullying, cyber-bullying, or harassing do not belong at Southwestern Academy. Students experiencing or witnessing hazing, harassing, or bullying are encouraged to report any such instance to a trusted adult on campus. If you feel you have been harassed by a faculty or staff member, immediately speak with the Head of School, Director of Student Life, or any administrator.

SEXUAL HARASSMENT - Sexual harassment can include, but is not limited to, unwanted touching, sexually offensive jokes or teasing, unwanted communication with sexually explicit content or request for sexual favors. Sexual harassment can occur between any persons of any age. Sexual harassment can be reported to a trusted adult and will be referred to the Director of Student Life for intervention. Sexual harassment, upon investigation, may require referral to law enforcement.

SAFETY RULES

The safety, health, and security of our students is the top priority at Southwestern Academy. Campus safety and security will be an ongoing conversation throughout the school year. It is the responsibility of each and every person on our campus to help keep our community safe. As such, everyone is expected to actively listen and participate in all safety evacuation procedures, security, shelter in place, and natural disaster training. **All persons must ACT RESPONSIBLY during all emergencies and associated drills. Know how to leave buildings and where to meet in emergencies. Drills are serious practice times.** While this is by no means an exhaustive list, this section highlights a few common concerns.

EARTHQUAKE SAFETY Our campuses reside on earthquake fault lines. Earthquake preparedness needs your constant awareness and attention. Students should not keep pictures, books, or any heavy objects overhead where they can fall on persons in the event of an earthquake.

FIRE SAFETY Students are not permitted to have open flames on campus. 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. Be careful handling hot objects, irons and other hot appliances, or in storing easily burned items near hot objects.

USE CAUTION on stairs, or when running around corners, or near windows especially around Founders' Hall. Be aware of your surroundings when on your devices.

HELMETS are required while using skateboards, rollerblades, roller skates, scooters, bicycles, motorized bicycles, and motorized scooters.

DRONES may not be flown over or around our campuses.

TIPPING BACK IN CHAIRS can cause serious injuries. Do not misuse ladders or stools.

FOLLOW SAFETY INSTRUCTIONS as directed by teachers, administrators, and coaches for specific issues in other areas such as labs, art, and athletics.

OTHER RULES

Listed below are several special rules not mentioned elsewhere in this handbook. **If a student is unclear about any rule, ask any teacher or dorm parent, or a Proctor.**

SEXUAL ACTIVITY ON CAMPUS: Students are not to engage in sexual activity while on campus. Nonconsensual or consensual sexual activity is not permitted on campus at Southwestern Academy. Intimacy that includes kissing, cuddling, and handholding are signs of physical affection that are acceptable as consensual behaviors.

Be sure you understand and follow these rules:

- Students may not hitchhike, rent or borrow a car, or ride in a car driven by a student. Students require permission from the Student Office to use transportation and ride share services.
- You may never enter dorms, bathrooms, or locker rooms 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.
- Do not use or possess tobacco or any illegal materials. This includes the possession of any illegal items such as liquor, beers or wines, marijuana or non-prescription drugs, e-cigarettes, smokeless tobacco, matches or lighters, knives or any weapons.
- Do not throw objects except in regular sports activities.
- 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.

CAMPUS BOUNDARIES Students may not go outside regular academic areas at our campuses. These are considered "out of bounds". Know these areas:

IN BOUNDARIES: Classrooms, study hall, rest rooms, common areas, picnic tables, field area, offices, Senior Yard area.

OUT OF BOUNDS: Behind the dorms, gym, chapel, art building; in dorms or laundry rooms during the school day; in the teachers' workroom; and in classrooms when the teacher is not present.



About Southwestern

SOUTHWESTERN TRADITIONS

GRADUATION CEREMONIES - are held each May for students meeting the 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 students and their families.

Graduating Seniors submit photos and information for their personal section in the school yearbook, a reading or other performance piece for the Baccalaureate service, and a speech for the Commencement program. All class members form committees to help with program designs, 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.

A special ceremony is held during the annual graduation ceremonies to recognize the passage from middle school to high school. Representatives of the ninth-grade class pass the honor of entry into high school to our eighth graders using our Tradition of the Axe which has not changed since it was first used in 1924.

Graduation this school year will be held on **Friday, May 23, 2025**.

HOUSE 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 their teams in special activities throughout the year.

Points are totaled all year, and the winning team has a special day in May. The **DEUCES** 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.

ANNIVERSARY ANTICS - We will celebrate our school's 101st year with a tree-planting, ice cream and cake, and fun games on **April 7, 2025**.

ARTSFEST - A big afternoon involving all students with music, drama, media arts, design, fine art, photography, and videos; **April 17, 2025**, 3-6 pm. This is a great way to celebrate the creative work of our students.

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:

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

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 their 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.



SOUTHWESTERN'S HERITAGE

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

Thousands of other students 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 displayed 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 at each commencement ceremony.

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 lifestyle 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 arrowheads 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. He was succeeded by his son, Kenneth Veronda, who served the school for almost six decades. The school is nonprofit, 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 led the school through many major changes and improvements, while remaining 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 lived alongside campus until her death in February 1997. The family's home is called "Veronda Place."

Now YOU are part of this Southwestern heritage. You become part of more than 100-year-old traditions, 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, 2024, a Sunday, marked your school's 100th anniversary. Traditions included a tree planting, followed by ice cream and cake, with the "Anniversary Antics" field day in the afternoon. Students, alumni, and guests enjoyed 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 by a student
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:*

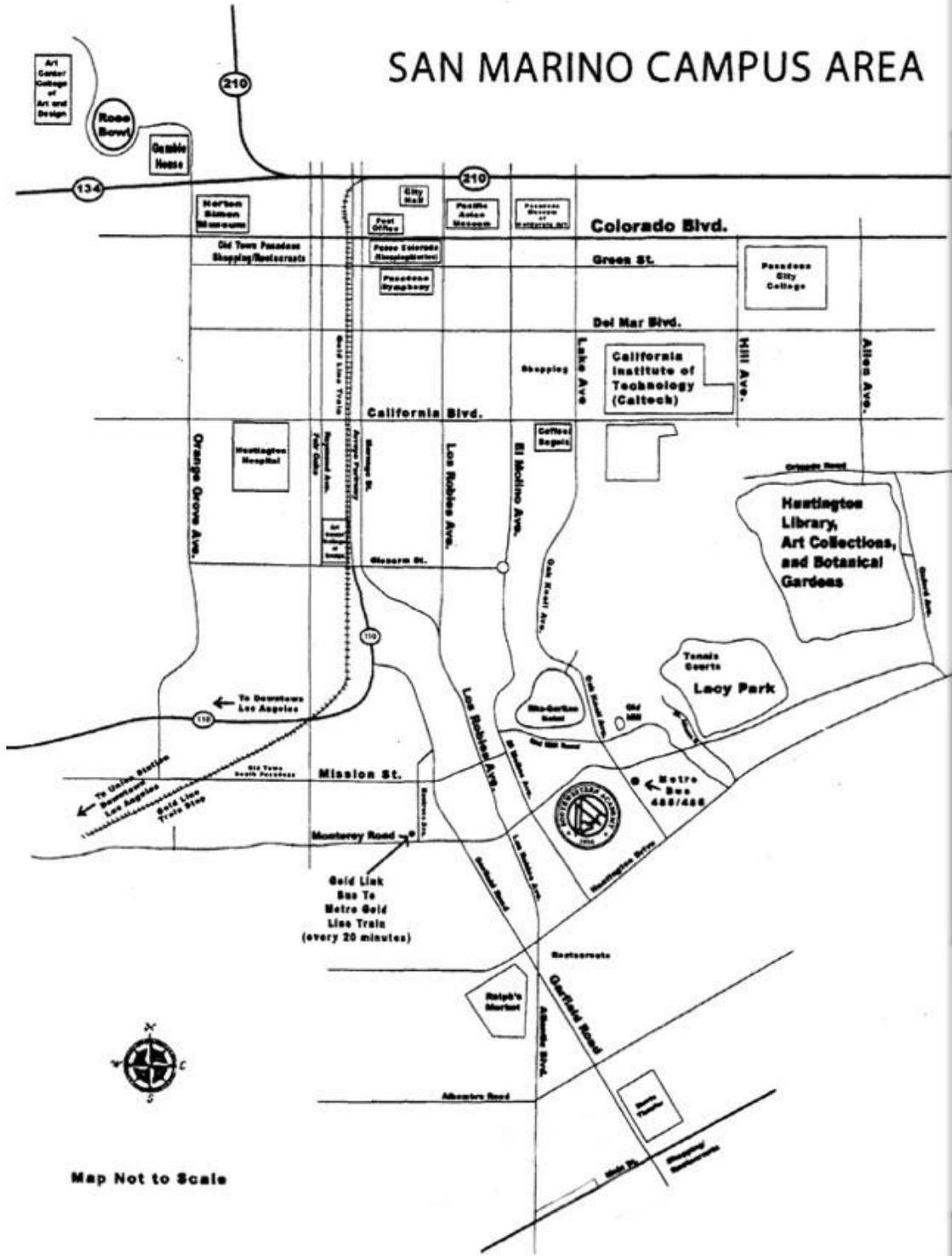
***Southwestern is the school we love
To her we sing this phrase
And from the east as from the west
You'll hear our voices raise.***

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

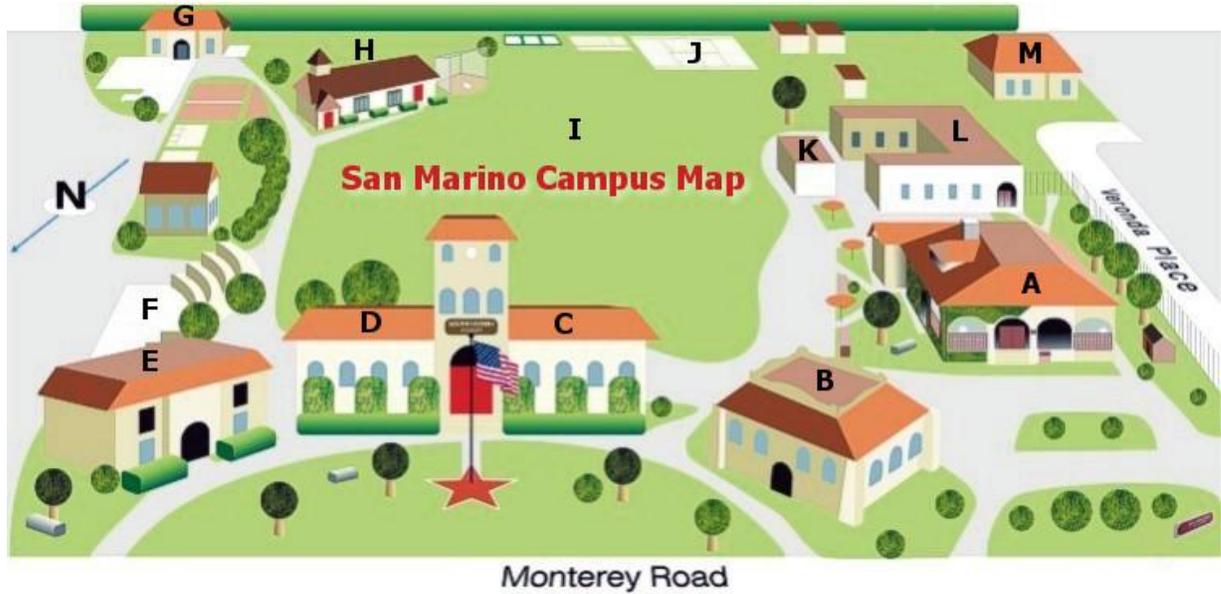
***In days to come as we go forth
To make thy honor known
We'll oft look back to chart the course
Of our dear schooldays home.***



SAN MARINO CAMPUS AREA MAP



SOUTHWESTERN ACADEMY CAMPUS MAP



- | | |
|--|--|
| <p>A. Pioneer Hall</p> <ul style="list-style-type: none"> a. Administration b. The Commons c. Classrooms <p>B. Lincoln Hall</p> <ul style="list-style-type: none"> a. Assembly Room b. Classrooms c. Student Office d. Administration <p>C. California Hall - Girls' Dorm</p> <p>D. Illinois Hall - Girls' Dorm</p> <p>E. Washington Gym</p> <ul style="list-style-type: none"> a. Weight Room b. Locker Rooms | <p>F. Amphitheater</p> <p>G. Science, Art, Music (S.A.M.)</p> <p>H. Chapel</p> <p>I. Athletic Field</p> <p>J. Tennis Court</p> <p>K. Student Store</p> <p>L. Founder's Hall</p> <ul style="list-style-type: none"> a. Boys' Dorm (North) b. Boys' Dorm (South) <p>M. Veronda Place</p> |
|--|--|

CONTACT INFORMATION FOR OFFICES

School office hours are from 8:00 a.m. to 4:30 p.m.

After school hours, you may leave messages on the appropriate voice mail. In the event of an emergency; you should call the Administrator on duty (626) 390-9515.

Head of School - Pioneer Hall

Robin Jarchow
(626)799-5010 x 207
rjarchow@southwesternacademy.edu

Assistant Head of School - Lincoln Hall

Gary Wilkins
(626)799-5010 x 238
gwilkins@southwesternacademy.edu

ADMISSIONS OFFICE - Pioneer Hall

admissions@southwesternacademy.edu
Daisy Lopez-Barrios
(626)799-5010 x 5
dbarrios@southwesternacademy.edu

BUSINESS OFFICE - Pioneer Hall

business@southwesternacademy.edu
(626)799-5010 x 200

Director of Student Life- Lincoln Hall

Deepika Borges
(626)799-5010 x 206
rtortel@southwesternacademy.edu

Director of Academics - S.A.M. Hall

Lauren Brunjes
(626)799-5010 x290
lbrunjes@southwesternacademy.edu

OPERATIONS OFFICE - Lincoln Hall

operations@southwesternacademy.edu

STUDENT OFFICE - Lincoln Hall

student@southwesternacademy.edu

Registrar/PDSO/Attendance

Brian Shriwise
(626)799-5010 x 208
bshriwise@southwesternacademy.edu

Student Office/Athletic Director

Thomas Bornt
(626)799-5010 x234
tbornt@southwesternacademy.edu

2024 - 2025 CALENDAR

Southwestern's 101st School Year

| | | |
|---------------------|-------|---|
| AUGUST | 15 | New Student Orientation |
| | 19 | Registration, Move-In Day and Welcome BBQ, 3-7 p.m. |
| | 20 | First day of school |
| SEPTEMBER | 2 | Labor Day – no classes |
| OCTOBER | 1-2 | WrAP Test – annual writing assessment |
| | 14-18 | 1st Quarter Examinations |
| | 22 | PSAT |
| NOVEMBER | 11 | Veterans Day – no classes |
| | 27 | Thanksgiving Break – half day |
| | 28-29 | Thanksgiving Break – no classes |
| DECEMBER | 5 | Science Fair |
| | 16-18 | Semester Examinations |
| | 18 | WINTER VACATION begins after exams end, 3:30 p.m. |
| JANUARY 2025 | 7 | Boarding students return – by 8:00 p.m. (Tuesday) |
| | 8 | Second semester classes begin (Wednesday) |
| | 20 | Martin Luther King Jr. Day – no classes |
| FEBRUARY | 17 | Presidents' Day – no classes |
| MARCH | 3-7 | 3rd Quarter Examinations |
| | 7 | SPRING VACATION begins after classes, 3:30 p.m. |
| | 16 | Boarding students return – by 8:00 p.m. (Sunday) |
| | 17 | Classes resume (Monday) |
| APRIL | 7 | Southwestern's 101 st Anniversary and Anniversary Antics |
| | 17 | ArtsFest, 3-6 p.m. |
| | 25 | Annual Track, Field, and Carnival, 12-4:30 p.m. |
| MAY | 5-16 | AP Exams |
| | 19-22 | Semester Examinations |
| | 23 | GRADUATION DAY |
| JUNE-JULY | TBD | Summer Sessions |
| AUGUST | 18 | The 2025-2026 school year begins |

VACATIONS:

WINTER

December 19, 2024 - January 7, 2025

SPRING

March 8 - 16, 2025

See each month's calendar online for sports and activities:

www.SouthwesternAcademy.edu

SOUTHWESTERN ACADEMY STUDENT HANDBOOK FOR 2024-2025

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San Marino, California 91108