

Southwestern Academy Student Handbook 2025-2026



Student Handbook

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Southwestern Academy

San Marino Campus

Student Handbook 2025-2026

SOUTHWESTERN'S 102nd SCHOOL YEAR

Welcome to Southwestern Academy! 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 building 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."

THE SOUTHWESTERN ACADEMY PROMISE

To nurture young minds and bodies to become independent, critically thinking, empathetic, visionary problem-solvers.

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

As a student at Southwestern Academy, I understand that I am part of a community built on trust, respect, and personal responsibility. I agree to uphold the following principles:

- **I will not cheat:** 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 in my academic work.
- **I will not harm another person:** I respect other individuals, and I will refrain from doing or saying anything that would harm another person.
- **I will uphold community values:** I commit to respecting the time of others by being punctual to all classes and obligations. I accept the expectations of the community.
- **I will respect the property of others:** I understand that vandalism, theft (including theft of other people's ideas or work by plagiarism), and any form of damage or misuse of another person's belongings or school property are unacceptable.
- **I will respect the environment:** I will care for and respect our shared spaces, both school property and the natural environment. I will protect and conserve our natural resources for future generations.

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]"**

The Honor Statement can be summarized through the famed Golden Rule:

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





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, the Head Proctor, and House Team Captains.

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, who forms a cabinet. The Student Body President and student council leader for 2025-2026 is Tylen Luo.

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

You are needed to tell Tylen 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 2025-2026

Vice President – Kaden Yung
kyung@southwesternacademy.edu

Secretary – Carter Nguyen
cnguyen@southwesternacademy.edu

Treasurer – Alexa Amador
aamador@southwesternacademy.edu

Activities Coordinator – Jordan Chen
jordanchen@southwesternacademy.edu

Media Communication - Jack Kong
jkong@southwesternacademy.edu

From your President:

As your new Student Body President, I'm excited to welcome you to Southwestern Academy, where we cultivate happiness and uncover our unique talents through the power of games and activities. Inspired by an "others-first" approach and the cooperative spirit of game theory, our community thrives when we lift each other up. This year, we'll dive into engaging activities, from creative workshops to spirited team challenges, that spark joy and help you discover your strengths. Southwestern is more than a school; it's a vibrant space to explore who you are and prepare for a bright future, together!

Tylen Luo
Write to me any time at:
tluo@southwesternacademy.edu

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 discover. 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.

GRADUATION REQUIREMENTS - You will receive a high school diploma from Southwestern Academy by completing the following four items:

- **earn a minimum of 240 credits, five for each semester course.**
- **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 is awarded on completion of state standards, 240 credits, and community service as above, but not meeting 'a to g' requirements with grades of C or higher, and proficiency standards. 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. 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 semester grades of C or better.

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. The Interact Club tracks and records hours. If you want to assure that service hours will count it is advisable to ask the Interact advisor for approval in advance. Work for pay or for parents cannot be counted for community service credit.

It is your responsibility to complete the hours and to turn in a record of service for credit each year.

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.

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 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.

Our highest honor, an **OUTSTANDING STUDENT**, is awarded to a graduating senior who has demonstrated excellence in academics, athletics, citizenship, leadership, and service. Their name is added to the plaque in Lincoln Hall listing all our Outstanding Students since 1924.

CLASS INFORMATION

FACTS - Southwestern's Learning Management System (LMS) is FACTS. This is where students will access class assignments and view grades for those assignments. Students will receive account information at the beginning of their first semester. 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. Students may view their overall grades in classes using the FACTS Family Portal.

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.

EXAMINATIONS - Semester exams are the most important academic responsibility of the term and students are required to attend. The examination schedule is published on the school calendar.

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 citizenship grades for classroom conduct and behavior.

Our "A" grades (90%) are reserved for outstanding achievement. "B" grades (80%) are above average, for very good work. A "C" (70%) grade meets college entrance requirements. "D" grades (60%) receive credit towards high school graduation but may need repeating for college entrance. "F" grades (59% and below) receive no credit. If the course is required for graduation, it will need to be repeated. REVIEW and SKILL classes count for high school graduation, but not for college entrance.

An "I" grade means "Incomplete." A student has a month to complete any missing work for credit. 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. Grades are visible at all times on FACTS and should be checked regularly to ensure there are no issues when report cards are sent.

TRANSCRIPTS - A student transcript, the list of all classes and grades taken at Southwestern, is kept by the Registrar. Students should check their transcript occasionally, to be sure classes and grades are properly listed.

Transcripts are private records. Transcripts for college applications (or otherwise) must be requested from the Registrar. Graduating seniors need a final transcript sent after graduation to the college they are entering. All requests to send transcripts require a signed form.

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 - Students are expected to bring fully charged computers to class. Students are not permitted to use cellphones as an alternative to a computer. 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 will not be permitted to take cell phones with them on bathroom breaks.

ENGLISH USAGE - The student and their family have agreed that, to develop English language proficiency, students are required to speak in English during academic time which includes classes, PE, and lunches. The natural consequence of failing to speak English during any class is a reduction in the academic grade for that class. This becomes a disciplinary issue when the intent is defiance or disruption. 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 study hall.

TARDINESS - Students are considered tardy if they are not in the classroom when the bell rings. If a student is tardy due to another staff member, they must provide a note from that staff member to be excused. 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.

HOMEWORK - Students can expect to receive homework daily to reinforce learning and strengthen understanding. Students should expect to spend a minimum of 2 hours for middle school and 3 hours for high school on homework each day. Assignments are designed to be purposeful and appropriate to the curriculum. The amount and type of homework may vary based on individual learning needs and plans, as determined by teachers and the school.

If a student misses class for any reason, it is their responsibility to get missed assignments from the teachers, and to get those assignments completed and submitted.

LATE WORK - Students are expected to submit assignments by the due date and time. Late work may be accepted up to one week after the deadline, however students can expect a reduction in grade. Assignments submitted more than one week late will receive a zero.

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.

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.

STUDY HALL - Southwestern Academy offers supervised study time for students. Study hall is for silent, independent learning. During these times, students are expected to arrive promptly and bring all needed materials to be able to work independently on their academics. Students will engage in meaningful academic tasks for the entire duration of the study time. Staff is available for support as needed. At the end of each study hall, students must take all personal items with them, dispose of any trash around their desks, and push in their chairs to help keep the space clean and orderly.

ELECTRONICS - Computers 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. Students need to bring fully charged computers to each study hall. Cell phones are not permitted during study hall times.

FOOD AND DRINK - Only water in a closed container is allowed in any study hall session.

DAYTIME STUDY HALL AND OPPORTUNITY - Opportunity (Oppo) is a special block of time during the school day when students can seek help, ask questions, and get personalized support from any teacher. It's a unique chance to strengthen understanding, catch up on work, or go deeper in any subject. If a student is absent or their performance declines, they're encouraged to use this time proactively, and teachers may also require attendance.

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.

Southwestern will help coordinate opportunities to meet with representatives from colleges and universities, tour campuses, attend college fairs, and much more. It is important to take advantage of these opportunities as you make your decisions for the future in order to help choose your next step in education.

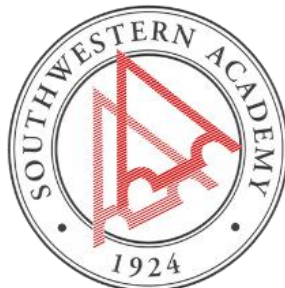
ADVISOR - Students are assigned a faculty advisor who assists with the college process for each of their advisees. Students will meet with advisors frequently to ask questions, discuss concerns, and check social and academic progress. Students are encouraged to talk with their advisor if they need academic help or have a problem.

LIBRARY - Students have online access to books, magazines, and other resources through San Marino's Crowell Library.

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 on 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. Please refer to the section on Digital Citizenship for more information. 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.



DIGITAL CITIZENSHIP -

At Southwestern Academy, technology should enhance students' educational experience. We are committed to help our students learn how to live in a digital environment and use technology ethically and responsibly.

Digital Citizenship refers to the responsible and ethical use of technology and online platforms. It revolves around **respecting, educating and protecting** others. Students will learn that the sanctity of Southwestern's honor system extends into the technological world. Students as digital citizens are expected to comply with Southwestern Policy. The key aspects of being a responsible digital citizen at Southwestern Academy include:

1. Respecting rights to access and use computers, electronic devices, and digital content, to create and share digital media, to privacy in digital communities, to express ideas and opinions freely.
2. Understanding to report anything inappropriate.
3. Educating online etiquette and respecting others' privacy, rights and intellectual property.
4. Evaluating for reliability and accuracy of AI technology and information.
5. Protecting oneself from online risks like cyberbullying, fraud, identity theft, and from excessive use that interfere with learning experiences.
6. Educating digital literacy and responsible technology use in the community.

Southwestern Academy aims to empower students to navigate the digital world safely, ethically, and productively while upholding human rights and values online. It emphasizes using technology as a tool for positive engagement, self-expression, and social good. Therefore, reward and disciplinary action to help the learning process are built into the digital citizenship regulations.

GAMES AND SOCIAL MEDIA - Online gaming and social media addiction negatively impacts students' cognitive engagement in several ways. We have observed these in students: Reduced focus, decreased cognitive resources, impaired executive functioning, lowered academic motivation, interference with information processing, reduced critical thinking, and shortened attention span. By negatively impacting these aspects of cognitive functioning, online gaming and social media addiction significantly diminishes students' overall cognitive engagement in their academic pursuits.

To ensure students' focus on educational activities during school hours, which includes the lunch periods, students must understand these rules:

1. Device Usage

- Students are prohibited from using personal devices for gaming or social media during school hours.
- School-provided devices must be used solely for educational purposes.

2. Parental Involvement and Control Apps

- Parents will be informed of the school's policy and encouraged to support it by monitoring their children's device usage at home.
- Parents are encouraged to use parental control apps to limit screen time and monitor their children's online activities.

3. Monitoring and Enforcement

- Teachers and staff will monitor device usage and enforce the rules.
- Violations will result in confiscation of the device for the remainder of the school day and potential further disciplinary action.

4. Educational Integration

- Teachers will incorporate digital literacy into the curriculum to teach responsible technology use and critical thinking about social media.

TECHNOLOGY AND RECOMMENDED DEVICES

Students will have access to email, printers, and learning management systems. We have several computers available for students to use and we offer campus-wide network access.

We encourage students to bring their own laptop or tablets instead of phones. The “Sanctuary” has computers to meet students’ needs; however, if a student brings a laptop, the student will be able to work on assignments in the dorm room and across campus. *Desktop computers are not allowed in dorm rooms.*

Should you decide to purchase a computer, we strongly recommend that you consider a laptop or tablet that can run a full OS desktop version. Upon setting up the computer, please set the computer system language to English (US). We make every effort to support Apple, and Windows platforms through our technology department. Recommended specifications are below:

| Laptop/Tablet OS | Processor (min) | Memory (min) | Storage (min) |
|------------------|-----------------|--------------|---------------|
| Windows 11* | I3 or AMD Ryzen | 8 GB | 256 GB |
| Mac OSX 10.15* | M1, M2, M3, M4 | 8 GB | 256 GB |

* Please set up the system language to English (US)

Southwestern Academy provides students with access to Google Suites (Doc, Sheet, Slide, Site, and Google mail) and Adobe creative suites (In-design, Photoshop, Acrobats, Lightroom, Premier, etc.). Students are encouraged to use these tools to improve digital collaboration, communication and creativity in the class.



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

ATTENDANCE - Attendance is of the utmost importance. Students are expected to be present and on time for all school-related commitments. Students must fulfill their academic obligations to remain in good standing. If a student is going to be absent, proper communication from an authorized contact is required before the start of the academic day. Please refer to the Health and Safety section of this handbook regarding proper communication procedures for absence due to illness. Whether or not an absence is excused or unexcused is determined by school administration. The school excuses absences for illness, legal, medical/dental appointments, and family emergencies. All other absences are unexcused unless approved in advance by the school administration. Students are limited to five missed days, either excused or unexcused, per semester. Compulsory attendance laws require that students must not exceed ten days of any absence a year. Excessive absences from school will impact current classes and may threaten a student's advancement to the next grade or graduation.

ARRIVING LATE OR LEAVING EARLY - Students who arrive late or leave early from school must check in or out with the Student Office. Communication from an authorized contact must be received in advance.

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!

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 Student Office needs information about vacation plans - at least two weeks in advance of each vacation. They will help with coordinating transportation to and from the airports.

Vacations begin after 4:30 p.m. Students who leave early or return late are unexcused and risk adversely affecting grades for missed days and work.

The vacations during the 2025-2026 school year are:

CHRISTMAS – WINTER

Students may leave after finals on Wednesday, December 17, at 4:30 or later that week. All resident students must return to dorms between 4:00 and 8:00 p.m. Tuesday, January 6, 2026. Classes resume on Wednesday, January 7, 2026.

EASTER – SPRING

Students may leave after exams on Friday, March 27, 2026, at 4:30 or later that weekend. Resident students must return to dorms between 4:00 and 8:00 p.m. on Sunday, April 5, 2026. Classes resume on Monday, April 6, 2026.

SUMMER

Summer vacation begins after Graduation on Friday, May 22, 2026, about 2:30 p.m.

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 with transportation to and from airports. Please ask for any help needed. Let the Student Office know your plans as soon as they are developed but no later than two weeks before travel.

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 2025/2026, school holidays are:

| | |
|--|-----------------------------------|
| Monday, September 1 | Labor Day |
| Tuesday, November 11 | Veterans' Day |
| Thursday and Friday, November 27 & 28 | Thanksgiving |
| Monday, January 19 | Martin Luther King Jr. Day |
| Monday, February 16 | Presidents' Day |
| Monday, May 25 | Memorial 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.

FOOD SERVICE - Shared meals are essential for community building and social interaction.

- The school serves 3 nutritious meals Monday through Thursday and 2 on Friday (breakfast and lunch) that students are expected to eat in the Commons.
- The school also serves Friday dinner and 2 meals Saturday-Sunday by sign up.
- Lunch meals include assigned seating with faculty members who facilitate group conversations for at least 15 minutes. This tradition helps promote a sense of community, inclusion, and global citizenship by encouraging interaction across diverse groups.
- Use of electronics is not allowed at dining tables during lunchtime.
- Hot food service ends 10 mins prior to every designated meal time.

Note: Southwestern Academy accommodates food allergies, religious dietary needs, and other dietary requirements. For special dietary requests or questions, students should contact the Operations Office (operations@southwesternacademy.edu).

LOCKERS - Lockers are assigned to students. Students are encouraged to use them to store textbooks, notebooks, P.E. clothes and other personal items which can be accessed during passing periods throughout the academic day. Lockers offer a convenient place to store personal belongings as Assembly Room desks must remain cleared throughout the school day. Students are required to provide their own lock to ensure the safety of their items.

LOST & FOUND - Missing items may be able to be retrieved from the Student Office.

INCIDENTALS - Incidentals function as a student bank account while at Southwestern Academy. Parents deposit money into this account for student personal spending in consultation with their parents. Any credit balance will be refunded to parents a month after a student leaves Southwestern Academy. Itemized statements are available for parent viewing on FACTS. Restitution costs for damage to school or other's 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. Students may not borrow or lend money. Students are also not permitted to exchange money or engage in any forms of business transactions.

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. **Southwestern Academy is not responsible for lost or misplaced cash in a student's possession.**

INTERNATIONAL STUDENTS -

VISA - 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.

"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.

I-20 - 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. An I-20 form must be requested from the registrar at least 2 business days in advance of a student's travel.

PASSPORTS - International Students are required to turn in their passports and I-20 to the Student Office for safe keeping. Students should request their passport 2 business days prior to travel.

IMMIGRATION QUESTIONS - The Registrar is the principal designated school official (PDSO). If students have questions about their visa, passport, or I-20 they may contact the registrar by email (registrar@southwesternacademy.edu).

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. As the contracted legal guardian for international students in the United States whose parents are not present, Southwestern Academy is under obligation to act accordingly. Unless otherwise formally authorized by the court, the school cannot permit anyone other than a legal guardian to act on behalf of a parent.

VISITORS ON CAMPUS - Any visitor, including parents and friends, must check in with an administrative office to be on campus.

SCHOOL IDENTIFICATION CARDS - Students are issued a Southwestern Academy photo ID which should be kept in their possession.

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.

WORK PERMITS - All students who are eligible to work and are 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.



COMMUNICATION & UPDATES - At Southwestern Academy, clear and respectful communication is essential for student success and well-being. All students are assigned a Southwestern Academy email address.

COMMUNICATION WITH STUDENTS AND/OR FAMILIES

- Teachers and Administrators will communicate directly with families through the *FACTS* platform regarding:
 - Academic Updates
 - Medical concerns
 - Behavioral infractions
 - Restorative actions
 - Positive updates
 - General reminders and announcements
- Students must acknowledge and respond to these communications as soon as possible to stay informed about assignments, grades, and expectations.
- All students are expected to check their Southwestern Academy email daily for new messages, updates, or changes in schedule.

WEEKLY BULLETIN

- A Campus Bulletin is emailed every Friday afternoon, and includes:
 - Upcoming events
 - Important deadlines
 - Reminders/ announcements
 - Celebrations and student highlights

ACTIVITY BOARD - Students sign up for all weekend trips and activities by Thursday morning on the sign-up sheets posted on the bulletin board.

CAMPUS CHRONICLES BLOG - The Campus Chronicles is a monthly blog shared via email that highlights student activities, campus events, and school culture.

STUDENT-TO-STAFF COMMUNICATION

Students have multiple ways to reach out to staff, teachers, and administrators:

Academic or Administrative Questions

- Students can use Southwestern email to communicate with any teacher or staff member.
- A response can typically be expected during that staff member's working or shift hours.

Residence Team

- Students may communicate through the Residence Shift Phones during dormitory hours.
 - Phone 1 - On Campus (626) 807-7580
 - Phone 2 - Off Campus - Field Trip (626) 807-7581
- For any emergencies after lights out, students must contact the Administrator on Duty (AOD) Phone at (626) 390-9515.

EMAIL & CHAT ETIQUETTE

All written communication (email or chat) must be respectful and courteous. When emailing staff or teachers, students should:

- Use a clear and relevant subject line
- Begin with a proper salutation (e.g., *Dear Mr. Lee, Hello Ms. Adams*)
- Sign off with their name

Open Communication is Encouraged

We value proactive and respectful communication. Students are encouraged to speak with their teachers, dorm parents, or administrators if they have questions, concerns, or ideas. Student voice matters and staying connected is part of being a responsible and successful member of our community.

DRESS CODE - Students must comply with the Southwestern Dress Code throughout the scheduled instructional day. For all students the instructional day includes lunch. Exceptions to dress code are some field trip activities that require alternate dress as determined by the teacher. Please note the additional guidelines for Blazer Days, Casual Days, Theme Dress Days, and Physical Education listed below.

| Daily Dress Code | |
|---------------------|---|
| Head | Natural Hair Colors; Black, Blonde, Brown, or Red. |
| Face | No makeup to light makeup. |
| Upper Body | Collared dress shirt or polo shirt. Sweaters and Southwestern sweatshirts may be worn over dress shirts or polos. Blazers or suits and ties. Coats and jackets that meet community standards may be worn outdoors only. |
| Lower Body | Ankle length dress pants, trousers, or slacks. Knee length or longer skirts, without slits. |
| Shoes | Dress or casual closed toe and back shoes with visible socks. Shoes with up to a 1" heel. |
| Jewelry and Tattoos | Small earrings, rings, and necklaces. Tattoos that meet community standards. |

| Examples of Non-Permitted Items | |
|---------------------------------|---|
| Head | Hats and Hoods indoors. |
| Face | Sunglasses, eyebrow, mouth, or septum piercings. |
| Upper Body | Non-Southwestern Academy sweatshirts. Denim shirts. Undershirt with flashy design or advertising. Bulky clothing and outdoor coats/jackets indoors. |
| Lower Body | Denim jeans/pants and skirts. Loose baggy pants, sweats, or capri/yoga style pants, skorts, shorts, jumpsuits, leggings or jeggings. Tight skirts, fishnet or thigh high stockings. |
| Shoes | Crocs, sandals, slides or slippers. |
| Jewelry and Tattoos | Eyebrow, mouth, or septum piercings. Tattoos that do not meet community standards. |

Blazer Days - In addition to the dress code above, students must wear a blazer/suit jacket/sports coat over a dress or dress shirt (no polo shirts). Dress shoes are required.

Casual Dress Days - On casual dress days students are allowed to wear jeans, sweats, t-shirts, and sometimes shorts, however community standards still apply.

Theme Dress Days - Students are expected to wear clothing that fits within the theme of the day and does not violate community standards. In the event that the theme is a specific color, that color must be the predominant color of the clothing worn and must be visible at a distance.

Physical Education (P.E.) - Southwestern P.E. t-shirt and/or Southwestern sweatshirt must be worn with shorts, sweatpants or appropriate athletic wear. Athletic shoes are mandatory.

Community Standards - Students are expected to dress in a manner that does not draw inappropriate or excessive attention to themselves. Clothing that exposes midriffs, is sheer, low-cut, tight, sleeveless, torn, ripped, frayed or has holes should not be worn. In addition to the items listed in the "not appropriate" column above, there should be no large logos, profanity, references to alcohol, drugs, tobacco, firearms, or other offensive content.

EXTRACURRICULARS

CLUBS AND ORGANIZATIONS

All Southwestern students are encouraged to participate in clubs that meet their interests. These provide opportunities to make friends, engage in interesting activities, and to develop leadership skills by participating as officers.

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 throughout the school year, 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 for 2025-2026 are:

October 8 - LATIN AMERICAN & HISPANIC HERITAGE
November 5 - JOURNEY TO ASIA
December 10 - HOLIDAY TRADITIONS
February 4 - LUNAR NEW YEAR
March 18 - EUROPEAN and MEDITERRANEAN
April 29 - 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.

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. SEA sponsors on-campus Earth Day festivities each spring.

LEADERSHIP OPPORTUNITIES

Being a student leader is both an honor and a responsibility. It is required that all leaders 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. Student Government includes the elected student body president and their selected cabinet consisting of; vice president, secretary, treasurer, activities coordinator and media communication specialist. Student Government serves as a voice for students and allows students to participate in leadership opportunities. They also are responsible for coordinating the annual Prom.

STUDENT COUNCIL - Student Council includes Student Government as well as presidents of all campus clubs; House Team Captains; and the Head Proctor. The Council organizes the monthly calendar of special events and represents students on important issues. They welcome questions and ideas.

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

SPORTS TEAMS - FOLLOW THE SUN! Our sports teams are called the SOUTHWESTERN SUN. Our colors are red and white. Students have the option to compete on California Interscholastic Federation (CIF) sports teams including cross country, basketball, badminton, and volleyball. We also offer soccer, track and field, as well as non-CIF opportunities in tennis, weight training, and golf. We encourage all students to join our teams. 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. ATTIRE - Southwestern P.E. t-shirt and/or Southwestern sweatshirt must be worn with shorts, sweatpants or appropriate athletic wear. Appropriate athletic shoes and equipment will be required and noted by the instructor. Cell phones and earbuds are not permitted in P.E. T-shirts will be distributed at the beginning of the year. If additional t-shirts are needed at any time during the school year, you may get them from the Director of Operations.

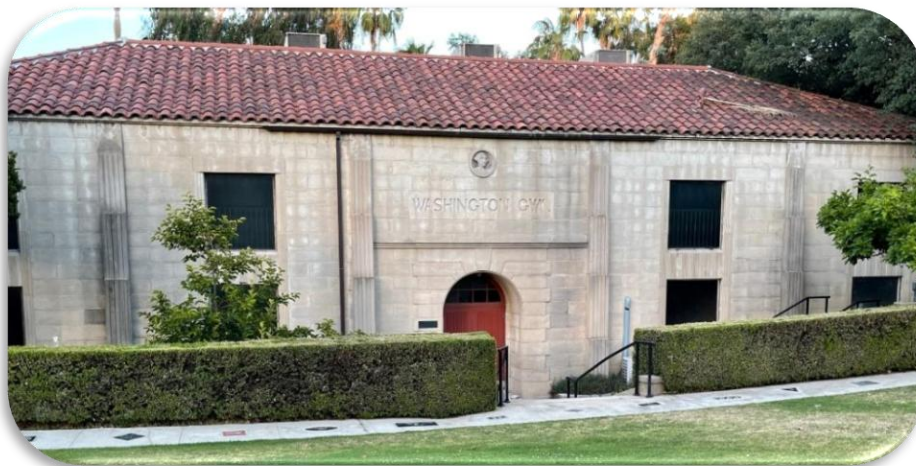
DRESSING PERIOD - There is a short passing period, see daily schedule, for students to go from classes to physical education. Dorm students change in their dorm rooms and day students change in the gym locker rooms.

TEAM UNIFORMS - Players on our CIF teams receive uniforms from team coaches. Students are responsible for cleaning and taking 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.

LETTERMAN JACKETS - 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 for more information.

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. Students who earn league awards are also recognized.

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.

WHAT TO BRING FOR DORMS AND SCHOOL

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)
- Alarm clock or clock radio
- Pajamas; bathrobe
- Slippers and/or shower shoes
- Personal toiletries such as toothbrush, toothpaste, soap, shampoo, deodorant, and/or cosmetics
- Shower caddy
- Bath towels; wash cloths
- Clothes hangers
- Laundry basket and detergent
- Padlocks for two lockers
- Laptop, tablet, or notebook computer, with earphones or earbuds, and chargers
- School required clothing (see Dress Code)

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, desktop computers, gaming computers, external monitors, or external speakers
- Other furniture
- Suitcases or trunks (there are storage rooms available near all dorms for your luggage)

We strongly recommend that you MARK YOUR NAME clearly and permanently on your clothing and belongings.



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.

LIGHTS OUT - Lights out in dorm rooms are 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.

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 keys.

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 drawer organizer 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 weekends or vacations.

Never leave valuables, including electronics, unattended, inside or outside. Use the safes in your dorm to keep valuables 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.

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, see the Director of Operations.

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

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

ANIMALS- Pets are not permitted in dormitories.

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

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 resident staff. No offensive materials can be posted.

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.

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.

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

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.

OTHER HAZARDS - All cleaning chemicals used in areas of student access are environmentally safe. 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 AND SEARCHES - Upon enrollment, all students and their families give consent for periodic searches. Dorm supervisors and other school officials have the right to check campus facilities, dorms, and personal belongings. Governmental officials, such as police and fire, can also inspect, and can use trained dogs with school permission. Searches are performed to assure the safety of students and staff. 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 upon request by an administrator. When possible, students are asked to be present during an inspection.

ALLOWANCE - 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 large amounts of money require email permission from a parent or guardian. If a student's account becomes overdrawn, they will not be allowed to make a withdrawal until funds are deposited into the account.

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.

PASSPORTS - Remember, passports should never be kept in dorm rooms, they are required to be turned into 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.

MEALS - Resident students are required to attend all weekday meals. Students must be in dress code for 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 8:30 p.m. until Friday night after 4:30 p.m.

LAUNDRY - Coin-operated and phone app washing machines and dryers are available. Students can request quarters as part of their weekly allowance each weekend or use the WASH app in lieu of coins. If students need help in operating the washer or dryer, resident staff 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.

STUDENT LOUNGES - All students are welcome to enjoy the student lounges located beside the Founders' Hall dorms, and downstairs in Lincoln Hall. These are areas for students to use to eat, relax, do homework, or meet with friends. For both locations, each user is always responsible for cleaning up.

VISITING OTHER DORMS - Students may visit other dorm rooms with the permission of all students within that room. The lounges are great places to meet with your friends that are not residents of your dorm. For security, commuting students are only permitted in dorms with permission from an administrator or residential staff and the room occupants.

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.



LEAVING CAMPUS

Students living on campus are encouraged to visit the surrounding San Marino and nearby Los Angeles communities. For safety, students must always communicate in person with an administrator or residence staff member when leaving and returning to campus. Students that have any obligation, including detention, may not leave until they have fulfilled their commitments.

WEEKENDS - Resident students may elect to stay on campus any weekend or leave with an approved adult. 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.

TYPES OF LEAVE - For students that choose 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.

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 (Students are required to go with one or more other students)?
- How are you getting to and from the location?
- When will you be back?

Check Out times are as follows: *

Friday - 4:30 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 with advanced planning.

Dorm students must check back in with residence staff upon return to campus.

SIGNING OUT - Students signing out for the weekend may sign out from campus after 4:30 p.m. 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.

Students signing out for the weekend must sign back in with residence staff 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.

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 driven by other students.



COMMUTING STUDENTS

Commuting students are an important part of our school population. They are encouraged to fully immerse themselves in all that Southwestern has to offer.

GENERAL PROCEDURES - Commuting 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.

It is important for Southwestern Academy to account for all persons on campus. As such, commuting students must sign out with an administrator or residence staff prior to departing campus. Commuting students must leave with their parents and are not permitted to come and go on their own Monday through Thursday. Any time a student leaves and/or returns to campus they must sign in/out. Campus is closed to commuting 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 8:00 a.m. the following day. Exceptions require prior approval.

Commuting students are encouraged to participate in all school activities and athletics, and are required to attend P.E., lunch, afternoon study hall, opportunity, reflection hours, any assigned consequences, and other special programming during the year.

DRESS - Commuting students are expected to follow the dress code and to be appropriately dressed throughout the instructional day. After hours, community standards for dress code still apply. Students will be required to change any unsatisfactory dress.

All dress standards apply as long as Commuting Students are on campus or school sponsored trips and activities.

MEALS - Lunch is served to all students on campus. Commuting 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 commuting students. There is a nominal charge to commuting students for breakfast and dinner.

DORMS - For security, commuting students are only permitted in dorms with permission from an administrator or residential staff and the room occupants. Commuting students are welcome to meet friends in the lounges, gym, assembly room, the commons, or other public places on campus. Students are not permitted in dorms of the opposite gender.

OVERNIGHT STAYS - Commuting students may, on occasion, stay on campus overnight or through a weekend. Arrangements must be made in advance and approved by an administrator.

DRIVING - Commuting 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 rules apply to commuting students whenever they are on or around campus at any time or on any school-sponsored trip or activity.

Health and Safety

ILLNESS ABSENCE

The health and well-being of each student is a priority at Southwestern Academy. It is important to communicate when unwell. Follow proper communication procedures as outlined below. 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. Students missing classes due to illness are not permitted to participate in sports or other activities that day.

COMMUTING STUDENTS - Parents must contact the Student Office **each day** if a student is sick at home or will be late. Please call or email before 8:00 a.m. each morning the student is absent.

Our voice mail takes messages any hour:

Call 626-799-5010, then press 208

Email: studentoffice@southwesternacademy.edu

For extended absences of three consecutive days or more due to illness, you must bring a note from a doctor or parent when returning to school and turn it in to the Student Office. If a commuting student becomes sick during the day, an administrator will contact parents to coordinate pick up.

BOARDING STUDENTS - must tell residence staff by breakfast if they feel sick in order to get permission to stay in bed. If you become sick during class or during the day, get permission from the teacher to go to the Student Office for assistance. If outside medical attention is needed, an administrator will coordinate any needed appointments.

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.
- **Students MAY NOT have visitors** in their room.
- **Meals** will be brought to a student in their dorm. Do not come to dining rooms.
- **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 or other emergency**, students must evacuate the building.

COUNSELING - Southwestern recognizes the importance of each student's emotional well-being and development. Professional counseling support is available on campus for students that wish to speak to a counselor. Students are encouraged to discuss their concerns with the counselor, their advisor or another campus adult. Should the student need ongoing counseling support for a sustained period, referrals to a counselor outside of the school will occur. The school may require that the student receive an evaluation by an outside professional that the school designates.

MENTAL HEALTH RESOURCES

All conversations with the counselor are confidential unless reporting is mandated by law. Email counselor@southwesternacademy.edu, to set up a time to talk with the counselor. The counselor can help you, or find you help.

The Head of School, administrators, faculty and staff 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.

MEDICAL INSURANCE - All students are required to have medical insurance that is accepted in California. International students are required to purchase a plan through GeoBlue which will be coordinated by the school.

MEDICAL FORMS - Southwestern Academy fully expects all families to complete and submit all health related enrollment documents, including the emergency medical release form, health statement and immunization form (physical), insurance information, and the influenza vaccine and dietary restrictions and allergies form. These documents must be completed and submitted before school starts.

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.

CAMPUS SAFETY, HEALTH SAFETY, AND COMMUNITY EXPECTATIONS

At Southwestern Academy, your safety, health, and well-being are our top priorities. Every member of our school community shares responsibility in keeping our campus safe, respectful, and supportive. While this is by no means an exhaustive list, this section highlights some common concerns.

Southwestern Academy has a **zero-tolerance policy** for hazing, harassing, bullying, demeaning others and or sexual harassment. These behaviors are strictly prohibited, whether in person, online, or in any context related to school life.

This includes:

- Hazing: Teasing, threatening, bothering, or demanding something from another student for inclusion in a group or community.
- Harassment: Using intimidation, threats, gestures, drawings, or other actions to harm or target another person.
- Bullying or Cyberbullying: Repeated behavior meant to hurt, exclude, or embarrass another person.
- Demeaning Others: Making fun of, insulting, or otherwise damaging someone's sense of safety or self-worth.
- Sexual Harassment: Includes, but is not limited to: unwanted touching , sexually explicit comments, jokes, or messages, requests for sexual favors.

If there is any indication that you are engaging in any of these behaviors—directly or indirectly—you will face strict disciplinary consequences as outlined in this handbook. These actions are illegal under Federal and State Laws and upon investigation may require referral to law enforcement.

REPORTING AND SUPPORT:

- If you witness or experience any of these behaviors report it to any staff member immediately.
- If it involves a school employee, contact the Head of School or any administrator.

EMERGENCY PREPAREDNESS - You are expected to:

- Act responsibly in all emergency drills and real events.
- Listen carefully to instructions.
- Know how to exit buildings and where to meet during emergencies.
- Understand that drills are serious and not optional—your attention matters.

EARTHQUAKE SAFETY - Our campuses are on earthquake fault lines, so awareness and preparation is essential.

- Do not place heavy items above beds or desks, or on top of wardrobes.
- During drills, follow the "Drop, Cover, and Hold" instructions.

FIRE SAFETY

- Open flames are strictly prohibited.
- No cigarettes, vapes, candles, incense, matches, lighters, halogen lamps, extension cords, or personal cooking appliances are allowed—especially in dorms.
- Always use caution around hot objects like irons and hair tools.

GENERAL SAFETY REMINDERS

- Use caution on stairs, near corners and windows.
- Stay alert when using phones or devices while walking.
- Tipping chairs, climbing trees, and accessing rooftops are dangerous and not allowed.
- Helmets are required when riding skateboards, scooters, bikes, or similar items.
- Drones are not permitted to fly over or near campus.

SAFETY IN SPECIALIZED AREAS

Follow safety rules in labs, art studios, PE, and athletics. Use equipment only as instructed by staff.

COMMUNITY BEHAVIOR AND BOUNDARIES

Inappropriate Behavior and Prohibited Items:

- No sexual activity is permitted on campus. This includes consensual or non-consensual acts. Handholding, hugging, or brief physical affection is allowed if mutual and respectful.
- You may not enter dorms, locker rooms, or bathrooms of another gender.
- Do not enter your own dorm during the academic day without permission.
- Riding in vehicles driven by other students, hitchhiking, or renting/borrowing vehicles are not allowed. Transportation and ride-share use must be approved by the Student Office.
- Loaning, borrowing, or trading money or property with students or staff is not allowed.
- Possession or use of the following is strictly prohibited:
 - Tobacco products, e-cigarettes, vape
 - Alcohol, marijuana, non-prescription or illegal drugs
 - Matches, lighters, knives, or any weapons
- Do not use crude, vulgar, or inappropriate language.
- Do not throw objects outside of approved sports or activities.

CAMPUS BOUNDARIES - To ensure a safe and structured learning environment, please respect designated campus zones.

In-Bounds Areas

- Classrooms (with a teacher present)
- Restrooms, study halls, common areas
- Field area, picnic tables
- Offices (with staff present)
- Senior Yard

Out-of-Bounds Areas

- Behind dorms, gym, chapel, or art building
- Dorms or laundry rooms during the school day
- Teachers' workroom
- Classrooms/offices without teacher/staff supervision

FINAL NOTE:

If you're unsure about any rule or policy, ask a teacher, dorm parent, or student proctor for help.

Southwestern Academy is committed to providing a safe, respectful, and supportive space for every student.

Violations of these expectations - especially those involving safety, prohibited items, or serious misconduct - will result in disciplinary action.



BEHAVIOR EXPECTATIONS AND RESTORATIVE PRACTICES

At Southwestern Academy, we recognize that students are continually learning and growing—both academically and personally. Our behavior expectations are designed to support this journey, respecting the diverse cultures and backgrounds of our school community. We strive to cultivate a **positive, respectful, and inclusive environment** where all students can thrive.

Positive Behavioral Expectations

Students are expected to:

- Actively participate in all learning activities
- Show respect toward peers, staff, and the learning environment
- Follow school rules, including those related to attendance, technology, dress, and honesty

Teachers are committed to delivering engaging lessons that promote both academic excellence and character development. We provide both remediation and enrichment to support students at various stages of learning.

Restorative Practices with Accountability

At Southwestern Academy, we believe in restorative justice as a first response, emphasizing reflection, personal responsibility, and repairing harm. However, when students demonstrate a pattern of repeated infractions or fail to make meaningful progress through restorative interventions (such as Reflection Hour), firmer consequences will be applied.

Restorative Tools Used Across All Levels

- Reflection Forms: Used to guide students through self-assessment and planning for future choices
- Reflection Hour: Structured, supervised time after school for restorative work. Students miss all extracurricular and athletic commitments for the day it is assigned.

Our goal remains to guide students back into alignment with community expectations, but ongoing disregard for school norms will lead to graduated disciplinary action, up to and including dismissal, when necessary to protect the integrity and well-being of our school environment.

Behavioral Continuum

Our school uses both restorative and corrective measures to support student growth and accountability. Restorative measures are reflective and student-centered, allowing individuals to take responsibility for their actions in a supportive and constructive environment. However, when a student repeatedly fails to take accountability or change their behavior, more corrective measures may be applied. These are more serious in nature and serve to address ongoing or unresolved behavioral concerns.

Responses escalate based on the severity and/or frequency of behavior.

LEVEL 1 – Prevention & Immediate Response

Examples of Behaviors:

- Classroom disruptions
- Minor dress code violations
- Unauthorized use of technology
- Inappropriate language
- Inappropriate Public Display of Affection
- Room dirty/cluttered (boarders only)
- First-time minor defiance

Restorative Action:

- Immediate redirection or respectful conversation
- Student completes a Reflection Form to process the behavior
- Opportunity to correct actions without formal discipline

Corrective Measures:

- Verbal Warning
- Sent to office

LEVEL 2 – Skill Building & Early Interventions

Examples of Behaviors:

- Repeated classroom disruptions
- Continued dress code or tech misuse
- Disrespect/defiance
- Engaging in any form of personal business transaction within the school community
- Property misuse or minor vandalism
- Teasing or early-stage bullying
- Threatening violence
- Unexcused absences

Restorative Action:

- Social-emotional learning tasks or targeted skills support
- Reflection Hour (after school) — student completes structured reflection and misses all extracurricular and sports commitments
- Parent/guardian notification
- Ongoing documentation to track behavioral patterns

Corrective Measures:

- Detention

LEVEL 3 – Collaborative Behavioral Planning

Examples of Behaviors:

- Physical altercations
- Bullying or harassment
- Possession of prohibited items (e.g., vapes, cigarettes, lighters)
- Repeated defiance or dishonesty
- Academic dishonesty
- Escalation of Level 2 behaviors

Restorative Action:

- Personalized behavior plan
- Reflection Hour assigned as needed, with exclusion from activities
- Parent meeting and behavior contract

Corrective Measures:

- Detention or suspension (on or off campus)
- Revocation of privileges (weekend trips, device use, leadership roles)

LEVEL 4 – Intensive Interventions & Community Support

Examples of Behaviors:

- Severe harassment or threats
- Assault or repeated physical aggression
- Possession or use of illegal substances
- Continued serious infractions despite intervention
- Major vandalism or theft

Restorative & Disciplinary Action:

- Mediation and restorative conferencing, if appropriate
- Parent meeting and formal review of student's enrollment

Corrective Measures:

- Suspension or temporary removal from building
- Early collection of personal electronics during the school day
- Revocation of all privileges, including weekend outings and campus events
- Referral to the Disciplinary Committee for possible behavioral probation or expulsion

SOUTHWESTERN TRADITIONS

For over 100 years Southwestern students have participated in traditional celebrations and activities that help define our unique school.

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.

MIDDLE SCHOOL GRADUATION - A special ceremony is held during commencement 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 22, 2026**.

HOUSE TEAMS - Upon 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 under the leadership of the Student Council.

Points are totaled all year, and the winning team has a special day in May. The **DEUCES** are the defending champions this year. Events start the first week of the school year.

ANNIVERSARY CELEBRATIONS - Southwestern Academy's anniversary is April 7th. We celebrate each year with a tree planting, ice cream and cake, and our traditional Anniversary Antics house team competition. We will celebrate our school's 102nd year on **April 7, 2026**.

ARTSFEST - Each spring an afternoon is dedicated to showcasing our Visual and Performing Arts. The music, drama, media arts, design, fine art, photography, and videos of our students are on display this year on **April 16, 2026**, from 3-6 pm. All families and students are encouraged to attend to celebrate the creative work produced within our school community.

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. Historical editions are on display downstairs in Lincoln Hall.



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 potential.

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. After his death in 1961, Claire Veronda, Maurice's spouse, served in an interim capacity. Their son, Kenneth Veronda, followed in succession and 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. Claire Veronda, lived alongside campus until her death in February 1997. The family's home is called "Veronda Place."

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 in 1963. 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. Kenneth Veronda passed away on April 9th, 2022.

April 7th, 2024, a Sunday, marked Southwestern's 100th anniversary.

Now YOU are part of this Southwestern heritage. ***Your record becomes part of this school - and the school becomes part of you.*** 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.

Enjoy your stay at Southwestern. 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. Keep the Southwestern spirit strong!

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."*

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:*

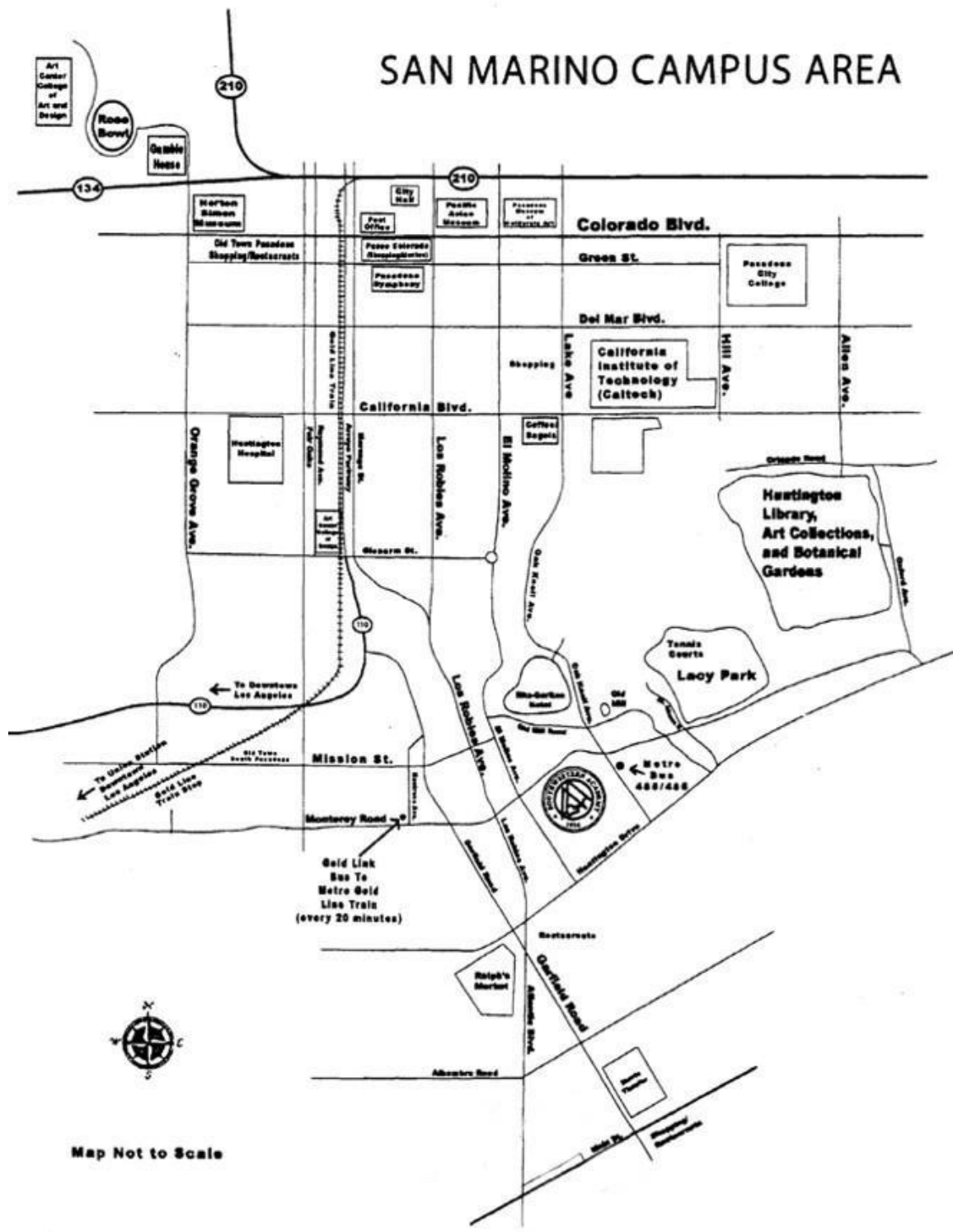
***Southwestern is the school we love
To her we sing this phrase
And from the east as from the west
You'll hear our voices raise.***

***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



A. Pioneer Hall

- a. Administration
- b. The Commons
- c. Classrooms

B. Lincoln Hall

- a. Assembly Room
- b. Classrooms
- c. Student Office
- d. Administration

C. California Hall - Girls' Dorm

D. Illinois Hall - Girls' Dorm

E. Washington Gym

- a. Weight Room
- b. Locker Rooms

F. Amphitheater

G. Science, Art, Music (S.A.M.)

H. Chapel

I. Athletic Field

J. Tennis Court

K. Student Store

L. Founder's Hall

- a. Boys' Dorm (North)
- b. Boys' Dorm (South)

M. Veronda Place

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

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ADMISSIONS OFFICE - Pioneer Hall

admissions@southwesternacademy.edu

Daisy Lopez-Barrios

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dbarrios@southwesternacademy.edu

BUSINESS OFFICE - Pioneer Hall

business@southwesternacademy.edu

Sisi Lin

(626)799-5010 x 200

Director of Academics and College Counseling - S.A.M. Hall

Lauren Brunjes

(626)799-5010 x290

lbrunjes@southwesternacademy.edu

Director of Learning and Student Wellbeing - Lincoln Hall

Deepika Borges

(626)799-5010 x 206

dborges@southwesternacademy.edu

OPERATIONS OFFICE - Lincoln Hall

Peter Casarez

(626)799-5010 x 209

pcasarez@southwesternacademy.edu

STUDENT OFFICE - Lincoln Hall

studentoffice@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

2025 - 2026 CALENDAR

Southwestern's 102nd School Year

| | | |
|---------------------|-------|---|
| AUGUST | 15 | New Student Orientation |
| | 18 | Registration, Move-In Day and Welcome BBQ, 3-7 p.m. |
| | 19 | First day of school |
| SEPTEMBER | 1 | Labor Day – no classes |
| OCTOBER | 1-2 | WrAP Test – annual writing assessment |
| | 13-17 | 1st Quarter Examinations |
| | 22 | PSAT |
| NOVEMBER | 11 | Veterans Day – no classes |
| | 26 | Thanksgiving Break – half day |
| | 27-28 | Thanksgiving Break – no classes |
| DECEMBER | 4 | Science Fair |
| | 15-17 | Semester Examinations |
| | 17 | WINTER VACATION begins after exams end, 3:30 p.m. |
| JANUARY 2025 | 6 | Boarding students return – by 8:00 p.m. (Tuesday) |
| | 7 | Second semester classes begin (Wednesday) |
| | 19 | Martin Luther King Jr. Day – no classes |
| FEBRUARY | 16 | Presidents' Day – no classes |
| MARCH | 2-6 | 3rd Quarter Examinations |
| | 27 | SPRING VACATION begins after classes, 3:30 p.m. |
| APRIL | 5 | Boarding students return – by 8:00 p.m. (Sunday) |
| | 6 | Classes resume (Monday) |
| | 7 | Southwestern's 102nd Anniversary and Anniversary Antics |
| | 16 | ArtsFest, 3-6 p.m. |
| | 24 | Annual Track, Field, and Carnival, 12-4:30 p.m. |
| MAY | 4-15 | AP Exams |
| | 18-21 | Semester Examinations |
| | 22 | GRADUATION DAY |
| JUNE-JULY | TBD | Summer Sessions |
| AUGUST | 18 | The 2026-2027 school year begins |

VACATIONS:**WINTER**

December 18, 2025 - January 6, 2026

SPRING

March 28 - April 5, 2026

See each month's calendar online for sports and activities:
www.SouthwesternAcademy.edu

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