

**SOUTHWESTERN ACADEMY**  
*San Marino and Beaver Creek Campuses*

**STUDENT HANDBOOK**  
*for*  
**2011 - 2012**

**STUDENT:** \_\_\_\_\_

**STUDENT NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_@SouthwesternAcademy.edu

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

**ADVISOR:** \_\_\_\_\_ **EXT:** \_\_\_\_\_

**ASSEMBLY SEAT:** \_\_\_\_\_ **BOOK LOCKER:** \_\_\_\_\_

**FIRST or SECOND LUNCH DINING ROOM:** \_\_\_\_\_ **TABLE:** \_\_\_\_\_

**GYM LOCKER NUMBER:** \_\_\_\_\_ **PE:** \_\_\_\_\_

**DORMITORY:** \_\_\_\_\_ **ROOM:** \_\_\_\_\_

**ROOMMATE'S NAME:** \_\_\_\_\_

**DORM PARENT'S NAME:** \_\_\_\_\_ **EXT:** \_\_\_\_\_

**YOUR TEAM:** \_\_\_\_\_



# Southwestern Academy

## *San Marino and Beaver Creek Campuses*

# Student Handbook

**2011 - 2012**

### ***SOUTHWESTERN'S 88<sup>th</sup> SCHOOL YEAR***

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

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

## **VISION STATEMENT**

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

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

## **ACADEMIC GOALS**

### **SOUTHWESTERN'S EXPECTED SCHOOLWIDE LEARNING RESULTS**

*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 12<sup>th</sup> 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. Every international student shall have sufficient English proficiency to enter an American college or university;

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

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

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

--have demonstrated not only tolerance for, but also familiarity with diverse ethnic, national, and cultural groups.

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

## ACADEMIC MATTERS

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

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

**BLAZER DAYS** Once or twice a month and announced on the monthly calendar, "Blazer Days" require all students to wear a blazer with shirt and tie or blouse, or a suit, to classes. This special dress is done when we host events or have outside speakers on campus.

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

**CELL PHONES** Cell phone use is not allowed during any academic or dining time.

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

- write the proposed change on the form available from the Student Office;
- ask a dean if the change meets your graduation needs. If it does, ask a dean to sign the form;
- get the change paper signed by the teacher whose class you are leaving. You must have turned in all required work and any books or materials;
- ask the new teacher, whose class you want to enter, to sign the paper. If you wish to go to a study hall, a dean must sign;

--take the form to the student office so the change can be made on your class records.

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

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

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

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

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

--Come to class prepared to learn. It is not appropriate to fool around or disturb others.

--Do not chew gum, eat, or drink in any classroom, lab, or study hall.

--Do not leave classrooms or study halls to answer pages or make telephone calls.

--Never have cell phones, video games, players, or earphones in any class, study hall, or dining room. They will be taken away. Laptops are permitted only by teacher approval.

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

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

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

**COLLEGE APPLICATIONS** Choosing, applying, getting accepted by the right college or university is a major job starting early in high school. We will help, but we cannot do this for you. We have a college application handbook, "Getting In," with many tips on selection and admission. This is distributed at the College Forum each fall, which juniors and seniors must attend, and copies are sent parents. Visitors from selected colleges come during the year to help you choose. See "Getting In" - with the lime-green cover - for much more information.

**COMMUNITY SERVICE** Every student at Southwestern Academy is required to do community service, volunteering to help people in a nonprofit school, hospital, church, or other agency helping the poor, aged, or youth. This helps make the community better.

**Seniors** must complete a minimum of **20 hours** a *semester*; high school students **10 hours** a *semester*, for a total of **100** hours to graduate.

Volunteer work may also be completed during vacations. Any hours not completed in a school year will carry over to the next. *You must complete 100 hours of service before graduation.*

Our **Interact Club** helps keep count of your hours, but it is your responsibility to complete the hours and to turn in a record of your Community Service for credit each year. Community service can be performed at any nonprofit agency during the regular school week or on weekends or vacations, around school, or near your home. Work for pay or for parents does not count.

If you volunteer off campus, ask a supervisor to give you a note certifying your volunteer hours. We will give you suggestions for service, but you need to pick your own project and give something of yourself, putting something back into the community around us.

**COUNSELING FOR YOUR PROBLEMS** In addition to class counseling from your advisor and college counseling from our college counselor. Southwestern offers personal counseling help whenever needed.

A professional counselor is at the San Marino campus each week, and are available at Beaver Creek. All conversations with the counselor are confidential unless reporting is mandated by law.

In San Marino, leave a message in voice mailbox **224** or ask at student office or a dean to talk with the counselor if you are feeling pressures from school, home, or life. The counselor can help you, or find you help. At Beaver Creek, the dean and teachers will help and will locate a counselor for you if you ask.

The headmaster, deans, and faculty are also available to help you at any time. You can always leave a voice message for them, too, or see them on campus. **If they are busy and your problem is an emergency, tell someone in the offices that you need to speak to them immediately.**

**DRESS CODE** Southwestern has a dress code to make classrooms more businesslike, and to remind all of us that we are serious about studies. Students must follow the dress code at breakfast and lunch. At evening meals, ties and dress shoes are not necessary, but all other rules apply. Southwestern club shirts should be worn by members on meeting days. Dress code rules always apply at assemblies, in classes, and around campus during the day. **Students not dressed according to this code will be asked to return to dorms or home and correct the problem.** Dress code infractions will result in disciplinary marks.

Every student must be neat and clean, particularly about hair. ***No one should call attention to himself or herself through clothes, hair, or jewelry.*** No clothing may show offensive words or designs, such as drug or alcohol statements or drawings. Because shaved heads, gang colors, wallet chains, or baggy clothing can be misinterpreted by passers-by, students and visitors may not wear such at Southwestern at any time, including after class or on weekends.

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

Appropriate indoor wear in cold weather is sweaters or blazers. Sweaters may be cardigans (with buttons down the front), V-neck slipovers, crew neck, or turtleneck.

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

No flannel or denim shirts or sweatshirts may be worn with school dress. Parkas, jackets, and other cold-weather wear may be worn outside only, and taken off on entering a building.

***Heavy outdoor wear may never be worn in classrooms, dining rooms, or for study.***

Shoes should be comfortable dress or casual leather shoes such as loafers. For safety, always wear closed shoes, with no high heels or platforms. Athletic shoes - leather or canvas - sandals, or thongs may not be worn in classes or at breakfast or lunch.

## BOYS' DRESS

**BOYS** wear a dress shirt and tie, or polo shirt (as described below), slacks with belt, shoes, and socks. Pants must be dry-cleanable or washable dress slacks, traditionally tailored. No jeans, shorts, or informal pants are permitted, except these may be worn at Beaver Creek when announced by the campus head. Shirts should be traditional-cut dress shirts, either long or short sleeved, in solid colors or stripes with an appropriate tie. As an alternative to a dress shirt, students in grades below 12<sup>th</sup> may wear a Southwestern knit polo-type shirt without a tie, available at student store in several colors. Seniors and Proctors always wear dress shirts and ties, and are encouraged to wear blazers or sports coats, except they may wear polos in hot weather when announced by a dean. **All shirts must be worn tucked into pants.** Boys must be shaved as needed. One earring may be worn in each ear, but no other body-piercing jewelry. Hair must be neat and clean.

### APPROPRIATE BOYS' CLOTHING

**Dress shirt and tie or  
Southwestern Polo shirt**

**Tailored slacks with belt**

**Tasteful colors and fabrics**

**Dress or casual-dress shoes with socks**

**Cardigan, crew or V-neck, or turtleneck  
sweater worn over shirts**

**Blazer, suit, or sports coat for special days**

### NOT ACCEPTABLE FOR BOYS

- \*Baggy or jean-style pants; pants with pockets sewn on the exterior; shorts
- \*Any clothes with flashy or advertising designs
- \*Shoes with cleats or high heels, or any boots
- \*Wearing no socks or no belt; tennis shoes
- \*Undershirt designs showing through dress shirt
- \*Tank tops, sweats, hoodies during school hour
- \*Head coverings; body-piercing jewelry except a single stud earring
- \*Any oversized clothing, too big for you

## GIRLS' DRESS

**GIRLS** wear a traditional, button-down, collared blouse, or polo shirt (as described below), skirt or slacks with belt, shoes, and nylons or socks. Skirts are business-styled, not casual, in tasteful colors and fabrics. Length must be modest, just above the knee. Slacks must be the woman's counterpart to the men's tailored slacks. No jeans or informal pants, except at Beaver Creek Campus during wet weather. Tops must be tailored or Oxford-style blouses, with long or short sleeves. As an alternative to a dress blouse, girls in grades below 12<sup>th</sup> may wear a Southwestern knit polo shirt, which are available at the student store in several colors. Seniors and Proctors always wear dress blouses, and are encouraged to wear blazers, except they may wear polos in hot weather. **All blouses must be worn tucked-in, except tailored shirts.** Jewelry must be tasteful; body piercing jewelry other than earrings is not permitted. All girls are expected to wear appropriate undergarments as needed. Hair must be neat and clean.

### APPROPRIATE GIRLS' CLOTHING

**Collared blouse or Southwestern Polo Shirt,  
tucked in, with pleated, A-line, or kick-  
pleat skirt or tailored slacks with belt**

**Tasteful colors and fabrics**

**Flat shoes or moderate lug heels**

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

**Cardigan, crew, v-neck, or turtleneck  
sweaters worn over tops**

**Blazer or suits; dresses**

### NOT ACCEPTABLE FOR GIRLS

- \*Short or tight-fitting clothing
- \*Any clothes with flashy or advertising designs
- \*Platforms or high-heeled shoes; nylon booties; slipper-type shoes
- \*Fishnet or over-the-knee stockings; design tights; tank tops or short blouses
- \*Shorts, Capri's, leggings, or jean-cut pants
- \*Sweat shirts, pants, or hoodies during school hours

**DRESS QUESTIONS?** If you have any questions about the dress code, ask a dean, teacher, dorm parent, or student proctor. They will be happy to help. In general, remember that dress should be businesslike and appropriate to the activity.

Words such as "tasteful" and "businesslike" are not precise, but the campus deans make the final decision about what is appropriate.

**EXAMINATIONS** Prepare to do well on exams by keeping up with your work each day. Exams are the most important academic responsibility of the term, for assessing your progress and for preparing to succeed in college. Each quarter - in November, April, and at midsummer - the regular classes for one full week are used for midterms.

**Semester examinations in February, June, and September are three hours long** in each class. It is very important for students to be in class, on time, with correct materials, for exams.

If you must miss an exam because of serious illness you must provide a doctor's note. You will not be excused from exams for vacations, doctor or dentist appointments, or for any reason other than serious illness. Missed exams must be made up within one month after a serious illness or the course becomes a failure.

If you have special problems in taking long examinations, talk with the teacher in advance to make any special arrangements necessary.

Do not make doctor, dentist, or travel plans during exam times. These are not acceptable excuses, and the exam will be a failure.

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

Our "**A**" grades are reserved for outstanding achievement. "**B**" grades are above average, for very good work. A "**C**" grade is college recommending, our average grade. **REVIEW** and **SKILL** classes count for high school graduation, but not for college entrance.

Failures are rare and well earned. We do not grade on a curve. You will not fail if you show appropriate effort and get help when needed.

An "**I**" grade means "Incomplete." A student has a month to complete any missing work for

full credit if excused for sickness. If the work is not completed in a month, the "**I**" becomes "**F**". The "**N**" grade is for continuing work. With an "**N**" grade, the final semester grade will replace the "**N**" for double credits.

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

A "**W**" on a report card means "Withdrawal" from a class. This carries no penalty or credit.

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

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

- earn **240 credits, usually five for each semester course**, including 40 credits in physical education or other activities;
- meet all '**a to g**' requirements with a **cumulative GPA of 2.0 or better**;
- demonstrate **English and math proficiency and computer literacy** (see proficiency test details on next page.)
- complete **100 hours community service**

A certificate of high school graduation, not college recommending, is awarded on completion of 240 credits, proficiency exams, and community service as above, but without meeting the 'a to g' requirements or the college-recommending GPA.

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 may be counted. We evaluate credits from other schools to be sure they are college preparatory courses before we include them in diploma requirements. Credits earned after leaving Southwestern cannot be counted for our diploma.

If you miss more than five days of classes per semester, ten class days a year, you lose a credit in each class for every ten days missed.

The "a to g" areas are:

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

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

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

--**LABORATORY SCIENCES** - 20 credits required, 30 preferred, in lab science providing fundamental knowledge in at least two areas: biology, chemistry, organic chemistry, physics. Earth/space science courses must include basics of biology, chemistry, or physics.

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

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

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

*In addition to the "a/g":*

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

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

**PROFICIENCY EXIT EXAMS** to graduate are:

**ENGLISH NATIVE SPEAKERS** - WrAP with score of 5.

**OTHERS** - TOEFL IBT 79/80 or higher, WrAP with suburban stanine of 5 or higher, or Accuplacer 100/all sections. (Examined only twice per year.)

**MATH PROFICIENCY** of Algebra II with college-recommending grade, or passing a composite exam.

**JUNIOR HIGH PROMOTION** requires successful completion of at least five middle-school classes each year.

Lists of prospective 8<sup>th</sup> and 12<sup>th</sup> grade graduates are posted in February. If your name is not listed and it should be, see your advisor or a dean.

**GRADUATION CEREMONIES** for February, June, and September graduates are held in San Marino each June for students at both campuses. Information and participation forms are sent to candidates for graduation and parents in March. Participation is voluntary, but strongly encouraged to celebrate this important passage in life. There is an absolute deadline on the form's return to order the materials for the ceremonies. Late forms will prevent participation.

Graduating Seniors prepare their personal section in the school yearbook, a reading or other performance piece for the Baccalaureate service, and a talk for the Commencement program. There are deadlines for each of these required preparations. Seniors must meet these submission deadlines to be eligible for participation in the program. The graduating class divides into committees to plan activities, with everyone participating. Graduation this year will be held on **Thursday, June 7, 2012**.

**HOLIDAYS** In addition to the long vacations for Thanksgiving, Christmas/New Year's, Spring, and Summer, there are five weekdays each year when Southwestern's offices are closed and no classes are held.

During **2012**, school holidays are:

Friday, February 17	<b>Post-Exam Break</b>
Monday, February 20	<b>Presidents' Day</b>
Monday, May 28	<b>Memorial Day</b>
Wednesday, July 4	<b>Independence Day</b>
Monday, September 3	<b>Labor Day</b>

There are **always** meals served, activities, and supervision on any holidays for students staying on campus.

In order to have the minimum number of school days in our calendar, Southwestern does **NOT** take holidays for Columbus Day in October, Veterans Day in November, King Day in January, or Lincoln's Birthday in February. *These are regular school days, and all students must be on campus and in classes as usual.*

**HOMEWORK** Teachers give homework each day. In high school, you should **spend at least 20 to 30 minutes each night for EACH CLASS**. If you have finished specific written assignments for the day, use this time to review earlier work in the class or to work on long-term projects or independent reading.

If you fail to do your homework, see the "**OPPORTUNITY**" section on page **10**.

Homework assignments are also given for each of the three long vacations - Fall, Winter, and Spring – and are due the day classes resume. Vacation assignments are posted at the school's site:

[www.SouthwesternAcademy.edu](http://www.SouthwesternAcademy.edu).

Summer vacation reading is required and book reports are due in September. A list of recommended books is on Southwestern's website under "HANDBOOKS".

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

***Students are expected to use correct spelling, vocabulary, grammar, and neat writing or word processing in all classes, not just in English classes. Learn to proofread carefully.***

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

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

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

**HONORS AND AWARDS** Several honors are given each June for full-time students who have done outstanding work all year in all classes, or shown special improvements and efforts.

Our top awards are the **GOLD AWARD** for straight A or AB annual grades in all academic subjects, and the **SILVER AWARD** for straight B annual grades. All students who qualify will receive these important awards.

**HONORS – the DEANS' LIST** - requires a 3.0 GPA both semesters in all academic classes.

**HONORS** for especially outstanding work in our different subject areas, and other awards from Pasadena City College, the San Marino Chamber of Commerce, San Marino Historical Society, and the Rotary Club, are given as part of our graduation day ceremonies.

An **OUTSTANDING STUDENT** is also selected when a senior class member excels in academics, athletics, citizenship, leadership, and service.

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

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

***--Because I believe in the highest standard of personal and academic conduct, I will maintain my integrity and self-respect. I will make only choices that help me succeed in life.***

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

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

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

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

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

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

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

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

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

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

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

**INTERNET** Southwestern has put a priority on Internet access so you can do valuable research online while learning technological skills to be successful in today’s world. San Marino libraries, offices, dorm rooms, and classrooms are connected to a T1 broadband cable. Beaver Creek also has a T1 line to facilitate Internet use. Most campus areas are covered by Wi-Fi.

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

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

**LIBRARY** The library collections at both campuses are small but helpful. The San Marino Public Library, Huntington Library, and Caltech Libraries can be accessed through Crowell Library in San Marino from all classrooms and libraries at our campuses, and from the computer center at each campus. Beaver Creek students use the Northern Arizona University Library and the Cottonwood and Sedona Public Libraries.

Many other files of information are available on line. Ask a teacher for help if you need it.

Encyclopedias, dictionaries, and other reference books may not be taken from the libraries. Reading and research books may be checked out as needed, but must be returned to the right library as soon as you are through so other students may use them. The user must replace any lost or damaged books.

If you cannot find what you are seeking, ask a teacher or librarian for help. If we do not have it, we will help you find it.

**LOCKERS** Lockers for books, P.E. clothing, and your possessions are assigned you at the San Marino Campus. Your locker numbers are listed on the front sheet of this handbook. Lockboxes are in dorms for laptops and other electronics.

Padlocks are available to keep books and materials from disappearing. If you need help in opening your locker, ask at the Student Office. **Never leave books or materials on the top of lockers or outside on benches or tables.**

**OPPORTUNITY** This is a special, carefully monitored study time for students who have not completed a day’s homework satisfactorily.

“Opportunity” is held each afternoon from 2:50 to 3:30 with the teacher whose work you missed. Nothing else but homework may be done. Teachers who want to give you the chance to succeed make a list each day of poor or missing homework. Teachers are available to help you.

It is best to do your work correctly the first time - but if you get behind, “**OPPO**” is there to help. Students may not go to sports, go home or to dorms, or otherwise ditch “**OPPO**” or they will be punished for a class cut.

Students receiving a “**DEFICIENCY NOTICE**” - meaning class work is below what the teacher (and you) know you can do - stay in “**OPPO**” each day until the deficiency is removed.

**PROCTORS** Students are chosen each year for the honor and responsibility of being **Proctors**. Proctors study peer counseling, tutor other students during the term, monitor the libraries and computer rooms, advise students on school rules and procedures, and assist in maintaining an orderly school. Proctors receive some special privileges, while assuming extra duties. Most Proctors are juniors or seniors who have demonstrated strong leadership and positive citizenship. See page **24** for names of Proctors.

**SICKNESSES** There is a limit of ten excused sick days per school year before credits start to be lost.

Compulsory attendance laws require that students must not exceed ten absences a year. If you feel better during the day, you may resume afternoon classes with permission from the student office.

If you are sick and miss a class, you must get your homework assignments. You have a day to make up work for each day you are sick.

Commuting ("day") students or parents must **call the student office each morning before eight a.m.** to report illness. In San Marino, call the Student Office voicemail at **626-799-5010 x2208 before 8 a.m.** to record absences. **Students must bring an excuse note from a parent on returning to school.** Turn this note in to the Student Office to avoid unexcused absences being recorded.

Dorm students must have permission from a dorm parent or Student Office to stay in dorms. If you become sick during class or during the day, get permission from the teacher to go to the Student Office for assistance.

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

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

--you may not talk at any time, except with the study hall supervisor in a whisper at the desk.

--if you wish to speak with the supervisor, raise your hand and wait to be recognized. When recognized, walk quietly to the desk.

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

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

--designated Proctors, T.A.s, and other student tutors will be available to give extra help as needed with the class teacher's permission.

--you may not eat, drink, or have food or beverages in the study halls at any time.

--you may not listen to music in study halls. You may not have or use headphones, pagers, or cell phones during study time, or laptops without a teacher's OK.

--ESL students may not do their listening practice during study halls.

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

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

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

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

**TEAMS** Students are divided into four teams under the leadership of the Student Council. On entering Southwestern, each student becomes an **Ace** (Green), **Deuce** (Blue), **Joker** (Yellow), or **King** (Red), and participates with his or her teams in special activities throughout the year. Points are totaled all year, and the winning team has a special time in June. Your own team is listed at the front of the "Red Book". Events start the first week.

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

If you need a transcript for college applications or otherwise you must request it in writing at the Records Office. Transcripts are your private records. You must sign a form to have transcripts sent to colleges. There is no charge to current students for transcripts. There is a \$5 charge to former students for records taken from storage. **Transcripts cannot be sent when business accounts are past due.**

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

**WEATHER** San Marino Campus weather is recorded by instruments atop Lincoln Hall, and available on the Net all the time. The "Weather Bug" station includes forecasts. The weather data are also used for projects in science classes. You can get the "Weather Bug" installed for free on any computer - go to [www.weatherbug.com](http://www.weatherbug.com) and enter "Download Weather Now" at the bottom center. Use the San Marino zip code, 91108. You must select a "sponsor", but you can click through the ads quickly.

## **ATHLETICS AT SOUTHWESTERN** *FOLLOW THE SUN!*

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

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

**ATHLETIC RULES** You are always expected to show good sportsmanship. You may not swim, horseback ride, hike, or use gyms or weight equipment without a coach's or teacher's approval in advance. Safety is a main concern. Don't climb, throw, wrestle, hit, or act in a way that can hurt you or others around you. All possession or use of creatine or other body building supplements is forbidden and may result in disqualification from any sports activities. Students must meet CIF rules and maintain a 2.0 semester GPA to participate in team competition.

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

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

In San Marino, girls and commuting boys change in the gym. The girls' locker and shower area is reached by walking along the red west border area of the gym floor. Please don't step on the main gym floor without proper gym shoes, as this can scratch our fine floor. Coaches will be in the gym and dorms to supervise changing time.

**LETTER CLUB** Players who receive participation certificates in a varsity or junior varsity sport, AND who receive the coach's recommendation based on good effort and sportsmanship, have lettered and may join the LETTER CLUB. They may buy and wear letter jackets. Requirements for letters are available from the athletic director.

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

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

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

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

**P. E. UNIFORMS** Sweats, T-shirts, and shorts are available at the student store at both campuses when classes begin. Be careful to mark your P. E. clothes with your name, and to wash new red clothes separately from the whites (or all the whites will be pink!). Socks and shoes must be worn for all sports except - of course - swimming. Don't walk outdoors barefoot at either campus, to keep from cutting your feet.

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

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

**TEAM UNIFORMS** Players on our CIF and CSC teams get uniforms from the coach or manager of the sport. You must use, clean, and take care of your uniforms.

In some sports, all or some uniform items may be individually purchased to fit. Coaches will help you buy these at local stores if you are participating on a varsity sport that requires special uniforms or equipment. The Boosters Club helps fund uniforms for students receiving financial aid.

## DORM LIFE

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

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

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

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

**BLUE CARDS** San Marino resident students are given a Privilege Card, or "Blue Card", for two purposes. First, it indicates what your point total was from the previous week, and thus what your privileges will be for the current week. Second, the card is used to "check out," to let your dorm parent know when you are leaving campus (if you have earned that privilege). When you check out, you leave the card with your dorm parent, and you get the card back when you return.

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

**COOKING/HEATING** No cooking, or equipment for cooking, cooling, or heating, may be allowed in dorms because of fire and health rules. Irons and hair dryers may be used with care. Desktop-size stereos, laptop or notebook computers, or musical instruments are OK unless restricted by the dorm parent because of misuse.

**Electric heaters, refrigerators, electric blankets, rice or coffee pots, hot plates,**

**and other cooking equipment are not allowed.** If you are not sure what is OK, ask your dorm parent.

**COMPUTERS** Dorm students may bring and use laptop or notebook computers and hand-held computer games with earphones, not speakers. Computers may not be used after lights out. PC's are available at both campuses. If you have a laptop, register it with the police, clearly engrave it with your name, and keep it in the safe in your room secure from theft.

**DAMAGE** You are financially responsible for any damage you cause any part of your dorm.

**DOOR LOCKS** All dorm rooms have individual key-card locks. Be careful not to lose your key card. Recoding and replacement cards are available at the student office for a \$5 charge.

**EARTHQUAKE HAZARDS** Do not put objects on walls, shelves, or overhead that could fall and hurt in an earthquake. This is particularly important in California, but earthquakes can happen in Arizona too. Your dorm parent will check for hazards; please cooperate.

**EMERGENCY EXITS** Each California dorm has emergency exits in addition to regular doors; Arizona dorms have direct exits. Exits must be kept clear of any block or hurt people getting out in an emergency. Be sure you do not block an exit. Dorms are inspected by the fire departments, who can fine you if you block an exit with your things. Do not keep trunks, boxes, or suitcases in dorm rooms. Take them to the storage room.

**EXTENSION CORDS** Fire laws do not allow extension cords. If you need a longer cord to plug something in, you must get a surge protector. Be careful that cords don't block doorways.

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

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

**FURNISHINGS** Dorm rooms include a twin bed, desks, chairs, and in California a lockable cabinet. Lockboxes are available for purchase at the Arizona campus. There is separate locked storage space for large suitcases and trunks that cannot be kept in the dorm room. A recreation room or living room is near or in each dorm, with TVs, DVD/VCRs, and computer connections.

**GYM, SHOPS, POOL** You can get permission from your dorm parent to use the gym, pool, or work in shops, or study in the library or study hall, before bedtime. Beaver Creek students must have a group of three and get permission from a teacher before swimming. These privileges will be taken away if they are abused.

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

**INSPECTIONS** Dorm supervisors and other school officials have the right to check dorms and personal belongings. Governmental officials, such as police and fire, can also inspect, and can use trained dogs with school permission. Southwestern will not tolerate drugs, weapons, alcohol, or other illegal materials on campus. The school may inspect student areas and rooms on occasion to protect our community. You can keep your property locked, but you must open any boxes or locked areas if a supervisor requests this. We suggest you keep an extra key or the combination to a lock with your dorm parent, in case the original is lost or forgotten. You will be asked to be present during any inspection if this is practical.

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

**LEAVING CAMPUS** All students must sign out any time before leaving campus for any reason. Sign back in upon returning. It is important that we know where you are. During the day, the sign-out book is in the Student Office; after hours, sign out with dorm parents. If leaving with parents or friends, an adult must go with you to sign out and must show identification to a school staff member if requested. These procedures are very important for your safety.

**MAIL** Student mail and faxes will be passed out each day during the afternoon assembly. If you want to mail letters, put them in the slot of the Student Office door at either campus. We will weigh and put stamps on for you, but be sure your own name is on the letter. When mailing to other countries, write the name of the country in English at the bottom right corner of the envelope (the rest of the address may be in another language).

**MATTRESS COVERS** State laws require you to cover your mattress with a plastic or cloth cover. These are available at the student store, or may be purchased at drug or discount stores. See your dorm parent if you need a cover.

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

**RECREATION ROOMS** You may use the various dormitory TV and recreation rooms unless a behavior problem has caused the supervisors to close one temporarily. Each user is always responsible for cleaning up afterwards.

**RELIGIOUS SERVICES** If you wish to attend religious services off campus, ask at the Student Office. Churches, temples, and mosques of all faiths are available in close driving range to the San Marino Campus. Most faiths also hold services near the Beaver Creek Campus. Talk with your dorm parent to find out how you can attend the services of your choice.

Southwestern will help with the Ramadan fast for Muslim students and the Seder observance for Jewish students. Please let the Student Office know of your interest.

**SICKNESSES** When you are sick, inform your dorm parent or the Student Office. At the Ranch Campus, check with the Dean or the duty teacher. They will administer proper treatment or advice for minor illness. If it is serious, they will help you get to a doctor or hospital. If you are excused from classes because you are not well, you need bed rest without electronics.

--**SICK BOYS** must go to dorms or a sick room, after checking with the Student Office; **SICK GIRLS** go to the sick rooms.

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

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

--**Meals** will be brought to you. Do not come to the dining rooms.

--**No television**, cell phones, video games, or computers may be used while sick. You can listen to music or study if you feel strong enough.

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

**STORAGE** There are storage rooms in Pioneer Hall, at the Atlantic Dorms, and in a storage bay at Beaver Creek. Suitcases, boxes, trunks, and other packing materials must never be left in dorms, especially on the floors. During vacations, you may leave clothes and other property in these storerooms if you are returning, but not left in dorms because visitors occasionally use our dorm rooms. See your dorm parent for details on how to store your things.

**TELEVISIONS** School TVs with DVD/VCRs are available for all dorms and assembly areas. In California, the school TVs can receive cable stations and movie channels; in Arizona, they are connected to a satellite dish.

All students are welcome to bring favorite videos. Ask approval from a staff member if you wish to play them. American videos require NTSC coding, different from most other countries.

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

**VACATIONS** International students may stay in dorms for all or part of any vacations, but need to make arrangements in advance with the School Office. There is no extra charge for international students.

American boarding students may stay on campus in emergencies or under special circumstances. There is a fee for their vacation room and board.

Southwestern provides food service, activities, and supervision each day of the year.

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

Special care must be taken with laptops, as they are easily stolen. Register them with the police, and identify them with your name and student number. **Do not ever leave a laptop unattended, inside or outside.** Use the safes in dorms to keep laptops secure when not in use.

**Keep passports, tickets, and cash at the Student Office.** Make sure that your property is clearly marked with your name. Engraving tools are available through the Student Office.

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

**VISITING IN OTHER DORMS** You cannot visit in dorms other than your own, including on porches of dorms, without specific permission from the dorm parent. (Proctors on duty are excepted.) You can meet your friends in the recreation rooms or other places on campus.

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

**Commuting ("day") students or outsiders do not belong in dorms.**

**WALLS** Nothing should be hung on walls that will hurt the paint or wood - no nails or glues. If you need help hanging something, ask your dorm parent or at the Student Office.

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

**WEEKENDS AND VACATIONS** See page 20 of this handbook for procedures and information.

## WHAT TO BRING FOR DORMS

*Dorm students need to furnish bedding and may want to bring some additional items for comfort:*

### NEEDED FOR DORMS:

- Twin-bed sheets (39x75") blankets, bedspread
- Pillow and pillow cases; mattress cover
- Pajamas or nightgown; bathrobe
- Slippers and/or shower thongs
- Personal toiletries
- Bath towels; wash cloths
- Clothes hangers
- Alarm clock or clock radio
- Padlocks for two lockers

### OPTIONS YOU MAY BRING FOR DORMS:

- Small throw rug
- Desk lamp, but only florescent
- Posters or pictures – G or PG only, please
- small stereo with earphones
- hair dryer, iron
- laptop or notebook computer, with earphones (but no speakers)

### DORM FURNISHINGS:

Dorms at both campuses have twin beds, desks, chairs, dressers or shelves, closet areas with small safes for laptops, etc. A recreation room or living room near each dorm has television and DVD/VCR players.

All dorm rooms have high-speed broadband Internet connections.

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

### NOT ALLOWED IN DORMS:

- Any heating, cooling, or cooking devices; no hot pots, rice pots, refrigerators, coffee makers, etc.
- Halogen or incandescent lamps (florescent only)
- Large TV's or large stereos
- refrigerator or food storage units
- Other furniture
- Suitcases or trunks (there are storage rooms available near all dorms for your luggage).

**REMEMBER: MARK YOUR NAME clearly and permanently on your clothing and belongings. Register any laptops or other valuable electronics with the police through the student office (be sure to have the serial number recorded separately).**

Clearly marked property can usually be returned quickly if lost.

Your student number is also helpful for identification.

## COMMUTING STUDENTS

**GENERAL PROCEDURES** Commuting students, living at home, should come to campus on school mornings by **eight a.m.**

***Commuting students must be in their seats in the assembly room by 8:10 sharp.***

Commuting students may go home at **4:30** if they have no detentions. All students are encouraged to stay on campus for sports events and other activities.

***Students may never leave campus without permission from the school office, even after regular school hours.***

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

Lunch is served to all students on campus. Commuting students are expected at the lunch table, and may not bring or order food or drink to campus.

Breakfast, dinner, or overnight stays on campus can be arranged, but students must talk with someone in the Student Office in advance. Sign the book for extra meals, which are charged to your incidentals.

Commuting students must stay after classes for detentions, for "Opportunity" tutoring help from teachers, or for academic deficiencies. This includes Friday afternoons. (The secret: be sure to get your work done on time!)

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

Our voice mail takes messages any hour:

***Call 626-799-5010, then press 2-208.***

Please call this number before 8:00 a.m. each morning that you are absent, so your teachers can keep work for you. If you are able to do homework, ask for this to be faxed or e-mailed to you. Remember that you will lose credits in each class for more than 10 absences a year.

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

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

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

***As long as you are on campus, all dress rules still apply - there are no "after school hours" at Southwestern.***

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

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

**--no giving rides to other students,**

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

**--designated parking places.**

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

**PARKING** Students with school permission to drive to campus must park on the school side of Monterey Road between Lincoln Hall and the Gym in California, or along the water stream in Arizona.

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

**PROGRAMS** Commuting students are encouraged to attend as many of the school's evening programs as possible, including International Dinners, music, sports activities, plays, and student government meetings.

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

## PRIVILEGES AND PENALTIES

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

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

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

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

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

### LEVEL ONE - POINTS

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

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

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

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

## LEVEL TWO - DETENTIONS

A detention is given by staff members (but not Proctors) for more serious issues. Each detention means one hour of writing or copying materials related to the offense, or one hour of physical work, at the discretion of the supervisor. Detention will be served after P. E. class, starting at 4:30. Detentions are also served on weekends. On receiving a detention, a student must surrender the blue card. All privileges such as weekend trips will be forfeited until the detention is served.

Detention hours are given for such things as being with a smoker, dress code violations, cutting a class (two penalties); cutting an appointment or meal (one penalty), being up after curfew, being out of the area\*, hazing, or excess points at the end of the week.

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

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

At Beaver Creek, being outside the circle of buildings is generally considered out of the area. *See page 25 for rules on where you cannot go at our campuses.*

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

### LEVEL THREE - SUSPENSIONS

Other more serious offenses such as vandalism, fighting, smoking, major cheating or hazing, theft, opposite sex in dorms or bathrooms, off campus without permission, or having illegal substances or materials, will result in suspension or expulsion from Southwestern at the recommendation of the disciplinary committee and review of the committee's recommendations by the headmaster. Detection canines visit campus to search for any illegal drugs, weapons, or alcohol, in order to safeguard our learning environment.

If you are suspended, you must spend study time in isolation composing a legible essay explaining your offense and copying parts of this Red Book. **Students receive no credit for class work or exams missed while they are suspended.**

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

Suspension penalties may be given:  
--if you leave campus without permission;  
--if you smoke, or if your dorm room or your body or clothes smell of smoke, or if there is evidence of smoking in your room;  
--if you have accumulated over six detentions;  
--if you have accumulated more than 24 negative points in one week. If you earn positive points, they will be counted after the suspension is served.

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

### **DAILY DORM ROUTINES FOR SPECIFIC PROBLEM AREAS**

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

By 8:10 you must be in morning assembly. If your room has not passed inspection, you must return to your dorm to finish, and you will receive penalties for being late.

Boarding girls will be expected to have their rooms clean before going to breakfast. If they are not dressed to meet the dress code, they must return to the dorms and change. They will be subject to penalties for lateness.

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

### **POSITIVE POINTS AND PRIVILEGES**

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

Each month, scheduled on the school calendar, there is a special treat or activity for those students who have four weeks of 12 or more positive points per week.

Each quarter, students with eight or more positive points a week for the quarter will go on a trip to the beach, a theme park, or such activity for the day. The fourth quarter trip is a half-day, following the first final exam.

### **UNDERSTANDING OUR SYSTEM**

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

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

If you still question the points, talk with a dean as soon as possible. Any special issues can be appealed to the deans and/or the headmaster.

A disciplinary committee of faculty members meets to investigate unusual problems and to recommend special punishments when needed, including any serious violations that might lead to expulsion. The disciplinary committee works to be as fair as possible. Their recommendations are sent to the Headmaster for his consideration and action.

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

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

## WEEKENDS AND VACATIONS

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

Students may also go home, or to friends' homes if approved by both the school and parents, any weekend after classes end Fridays at 4:30 (unless they have detentions, when they may leave after their detention time is served).

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

Your own weekend plans should be made with the director of residence at the Student Office by Thursday afternoon at the latest.

Dorm parents, proctors, the weekend activities director, and the director of residence plan trips and activities each weekend and welcome your suggestions. There are sign-ups for trips on the bulletin boards. Your suggestions about what you'd like to do are very welcome.

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

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

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

***All vacations begin after exams on Fridays. There are serious academic penalties for leaving early or returning late.***

Vacations end on Monday evenings, so students can travel at cheaper, less crowded times. Classes resume on Tuesdays, when vacation homework is due in all classes. Remember that there is some homework in each class over the vacations. Copies of assignments are posted on the school's web page for your reference during vacations.

**The three vacations during the 2011-2012 school year are:**

**THANKSGIVING - FALL** Students may leave after exams on Friday, November 18, at 4:30 or later that weekend. You should return to dorms by 8:00 p.m. on Monday, November 28.

Classes resume Tuesday morning, November 29.

**CHRISTMAS - WINTER** Students may leave after classes on Friday, December 16, at 4:30 or later that weekend. You should return to dorms by 8:00 p.m. on Monday, January 9, 2012.

Classes resume on Tuesday, January 10, 2012.

**EASTER - SPRING** Students may leave after exams on Friday, March 30, at 4:30 or later that weekend. You should return to dorms by 8:00 p.m. Monday, April 9.

Classes resume on Tuesday, April 10.

**SUMMER** Summer vacation begins after the graduation program on Thursday, June 7, 2012, about 2:30.

The fall term for **2012-2013** begins Monday, **September 17, 2012.**

***Remember to make air travel reservations as early as possible for these vacations. Getting space from Los Angeles or Phoenix can be very difficult and is more expensive if you wait too long.*** The Student Office can help you book air travel and transportation to airports. Please ask for any help you need.

Let the Student Office know your vacation plans as soon as they are developed.

### **INTERNATIONAL STUDENTS PLEASE NOTE:**

If you are an international student, you need the "I-20" form for your return to the United States. ***Remember to ask for one at the Student Office at least several days in advance of your travel.*** In most cases you DO NOT need to visit the United States Consulate for a new visa to reenter, but have a signed I-20 from Southwestern. If you are unsure, let us review your passport and visas to see if you have all needed materials and instructions **BEFORE** you leave the United States.

## GENERAL INFORMATION

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

**ARTS FEST** A big afternoon involving all students with music, drama, fashion, design, art, photography, videos; **March 22, 2012, 3-9 pm.**

**CHAPEL FELLOWSHIP** The San Marino chapel hosts our Fellowship gathering of students interested in discussing and exploring ethical and religious topics. The group is not part of a particular church or religion, but offers a good time to learn more of your own faith and of other faiths. Watch for information on the times of Chapel Fellowship gatherings. All are welcome.

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

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

**"DRIVER EDUCATION"** is the book portion, and may be completed at Southwestern. Talk with the headmaster for information.

**"DRIVER TRAINING"** is practice driving, which we cannot offer at Southwestern because of insurance restrictions. You may satisfy the "Training" part in California through a driving school or by driving with parents. The Headmaster has books and details. Arizona does not allow driver's licenses for students from outside the state under any circumstances.

**E-MAIL** All students and staff have e-mail addresses. Free use of e-mail is available at both campuses from many computers, and Southwestern's system can be used from anywhere in the world. Southwestern's web page is: [www.SouthwesternAcademy.edu](http://www.SouthwesternAcademy.edu). Your

e-mail address is the first initial or initials of your first name, followed by your last name, @southwesternacademy.edu.

You should use this address, so it's easy for anyone in the Southwestern community to exchange e-mail. If you wish to use another personal service such as Yahoo! or Hotmail, be sure to have your Southwestern email forwarded to your other service.

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

**If there is an earthquake emergency, NO STUDENT MAY LEAVE CAMPUS EXCEPT WITH HIS OR HER PARENTS.**

Supplies and care will be provided on campus until the emergency is eased.

**FAX MESSAGES** If you need to send or receive faxes, see the Business Office. The fax numbers are:

**CALIFORNIA FAX: 626-799-0407**  
**ARIZONA FAX: 928-567-5036**

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

The Student Life Committee suggests changes in menus - you are welcome to become a member, or to tell your representative about your ideas, complaints, or special needs.

You are required to come to meals, to stay until everyone is finished, and to help straighten the table before leaving. Don't bring food or drink into, or take food or drink out of, the dining rooms. There is an "International Night" dinner each month; see that section for information.

**GUM** Very important to remember: **No gum may be chewed inside. It is OK to chew gum outside.**

All gum chewers need to take great care to dispose of used gum properly.

**GUARDIANS** Because a "guardian" means a person who has a court's permission to take the place of parents, Southwestern cannot

consider friends or relatives as “guardians” of students unless a state court in America has made a legal appointment.

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

### **HAZING, HARASSING, DEMEANING or BULLYING OTHERS**

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

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

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

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

Hazing, bullying, or harassing do not belong at Southwestern. Don't let it ever start. Don't tolerate even a little hazing or harassing, and don't stand by if someone else is being bothered. Speak to a proctor or any staff member immediately if someone is hazing or harassing in any way. If you feel you have been harassed by a staff member, immediately speak with the Headmaster or a dean. Also see the section on sexual harassing.

**HELP** Where can you go for help? Lots of places at Southwestern. Talk with a teacher, counselor, or a dean. Talk with the headmaster. 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 or seeming stupid. Use the voice mail system, or send an e-mail, to leave messages if you can't find the person you want. It's better to ask first than to be sorry later. We're happy to help, but you must ask!

**IDENTIFICATION CARDS** Your picture will be taken when you arrive on campus and you will be given an identification card. There is no charge for the first card, but any replacement card will cost \$5. A student directory with these pictures is printed early each school year.

**IMMIGRATION RULES** If you are not a United States citizen, you're probably here with a Student (F-1) Visa to attend Southwestern. The school is approved by and part of the **SEVIS** system, with immigration records posted on line for review at U.S. Consulates and airports. Most students are admitted in “D/S” status. This means your stay is good as long as you are studying at Southwestern. This is different from the entry visa stamped in a passport, which is only used to cross the U.S. border and which may expire without affecting the “D/S” status.

If you leave the country, *even to Canada or Mexico*, you need a copy of your I-20, the permission form, from Southwestern for your return. Don't ever leave the United States without asking first at the Student Office for an updated I-20. The headmaster is the primary designated school official (PDSO) for visas. Go to him if you have any questions about your visa.

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

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

**INTERNATIONAL NIGHTS** International dinners and programs are scheduled each month, when students from different countries work with the I-Club to decorate the assembly room and plan dinner and a show. Commuting students are welcome on international nights, but must sign up in advance. Parents are welcome, but are asked to make reservations with the school Business Office. Volunteers are needed to help prepare the dinner and program. You can be an “honorary member” of each nationality and help!

### ***The International Nights at the San Marino Campus for 2011-2012 are:***

<b>October 19, 2011</b>	<b>KOREAN</b>
<b>November 9</b>	<b>EUROPEAN CABARET SHOW</b>
<b>December 15</b>	<b>CHRISTMAS TRADITIONS</b>
<b>January 24, 2012</b>	<b>CHINESE NEW YEAR</b>
<b>February 8, 2012</b>	<b>SOUTHEAST ASIAN</b>
<b>February 29</b>	<b>AFRICAN/AFRICAN AMERICAN</b>
<b>March 14</b>	<b>MEDITERRANEAN</b>
<b>April 11</b>	<b>SEDER (<i>Jewish &amp; Friends</i>)</b>
<b>May 3</b>	<b>MEXICAN AND LATIN AMERICAN</b>
<b>May 16</b>	<b>JAPANESE</b>
<b>May 23</b>	<b>POLYNESIAN LUAU</b>

**MONEY** The school Business Office keeps an "incidentals" account for each student at Southwestern. This is money deposited by your parents to buy school supplies and personal needs. You can draw from your incidentals account when you need money for weekends or activities, or to charge books, travel, student store supplies, stamps, and other things. Costs of off-campus trips are divided among students going. There is a \$2.50 bank charge if the school prepares a check for you, and a travel agency service charge if tickets are booked. Any damage you do to school property is also deducted from this account.

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

Lists are made in each dorm by Proctors of students who want to draw money from their accounts. Resident students need to be sure their cash needs are listed in their dorms by Thursday morning, or they must wait until the following week as no cash is kept in the school offices. Also see incidentals information, page 10.

We urge you **NOT TO HAVE MONEY** on campus at any time, except small amounts for laundry. Parents and grandparents are urged not to send money directly to students, but to deposit this in the incidentals account. This is for your safety - money can be stolen, disappear, be a temptation to others, be misused, and cause other problems.

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

**OFFICES** Throughout this handbook and other school materials, we talk about different offices - which can be confusing. Where can you go for help?

#### **SAN MARINO CAMPUS OFFICES**

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

**BUSINESS OFFICE** In Pioneer Hall, near the parking area. The business manager handles tuition and incidentals questions, prepares checks and insurance forms, provides telephone calling cards and work permits, and sends outgoing faxes.

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

**DEVELOPMENT OFFICE** In Veronda Place; to enhance our school's programs through volunteer service, gifts of cash and materials, and alumni.

**HEADMASTER'S OFFICE** With an office in Pioneer Hall and frequently walking around campus, the headmaster is available for policy and planning questions and ideas, or just to visit or take a piece of candy from his desk.

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

**OPERATIONS OFFICE** On the lower floor of Lincoln Hall. The director of operations manages repairs, maintenance, and food service, and is the man to see for help in these areas.

**STUDENT OFFICE** In Lincoln Hall, right off the assembly room, this is the main place for student questions. From this office the registrar handles grade and transcript matters, weekend plans, visa and immigration materials, student lockers, and dorm questions.

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

The sign-out book for leaving campus, student mail, and all lost-and-found items are here.

A mail slot built into the door of the student office is for your outgoing mail. Stamps will be put on your letters and charged to your incidental account. Be sure your letters are addressed correctly (for international mail, the name of the country must be clearly printed in English), and be sure your name is included with the return address on each envelope.

#### **BEAVER CREEK CAMPUS OFFICES**

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

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

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

**PASSPORTS** Students with passports should **NEVER** keep them in dorms, lockers, pockets, or other places on campus, but **TURN THEM IN** at the Student Office as soon as you arrive. A fireproof safe is available in the Student Offices to store passports until you need yours for a test or for a trip out of this country. Otherwise, you *do not need to carry passports inside the U. S.*

School identification cards are available at the Student Office to carry within this country. It is very complicated when passports are lost or stolen, so we urge international students to treat them **very carefully**. Never carry one casually.

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

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

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

Proctors are students you can talk to if you're lonesome, or facing difficulties and need someone to listen to you. Proctors may give some rewards and punishments, but most student discipline is handled by the school staff.

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

**The 2010-2011 PROCTOR TEAM**

**Head Proctor: AIKO MIYASE**

**Proctors:**  
**Masato Ito Jie Ji Min Sung Kim**  
**Andre Mankuningrat Jorge Pesquera**  
**Rilind Radoniqi Troy Ruan Earth Teeravas**  
**Crystal Tran Anderson Tsai Wendy Wang**  
**Risa Yamanaka**

Additional proctors will be chosen by the faculty and administration during the school year when students show exceptional leadership and effort to help others.

**RULES** Listed below are several special rules not mentioned elsewhere in this handbook. Most are common-sense rules. Some are required under State laws.

**If you are unclear about any rule, ask a dean, the headmaster, or a Proctor before you make any mistake.**

Be sure you understand and follow each of these rules:

- You may not hitchhike, rent or borrow a car, or ride in a car with another student. There are no exceptions to this safety rule. Neither parents nor school may break this rule.
- You may never enter dorms or bathrooms of the other sex, nor dorms other than your own.
- You may not enter your dorm during the day unless told to do so by a teacher or dean.
- No student or staff may borrow from or loan money or other property to another student, or sell or trade items with students or staff members. (Borrowing, loaning, trading, or selling items can cause many headaches to all concerned.)
- Do not use or possess tobacco or any illegal materials. The use or possession of any illegal items, including reduced-alcohol beers or wines, matches, lighters, knives, or any weapons are grounds for immediate disciplinary action, including expulsion.
- Do not self-administer prescription drugs. All prescription drugs must be turned in to the Student Office with instructions for use. We presume any student intelligent enough to be enrolled at Southwestern is also intelligent enough to avoid substance abuses.
- Do not throw objects. Except in regular athletic activities, nothing should ever be thrown.
- Do not spit - it's dirty, and spreads disease.
- Do not climb trees or onto rooftops at any time. Most trees on our campuses are dangerous to climb, especially citrus trees.
- Do not use vulgar or crude words. They hurt the speaker and the whole school group. You are asked to be a good example to your friends and to younger students by not using bad words at any time, including in dorms, at sports, or on campus.

**RULES ON WHERE YOU CAN'T GO ON CAMPUS** You may not go outside regular academic areas at our campuses. These are considered "out of bounds". You will be punished if you go there. Be aware of these areas:

**SAN MARINO CAMPUS**

**OK:** Classrooms, study hall, rest rooms, picnic tables, field area, offices, senior yard area.

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

**BEAVER CREEK CAMPUS**

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

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

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

**SEXUAL HARASSMENT** This serious problem among people includes unwanted touching, joking, teasing, or abusing power over another person sexually. It can happen between an adult and a student, or between students. Harassment is unacceptable and must be stopped. People who make sexual suggestions, who ridicule other people about their body parts, their sexual orientations or interests, or even who stare or make crude comments, are guilty of sexual harassment and are breaking laws.

It is very important for you to be aware of what becomes sexual harassment, to avoid crossing that line, and to report any harassment you may experience from anyone. This can be reported to dorm parents, teachers, counselors, the deans, or the headmaster. Find an adult you trust and tell him or her about any problem. Harassment will not be tolerated at Southwestern. If you feel you have been sexually harassed by a student or staff member, report this immediately.

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

**State laws prohibit minors under 18 from having or using tobacco products.** At the beginning of the school year, information on the dangers of smoking and about how to quit will be given, with opportunities for help to quit.

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

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

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

**THEME DRESS DAYS** Once a month, the Student Council picks a theme for special dress. The theme and the date are shown on the monthly calendar. You are encouraged to dress according to the theme - sports dress, twin dress, costumes, and so forth. If you have an idea about a theme, talk with a student officer. Prizes are given for best-dressed. You do not have to follow the theme with your dress that day - but if you don't, *you must dress according to the regular dress code*. Theme dress days are *not* "free dress". If you are not dressed according to the theme, you must follow the dress code.

**WORK PERMITS** All students under 18 years of age must have "work permits" from their school to be employed in California at any time, including during vacations. You must be hired for a job **first**. When you have a job, ask at Southwestern's Business Office for a work permit application form, which must be signed by your employer and a parent. Bring the completed application form back to the Business Office to get the actual work permit. International students on student visas cannot be employed in the United States without special permission.

**VOICEMAIL** A digital phone system at the San Marino Campus includes voice mail for all teachers, staff members, proctors, and student council members. The voicemail system is an important educational tool, as you may reach teachers and they may leave messages for you at any time. You can call from many phones around campus.

**You can leave messages for teachers and staff, any hour, from on or off campus.**

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

#### **VIEW BOOK**

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

#### **THE CONFAB**

Our annual yearbook, *The Confab*, is prepared, printed, and published by students each June with pictures and stories of sports, classes, honors, graduates, events which reflect all that's happened in a rich year. Pictures, drawings, stories are always welcome. A cover contest is held in the winter. *The Confab* is sold to students and distributed on the last day of school so you can collect autographs. Sometimes the *Confab* staff also produces supplements as newspapers during the term.

#### **SEEDS**

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

***These publications are desktop prepared and edited, and have been printed at Southwestern since 1924. You are welcome to become involved in publishing any or all of them. Ask an editor or the teacher-advisor how you can contribute.***

## **SOMETHING UPON WHICH WE CAN ALL AGREE**

*The **GOLDEN RULE** is found in every faith:*

### **BRAHMANISM:**

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

*Mahabharata 5:1517*

### **BUDDHISM:**

Hurt not others in ways that you yourself would find hurtful.

*Udana-Varga 5:18*

### **CHRISTIANITY:**

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

*Matthew 7:12*

### **CONFUCIANISM:**

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

*Analects 15:23*

### **ISLAM:**

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

*Sunnah*

### **JUDIASM:**

What is hateful to you, do not to your fellow man. This is the entire law; all the rest is commentary.

*Talmud, Shabbat 31a*

### **TAOISM:**

Regard your neighbor's gain as your own gain and your neighbor's loss as your own loss.

*T'ai Shang Kan Ying P'ien*

### **ZOROASTRIANISM:**

That nature alone is good which refrains from doing unto another whatsoever is not good for itself.

*Dadistan-I-dinik 94:5*

## **SAFETY AROUND OUR SCHOOL**

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

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

### **--DANGEROUS DRIVING KILLS!**

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

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

**--SKATEBOARD or INLINE SKATE USERS** must wear protective gear and learn safe and unsafe areas on campus.

**--MOTORIZED SCOOTERS** may not be ridden on campus.

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

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

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

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

lives depend on **your** being cautious with fire.

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

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

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

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

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

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

### **--SPORTS SAFETY NEEDS YOUR SPECIAL CARE.**

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

Remember to dress with proper protective gear for a particular sport, and to follow proper procedures to prevent injuries. The rules are for your own protection.

## **SAFETY IN THE SCIENCE LABS**

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

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

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

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

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

--**TIES** must be tucked in.

### **BE AWARE OF THE LOCATIONS AND USE OF:**

CHEMICAL SPILL KITS  
FIRE EXTINGUISHERS  
FIRE BLANKETS  
SHOWER AND EYE WASH

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

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

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

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

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

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

## **SAFETY IN THE ART STUDIOS**

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

Review and follow these safety rules:

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

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

--**LEAD CAME/SOLDER** When handling lead came and solder, you must wash your hands thoroughly before leaving the art studio. This is especially important before handling food. Lead came or solder should never be placed in the mouth.

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

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

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

--**POWER TOOLS** No student may use a power tool without first having safety instruction. Prior instruction from other schools or in the home is not sufficient.

--**GOGGLES** You must always wear goggles when you use power tools or when cutting glass.

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

## SOUTHWESTERN'S HERITAGE

You join a rich heritage when you attend this school and thus become part of Southwestern.

Over 6,475 other boys and girls have studied at your school, and many are now involved in successful careers, family, and service to others. That has been our school's purpose since Southwestern's founding in 1924: helping students succeed in reaching their highest potentials.

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

The old wooden clock from "Grampy" Veronda's post office in Illinois, which started ticking 122 years ago, still keeps track of the time in Pioneer Hall.

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



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

A dirt path, later named Monterey Road, wound through the orange trees from South Pasadena. No other houses were in sight.

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

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

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

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

From 1934 to 1958, diplomas from Southwestern were given to 10<sup>th</sup> 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 Gabrieleno (or 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 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 "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 music, and even a ninth and tenth grade football team wearing uniforms that seem strange today. A few other homes near campus were built in the late 1920s, using the Spanish mission-style architecture of Southwestern's 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".*

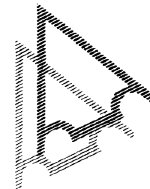


Beaver Creek Ranch had been homesteaded by the Casner family in the 1880s, and became a private hunting ranch in 1929 when the stone buildings were built.

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



Southwestern is not "owned" by anyone. Maurice Veronda, the school's founder, made the school a non-profit organization, now headed by his son. The school is non profit, not connected with a government group, and governed by a board of trustees.

All of Maurice Veronda's brothers and sisters taught at this school, and their father, "Grampy" Veronda, helped to build our school buildings and lived until his death in the tower he built.

Kenneth Veronda was born at Southwestern, attended the ten grades offered at this school then, and studied at Stanford University and in Spain and Italy. He worked with the United States foreign service in Europe before taking over Southwestern's operations when his father died.

Claire Veronda, Maurice's spouse and Kenneth's mother, lived in the family's home alongside campus until her death in February 1997.

The family's home is now called "Veronda Place," and houses offices for admissions, alumni, and development, and the CONFAB yearbook.

Now YOU are part of this Southwestern heritage. You become part of a 88-year-old tradition, part of the history to be told in Southwestern's future to the next group of students.

*Your record becomes part of this school - and the school becomes part of you.*

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

April 7<sup>th</sup>, 2012, will mark your school's 88<sup>th</sup> anniversary. Our traditional tree planting, followed by ice cream and cake of course, and the "Anniversary Antics" field day, will be held on April 13, delayed by spring break.

You will be invited to enjoy the anniversary events. We hope you will join the thousands of members of the Southwestern family in feeling pride for your school's heritage and the part you play in this school year and the future.

## ABOUT YOUR SOUTHWESTERN

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

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

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

VARSITY TEAMS: **SOUTHWESTERN**  
**SUN**

*For the powerful sun that wins over everyone in Southwestern America. Southwestern has produced many championship teams in eleven different varsity sports over 88 years.*

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

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

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

THE SOUTHWESTERN LOYALTY:  
*School and college "Loyalties," or songs, were popular in the early 1900s. The words of Southwestern's Loyalty, written by the Pioneer Class of 1925, still rings with pride:*

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

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

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

## **SOUTHWESTERN STUDENT GOVERNMENT**

### ***THE STUDENT VOICE SINCE 1924***

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

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

Student Government allows students to participate in leadership opportunities, and gives students a place to ask questions and give any ideas they have for the school.

Students elect a President each spring, and she forms a cabinet. The Student body President for 2011-2012 is **WENDY WANG**.

Wendy comes from southwestern China. This is her third year at Southwestern. She has done a lot of traveling around Europe and Africa, and she is very interested in international relations. She plays PIPA, a type of Chinese traditional musical instruments, and she likes studying science.

Wendy had leadership experience as a proctor. She has been involved in several school activities, including Interact and the I-Club. Her favorite sports are running and golf. She believes that every one could have an amazing life at Southwestern, just as she has found, because there are always opportunities on our campuses. Listen during each morning assembly, and on SunSpots, as Wendy announces some of these opportunities throughout the year.

Wendy asks you to e-mail her during the summer or any time in the school year if you've ideas on activities, questions on student life, or any comments on how Student Government may make your time at Southwestern better.

***READY FOR A GREAT YEAR  
in 2011-2012!***

### ***Your other officers for 2011-2012:***

#### **Vice-President/Activities**

##### **ANDRE MANGKUNINGRAT**

*Andre is from Jakarta, Indonesia. His parents also attended Southwestern, and his brother joins him now. He is good at playing guitar. "I will give my best effort. Let me know activities we can present."*

#### **Vice-President/Student Relations**

##### **ANDERSON TSAI**

*Anderson is from Sao Paulo, Brazil. He's full of good ideas. "I will do my best to make the school environment perfect for you."*

#### **Secretary**

##### **CHRISTOPHER YEH**

*Christopher is from Taoyuan, Taiwan. He is good at studies, especially math and science. "I will help out with whatever is needed or requested. Let me know."*

#### **Treasurer**

##### **AIKO MIYASE**

*Aiko is from Chiba, Japan. She is an athletic girl who is really good at different sports such as volleyball and baseball. "I am willing to try my best to make everyone smile at Southwestern!"*

A **Commuters' Representative** and a **Middle School Representative** will be selected early in the year. Email president Wendy if you're interested in either job.

The **SunSpot** video news staff includes **Wendy** and **Andre** as your anchors. **Anderson** is our cameraman. Editors and reporters include **Jacob Skillet, Katrina Espiritu, Rebecca Jones, Isaiah Glenn, Min Sung Kim**, and the **Media Arts** class.

We'll be ready and eager to greet you at our family barbecue September 19<sup>th</sup>, and to work with you for a happy school year.

I welcome your emails over the summer, and your thoughts when we're together through the school year. Please speak up with your questions and concerns.

##### **WENDY WANG**

*Student Body President*

[studentgov@southwesternacademy.edu](mailto:studentgov@southwesternacademy.edu)

**SOUTHWESTERN  
INTERACT CLUB**  
"SERVICE ABOVE SELF"

**INTERACT** is everybody's club, sponsored at Southwestern by the Rotary Club of San Marino for students at both campuses. It is a part of Rotary International, where men and women devote many hours of volunteering to help the world become a better place. We are a club with inspiration.

The Interact Club President for 2011-2012 is **Earth Teeravas** from Thailand.

Other officers are:

Vice President: **Jordan Wang**  
Public Relations Director: **Minh Le**  
Treasurer: **Karen Lee**  
Secretary: **Rebecca Jones**  
Research/Projects: **Mark Song**  
Rotary Coordinator: **Mr. Stephen Talt**  
Faculty Coordinator: **Tom Bornt**

***INTERACT** provides opportunities for every student at Southwestern to become involved in our community. We are part of the world-wide service of Rotary. Interact gives all of us chances to help others on and off campus while picking up volunteer hours needed to meet one of our graduation requirements.*

*This year we want continue to work on river and beach clean-up, the Food Bank, fund-raising for children with the San Marino Firefighters and at Children's Hospital, and gathering toys for hospitalized children. We will continue work with the L.A. and Pasadena Marathons, with La Casa Community Center, and with Huntington Hospital's sales.*

*If you have ideas about volunteering or need community service hours, come ask me or any of our officers. We try our best to help you. We hope you'll not only gain hours, but also enjoy every experience in doing so. Join Interact to help make our world community better!*

**EARTH TEERAVAS**, *Interact President*  
[eteeravas@southwesternacademy.edu](mailto:eteeravas@southwesternacademy.edu)

**SOUTHWESTERN  
INTERNATIONAL CLUB**  
"SOUTHWESTERN'S ONE BIG FAMILY"

**The I-Club** provides ways to understand the cultures in our global school. The Club presents monthly international-night programs and dinners, organizes off-campus cultural trips and dinners, and offers opportunities for both Americans and international students to learn of others.

On meeting days, I-Club members wear white polo shirts with a distinctive seal. In recent years we toured the Buddhist center, visited the Holocaust Museum, enjoyed folk dances, and held a Seder, all in addition to the monthly "International Dinners" for Southwestern's students. Funding comes from food and novelty sales on campus and from members' fees for dinners and programs. Membership is open to all.

International Club President is **RILIND RADONIQUI** from Kosovo. The executive board for the 2011-2012 school year are:

Vice President: **Jie Ji** (China)  
Secretary: **Crystal Tran** (Vietnam)  
Treasurer: **Dong Hao Li** (China)  
Social Activities: **Fumi Hyogo** (Japan)  
and **Troy Ruan** (China)  
Public Relations: **Min Sung Kim** (Korea)  
Faculty Advisor: **Lou Pulgencio**

*The International Club is the biggest club at Southwestern, thanks to student and teacher support. "Southwestern's one big family" stands for the opportunities that I-Club gives students to get along with each other and to learn from different cultures. Our program offers many enjoyable activities. Monthly, we organize dinners and shows prepared by students from around the world. Food sales are held to raise funds for our big activity, the LUAU party in the spring, now part of our tradition. This year we want to organize more activities – with your ideas. please come help us!*

**RILIND RADONIQUI**, *I-Club President*  
[rradoniqi@southwesternacademy.edu](mailto:rradoniqi@southwesternacademy.edu)

## **SOUTHWESTERN ARTS SOCIETY**

*"ART IS MAN'S NATURE; NATURE IS GOD'S ART"*

**Southwestern Arts Society – S.A.S.** - has served as our link to the arts, such as Vocal and Instrumental Music, Stand-up Comedy, Creative Composition, Theater, Martial Arts, Dance, Poetry, Architecture, Movies, and the Visual Arts. Our big event is **ArtsFest** each spring. All students with an appreciation for arts are encouraged to join.

S.A.S. is known for its field trips to plays, concerts, dance, and museums. We hold on-campus programs such as the **Chess Club** and **Movie Nights**, and annual events such as **Poetry Night** and **Cabaret Talent Show**. We cover many branches of the arts and are looking for more innovative options.

S.A.S. brings the arts to Southwestern and gives us outlets to express ourselves creatively, to "pick up the key" to the meanings of our lives by drawing upon memory. The board is committed to broadening the role of arts in our school.

**"SEEDS"** is Southwestern's creative magazine, encouraging student creativity by publishing their best poetry, short stories, art, and photography. Working on our magazine is a great way to interact, express feelings, and get to know each other better.

**S.A.S.** President for 2011-2012 is **CHELSEA HAN**. The vice president is **James Xu**. Publicity person for events is **Alexis Han**. At-large board members include **Tiana Gonzales, Ellie Krylova, William Li, and Matt Liu**. Alan Pierpoint faculty advisor.

*Art is a talent we all have inside us, in one form or another. SAS is here to add to your enjoyment by providing opportunities to relax and expand your imagination.*

*Our board members and I want to enrich the lives of Southwestern students. Let us know where your interests lie.*

**CHELSEA HAN, S.A.S. President**

[chan@southwesternacademy.edu](mailto:chan@southwesternacademy.edu)

## **SOUTHWESTERN ENVIRONMENTAL ASSOCIATES**

*"NATURE IS PAINTING FOR US"*

**S.E.A.** - Southwestern Environmental Associates - helps lead Southwestern students to a better understanding and safeguarding of nature. S.E.A. invites all students who enjoy nature to join the club. We organize star-gazing nights where telescopes are set up. We work to save water through intelligent planting and watering, to build sustainable gardening and mulching, and to recycle and reuse.

The Hikers, part of S.E.A., start with short treks into the San Gabriel Mountains behind our main campus, climbing to the "Bridge to Nowhere" and to Mt. Wilson observatory in the moonlight, and build to glorious days at Anza-Borrego Desert when the wildflowers are in bloom, and at Channel Islands National Park. Hikers record their miles in order to join the special overnight treks.

**S.E.A.** officers for 2011-2012 include **RISA YAMANAKA**, president. **Daisy Barrios** and **Charles Mathias** are vice presidents. **Amii Young** is secretary, and **Jason Shen** is the treasurer. **Deborah Boardman-Kaufeldt** is Feature Editor. Charles Herbst is the faculty advisor and hike leader.

Risa writes: *Southwestern Environmental Associates is made up of students who participate and encourage others in hiking, camping and other environmental activities. We show students the beauty of the Southwest by exploring the mountains, deserts, and islands with day hikes and camping. We try to get all students participating in fun outdoor activities with all-school trips. We also inform all students of the serious environmental issues that affect our earth.*

*As one step to help the ecology, we distribute reusable water bottles for every student to help stop plastic litter. We also work hard to recycle plastic and aluminum for a better environment. Join us.*

**RISA YAMANAKA, S.E.A. President**

[ryamanaka@southwesternacademy.edu](mailto:ryamanaka@southwesternacademy.edu)

**SPHERE**  
**SOUTHWESTERN PEER HEALTH**  
**EDUCATION RESOURCE EXCHANGE**

**SPHERE** seeks to improve student health and your academic success through education about vital health issues, focusing on nutrition, substance abuse, and sexual education from trained peer counselors.

SPHERE's coordinators and health educators for 2011-2012 will be selected from student applications that will be collected early in the school year. The students involved receive information and instruction in how to counsel classmates, a rewarding opportunity in helping others.

Science department teachers help as faculty advisors to SPHERE, along with counseling professionals from the community.

A message from the SPHERE team:

*We want to introduce ourselves as SPHERE volunteers, and invite those interested to consider joining our group..*

*Our job is to provide you and everyone on campus with a better place to learn by exchanging information related to nutrition education, eating disorder awareness, human sexuality problems and sexually transmitted infection issues, and on drug, tobacco, and alcohol abuse.*

*We promise we will try our best to give information about and advise you on those topics mentioned above.*

*Feel free to have confidential discussions with any of the SPHERE members in your free time.*

*The SPHERE group is dedicated to bettering the student body and helping wherever needed.*

*Finally, we just want to wish you the best of luck this school year. Enjoy studying at Southwestern!*

**THE AMBASSADORS**  
**THE SOUTHWESTERN ACADEMY**  
**TOUR GUIDE PROGRAM**

**THE TOUR GUIDES** are all student volunteers, approximately ten students who wish to gain valuable experience and earn community service recognition by providing tours to campus visitors, including prospective students and their families.

Students also gain experience in public speaking, leadership, program development, and interacting with various cultures. They develop skills in time management and organization.

Tour Guide members are also involved in a variety of interactive meetings and on-campus events and activities throughout the school year.

Southwestern Academy Tour Guide members include students who are fluent in not only English, but also a variety of other languages.

The Tour Guide Program encourages its members to become an integral part of the Southwestern campus, to learn more about the rich history and traditions of the school, and to support the campus culture and community.

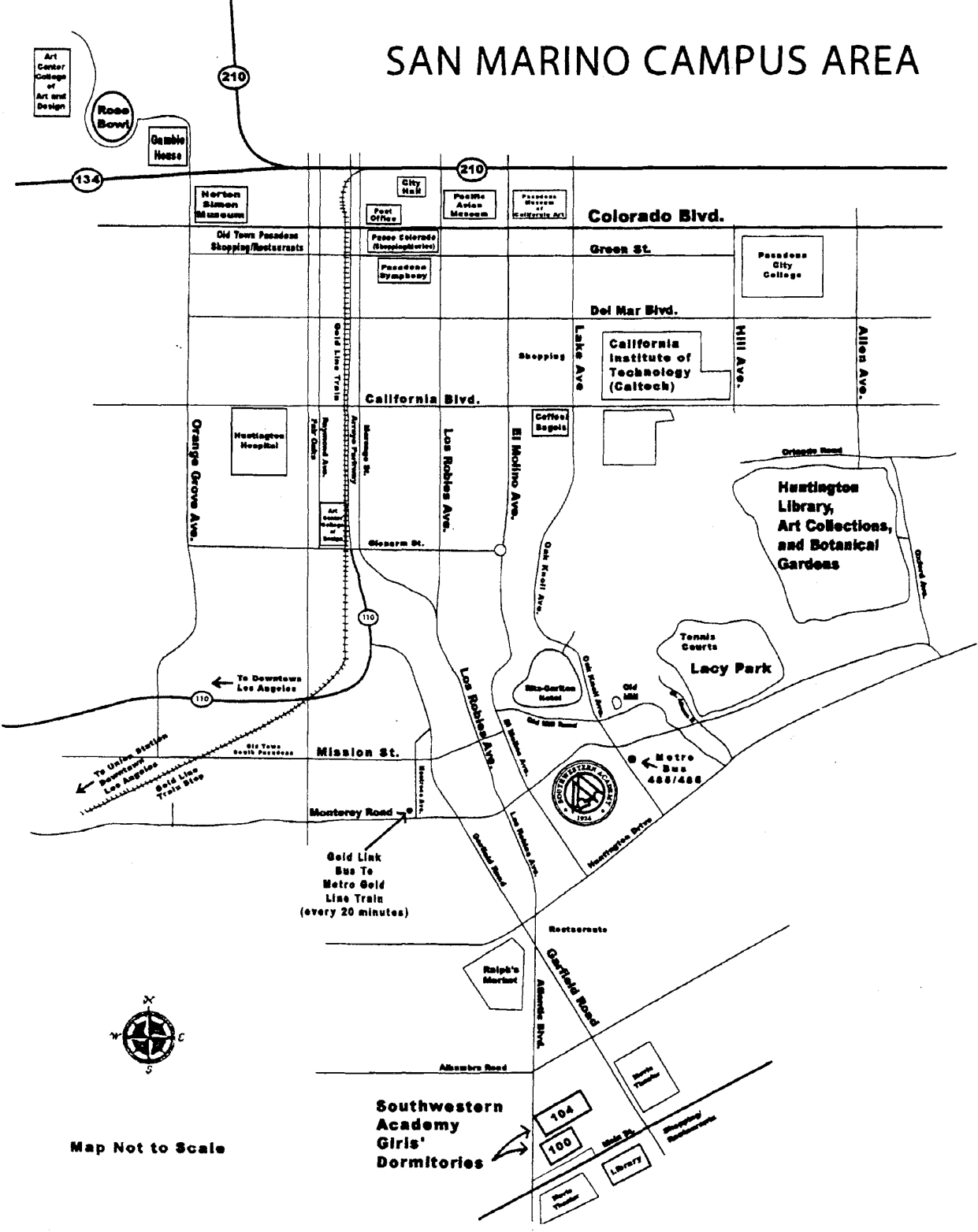
Southwestern Academy Tour Guides are a group of highly respected leaders on campus, who proudly represent their school in everything they do.

Visit the Veronda Place admissions offices and talk with any of the staff there to find out how you can apply to participate in this campus group. New members will be welcomed at the beginning of the school year and at other times throughout the term.

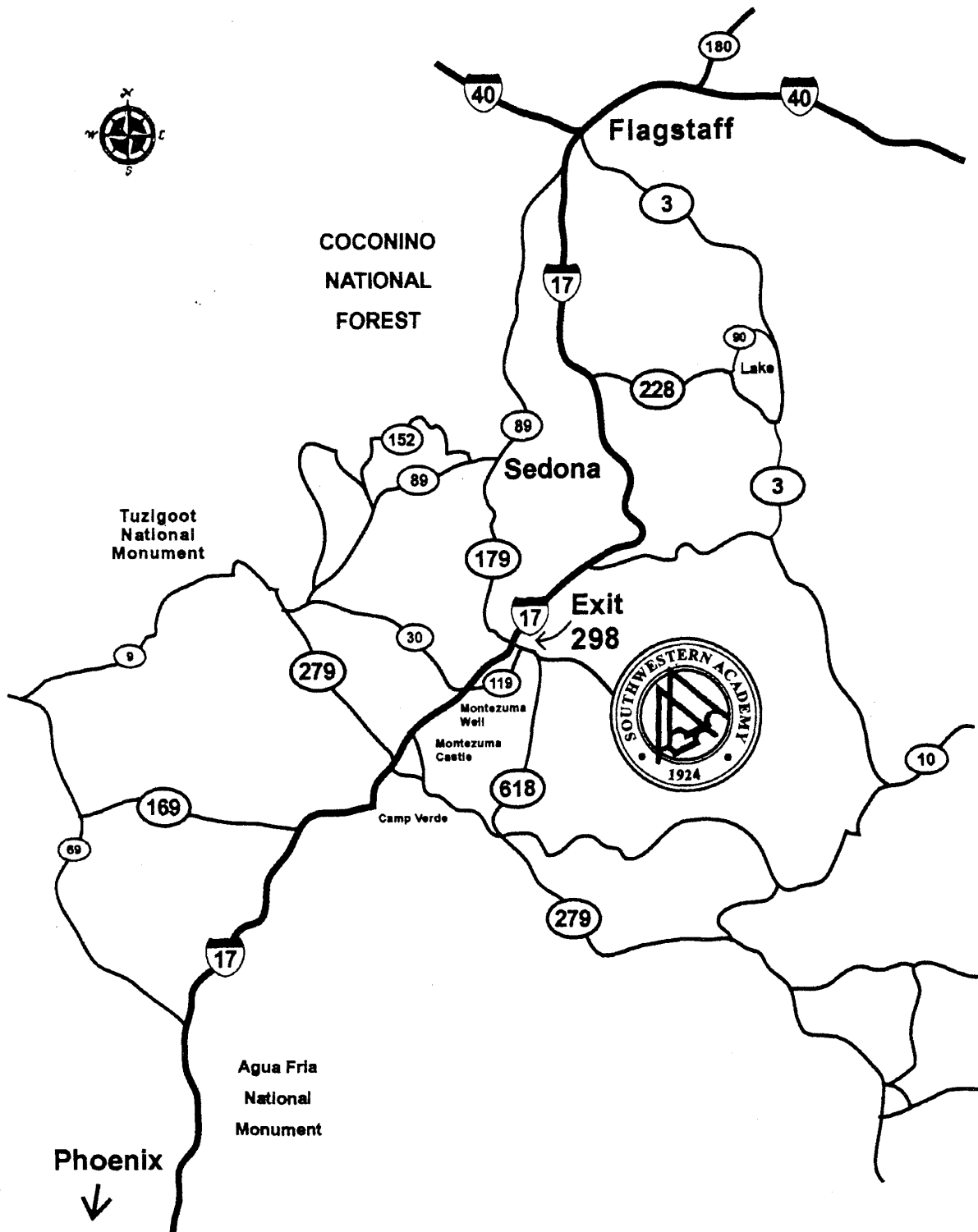
Come talk with us!

**MAIA MOORE**  
Admissions Office  
mmoore@southwesternacademy.edu

# SAN MARINO CAMPUS AREA



# BEAVER CREEK CAMPUS AREA



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