

Southwestern Academy

*San Marino and Beaver Creek
Campuses*

Student Handbook

2007 - 2008

SOUTHWESTERN'S 84th 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 12th grade, every student will:

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

--be proficient in reading, writing, and understanding English. Every international student shall have sufficient English proficiency to enter a college or university;

--be self-disciplined and have abided by the rules set by the school community;

--have participated in individually chosen co- and extra-curricular activities in the arts, athletics, leadership, music, and/or publications, in order to become more well-rounded;

--have given volunteer and community service in American society at levels that meet school standards;

--have satisfactorily demonstrated tolerance of, and 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. This is a teacher who helps you plan your class schedule and makes 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 whenever you need academic help!**

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 more 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 outside speakers on campus.

BOOKS Textbooks and workbook 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 underline or highlight any textbooks, or they cannot be resold.

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

CHANGES IN CLASSES Changes or drops may be made any time in a quarter before Review Week. If a class seems too hard or too easy for you, talk with the teacher or your advisor. 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, MP3 players, beepers, or earphones in any class or study hall. They will be taken away. Laptops are permitted only with 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*; other 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 several days each week, and are available at Beaver Creek. All conversations with the counselor are confidential except when 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. She can help, 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 and deans 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.** If this is not possible, they will have campus suspension to study.

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 slippers, 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 12th 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, sweat shirts, hoodies

*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 in Arizona 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 12th 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

*Shorts, Capri's, or jean-cut pants

*Tank tops, or short blouses that bare the midriff; sweat shirts

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 for 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 an automatic failure.

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

Don't 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 from your teachers.

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 mailed 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 mailed.

GRADUATION You can receive a college-recommending diploma or a certificate of high school graduation from Southwestern. A student has to complete four things 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 per year for secondary work completed in other countries may be counted. We must evaluate credits from other schools to be sure they are college preparatory courses before we can include them in the "a to g" requirements for a diploma. If you miss more than 10 days of classes a semester, you lose a credit in each class for each additional ten days that are 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 SPEAKERS - WrAP with score of 5.

OTHERS - TOEFL of 550 paper or 213 computer; or CPTS of 100, or WrAP with score of 5.

MATH PROFICIENCY of Algebra II with college-rec-

ommending grade, or passing a composite exam.

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

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

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 passage in life. There is an absolute deadline on the form's return to order the materials for the ceremonies. Late forms 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 5, 2008**.

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 **2008**, school holidays are:

Friday, February 15	Post-Exam Break
Monday, February 18	Presidents' Day
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day

As usual, there are **always** meal service, activities, and supervision on these 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 some 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 below.

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.

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 students who have done outstanding work, 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.

HONOR SOCIETY membership 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.

HONORS 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 Honors 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 going. 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 21.

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.

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, the Huntington Library, and Caltech Libraries can be accessed through the San Marino Network from all classrooms and libraries, and from the computer center at both campuses. 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.

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 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 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 available for purchase at the Arizona campus.

Padlocks are issued 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 3:50 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.

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 **22** 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 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.

--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. Don't 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.

TEAMS Students are divided into four teams under the leadership of the Student Council. On entering Southwestern, each student becomes an **Ace, Deuce, Joker, or King**, 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 and a live TV picture of a campus scene. 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 and enter "Download Weather Now" at the bottom center. Use the San Marino zip code, 91108. Advertising pays for the program so 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's only one. We play to win, to gain skills, and especially to have fun.

Sports are important at Southwestern. Our CIF (California Interscholastic Federation) and CIC (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 expected to show good sportsmanship always. 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 and other body building supplements is forbidden and grounds for 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 are not permitted in 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 is recognized with a participation certificate. In each sport, coaches select a Most Valuable, Most Inspirational and Most Improved Player.

The year's "**Outstanding Athlete**" is also announced and honored at the banquet, with his or her name added to the plaque in the San

Marino gym foyer listing all our Outstanding Athletes since 1924.

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

In some sports, all or some uniform items must be individually purchased to fit. Coaches will help you buy these at local stores if you are participating on a varsity sport that requires special uniforms or equipment. 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.

BED TIMES Each dorm has a time for lights off and quiet. Your dorm parent will explain this to you. 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 allowed in the dorms after lights out.

BLUE CARDS At the San Marino Campus, resident student are given a Privilege Card, or "Blue Card". This has 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. A chart of privileges is posted near the points printout in the assembly room.

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. The only exceptions are irons and hair dryers. Smaller 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. Proctors may have small TVs.

COMPUTERS Dorm students may bring and use laptop or notebook computers and hand-held computer games with earphones, not speakers. No computers may be used after lights out. Many PC's are available at both campuses for your use. PC's are not permitted in dorms. If you bring a laptop, clearly engrave it with your name and keep it in your safe, secure from theft.

DAMAGE You are financially responsible for any damage you may cause to any part of your dorm area.

EARTHQUAKE HAZARDS Do not put objects on walls, shelves, or overhead that could fall and hurt someone in an earthquake. This is particularly important in California, but Arizona students must remember that earthquakes happen there 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. All exits must be kept clear of anything that would 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 cite or fine you if you have an exit blocked with your things. Do not keep trunks, boxes, or suitcases in dorm rooms, but take them to the storage room.

EXTENSION CORDS The Fire Departments do not allow use of 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 departments can inspect at any time, and can give you a ticket if you break safety rules.

FIRE HAZARDS 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 or TV rooms.

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 can be taken away if a student breaks rules or disturbs others.

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 campus has 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 must 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, and sign back in on 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 All pets except fish are forbidden by the health department. No animals may be inside.

RECREATION ROOMS You can 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 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 feeling well, these guidelines must be followed to help your recovery:

--**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**, video games, or computers may be used while sick. You can listen to a radio, 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, but not 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. Only proctors may bring personal TVs to school.

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, and pay a fee for 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. Permanently 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 locked when not in use.

Keep valuables at the Student Office. Make sure that any property of yours 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 never 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.

WEEKEND AND VACATION VISITORS See the special section on page 18 of this handbook.

WHAT TO BRING FOR DORMS

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

NEEDED FOR DORMS:

- Single-bed sheets, 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 not halogen
- 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.

Dorm requirements can be purchased 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 lamps
- 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 TO MARK YOUR NAME clearly and permanently on your clothing and belongings.

Clearly marked property can 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 between **eight and 8:10**.

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

Middle school students may go home at **3:30** if they have no detentions, and high school students at **4:30** or later if they have no detentions or activities.

Students may never leave campus without permission from the school office, even after regular 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 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 any punishment work, detentions, "Opportunity" study, or for academic deficiencies, including on 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 you will be late.

Our voice mail takes messages any hour:

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

Please call this number before eight 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 legally excused.

DORMS Commuting students are not allowed to enter dorm rooms or any staff member's private apartment on campus at any time. You can 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 special form is available with space for you to list your insurance and car information. This form also lists the rules for driving at 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 cannot drive to school. 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 at 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 urged to attend as many of the school's evening programs as possible, including International Dinners, music performances, 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.*

PRIVILEGES AND PENALTIES

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

Students who disturb, disrupt, and keep others from learning, then 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 to you 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 teachers and other students, 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 penalty is given by staff members (not Proctors) for more serious problems. Each detention means one hour of writing or copying materials related to the offense or to a student's current course work, 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 and all privileges such as weekend trips will be withheld until the detention is served.

Detention penalties are given for such things as being with a smoker, for a dress code violation, cutting a class (two penalties); cutting an appointment or meal (one penalty), being up after curfew, being out of the area*, minor 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 24 for rules on where you cannot go at our campuses.*

Notification of detentions earned is sent to parents each quarter with the report cards 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, may 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 doing homework and studies, so you do not suffer academically because of your suspension. After work is completed, the supervisor will direct other work to be done.

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. Each teacher provides homework and study work, so you 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 are 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 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, after 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 problems can be appealed to the deans or to 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 cannot leave until 5:30).

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 2007-2008 school year are:

THANKSGIVING - FALL Students may leave after exams on Friday, November 16, at 4:30 or later that weekend. You should return to dorms by 8:00 p.m. on Monday, November 26.

Classes resume Tuesday morning, November 27.

CHRISTMAS - WINTER Students may leave after exams on Thursday, December 20, at 4:30 or later that weekend. You should return to dorms by 8:00 p.m. on Monday, January 7, 2008.

Classes resume on Tuesday, January 8, 2008.

EASTER - SPRING Students may leave after exams on Friday, March 14, at 4:30 or later that weekend. You should return to dorms by 8:00 p.m. Monday, March 24.

Classes resume on Tuesday, March 25.

SUMMER Summer vacation begins after the graduation program on Thursday, June 5, 2008, about 2:30.

The fall term for **2008-2009** begins Monday, **September 15, 2008.**

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.

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 how to do this.

"DRIVER TRAINING" is practice driving, which we cannot offer at Southwestern because of insurance restrictions. You may satisfy the "Training" part in California through a driving school 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. 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, a dean. Talk with the headmaster. Proctors can often help.

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 Student I.D. cards are available at the Student Office on campus. Ask there if you want an I.D. card. There is no charge if you bring a small photo of yourself, or a photo will be taken of you for a small charge.

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 kept 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.

Any time 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; they prepare these forms and can help you with them. The headmaster is the primary designated school official (PDSO) for immigration procedures. Go to him whenever you have any questions or problems about immigration.

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 2007-2008 are:

October 17		KOREAN
November 7	EUROPEAN	CABARET
	SHOW	
December 19	CHRISTMAS TRADITIONS	
February 6, 2008	CHINESE NEW YEAR	
February 27	AFRICAN/AFRICAN AMERICAN	
April 10		JAPANESE
April 23	SEDER (<i>Jewish & Friends</i>)	
May 5	MEXICAN AND LATIN AMERICAN	
May 14	SOUTHEAST ASIAN	

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, telephone calling cards, 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 your parents each month, showing your balance.

Each week, lists are made in each dorm 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 8.

We urge you **NOT TO HAVE MONEY** on campus at any time, except small amounts for laundry and telephone. 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 to 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 any questions or problems about your immigration status or your passport, talk with the headmaster, who is the primary designated school officer for immigration matters. There are 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 2007-2008 PROCTOR TEAM

Saori Aramaki	Mary Dai	Nancy Lam
Alex Lee	Antonio Lopez	JT Park
	Daniel Rojas	

AMBASSADOR HEAD: **Michelle Chan**

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 Here are some 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, and neither parents nor school may allow car abuse.

--You may never enter dorms or bathrooms of the other sex, nor dorms other than your own.

--You may never 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, 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 urgent 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 else. This can be reported to dorm parents, teachers, counselors, the deans, or the headmaster. Find an adult you trust and tell about any problem. Harassment will not be tolerated at Southwestern. If you feel you have been sexually harassed by a student or staff member, immediately report this.

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 smokers, with opportunities for 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 serious about creating 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.

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 anyone, 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 published each year in 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 2008 editor **Owen Jenkins** 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 6,240 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 114 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 soon 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 these 10th grade junior high graduates to enter "junior colleges" for the next four years in grades 11-14, and then receive an Associate degree.

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

Indians had been living along the arroyo stream long before the Spanish came to California. A 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.

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 living on campus because of the wartime need for boarding places. The school became widely known for its excellence, though wartime rationing made some food and gas scarce. Five young graduates were killed in the war.

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

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

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

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

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

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

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

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

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

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

February 1997. The 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 84-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, 2008, marks your school's 84th anniversary. Our traditional tree planting, followed by ice cream and cake of course, and the "Anniversary Antics" field day, will be held that afternoon. You will be invited to enjoy the events, with pride in your school's heritage and the part you play in its 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 77 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 many years since the
1920s, and filled with
student art, poetry, stories, and
essays. The name notes how
"from little acorns oaks are grown."*

THE SOUTHWESTERN LOYALTY:

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

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

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

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

**SOUTHWESTERN STUDENT
GOVERNMENT**

THE STUDENT VOICE SINCE 1924

Formed by Southwestern's pioneer student body on December 4, 1924, the Student Government at our school is the students' voice.

The Student Body President also heads the Student Council, which includes student government officers, presidents of all other clubs, and the Head Proctors.

Student Government organizes many fine activities each school year, serves as a way for students to make suggestions for changes at our campuses, and offers leadership opportunities to participants.

All Southwestern's students, as members of the student body, are also members of student government. Participation on the board or its committees is optional. Those who participate can be recognized by their shirts with each distinctive insignia, incorporating Southwestern's first seal.

The President is chosen by the student body each spring, when the cabinet is formed. The 2007-2008 President is **Daniel Rojas**:

First and foremost, I would like to greet the new and returning students to Southwestern Academy. This is a unique school with great potential. The students make the school even better, with each person diverse and talented. All our strengths make up for any weaknesses.

I'm a Californian, born in San Bernardino where I still live. This is my fifth year at Southwestern. I have become well-acquainted with the school and its many procedures. As student body president, I plan to help the school environment a better place for you to enjoy – with your help.

By harnessing your ideas and those of our very talented Student Council, I'm positive the year 2007-08 will be the best that Southwestern has to offer. Tell us your ideas, and give us your help!

Here are your officers for 2007-2008:

Vice-President CHRIS AVAKUL –*Chris is from Bangkok, Thailand, and has contributed much to various clubs on campus the past three years. He and his brother Clay, who graduated in 2007, teamed together to help edit and produce the last CONFAB.*

Secretary GIOVANY LOPEZ – *Giovany is from the Highlands of Guatemala. His father graduated in our class of 1983. Giovany loves music, and over the past three years has played in jazz groups and on Guatemalan marimbas brought to San Marino.*

Treasurer CURTIS MANOLESCO - *Curtis is a native-born Californian, enjoying all the pleasures of this great state. This is his third year at Southwestern, where he has been involved with most sports and clubs while maintaining honor grades.*

Day Student Representative MICHELLE CHAN – *Michelle was born in Hong Kong, and has lived most of her life in San Marino. She has a wide range of interests, in classes, art, and sports. She invites our commuting students to join her in taking part in Southwestern's many activities*

Freshman Representative GWEN MATHIAS – *Gwen was born in Florida, but has lived in Sunland, California, most of her life. She is on the Rose Bowl Aquatics Team, a champion swimmer, and keeps up the same honors grades as all members of this year's Student Government.*

Each of us would appreciate any suggestions or ideas from you. Talk with us! We have been chosen to represent the student body and we would like to do the best of our abilities to make the school year enjoyable.

Your Student Cabinet is planning to fill the year with more fun, more memories, more accomplishments, more friends. We will do our best to make you proud to be part of Southwestern, with a place in your heart long after you leap out of here for a bigger world. Do not hesitate to join us. See and feel your comments and wishes come true!

DANIEL ROJAS
Student Body President

drojas@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.

INTERACT'S PRESIDENT for 2007-2008 is **SAORI ARAMAKI**. Other officers are:

Vice President: **Amy Takano**
Public Relations Director: **Ben Chen**
Treasurer: **Elliot Steinwedell**
Secretary: **Scott Farley**
Research/Projects: **Hetfield Jang**
Rotary Coordinator: **Mr. Shody Chow**
Faculty Coordinator: **Tom Bornt**

***INTERACT** allows you donate some of your time to others. Along with this, you are able to show your willingness to volunteer and help make the community a better place.*

Interact has worked at the YMCA, San Marino Public Library, the L.A. Marathon, Heal the Bay, Huntington and Children's Hospitals, the "Union Station" shelter for homeless in Pasadena, and public radio station KUSC. We organize blood drives, and gather school supplies for a Maya school in Guatemala. We also hold fund-raisers to help those who need support, such as during the Indian Ocean tsunami emergency, and for Golf Coast relief.

Interact keeps service records for all students. We provide volunteer opportunities for those needing ideas to help with their graduation requirements – just ask us. We hope that students become involved in helping others and benefit from a fulfilling experience. Join the club and work to fulfill our mission!

Saori Aramaki, *Interact President*

saramaki@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. Last term we toured the Buddhist center, visited the Holocaust Museum, organized a fabulous luau on campus, 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 **MARY DAI** from Hefei, in central Anhui, China. The executive board members for the 2007-2008 school year are:

Vice President: **Alex La** (South Korea)
Secretary: **Nancy Lam** (Hong Kong)
Treasurer: **Takashi Yamanaka** (Japan)
Showcase: **Ryan Kim** (South Korea)
Dinners: **Jake Higginbottom** (California)
Activities: **Chris Avakul** (Thailand)
Faculty Advisor: **Lou Pulgencio**

First and foremost, I welcome the new and returning students to join the I-Club. All the members appreciate any suggestions or ideas that you may have. As our motto states, we are "One Big Family." I will try my best to create a pleasant and harmonious atmosphere. We come from various parts of the world, often far from our families. It is luck that has brought us

together. Come on! Talk with us! We have our own goal: to Grow under the Sky.

Mary Dai, I-Club President

mdai@southwesternacademy.edu

**SOUTHWESTERN
ARTS SOCIETY**
"ART IS MAN'S NATURE;
NATURE IS GOD'S ART"

Southwestern Arts Society – SAS - 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 any of the arts are encouraged to join.

SAS is well-known for its field trips to plays, concerts, dance, and museums. We hold several on-campus programs such as the **Chess Club** and **Movie Nights**, in addition to annual events such as **Poetry Night** and **Cabaret Talent Show**. We will cover as many branches of arts as possible. SAS is looking for helpful and creative opinions and voices for more innovative options.

SAS 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 building the good work of previous years by broadening the role of arts in our school.

"SEEDS" is Southwestern's magazine for writing and art. "SEEDS" encourages student creativity by publishing their best poetry, short stories, art, and photography.

Working on our magazine is a great way to interact and express feelings, getting to know each other better.

SAS President for 2007-2008 is
AMIR MASHAKI.

- Seth Morrison** is vice president
- Quin Venedicto** is secretary
- Jacky Li**, treasurer

--**Owen Jenkins** organizes displays.
Alan Pierpoint is faculty advisor.

Amir Mashaki , SAS President

amashaki@southwesternacademy.edu
**SOUTHWESTERN
ENVIRONMENTAL ASSOCIATES**
"NATURE IS PAINTING FOR US, DAY AFTER
DAY, PICTURES OF INFINITE BEAUTY"

SEA - Southwestern Environmental Associates - helps lead Southwestern students to a better understanding and safeguarding of nature.

SEA invites all students who enjoy nature to join the club. We organize star-gazing nights where telescopes are set up so you can see planets, comets, and stars.

Southwestern Environmental Associates' President for 2007-08 is **TAEK SOO SHIN**. The executive board is:

Vice President:
Michelle Liang
Secretary: **Ann Yang**
Treasurer: **Tom Zhou**

In addition to the officers, the following are active members listed with their hiking miles: Lucas Porter (39); Jacky Li, Juan Pesquera, and Nobu Kitai (24); Gwen Mathias (12); Doug Wang, Giovany Lopez, and Kayla Law (8). Our head hiker and wonderful faculty advisor is Charles Herbst.

SEA provides the student body opportunities to see and learn the beauties of nature – which many people have forgotten to do over recent years. We, the executive board, understand it's our duty to help you become familiar with environmental issues affecting the world, and we will serve that job with several programs. In addition to a schedule of hikes, camping trips, and a whale-watching trip to give students experience in nature, we have beach cleanups, tree plantings and visits to parks to lend your hand and save

our environment. We guarantee these activities will be educational – and fun. SEA is open for any student – or parent – who is interested in learning about nature and is willing to help us. Please join us, discover nature, and have fun.

Taek Soo Shin, SEA President

tsshin@southwesternacademy.edu

**THE SUN
BOOSTER CLUB
PARENTS SUPPORTING
OUR TEAMS AND STUDENTS**

THE SUN BOOSTER CLUB - mothers and fathers of some of our students who live close enough to our campuses to visit often and who donate their time and their energies to give all our students a big boost.

Serving hot dogs or soft drinks, obtaining team uniforms and sports equipment, decorating for special events, chaperoning social activities, bringing goodies to classes and sports, finding unusual things that are needed students - these and much more are done for you by these dedicated volunteers.

Because many of Southwestern's families live too far away to help with their time, the Boosters Club invites more distant parents to help with funding and with programs.

One of the easiest ways of helping students at Southwestern is the E-SCRIP program, where many stores and businesses donate a part of each sale to our school. The Booster Club coordinates our E-SCRIP, then spends the money that comes from these donations to help our athletics programs.

Booster Club members help in many ways. Booster Club parents are often on campus, serving treats, cheering teams, providing love and support in many ways. Boosters decorate the Chapel and Forum for programs, host students on holidays, and support "The Sun" teams.

Let our Boosters know any special needs you might have, and let them know you appreciate the hours of effort they do for you.

Parents or friends interested in helping with the Booster Club activities, or with other volunteer service at Southwestern, are invited to call any of the officers at their home numbers.

***THE BOOSTERS URGE
ALL SOUTHWESTERN
FAMILIES TO JOIN:***

E-SCRIP

An easy and popular fund-raising project called **E-SCRIP** raises thousands of dollars to boost our sports and other activities. See how you can help with this at no cost to you or your parents!

Each time your parents or you make a purchase with a participating merchant, using your registered credit cards, that merchant donates a percentage of the sale to Southwestern Academy for special items the school can buy for your use.

It's simple, easy - and of NO COST to you or your parents!

Among the participating merchants are:

**Vons/Pavillions Markets,
American Airlines,
Sharper Image,
Chevron Gasoline,
Carrow's Restaurants,
Eddie Bauer,
Spiegel stores -
and many more!**

New merchants are added each month.

All it takes is a few minutes to enroll in the E-Scrip program. Parents, guardians, grandparents, uncles and aunts, friends and neighbors - all are able to join.

You can help these people enroll in E-Scrip:

Have grocery and credit cards handy

Call 1-800-592-0942

Give our Group number:

139986596

Give your card numbers

And it's done!

