

SOUTHWESTERN ACADEMY

San Marino and Beaver Creek Campuses

PARENTS' HANDBOOK OF INFORMATION

2007 – 2008 TERM

Southwestern's 84th School Year

PRO SUMMO BONO

For the Highest Good

OUR MISSION AND VISION

Originally expressed by our founder, Maurice Veronda, and revised each spring as a collective staff effort before adoption by our Board. Parent comments and suggestions are always welcome.

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 individual student success.

SOUTHWESTERN SHALL BALANCE ENROLLMENTS by actively promoting cultural diversity and social heterogeneity in its student body. We seek to admit motivated, successful students who want smaller classes and personalized instruction. We believe also in giving a chance to students who may have experienced unsuccessful schooling elsewhere, when they have the abilities and willingness to try. We believe in giving students love and encouragement to overcome obstacles, and in providing and stimulating participation in a wide variety of activities and athletics that they might not encounter in a larger setting. We work with students who want to be here and who will help their fellow students; if a student continues to hurt the community, we will help find more appropriate placement for that student. Our staff decisions about students will be based on the assessment of each case, rather than a comparison with inflexible standards. We will work to recruit American and international students who will benefit from and add to our school.

SUPPORT AND ENCOURAGEMENT for students will be our standard in all academic and disciplinary decisions. We will work to remove obstacles from students who want to reach their full potentials, and to encourage students at each step. We will pay special attention to each individual, particularly those needing our guidance. We shall keep building our caring and loving of students, using patience and the extra time we gain because of our small class sizes. Our object is never to fail students unless they give us no choice, but to help them be successful. This takes all our best teaching skills, and we are pledged to use those skills.

MAINTENANCE AND ENHANCEMENT of our two campuses will continue to build the most attractive, safe, comfortable, complete facilities possible.

ACADEMIC GOALS

SOUTHWESTERN'S EXPECTED SCHOOLWIDE LEARNING RESULTS

These are our goals for all Southwestern students to reach on completing high school with our college-recommending diploma. All our classes, activities, and experiences are designed and intended to help bring these results. We ask parents to be familiar with these goals, and to let us hear your comments at any time on how we are progressing in meeting them.

Upon graduation 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 a student's positive and negative points, their participation in activities and community service, and international student experiences are used as our measurements to show results in these areas for each student and for our graduating classes as a whole.

We need and value parental comments and suggestions in evaluating our goals, in measuring student and school progress, and in designing opportunities to help our boys and girls in meeting each of these goals. We urge you to share your thoughts with the headmaster or with any of our school staff, who are working to help your student meet these expected results.

ACADEMICS

Southwestern's classes are geared to bring out the best of each student's abilities. Students are tested for their current achievement levels in each subject at the beginning of the term, and then are placed into the most appropriate classes.

Our class rules, dress code, and routine are designed to promote learning; our punishment consequences are reminders for those who disrupt the education process. Supportive structure helps our boys and girls develop self-discipline in their studies; extensive individualized help and tutoring come from each of our teachers for each student. This really works for most students.

We are proud of our successes with students at Southwestern, as evidenced by our college admissions records and our many successful alumni across America and around the world.

Southwestern will:

- assign each student to a dean or teacher who will be the academic advisor. The advisor will review each student's graduation requirements and help program class schedules as needed.
- have all students meet with their advisors several mornings each month during the regular assembly period to discuss their progress and any other academic problems. Of course, the deans and advisors are also available to meet with students each school day at mealtimes, during 7th period, and after classes.
- divide students by achievement into small classes at each student's achievement level, making sure college-bound student is following all college admissions requirements (the "a-g" list, discussed on page **20**).
- move a student at any time in the school year when a more difficult or more supportive class seems more appropriate for the student's needs.
- make sure each student carries a full academic load within abilities and goals.

Parents are asked to:

- review the student's graduation requirements and class schedules, then call or write the headmaster, deans, or the student's advisor whenever there are any questions or comments about a student's program.
- be aware of excessive absences, which lose credits and delay graduation. Compulsory attendance laws allow students to attend independent schools, but we are obligated to require regular attendance and to allow no more than ten absences a school year for any reason without loss of credits.
- help make sure students have time and quiet space to complete vacation assignments early each holiday, and each night for commuting students.
- call for a conference with teachers and administrators any time there are concerns where school and family can work together to boost student success. (We will also prepare and send more frequent progress reports when requested.)

For appointments, call the deans' office: **626-799-5010, x1206 or 1207.**

ACCIDENT INSURANCE

All students are required to enroll in the student accident insurance, provided through the school by **ISM**, administered by **Commercial Travelers Mutual**, and underwritten by Security Mutual Life. Resident students are covered 24 hours, seven days, throughout the school year; commuting students are covered during school hours and going to and from school. Each family will be mailed policy information in September. A copy of the master policy is available at the school business office.

Annual fees for this coverage are included in the fall incidentals billing. This is **secondary accident insurance**, covering any accident costs not paid by the family's primary insurance - including athletic injuries. This insurance covers only *accidents* on campus, at all field trips, sports, and activities, and for commuting students while they are traveling to and from campus. The accident insurance does NOT cover health care or routine medical or dental needs. See the "Health (Medical) Insurance" explanation on page **23** for information on required medical coverage. The school mails an informational brochure about the accident insurance program and claim procedures to all parents each September.

Injuries must be reported in writing to the insurance company, so parents should let the school business office know as soon as possible of any reportable injuries while the student is traveling home or going to school. **Parents should then file claims under their own insurance policy PRIOR to filing a claim under the ISM policy.** Any remaining balance, including deductible and coinsurance amounts, IS ELIGIBLE under the ISM policy. The school business office will help prepare this claim - call or write the business manager for details and assistance.

ACCREDITATION

Southwestern is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC). The school's most recent self-evaluation involved our entire community, with visits to both our campuses by an evaluation team from WASC, in the spring of 2007. The accrediting agency congratulated Southwestern "for continuing to provide high quality education for the youngsters" enrolled in our school, and renewed our full accreditation through June 2013. However, evaluation is an on-going project at Southwestern, and our staff meets regularly to refine our programs.

ADMINISTRATIVE STRUCTURE

Southwestern is a non-profit educational corporation, and the school's Board of Trustees is the legal entity responsible for the school's direction, well being, and financial stability. The Board is currently headed by **J. Leland Mothershead III**. The Board appoints the Headmaster as chief executive officer, responsible for the school's operations.

Kenneth Veronda, Headmaster, serves as chief executive officer and implements established policies and operational guidelines in the areas of educational program and philosophy, budget and finance, long-term development, public relations, fundraising, and staffing. His campus phone extension is **1-202**, or email kveronda@southwesternacademy.edu. Email the headmaster any time you need help; if he does not know the answer, he will find out from the right person on campus and he will reply to you as quickly as possible.

Robin Jarchow and **Russ Osmonson**, Deans in California, and **Robert Bufton**, Head of our Beaver Creek Ranch Campus in Arizona, administrate day-to-day activities of the school,

including curriculum, scheduling, discipline, and other educational matters. The Associate Dean at the San Marino Campus is **Tom Bornt**. (Dean Osmonson's phone extension is **1-206**; Dean Jarchow's is **1-207**, Dean Bornt is **1-234**). **Lou Pulgencio** is Director of International Studies (**1-220**).

Lynn Yekiazarian, Dean of Enrollment, markets the school's programs and screens applicants for admission. Ms. Yekiazarian will divide her time this school year between our campuses and her husband's offices in Shanghai, where by e-mail and fax she will continue to oversee our recruitment and selection of appropriate students.

Al Zamora, Director of Admissions, manages the admissions office, marketing our programs and selecting the best candidates for our limited spaces. (**1-204**)

Robert Gibbs, Director of Athletics, supervises both physical education and team sports, and coordinates any off-campus exercise programs for school credits. (Phone extension **1-210**; for the Sports Information Hotline, dial **626-799-5010**, then press **6**, then **1**)

Brian Shriwise, Registrar, maintains student records and transcripts, and arranges transportation, medical appointments, weekend cash allowances, vacations, and other student support service. (Phone extension **1-208**; for the Activities Hotline, press **8**, then **1**)

Charles Thomas, Business Manager, is responsible for tuition and incidentals billings and for the school's other business operations. (Phone extension **1-201**).

Any of these administrators welcomes questions or comments from parents, and promises close cooperation in handling your concerns. Each is available through email or voicemail messages.

Administrators also teach at Southwestern, giving them close contact with students and other teachers; administrators are best reached by email or by prior appointment, as they're often out of offices and involved with our boys and girls.

Please be sure to write or call in advance for an appointment if you wish to speak with any administrator, to be sure they are available for you.

ADVISOR

Each student has an academic advisor, a classroom teacher who works with the deans to schedule and program classes for ten or twelve students, and monitors each student's progress. The advisor's name is listed in each student's assignment notebook.

Students meet with their advisor at the beginning of the term and several mornings each month during the assembly period.

All advisors have email and voicemail. Your student will know the advisor's name, email address, and voicemail box number, which are also listed on the front page of the assignment notebook (our "Red Book" or Student Handbook).

Please do not disturb a class, but leave a message in the teacher's voicemail box and your call will be returned as soon as possible.

ATHLETICS

Sports at Southwestern are important tools to help build student confidence and motivations. We belong to the California Interscholastic Federation - C.I.F. - and to the C.I.F.'s Valley League for most sports. In Arizona, we belong to the Arizona Independent Schools Athletics League for basketball, volleyball, and soccer. Varsity coaches are teachers who try to avoid the friction that can develop between academics and athletics, and to minimize damaging overemphasis on winning at all costs. We've an **"everyone plays"** policy – any interested student of the right age may join any sports team and will be training and playing regardless of abilities. For C.I.F. play, students must meet C.I.F. rules and maintain a 2.0 g.p.a to participate in team competition.

Fall sports in California include cross-country, soccer football, and girls' volleyball. Winter sports are boys' and girls' basketball. Spring sports are baseball, softball, boys' volleyball, and track and field. Varsity and Junior Varsity schedules are listed on the monthly calendar. Daily updates are available on our **"Sports Information Hotline"** by dialing the school's main number:

626-799-5010, then press "6", followed by "1".

Results of the previous day's competitions, directions to the day's events, and any changes in schedules are reported on the Hotline. Dial us up for details each day.

All junior and senior high boys and girls have opportunities to play on any of our teams and to participate in other activities such as golf, skiing, and physical conditioning. **Robert Gibbs** is our director of athletics, and several teachers and dorm counselors coach varsity teams. They welcome parent involvement. The Sun **Boosters Club** helps with summer sports programs, team support, and materials, and all parents are encouraged to join. **Come follow the SUN!**

Additional athletics activities are available in season at our Arizona campus, such as water and snow skiing, fishing, golf, mountain biking on and around campus, hiking and camping, and horseback trail rides. Some of these activities require special equipment and/or entry fees.

Southwestern will:

--send monthly schedules of sports events to parents, and update these daily on the San Marino Campus telephone Sports Hotline (just call **626-799-5010** and, at the voice prompt, press **"6"**.)

--arrange pre-sport physicals as needed for all varsity prospects.

--urge all our students to be involved in sports of interest to them.

--welcome parents and friends as spectators at all our games.

Parents are asked to:

--support the **SOUTHWESTERN SUN!**

--join the **BOOSTERS' CLUB!** Call the Athletics Department for information.

--attend games and bring guests - but we suggest you telephone the school sports hotline the day of the game to learn of any schedule changes.

--watch the Pasadena STAR-NEWS, if you live in this area, for game results.

AUTOMOBILES

Commuting students with driver's licenses may drive themselves to school with permission from parents *and* the school. This permission should be arranged through the Student Office before a student brings a car to school, and updated whenever car or insurance information changes.

Students may not carry other students as passengers, even with parental permission, as the school cannot accept this liability.

Students may not use the car or go to a parked car during the school day except with specific permission from school and parents.

Resident students do not need and may not have cars.

International students under age 18 are forbidden by the States of California and Arizona from having drivers' licenses, unless a parent actually lives in the State. Violations of this law can bring cancellation of the student visa to stay in the United States, and result in deportation.

Southwestern will:

--provide a registration form for day students wanting to use cars.

--give students special rules for parking cars on or around our campuses.

--take away the privilege of driving if the school's rules are violated, particularly regarding unauthorized use or giving a ride to other students.

Parents are asked to:

--sign the registration form, indicating insurance and other information.

--never allow your student to carry other students to or from school, or to ride in cars with other Southwestern students.

--call the dean of students with any question or problem about car use.

BICYCLES

Resident or commuting students are welcome to bring bicycles to the San Marino campus and to use them for local transportation, following the usual rules about leaving campus only with proper permission.

Bicycles must be legally licensed, and kept chained and locked outside buildings in the covered bike racks. Safety-approved helmets must be worn while riding on or off campus.

If your child brings a bike, be sure it is licensed and that the biker has a good helmet and a chain and lock to secure the bike. Bike racks are available near each dorm.

BUSINESS INFORMATION

Southwestern's billing is in two parts, the "**Student Account**," for **tuition**, room and board, and any other school fees, and the "**Incidental Account**," for a student's **personal expenses**.

The "**STUDENT ACCOUNT**" bill shows a "billing history" of when tuition payments are due, plus a "payment history" of when payments are received by the school. Both run cumulatively for the school year. In other words, charges and payments are printed on each statement as a payment history through the year. **NOTE:** There is a service charge of 1½% per month on past due balances. The service charge is not interest due on a late payment, but is assessed to cover our additional administrative costs and overhead involved in maintaining a past-due balance.

The "**INCIDENTAL ACCOUNT**" operates like a student bank account. Parents make a deposit in advance, and a student may draw against this as long as there are funds available. Books and school materials are charged at the school's cost, including any tests or teacher's keys, shipping, and taxes. Other charges might include transportation tickets, student store purchases, postage, weekend activity entrance fees, and other personal spending. All students, even those receiving considerable financial aid for tuition, are expected to pay their incidentals including cash draws and personal activities as they would if at home. There are bank charges for school-issued checks (\$2.50) and for checks returned unpaid (\$25). A statement of activity is sent monthly.

Of course, students may not draw incidentals if no funds are on deposit. Students sign up for withdrawals, which are monitored by the school staff. If a parent wants to put any limits on what a student draws from this account as allowance, please communicate with the school business office and let us know that limit. Cash is distributed on Fridays only.

When a student's funds are exhausted, another deposit must be made so a student can get weekly allowance, purchase student store items and books, go on field trips, and so forth. Note that overdrawn account amounts are shown in parenthesis (-) on the statement; both this past due amount and an additional incidentals deposit for the student's future use are then required.

Used textbooks that are returned in good condition will be credited when sold to another student, usually the following fall. The incidentals statement shows a year's "deposit history" and the month's "withdrawal history." The dates under "history" are when a charge was entered on computer, not the date of use.

Any credit balances will be refunded to parents a month after a student leaves school.

WIRE TRANSFER of tuition or incidentals may be sent through the school's bank:

CITIZENS BUSINESS BANK, San Marino, California
Routing #122234149; ABA #90-3414; Account #255-604805

Please be sure the student's name is included with the wire so we can credit the payment.

Southwestern will:

--send a monthly "Incidentals Account" statement to parents, by mail or on line.

--send "Student Account" statements a month in advance of required payments.

--ask that all accounts be kept up to date. If there is any problem in payment, talk with our business manager in advance of due dates.

Parents are asked to:

--review statements and let our business office know immediately of any question or problem with the account. If we do not hear from you in 30 days, we will assume the account is correct.

--send all payments to the Business Office at the **California** campus, even if the student attends our Arizona campus. Payments may be made by bank check or wire transfer. Tuition and incidentals payments may be combined on the same check or transfer - just let us know how payments are to be applied.

--send all spending money for students to the incidentals account - **do not give or send money directly to students.**

accounts, --be aware there is a service charge of 1½% per month on delinquent and a bank charge of \$25 for any checks returned by the bank unpaid.

--maintain a positive balance in the student incidentals account at all times.

in --write or call Business Manager **Chuck Thomas** at the school business office San Marino (**626-799-5010 x1-201**) with questions or concerns about your charges or credits, or problems with your payments. He is here to help in any way we can.

--know that students with past due accounts cannot attend classes, take exams, or obtain grades until the business accounts are cleared with the school.

COMMUNITY SERVICE

Southwestern has a community service requirement, a part of our school-wide learning goals. Every student must give time, brains, and sometimes muscle to help those around us, in addition to regular academic or punishment work.

Off-campus service can be performed in hospitals, social agencies, and so forth, during the term or during vacation periods. We are happy to count service performed before a student enters Southwestern, if the student brings a note from the agencies involved certifying the volunteering.

Parents are encouraged to help students find meaningful service areas around your home, such as at a church or health care facility. (Of course, helping parents or doing chores at home are not appropriate services for this requirement.) Please have any charity or group assisted by your son or daughter send a brief report to our Deans' Office for recording the time served.

Seniors must complete a minimum of 20 hours a semester in volunteer service. Lower grade students contribute a minimum of 10 hours a semester. A total of **100 hours is required for high school graduation**, by the end of the 12th grade year.

Volunteer work may also be completed during vacations, though work for parents or at home, or a parent's office, or for pay, does not count as community service.

Our Interact Club keeps count of the hours and helps provide opportunities. Many students become very involved in giving time, and greatly exceed the minimum requirements.

Southwestern will:

- assist each student in finding and in performing approved community service of interest to that student.
- keep (through the Interact Club) records of time and performance in service.
- encourage students to make community service a life-long habit, and to give more than the minimum hours through Southwestern's INTERACT CLUB.

Parents are asked to:

- help their student in selecting an interesting community service project.
- let the Deans' Office know of any service performed by the student at charities or projects near home on weekends or vacations, or of volunteering done before a student enters Southwestern.

COMMUTING STUDENTS

Commuting students, living at home, should come to campus on school mornings between **8:00** and **8:10**, and be in their seats in the assembly room **by 8:10 sharp**. Going-home time is **4:30** or later arranged with the school office. (Students who have signed contracts for "off-campus P.E." may leave as arranged.) **Students must stay later if they are deficient** in academic or punishment work. Students may never leave campus without permission.

Day students are invited to participate in all activities, and are required to attend physical education classes and some other programs during the year. Lunch is served to all students on campus; commuting students are expected at the lunch table, and should not bring food or drink to campus. Extra food or drink is not needed, and should never be brought to campus as this is unfair for the boarding students. Commuting students may come for breakfast or dinner meals with advance arrangements at the student office. There is a nominal charge for extra meals.

Commuters waiting for rides are asked to be on the porch or benches near the Business Office.

Southwestern will:

- provide a locker on campus for day students' books and valuables.
- serve a hot lunch for all students; no students may leave campus for lunch or may bring lunch from home (let us know of any dietary restrictions).
- check student dress to be sure it conforms to the dress code, and send home any commuting student who is not properly dressed on campus
- expect P.E. uniform dress for afternoon physical education classes (the P.E.

clothes are available at the student store on campus).

--arrange extra meals or overnight stays for commuting students on request.

--require commuting students to stay after school for any punishment work or any academic deficiencies.

Parents are asked to:

--telephone the school **each day** if a student is sick at home or will be coming late. The voice mailbox is open always **626-799-5010, 1-208** or in Arizona at **928-567-4581**.

--**Call before 8:00** a.m. every morning a student will be absent so teachers know of absences or lateness, or if a student needs to be dismissed early for a medical/dental appointment. Ask for homework assignments to be gathered if a student is able to do some studies.

--send an excuse note from parent or doctor on return to school, required to be kept on school records to excuse absences. Only **10** absences may be excused in a school year without losing academic credits.

--complete a special permission form if commuting students may drive a car to campus - other students may not ride in the car, and the car may not be visited or used during school hours.

--**avoid using your horn** in the school driveway, as this disturbs our studies.

--check your student's dress in the morning before leaving home to be sure clothing conforms to the school's dress code.

COSMIC RAY STUDIES

Southwestern participates in CHICOS, the **California High school Cosmic ray ObServatory**, in collaboration with the California Institute of Technology (Caltech), Cal State University Northridge, and the University of California. Particle detectors have been installed at the east end of our San Marino Campus, detecting and characterizing a sample of the highest energy elementary particles ever observed. This gives our physics students a unique opportunity to work with researchers at Caltech and address fundamental issues at the forefront of present-day astrophysics and particle physics. As part of our students' science experience, they can run their site hardware and software just like scientists on experiments at accelerator facilities. They perform diagnostics, analyze data, and develop upgrades to the hardware. Parents anywhere in the world can share this exceptional educational opportunity and see Southwestern's cosmic ray project at the CHICOS website, www.chicos.caltech.edu.

COUNSELING

Professional consultative and support services is provided on campus for students wanting or needing to seek assistance with personal concerns. These professionals are available to all students at no extra fee for occasional counseling and for emergencies. Our school counselor, Whitney Wagner, is a licensed Marriage and Family Therapist (MFT) who has experience working with children, adolescents, adults, and families. She has extensive experience in school settings and primarily assists students in achieving their academic goals.

In the course of a school year, Ms. Wagner endeavors to meet with each student to assess their adjustment to the school and to assist in identifying academic needs. Ultimately, the effectiveness of a counselor in a school setting relies on their ability to collaborate with school personnel. As members of the Southwestern staff, our counselors collaborate with our administrators and staff. As a licensed professional, Ms. Wagner is committed to upholding the confidentiality typical in a counseling relationship. Enrollment at Southwestern implies parental consent for a student to participate in a counseling relationship, and for the counselor to confer only with necessary parties, and only with information *directly* relevant to the student's school experience and performance. If counseling beyond an exploratory meeting is indicated, parents will be notified as soon as possible. The counselor will provide referral and triage services if needed. If you do not wish to permit counseling for your child, write the headmaster or deans.

DISCIPLINE - PRIVILEGES AND PENALTIES

Students who contribute to the school community, who behave and add to our school, receive special privileges and rewards. Students who disrupt the educational process, disturb other people, and keep others from learning, must put something back into the community to replace part of what they have damaged. This is our system of commendations and penalties.

Students are expected to respect and care for others, to be on time, neat, thorough, and interested in learning. This reminder system helps students develop abilities of self-discipline. Faculty, staff, and proctors assign penalties to students who violate school rules. They will explain the reason, and they may give a penalty directly (such as being grounded in the dorm or detained in a classroom.) If a student breaks school rules, penalty work is assigned.

There are three levels of discipline at Southwestern. The first level consists of points, the second of detentions, and the third brings suspensions and possible expulsions.

DISCIPLINE PENALTIES LEVEL ONE - POINTS

For handling everyday disciplinary matters of a minor nature, the point system gives punishments for such things as lateness, untidiness, and minor misconduct, while rewarding constructive actions that help the group. Positive points are awarded for behavior above that which is expected, personal bests, kindness to other students, and for behavior which shows initiative in helping build the school community.

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

Students begin each week with four positive points. Any negative points that remain at the end of the week become detentions. Parents are welcome to review their student's list of points any time, or we will be happy to send a copy home. Please call or email the Deans' Office at either campus (deans@southwesternacademy.edu).

DISCIPLINE PENALTIES LEVEL TWO - DETENTIONS

A detention penalty is given by staff members (not by student proctors) for more serious problems. Each detention means one hour of academic or physical work. Detention is after P. E., starting at 4:30. Students with multiple detentions will be required to come on Saturdays. All detentions must be completed before a student enjoys any privileges.

Detention penalties are given for such things as cutting a class or obligation ... being in a wrong area ... being with a smoker ... a major dress code violation ... or having excessive negative points at the end of a week. Students receiving detentions have the record of punishments kept on file. The Deans will notify local parents by email or telephone of detention time to be served. We need and expect parent cooperation with detentions, so together we can eliminate these disruptive behaviors.

DISCIPLINE PENALTIES LEVEL THREE – SUSPENSIONS OR EXPULSIONS

Students may be suspended for serious offenses, and spend the day in isolation either on campus or at home, doing homework and review work. Teachers prepare pages of subject-related materials for each class; students must return after suspensions prepared for any tests, quizzes, or written work expected of other students who were not suspended.

Students are suspended for accumulating more than six detentions, and for 24 negative points in one week. These are serious warnings to students and parents that behavior is well below the school's expectations. If the student earns positive points, they will be counted after the suspension has been served.

Serious offenses such as vandalism, violence, leaving campus without permission, smoking, cheating, plagiarism, theft, opposite sex in a dorm or bathrooms, or illegal substances or materials being used or found, bring suspensions or expulsions for those who may seriously damage our educational process.

Detection canines visit campus to search for any illegal drugs, weapons, or alcohol, to safeguard our learning environment. In several years of such visits, no illegal items have been found.

A disciplinary committee of teachers and administrators not directly involved with the student's offense meets with an accused violator of these serious rules and laws to hear the facts, to speak with witnesses or to gather other information, and to recommend punishments of suspension or expulsion to the headmaster for another review and implementation. Expulsion (dismissal) is a very serious mark on a student's record, an act that we do not take lightly, but we are committed to maintain a safe and productive learning environment at Southwestern and we will not tolerate members of the school community who disrupt it. The disciplinary committees and headmaster's reviews seek to give care, deliberation, and balance to major disciplinary decisions, ensuring fairness to violators of major rules and to the whole school community.

POSITIVE REINFORCEMENT

Positive points and privileges are awarded by teachers and Proctors for such things as completing extra academic work beyond assignments, for voluntary tutoring, extra work done outside of class time - washing desktops, helping clean up study halls, cleaning art supplies, etc. - special kindness to another, personal bests, and any actions making the school a better place.

Each month, scheduled on the school calendar, a special treat or activity will be offered students who have four weeks of 12 or more positive points each week. Trips start after classes, returning before dinner.

Once a quarter, students with no fewer than eight positive points a week for the quarter enjoy a trip to the beach, a theme park, or other reward. The fourth-quarter trip is a half-day before the first final exam.

REPORTS TO PARENTS

A copy of a student's disciplinary record is always available through the Dean's office. In addition, dorm parents prepare a quarterly report to parents on each dorm student's behavior and participation. Of course, we welcome your questions and comments about these reports.

DRESS CODE

All Southwestern students are expected to dress neatly and tastefully, following the school's dress code. The intent is to make classrooms more businesslike, reminding students through neat dress that we are serious about studies at Southwestern. Students must follow the dress code at breakfast and lunch, in classes and assemblies, and around campus during the school day. At evening meals, ties or dress shoes are not necessary, though all other rules apply. Southwestern's 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 be suspended for the day to study on campus.

Every student should be neat and clean, with special attention to hair. **No student should call attention to himself or herself through clothes, hair, or jewelry.** No clothing may show offensive words or designs, such as drug, sexual, or alcohol statements or drawings.

Because shaved heads, wallet chains, and baggy clothing can be misinterpreted by people passing the school and could even bring problems onto campus, these forms of dress cannot be worn on our campuses at any time, including after class or on weekends. Students who shave their heads will stay home until the hair has grown out, so no visitor would misunderstand who belongs to our student body. For the same reason, any student with hair dyed to an unnatural color must be suspended until the color is corrected. Students who are improperly dressed will be sent home or to their dorms for correction.

Appropriate indoor wear in cold weather is sweaters or blazers over regular shirts. Sweaters may be cardigans (with buttons down the front), V-neck slipovers, crew neck, or turtle neck. No flannel or denim shirts, or sweatshirts, may be worn with school dress. Parkas, ski jackets, and other cold-weather wear may be worn outside only and must be removed when entering buildings. 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, shoes must have closed backs, with no high heels or platforms. Athletic shoes - leather or canvas - sandals, or thongs may not be worn in classes or for breakfast or lunch. Ranch campus students may wear outdoor shoes.

"Blazer days" are announced once or twice a month in advance, when 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, suits, or dresses. These days are on the monthly calendars. Clothing in the Land's End or J. Crew catalogs, online and at various national department stores, generally meet our dress code and are good sources for school clothes.

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 only during heavy rain or snow, 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, a Southwestern knit polo shirt may be worn by boys in grades

below 12th. All shirts must be worn tucked into pants. Polo shirts do not require a tie, and are available in several colors at the student store on campus. Seniors and Proctors wear a dress shirt and tie each day, and are encouraged to wear blazers or sports coats, except they may wear polo shirts in hot weather when announced by a dean. Boys must be shaved as needed. One stud earring may be worn in each ear, but no other body-piercing jewelry may be worn. Hair must be neat and clean.

APPROPRIATE CLOTHES FOR BOYS AT SOUTHWESTERN:

- Dress shirt and tie or Southwestern Polo Shirt (available at student store on campus)
- Tailored slacks with belts
- Tasteful colors and fabrics
- Dress or casual-dress shoes with socks
- Cardigan, or slipover (turtleneck, crew, or V-neck) sweater worn over a shirt
- Blazer, suit, or sports coat for special days

NOT ACCEPTABLE FOR BOYS AT SOUTHWESTERN:

- Baggy or jean-style pants; pants with pockets sewn on the exterior
- Any clothes with flashy or advertising designs
- Shoes with cleats or high heels, or any boots (except at Beaver Creek campus)
- Wearing no socks or no belt
- Undershirt designs showing through dress shirt
- Tank tops, sweatshirts, hoodies, or shorts
- Body-piercing jewelry except a single stud earring
- Oversized clothing

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 shirt, 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 except they may wear polo shirts when announced in hot weather, and are encouraged to wear blazers or jackets. All shirts 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 CLOTHES FOR GIRLS AT SOUTHWESTERN:

- Collared blouse or Southwestern Polo shirt, tucked in if not tailored, 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 AT SOUTHWESTERN:

- Short or tight-fitting clothing
- Any clothing with flashy or advertising designs

Platforms or high-heeled shoes; nylon booties; slipper-type shoes
Fishnet or over-the-knee stockings; design tights
Shorts, capris, or jean-cut pants
Tank tops, or short blouses that bare the midriff
Sweatshirts or hoodies

Physical education clothing for all students is available at the student store and must be worn each day for P.E. classes and athletic practices. There are shorts, T-shirts, and sweat pants and shirts at the student store, issued the first few days of the school year and as needed later in the term.

Theme dress days are chosen by Student Government and are announced every few weeks and listed on the school's monthly calendar. These are the only occasions when students may break from the dress code. Students who don't dress according to the theme must wear regular school dress.

In general, dress should be tasteful, businesslike, and appropriate to the activity, and should not call attention to the student. Words such as "tasteful" and "businesslike" are not precise, but the campus deans make the final decision about what is appropriate.

Students with questions about what clothing is correct are urged to ask a dean, teacher, dorm parent, or student proctor.

See the "**WHAT TO BRING FOR DORMS**" section for resident student needs.

E-MAIL

E-mail is available to all students and staff at no cost. The school has its own domain:

www.SouthwesternAcademy.edu

There are many computers on-line at both campuses, including in all administrative offices and classrooms and in the computer labs. Most dorm rooms are cabled and on line. Wireless connections are installed in and around several buildings.

Student and faculty e-mail addresses are the first letter of the first name, last name, @southwesternacademy.edu. For international students, the first letter of the given name on the student's passport, followed by the family name, is used.

Monthly calendars and a newsletter are sent to parents by email each month, and posted at our web site. Parents are urged to make use of e-mail whenever possible to communicate with students, teachers, staff members, and administrators. See page **43** for more information.

EMERGENCIES

Southwestern has prepared and continuously revises plans for medical and other emergencies, including major earthquakes. Facilities are available on and near our campuses to handle any anticipated emergency, including caring for students and staff for several days in the event of a catastrophic earthquake. Fire and earthquake drills are conducted regularly.

Medical emergencies are handled by the two hospitals nearest our campuses:

San Gabriel Valley Medical Center, San Gabriel, California **626-289-5454**

Verde Valley Medical Center, Cottonwood and Sedona, Arizona. **928-634-2251**

These outstanding facilities also provide primary health care for our students.

In the event of an earthquake emergency, NO STUDENT MAY LEAVE CAMPUS EXCEPT WITH HIS OR HER PARENTS. We will not allow students, even those with cars on campus, to leave campus on their own.

Parents are asked to keep emergency information, including accident and health insurance policy details and family telephone numbers, up to date with the school office.

If you are going to be away from home or office for a day or more, be sure to let the school know how we can reach you by telephone, e-mail, or fax in case of emergency. Write, fax, or email our student office with your location information.

EXAMINATIONS

A week when quarter exams ("midterms") are given in all classes comes each November, March, and July. A week of semester exams ("finals") is held in February, June, and September. These exams are important to a student's academic growth, as a practice for university work as well as for the resulting grades. At this same time, Southwestern gives placement, proficiency, and achievement tests at the beginning and ending of each school term.

Parents and students are reminded not to make discretionary appointments or plans for exam weeks, as the exams cannot be taken early at any time, and cannot be taken late unless there are valid medical reasons.

Ability and achievement testing is given in our classes early in the school year, and again in May for English proficiency measurement and for promotion to the next grade level. Fall testing includes the "PSAT's," practice college entrance tests. Results of these tests are shared with students and parents.

College entrance examinations - the "SAT," "ACT," and for international students the "TOEFL" - are important for college-bound students. Southwestern helps with planning and registration, though it is the student's responsibility to complete forms on time.

Our web site (www.SouthwesternAcademy.edu) has a "COLLEGE LINKS" section listed on our home page. This takes students and parents to several college search programs, to web pages of more than 3500 American universities, and to financial aid links. More information on college entrance tests and on admissions procedures in general may be found in "GETTING IN - the College Application Handbook" given to all junior and senior students and parents each fall.

Extra copies of "GETTING IN" are available through the headmaster's office.

FAX MESSAGES

Fax messages for students or staff may be received any hour by sending them to:

CALIFORNIA FAX
ARIZONA FAX

626-799-0407
928-567-5036

Faxes will be delivered to students as soon as possible.

Students may send faxes through the school Business Offices.

FOOD SERVICE

Southwestern's kitchens prepare good meals each day, every day of the year. The menus have been designed and reviewed by nutrition professionals for balance and complete nourishment. It is hard to please all American and international food preferences, but our food service workers try their best to please everyone. "Boarding school food" is a target of frequent complaints or jokes, but we feel Southwestern's food service is varied, tasty, nutritious, and plentiful. We're very proud of what we serve. Attention is given to limiting fats, sugars, additives, and preservatives. Low- and non-fat milk is served. Parents are welcome to drop in and sample any meal any time – please come eat with us and taste for yourself at any meal, as we know it's good food.

A Student Life Committee representing all students meets bi-weekly to comment on meals and adjust menus according to each year's tastes. We also prepare special menus each day for Moslem, Jewish, vegetarian, and low-calorie meals for students wanting to reduce. Each month, student groups prepare "International Night" dinners featuring dishes from their home areas, and parents in the area are especially invited to attend these programs.

Southwestern will:

- prepare balanced meals with variety and interest, and work with special needs.
- revise menus regularly according to changing tastes of each student group.

Parents are asked to:

- advise the school of any special dietary needs, or allergies to foods.
- let us know of specific student comments, good or bad, on our food.
- come join us for a meal any time to judge our effort at preparing wholesome, nourishing, pleasant meals for students.

GRADING

ACADEMIC GRADES are given by each teacher each quarter. The average grade of "C" is **college recommending** at Southwestern except in REVIEW or SKILL classes, which count for high school graduation but are not college recommending.

"A" grades are limited to very **high achievements**. "B" grades are above average. Daily work, papers, quizzes, and exams are all considered. Failures are rare and well earned. "D" grades indicate a lack of student effort. Grades do not follow a curve. Honors are given for outstanding academics, including the **GOLD AWARD** for straight A or AB semester grades in all academic subjects, the **SILVER AWARD** for straight B semester grades.

BEHAVIOR GRADES are given also by teachers in each class, as follows:

E	Excellent	Always very well behaved, with materials, no disturbances; helps lead other students; given infrequently, when earned
S	Satisfactory	Generally well behaved - the standard for most students in any class
M	Marginal	Sometimes disturbs, disrupts, hurts the learning of other students; frequently forgets books or materials
U	Unsatisfactory	Very disruptive of the learning process; given infrequently.

Southwestern will:

--give examinations in each subject each quarter, including three hour semester exams for high school students.

--send report cards to parents - after first sharing the report with students - six times a year, in November, February, April, June, and (for summer session) August and September.

--include brief teacher comments for each graded class.

--grade all academic work for content, thought, and mechanics.

--call or write parents as needed with reports of progress or problems

Parents are asked to:

--review the quarterly report card with your student.

--let us know of any questions about grades or comments.

--arrange appointments with teachers if desired by telephoning the campus Dean's office in advance. We are sorry, but we cannot take teachers from classes for conferences, and must make conference appointments in advance.

GRADUATION REQUIREMENTS

Completion of secondary school with strong preparation for college success is the goal for all students at Southwestern. To complete high school, a student has to successfully meet these requirements:

--complete **240 high school credits**, five credits for each semester course (note that more than 10 absences a year reduce course credits and delay graduation)

--for a college-recommending diploma, meet all **"a to g" requirements**, with a cumulative grade point average of 2.0 or better;

--demonstrate **English and math proficiency** and **computer literacy**.

--complete 100 hours of **community service**.

The 240 total credits include 40 credits in Physical Education.

Southwestern accepts transfer credits earned at other high schools in the United States. We count a maximum 60 credits per year for secondary school academic work completed in other countries. We must evaluate credits from other schools to be sure they are college preparatory courses before we can include them in meeting the "a to g" requirements.

Southwestern cannot accept credits earned after a student has left this school.

THE SUBJECT, or "a to g" REQUIREMENTS FOR GRADUATION

The subject ("a to g") areas are:

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

--**ENGLISH** - 40 credits, including at least a year of literature. Our students must take an English class each semester, even if 40 credits in English have been earned already. All English classes will include frequent writing and the reading of literature.

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

--**LABORATORY SCIENCES** - 20 credits, 30 preferred, in lab science providing fundamental knowledge in at least two of these areas: biology, chemistry, organic chemistry, and physics. Earth/space science courses are acceptable if they require or include basic knowledge in biology, chemistry, or physics.

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

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

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

In addition to the "a to g" subjects:

--**PHYSICAL EDUCATION:** 40 credits, 10 per year at Southwestern. Other physical activities may be substituted for physical education classes or varsity/junior varsity sports **IF** a student has obtained permission **IN ADVANCE** from the director of athletics, and if the student submits certification of the activity from a coach or supervisor by the end of the semester.

Other graduation and class details, and curricula for the academic classes, are noted in the school catalog.

Graduation ceremonies are held each June in San Marino for all students meeting graduation requirements in February, June, or September. Eligible students receive a form in February, with a copy to parents, to order graduation clothing, announcements, and the optional class ring. This form must be returned to the business office by the deadline printed on the form, as orders

must be placed then for the clothing. Late forms mean students cannot participate in the June ceremonies.

Many parents and friends come to San Marino for those ceremonies. Hotel accommodations in the area are limited because of other school and university graduations, so parents are urged to book early. See the "Visiting our Campuses" section of this handbook for information on nearby hotels and motels.

If the school can help parents with graduation details or information, please let us know.

PROFICIENCY EXAMS FOR GRADUATION

To meet the graduation requirements for a college recommending diploma, students must demonstrate proficiency in English, mathematics, and computers. These exams are given on campus several times each year, and may be retaken by a student until a proficient score is reached.

ENGLISH PROFICIENCY is shown by earning passing scores on the following tests:

For native English speakers:

WrAP Test

A minimum stanine suburban score of **5**

The WrAP is a standardized test. Suburban score raking is determined by comparing the writing assessment program score to all college-prep students in suburban schools

For non-native English speakers:

TOEFL

A minimum **550** paper based or a minimum **213** computer based score

or

CPTS ACCUPLACER

A minimum score of 100 in all three tested areas

or

WrAP Test

A minimum stanine suburban score of

5.

MATHEMATICS PROFICIENCY is shown by completing Algebra II with a college-recommending grade, or by a minimum stanine score of **5** on standardized mathematics tests.

COMPUTER PROFICIENCY is shown by completing a semester of Computer Literacy with a college-recommending grade, or by demonstrating proficiency to the computer literacy teacher.

GUARDIANS

Southwestern considers a student's parents as our responsible partner and contractor. When parents live out of our area, the school acts as "guardians in fact."

We **do not** require someone else to act as guardian. We will recognize another person or family as guardians *only* when the student's parents have legally appointed that person or when an American court has appointed a guardian.

We will send duplicate report cards and information to another address at the parents' request, but our main communication will be with the student's parents.

HARASSMENT OR HAZING

Our school includes a rainbow of peoples in a multicultural community. We are concerned very much about avoiding any harassment or hazing of students or staff - particularly racial, religious, or sexual harassment, or hazing by older students of younger boys and girls. We believe our campuses are relatively free of such, but we watch continuously for any signs so such problems can be corrected immediately. Parent support is particularly helpful in these areas. Parents occasionally hear comments or sense situations from students before school personnel may be aware of problems. We urge parents to communicate with us immediately if any such problems are sensed. **Please don't ignore a student's telling about being harassed or hazed.** Let our headmaster, deans, or other staff members know so we can stop such before a situation grows more serious. We address reports as quickly and completely as possible. Confidentiality can usually be maintained, and education can prevent further incidents in areas all peoples must learn to avoid.

HAZARD WARNINGS

As most homes and businesses, Southwestern's maintenance and janitorial crews use cleaning, painting, and repair chemicals that may be carcinogenic or otherwise dangerous to health. This is the required warning under California's Proposition 99 that such chemicals may be used on our campus. Students and staff are warned to avoid areas using marked hazardous products. Our campuses have been inspected by a registered asbestos hazard contractor under the Asbestos Hazard Emergency Response Act (AHERA), P.L. 99-519, with no friable or non-friable asbestos found. A management plan has been developed, and information is available from our director of operations. Water supplies at both campuses are tested and approved, with inspection reports available on request of the business office. All our drinking fountains are lead-free. Parents are welcome and encouraged to bring up any hazard-related questions to the director of operations, or to notify that office of any hazards or safety problems that may be observed.

HEALTH CARE

Students on enrolling must have completed State-required inoculations and vaccinations and furnish medical records of these, or complete exemption papers. Inoculations or vaccinations for polio, tetanus, hepatitis, mumps, measles, rubella, and tuberculosis are required by state laws. The Mantoux skin test for tuberculosis will be given to international students after arrival at Southwestern, as the BCG vaccination given in other countries is not valid in the United States. Forms are available at the admissions office for these inoculation records and any exemptions.

Southwestern has made arrangements with physicians and their staffs at our local hospitals - San Gabriel Valley Medical Center in California (**626-289-5454**), and the Verde Valley Medical

Center in Arizona (928-634-2251) - for primary health care. We do not have nurses or physicians on campus, so that we don't make health care decisions without proper facilities and diagnosis. Routine illnesses of resident students - colds and flu - are handled with bed rest on campus, and with over-the-counter medications administered by the resident staff. Contagious infections require isolation by our health care providers or at home.

IMPORTANT: *Students may not have medications – prescription or non-prescription – in their possession or in dorms. Any medications should be given to the student office for safeguarding, together with instructions on use and a copy of the doctor's prescription.*

Southwestern will:

- care for minor illnesses on campus.
- get professional health care whenever indicated.
- advise parents by telephone, e-mail, fax, or mail of medical problems

Parents are asked to:

- maintain emergency medical information, including health insurance details and vaccination/inoculation data, with the student office.
- give any medications to the student office, together with written instructions on use and a copy of the doctor's prescription if a prescriptive drug.
- let the school know of medical problems, particularly of contagious infections, as soon as possible.

HEALTH INFORMATION PROGRAMS

Throughout the school year, we present informational programs from outside experts in various areas of health. Our teachers then follow up with age-appropriate discussions in classes. Topics include smoking and drug/alcohol awareness, human sexuality, sexually transmitted diseases, nutrition, and stress prevention. The assemblies are listed in advance on the monthly calendars. Parents interested in knowing more of any program content, or families with religious restrictions on presenting information to young people, are welcome to talk with the headmaster or campus heads. We strive to present non-judgmental but informative programs, appropriate for each student's maturity, academic grade, and English-language abilities.

HEALTH (MEDICAL) INSURANCE

Health insurance - covering routine and major medical expenses (other than accidents and dental work) - is required for international students whose parents' home insurance coverage does not apply while a student is in the United States. The school business office has information on different policies available to our students, and will help students obtain coverage if desired by parents. The current cost of coverage is about \$50 a month. A minimum of four months' coverage is required by the company, but additional months may be added.

American families should keep the school business office informed about family health care policies. We will help in any way possible. We need this information on the emergency medical form - and we need the student's social security number, used as the identification number by most insurance and health care providers. A copy of the emergency medical release form is kept on file at our local hospitals and with our resident staff for easy access in an emergency. Let us know of any changes to your coverage.

HOLIDAYS

In addition to the Thanksgiving, Christmas, Spring, and Summer vacations, there are five weekdays during the calendar year when Southwestern's offices are closed and no classes are held. As always, there is meal service, supervision, and activities for boarding students staying on campus. The holidays for **2008** are:

Friday, February 15, 2008
Monday, February 18
Monday, May 26
Friday, July 4
Monday, September 1

Post-Exam Break
Presidents' Day
Memorial Day
Independence Day
Labor Day

In order that our yearly calendar includes a sufficient number of school days, we **are open** with classes meeting as usual on **Columbus Day** in October, **Veterans Day** in November, **King Day** in January, and **Lincoln's Birthday** in February. Parents wishing to commemorate any of these holidays should make arrangements with the student office as far in advance as possible. Otherwise, we expect students on campus for classes. As usual, truancy laws require that students can only be excused for health reasons validated with a doctor's note.

HOMEWORK

Homework is given generally in each class each day, including over weekends and vacations. Homework is designed to reinforce a day's learning and to give students opportunities to learn new material on their own.

There is a brief study period each afternoon, not enough to complete a day's homework assignments but designed so students and teachers can have a time to work with each other in making up homework or tests, or with tutoring. We do not recommend outside tutoring, as classroom teachers have time to help each student.

All students, boarding or commuting, are expected to spend time each evening and on weekends in studies - about **20 to 30 minutes per class in high school, 15 to 20 minutes per class in middle school** (most of our students have five or six academic classes each semester).

Southwestern will:

--give and collect assignments each day.

--require students with any incomplete work to stay that afternoon for an "opportunity study" period.

- notify students and parents of any academic deficiencies – homework, vacation work, or efforts below a student's potentials.
- post vacation homework on-line at the school's web site:
www.SouthwesternAcademy.edu
- provide supervised and supportive evening study for our resident students.
- save homework assignments for a student who is ill, and help the student get caught up after returning to school.
- provide vacation homework assignments over the Fall, Winter, and Spring breaks, due in classes on the first day of class after vacations.
- provide tutoring help from the teacher at no additional cost when a student is having difficulties with homework.

Parents are asked to:

- provide a quiet study location for commuting students to work each evening and during the vacations.
- let the school know if the student seems to have any difficulties in understanding or completing assignments, but let the student do his or her own work.

HONORS AND AWARDS

At the June graduation ceremonies, several honors are given for many students of all grades who have done outstanding work, or shown special improvements and efforts.

Our top recognition is the **GOLD AWARD**, for straight A or AB annual grades in all academic subjects. The **SILVER AWARD** is for straight-B grades. Any student who qualifies will receive these important awards.

Honor Society membership requires a minimum 3.0 grade point average. Special departmental honors (for especially outstanding work in an academic subject) are also presented. An **OUTSTANDING SENIOR** is selected by the faculty when a senior boy or girl stands out among classmates in academics, athletics, citizenship, leadership, and service. Parents are urged to join the awards ceremonies at graduation in June, helping to motivate all students.

INTERACT CLUB

The Southwestern Interact Club, sponsored by the men and women of San Marino Rotary Club, offers additional opportunities in community service and leadership. Their motto is "**Service Above Self.**" Interact selects its own members from among our high school students, plans and carries out its own projects, and keeps records of all student community service performances through the year. Interact members wear distinctive dark blue polo shirts with their club insignia

when involved with their service projects. **Saori Aramaki** is the Interact Club President for 2007-2008. She invites any parent, and especially any Rotarian, to visit the club's meetings.

INTERNATIONAL CLUB

The International Club's motto is, "*Southwestern's One Big Family*," which summarizes the I-Club's efforts to support those coming from other countries and to provide various meals, field trips, parties, and activities so all students in our global school can learn of each other's cultures. The I-Club organizes the "International Nights" each year, in addition to visits to such places as Buddhist and Muslim study centers, the Holocaust Museum, and cultural exhibits. Parents and teachers are welcome to join the club and all activities. A special club polo shirt is available for members. **Mary Dai** from Hefei, China, is the I-Club President this year.

INTERNATIONAL NIGHTS

Each month, students from some of the countries represented in our multicultural student body prepare a dinner of their specialties, plus a program of views and arts from their homeland. All week, the study hall is decorated with pictures and souvenirs from the country or region. Commuting students are welcome to join the residents in these special events, but are asked to sign up in advance (there is a meal charge placed on incidentals).

The meals are student projects; parents are welcome to assist with the preparations or to come for the meals, though the school cannot compensate parents for their expenses (which are tax deductible as contributions to our non-profit school). Please call the San Marino Campus business office [626-799-5010 x1201] to make reservations for any meals. Don't expect anything fancy, as the meals are student produced - but they're great fun. The international night dinners and programs are over generally by 7:30 p.m.

The schedule of "**International Nights**" in San Marino for the 2007-2008 term includes:

October 17, 2007	KOREAN	April 10	
	JAPANESE		
November 7	EUROPEAN CABARET	April 23	SEDER (<i>Jewish and Friends</i>)
December 19	CHRISTMAS	May 5	MEXICAN and LATIN
	AMERICAN		
February 6, 2008	CHINESE NEW YEAR	May 14	SOUTHEAST ASIAN
February 27	AFRICAN/AMERICAN	May 22	INTERNATIONAL CLUB
	LUAU		

Note: *The Seder on April 23rd is organized by our Jewish students and families. A Seder is held in Pioneer Hall for students interested in joining or observing the ceremony and enjoying the symbolic foods. Parents of all faiths are very welcome to join.*

LIBRARIES

Each campus has small but selective library collections, and the libraries are open for student use in the afternoons and evening. We have greatly strengthened research through establishment of a CD-ROM resource collection available in the libraries and on all school computers. The libraries are a focus of parent support, both from Annual Fund donations and from gifts of books, periodicals, and volunteer service.

Southwestern has broadband Internet services at both campuses, with Wi-Fi covering most campus areas. We, join with Caltech, the Huntington Library, the City of San Marino, and the San Marino Public Library in a broadband computer tie, allowing our students and teachers to access not only the local public library, Caltech, and Huntington Library collections, but also full resources on the Internet.

All our classrooms and dorms are connected to the Internet, and each of our classroom computers and all the units in our computer lab are on-line. At the same time, our staff has developed policies and procedures to avoid student access to pornographic, racist, violent, or other dangerous materials, and we have installed software to screen most objectionable sites. We are aware that some students have skills to bypass our screens. We will do our best to supervise online use and to punish if misused, but we cannot guarantee students will stay free of improper online visits. Parents interested in reviewing Southwestern's activities with the Internet in education are invited to talk with the headmaster or campus head.

LOCKERS

All students are provided with a book locker on campus. Commuting students also have a gym locker for their PE clothes. Most dorm units also have combination safes for personal belongings. Students must provide their own padlocks for any lockers.

LOST ITEMS

Lost-and-found items at both campuses are kept in two places:

- In the **STUDY HALL SHOWCASES** of Lincoln Hall at the San Marino campus, and
- In the **STUDENT OFFICE** at the Beaver Creek Campus
for items found in classes, dining rooms, or outside, and
- In the **GYMNASIUM** dressing areas, for items found in gym lockers and showers.

Teachers and coaches bring any items found to these boxes each afternoon. Students are urged to check these lost-and-found boxes if something is missing, and parents are welcome to check also when they are on campus. Each school year, several boxes of lost items accumulate, usually without names on clothing.

Please be sure all clothing and possessions brought to school are clearly and permanently identified. The student number is a good identification mark, unique to the student.

Early in our summer sessions, lost-and-found items not claimed during the past school year are donated to charity. Please check the lost-and-found before June 15 or items will be given away.

MAIL FOR STUDENTS

Mail is welcomed by all students. Parents may not know what to write a boarding student, but a cartoon, menu, newspaper or magazine clipping, or so forth, with a Post-It note, is a good way to keep in touch. Address your boy or girl as follows:

(Student Name)
Southwestern Academy
2800 Monterey Road

San Marino, CA 91108

(Student Name)
Southwestern Academy
Beaver Creek Ranch Campus
HC64 Box 235
Rimrock, AZ 86335

or fax: **626-799-0407**

928-567-5036

Incoming mail and faxes are distributed to students at each afternoon's assembly.

Outgoing mail may be left by students at the school offices, and the school will weigh and stamp the mail. **Free e-mail** is also available for all students and staff – see page **43** for more information.

MEETINGS WITH TEACHERS AND STAFF

We welcome the chance to meet and talk with parents. As appropriate, we include students in these individual meetings. We ask parents to arrange these teacher conferences in advance, calling or writing the deans' office [in San Marino, extension **1-206 or 1-207**] to set them up.

A student's teachers and a school administrator will meet with parents by prior appointment. The best time in general for these meetings on school days is between 2:45 and 4:00 in the afternoon, when most teachers have a study period and are available.

International parents in particular are urged to **let us know in advance** of their travels to our campus areas, and to arrange meetings with the headmaster, dean, and teachers.

Southwestern will:

--set up meetings with parents, teachers and staff when requested by parents, or when suggested by changes in a student's progress.

--arrange for language translation and for other professionals to be present as needed at these meetings.

--keep records of suggestions and comments made at meetings with parents, and follow up with written reports.

Parents are asked to:

--call or write in advance when meetings are indicated, or when distant parents are going to be near our campuses to arrange visits.

PROCTORS

Older students representing a cross-section of our school's American and international backgrounds are chosen as Proctors each term. Their special responsibility is in helping our newer and younger students adjust to school. The proctors' example and peer counseling is very helpful to student life. The proctors are rewarded with special privileges and with commendations on their records. They study peer counseling techniques and needs throughout the year. They may assign some rewards and punishments, though student disciplining is done by the school staff.

RELIGIOUS SERVICES

Resident students are welcome to attend religious services on weekends or as scheduled by different faiths. Dorm parents will be happy to help arrange transportation. Churches, temples, and mosques of virtually all faiths can be found close to the San Marino Campus, and a variety of faiths hold services near the Beaver Creek Campus. Southwestern will encourage attendance, but will not force students to attend. Please write or talk with the dorm parent for more information. The **Chapel Fellowship**, an interdenominational meeting for students interested in exploring and discussing religious and ethical topics, meets at the San Marino Campus. Information is made available to all students.

SCHOOL SUPPORT

Southwestern is non profit and receives no support from governments or other agencies. To keep the highest quality of service while maintaining reasonable tuition fees, Southwestern's development office seeks gifts from alumni, foundations, corporations, and parents. Support comes in cash, properties, and volunteer service. These "**Annual Fund**" gifts go to enhance our programs and to increase financial assistance to families. "**Boosters' Club**" gifts are directed to enhance our sports programs. No gifts are used by Southwestern to balance the annual budget.

Each year, your student and all our boys and girls benefit from the Annual Fund gifts as Southwestern adds facilities and equipment. Many of our families are also assisted through financial aid programs. Both endowment and especially-allocated gift monies are used for financial aid for families, based on need rather than merit, though students receiving assistance are expected to be positive contributors to the school community.

Southwestern is incorporated not for profit as a 501(c)(3) educational organization. The school's tax identification number for gifts is **95-2151023**. Gifts to the school of cash, stock, and property are tax deductible for most Federal and State tax purposes.

Southwestern will:

- provide Annual Fund opportunities each year, to purchase items enhancing classes, recreation, and athletics.
- solicit foundations, corporations, and individuals interested in helping to strengthen our students' futures.
- acknowledge gifts with contributions receipts for Federal and State tax deductions to the full extent of the law.

Parents are asked to:

- support the Annual Fund to the best of your abilities. (It is important to our "case" with foundations and corporations that we demonstrate strong support from our families, even if individual amounts given are small.)
- sign up for **e-Scrip** – see page **41** for information.
- be alert for possible support from corporations or groups with which you are associated - especially Matching Gift Funding from your employer.
- let our development office know of any ideas for increasing school support.
- come and bring friends to the fund raisers each year. All proceeds go to our scholarship endowment fund.
- volunteer your time to help your school - call the development office at the San Marino Campus (626-799-5010) to discuss ways to help. Southwestern's development office coordinates volunteer service for our students. A booklet of suggestions for parent involvement is mailed each home.

SMOKING

Southwestern campuses are required to be smoke-free. We are concerned about boys and girls using tobacco. We intend to keep our campuses smoke-free for the benefit of all our students and staff.

Parents and visitors who smoke are asked not to do so on campus. State laws and school rules prohibit students from having or using tobacco products, and students know and agree to these rules when they apply to attend.

At the beginning of a school term, information on tobacco hazards - including health and fire dangers to the smoker and to other people - is given to all students, and opportunities to stop tobacco use are available. Students breaking these rules are suspended. Students may not leave for the weekend nor participate in athletics or activities until suspensions are cleared. Repeated infractions can bring expulsion.

Southwestern will:

- give anti-tobacco information to students and provide opportunities to stop if a habit has been developed.
- detain students found with tobacco products, and advise parents of the problem.

Parents are asked to:

- support the school with information and smoke-ending professional care as needed by a student with a tobacco habit.
- refrain from smoking at our campuses.

SOLAR POWER

Two hundred panels atop Founders' Hall in San Marino generate 36,000 kwh of electric power on sunny days, meeting the needs of our campus and of about 27 homes in our vicinity. This joint project of our school and the California Department of Energy saves about 165,000 barrels of oil each year, and eliminates about 22,500 tons of pollutants each year from the Los Angeles basin. We're proud to be 'green' in this way.

SOUTHWESTERN ARTS SOCIETY (SAS)

Students with special interests in any of the arts - music, drama, architecture, paintings, speech, sculpture, and any of the plastic arts - are encouraged to join the Southwestern Arts Society, which seeks out special opportunities at concerts, galleries, and other programs.

Parents in the area with similar interests are encouraged to help the group find places and programs of interest. **Amir Mashaki** is president for 2007-2008.

SOUTHWESTERN ENVIRONMENTAL ASSOCIATES (SEA)

"SEA" helps plan visits and projects to understand and to assist our fragile earth. The group invites speakers, tours laboratories and other sites, and works to involve the entire school community in environmental activities. Parents with knowledge and interest in the environment are needed and welcome to help. **Taek Soo Shin** is the SEA chair for 2007-2008.

STUDENT GOVERNMENT

Southwestern's student government was organized in December 1924, and has been an important part of student life - and a fine training experience in leadership - ever since. Names of past presidents are displayed on a plaque in Lincoln Hall.

The 2007-2008 Student Body President is **Daniel Rojas** from San Bernardino, California. Officers include **Chris Avakul**, vice president; **Giovany Lopez**, secretary, and **Curtis Manolesco**, treasurer. Day student representative is **Michelle Chan**, and freshman representative is **Gwen Mathias**. The student body president, officers, and members representing a cross-section of students, meet regularly as a Student Council to organize special events, parties and dances, theme dress days and contests.

Clubs involved with the Student Council include:

INTERACT (a Rotary group for volunteer service; **Saori Aramaki** is president),

Southwestern International Club (stimulating understanding of our various cultures; **Mary Dai** is president),

Southwestern Arts Society - SAS (providing cultural activities in music, drama, debate, architecture, and all the arts; **Amir Mashaki** is president), and

Southwestern Environmental Associates - SEA (helping our fragile world; **Taek Soo Shin** is chair for 2007-2008).

Parent volunteers are often needed for student government activities, particularly as chaperones at dances and parties. The Spring Prom dinner-dance, held on the last Sunday evening of the school year, is the final project of each year's student government.

TEAMS

All our boys and girls are assigned to one of four intramural teams when the student first enters Southwestern, and remains part of the team throughout his studies here. The **ACES**, **DEUCES**, **JOKERS**, and **KINGS** (originally named after four unique dogs at our Arizona campus in the 1960s) compete throughout a school year, from mixer games the first week of the term through fall and winter sports, our "Anniversary Antics" in April, tournaments throughout the spring, to the Annual Track and Field Meet over Memorial Day and other competitions into June. The winning team is rewarded with a special group activity before final exams.

The teams compete in a wide variety of activities every month, from sports such as tennis, track, golf, and swimming, to chess and games of skill, to debates and quizzes in such areas as spelling and geography, and to the annual "Cabaret" talent show in May. Cumulative point totals are on display in the main study rooms, leading to the final weeks of hot competition to determine the winning team of the year. It's good fun for all students – and for their faculty sponsors, too.

TELEPHONING SOUTHWESTERN

An automated telephone system is in operation at the San Marino Campus. Parents and friends can direct their calls to the school easily, to reach offices or to leave messages for students and staff. The system accepts calls and messages 24 hours a day. More information may be found on page 42.

Every student, staff member, and classroom has a private and personal **VOICE MAILBOX** for messages. Students who wish to set up their box have this opportunity, though some prefer to use their cell phones (permitted on campus except in academic rooms or during meals).

TO LEAVE A VOICE MESSAGE FOR A STUDENT:

As soon as the "Welcome to Southwestern" voice is heard, press **2** followed by the student's five-digit number (all beginning with a "**9**").

If you do not know the student number, press **3**, then the first four letters of the student's first or last name.

When you leave a message, you can speak in any language for as long as you wish. Student cell-phones can be set up to be paged with incoming messages. We will help students do this when requested.

TO LEAVE A VOICE MESSAGE FOR ANY ADMINISTRATOR, TEACHER, OR STAFF MEMBER:

When the "Welcome" begins, press **1** followed by the three digit number (all beginning with a "**2**").

If you do not know the staff member's number, press **3**, then press the first three letters of the staff member's first or last name to search.

NOTE: These telephone instructions are also available in other languages. If you wish these instructions in another language, please ask for a copy at our Business Office

DIRECT TELEPHONE CONNECTIONS AT SAN MARINO CAMPUS:

626-799-5010

5 TO REACH THE ADMISSIONS OFFICE (for new student information): PRESS

6 TO REACH ATHLETICS OFFICE (for game schedules and results): PRESS

7 TO REACH THE BUSINESS OFFICE (for tuition and personal spending questions or problems): PRESS

8 TO REACH THE STUDENT OFFICE (for weekend plans, absences or sickness, or any question about grades and transcripts): PRESS

TRANSCRIPTS

Transcripts, the official records of student grades and course credits, are prepared by the school's records officer, **Brian Shriwise**, for students at both campuses. Unofficial copies are available for students and parents any time by writing or telephoning the student office. There is no cost for unofficial transcripts, or for official transcripts of current student (records in storage cost \$5).

Official transcripts must be requested in writing by parents of students under 18, or by the student who is over 18, to be sent by the school to other schools, colleges, or universities considering admission. We are required by law to have a written request, signed by an adult student of 18 or more, to release his or her transcript.

Official transcripts cannot be given directly to parents or students, nor issued when there is a financial account outstanding with the school. Write or talk with the student office for more information on obtaining transcripts.

VACATIONS

There are three vacations during the regular school year. In each case, students may travel home, stay on campus, or visit another home with permission from school and parents. Vacations end on Mondays to ease weekend flight problems, with classes resuming on Tuesdays.

Our director of residence needs information on vacation plans from boarding students' parents well in advance of the vacation. For students flying during these vacations, we urge families to book space as far in advance as possible.

There is no charge for international students staying on campus for all or part of any vacation. American students may also stay by prior arrangement, and would pay a boarding fee. Activities and meals are provided every day of the year.

The three vacations during the 2007-2008 term are:

THANKSGIVING - FALL: Students may leave after the midterm exams are completed

on Friday, **November 16, at 4:30** (or they may leave on Saturday). They should return to their dorms by 8:00 p.m. on Monday, November 26. **Classes resume on Tuesday morning, November 27.**

CHRISTMAS - WINTER: Students may leave after classes on **Thursday, Dec. 20, at 4:30** (or on Friday). They should return Monday, January 7, 2008, by 8:00 p.m. **Classes resume on Tuesday morning, January 8, 2008.**

EASTER - SPRING: Students may leave after activities end on **Friday, March 14, at 4:30** (or on Saturday). They should return on Monday, March 24, by 8:00 p.m. **Classes resume on Tuesday morning, March 25.**

SUMMER: Students may leave after the graduation programs and luncheon end **Thursday, June 5, 2008**, about 2:30 p.m.

The **2008-2009** school year begins **Monday, September 15, 2008.**

Please note all school-year vacations begin *after exams* on Fridays. Students must not leave earlier or return late, as they will miss exams and lose credits in classes. The school cannot excuse missed days. Unexcused absences bring detention, lower grades, and other punishment.

All vacations end on Mondays, because this is an easier day for air travel. Students must be in classes on time after vacations to make sure of graduation and college entrance credits.

Parents should **book air travel early** to be sure of space. Let the Student Office know of vacation plans as early as possible, and always at least a week ahead so staff can plan.

International students who have been admitted to the United States on student ("F-1") visas need an endorsed "SEVIS I-20" form from Southwestern to return to school. They must ask at the Student Office at least several days in advance of travel to obtain the SEVIS I-20 form. In most cases students DO NOT need to visit a United States Consulate for a new visa, but simply must have a signed SEVIS I-20 form from Southwestern.

Southwestern will help arrange visas and any transportation needed to the airport or to train or bus stations. Write or call the school office for help.

VISA INFORMATION FOR INTERNATIONAL STUDENTS

There are two different uses of the word **VISA** in American government. This is often confusing to our parents and students. Southwestern is registered under **SEVIS**, the electronic visa system, and gives a SEVIS **I-20** form on acceptance. This form, the student's passport, and evidence of a family's tie to the home country (a business, home, investments, bank deposits) to the American Consulate nearest home to get an ENTRY VISA.

--The U. S. Department of State (DOS) issues the **ENTRY VISA** at U. S. Consulates abroad. These red-and-blue stamps or stickers are placed in a student's passport at the consulate nearest the student's home. The ENTRY VISA allows the student to come into the United States. It may be for a SINGLE or MULTIPLE entries for a certain number of years.

IMPORTANT: *There is no problem if the Entry Visa expires while a student is IN the United States. There is no need to return home.* However, a student will need to get a new entry visa from the U. S. Consulate during the next visit home.

--The Department of Homeland Security (DHS) issues on arrival in America a **VISA TO STAY** in the U. S. This is a small piece of paper (called the "I-94 Form") put in the student's passport at the airport or other place of entry into the United States. The paper is marked with the student's entry date, how long the student may stay in the U. S., and an "A Number" (Admissions number) used by DHS.

Most Southwestern students are given **F-1** (student) visas marked "**D/S**", ["Duration of Status"] which means ***they may stay in the U.S. continuously, as long as they are studying at Southwestern or another approved school.***

To reenter the U. S. after vacations (or trips to Mexico, Canada, or other countries), students need:

(a) a valid Department of State VISA stamp in the passport, and

(b) pages 1 and 3 of their Southwestern I-20.

SEVIS I-20s are prepared by the Records Office in San Marino and signed by our school headmaster, our "PDSO" or "primary designated school official" for DOS and DHS papers.

It is important that students get their I-20 A-B forms from this office BEFORE leaving the United States for travel home or to other countries. Students cannot reenter the United States without a valid entry visa AND a valid I-20 A-B from Southwestern.

As the designated school official, the headmaster can help with most visa questions or problems. Lawyers are rarely needed. Southwestern does not charge for visa forms or assistance. We help also with student transfers to and from other schools, colleges, and universities in the U.S.

Please ask any questions, or bring any visa problems, to the Student Office and we will be happy to help you.

VISITING OUR CAMPUSES

Parents or friends coming to visit our campuses are asked to be sure to **notify the campus office in advance** of visiting, so administrators and teachers are available to talk with you. Parent-teacher conferences can also be set up for you. Please don't drop by without calling first.

Hotel and motel accommodations in a full range of prices and facilities are available near both our campuses.

There are many recreational and cultural attractions around Sedona and Pasadena, near our campuses, to fill your time on many visits. See "OUR COMMUNITY" links at Southwestern's home page, www.SouthwesternAcademy.edu.

Here are a few suggestions on accommodations gathered from recommendations by parents who have visited recently. Room price ranges and telephone numbers are listed for reservations, or let the school office know if we can book for you:

ARIZONA CAMPUS AREA: (Sedona unless otherwise marked)

A Touch of Sedona B&B	\$85-95	928-282-6462
Best Western Arroyo Roble	\$80-105	928-282-4001
Cliff Castle (Camp Verde)	\$53-77	928-282-2900
Junipine Resort	\$110-350	928-282-3375
L'Auberge de Sedona Resort	\$230-565	928-282-7131
Los Abrigados	\$160-280	928-282-1777
Poco Diablo Resort	\$115-135	928-282-7333
Quality Inn King's Ransom	\$61-219	928-282-7151
Sky Ranch Lodge (Airport)	\$45-110	928-282-6400

There are also fine resorts in the **Phoenix/Scottsdale** area, 90 minutes south of our campus.

Accommodations are also available in **Flagstaff**, 45 minutes north, on the route to the Grand Canyon and Indian country.

CALIFORNIA CAMPUS AREA: (Pasadena unless otherwise marked)

Artists' Inn (South Pasadena)**	\$155-225	626-799-5668
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*** award-winning bed and breakfast two miles from our campus. This Inn has been especially recommended by several visiting parents.*

Best Western (Alhambra)	\$49-55	626-282-5522
Best Western Royale	\$50-73	626-793-0950
Doubletree Hotel	\$115-335	626-792-2727
Holiday Inn	\$88-185	626-449-4000
Pasadena Hilton	\$119-280	626-577-1000
Ritz Carlton, Huntington**	\$140-3240	626-568-3900

*** the elegant old Huntington Hotel, restored and operated by Ritz-Carlton, is just three blocks from Southwestern's San Marino Campus, and offers special discounts to our*

parents. Identify your connection with Southwestern if you book with them for discounts.

Many more facilities are available downtown Los Angeles, ten miles west, or throughout the Los Angeles area. These are just a few of many good hotels, motels, and resorts near both our campuses.

Our campus offices would be happy to help you with touring information, reservations, and dining suggestions in fine restaurants near our campuses.

Write, email, fax, or call us if we may be of service to you.

Remember to book early at holidays and at graduation time. Hotels near both our campuses are full at Christmas, New Years, and June graduations.

WEATHERNET

Southwestern is a member of **WeatherNet**, the Worldwide School Weather Program. Sensors on campus record 27 different weather measurements and transmit live data to the WeatherNet system.

A high-performance color camera also transmits pictures from the San Marino Campus to KNBC, Channel 4 in Los Angeles. The 'live' picture is also available on line at any time.

Southwestern is the source of real-time neighborhood weather reports and forecasts for our communities. On campus, teachers and students access weather data from our school and from some 5500 other schools around the world for class assignments in science, math, languages, art, history, and geography.

WeatherBugs on our school computers also display campus weather conditions, radar pictures, camera images, weather emergency warnings, and predictions.

Parents with US zip codes can install **WeatherBugs** on PCs anywhere, and link to Southwestern and to neighborhood schools. A free download is available at <http://weatherbug.com>.

WEEKENDS

Resident students may stay on campus any weekend - there are **always activities, meal service, and supervision**. However, staying on campus should never be used as a punishment. Occasionally students elect to stay in order to complete work, but school and parents must not make being at school a punishment in itself.

Students may go home or to homes of approved friends on weekends **after classes end Fridays at 4:30**.

Students should be back in the dorms on **Sunday evenings by 8:00**.

Weekend arrangements should be made with the Student Office by Thursday afternoon at the latest. Call either campus (in San Marino, extension **1-208**) between 8:30 and 4:30 on weekdays to make these arrangements.

Southwestern will:

- provide field trips, activities, meals and supervision for students every weekend at no additional fee except for special transportation and entrance fees.
- prepare lists each Thursday afternoon of students staying on campus.
- allow students to "sign out" with parents or with friends approved by parents and the school any weekend a student's academic and other obligations are up to date.
- help arrange transportation, or shuttle to bus, train, or plane, as needed. This is done by the director of residence on request from parent or student.

Parents are asked to:

- let the school know at the beginning of the school year of usual weekend plans - if the student will be going home, staying on campus, or visiting another family on a regular basis.
- let the director of residence know (by letter, fax, or telephone) of any special weekend plans by Thursday afternoon.
- send any needed tickets or travel information to the director of residence in advance of the weekend.

If you wish to invite a classmate of your son or daughter to visit you over a weekend, please write or call the director of residence for information on the other student's status.

Many of our international students would welcome the opportunity to visit an American home for a meal, a day, or a weekend. The director of residence can help arrange such visits. Call the Student Office (phone extension **1-208**) if you are interested in hosting a foreign student.

WHAT TO BRING FOR DORMITORIES

Boarding students need to bring clothing for classes and recreation, with enough changes to last a week until laundering. The dress code lists clothing needed. Dorms have twin beds, desks, chairs, dressers or shelves, closet areas, and a combination-lock safe that can hold two laptops; a recreation room or living room at or near each dorm has television and VCRs. Our California dorms have online computer connections. Broadband Wi-Fi is provided at both campuses. Any dorm requirement can be purchased after arrival at school. Dorm parents will help with purchases when students enter Southwestern. Dorm students need to furnish bedding and nightwear, and may want to bring some additional items for their comfort:

- | | | |
|----------------|--|--|
| NEEDED: | <ul style="list-style-type: none"> Single-bed sheets Pillow and pillow cases Pajamas or nightgown Slippers and/or shower thongs Personal toiletries | <ul style="list-style-type: none"> Blankets, bedspread Mattress cover (<i>required by law</i>) Bathrobe Bath towels; wash cloths Alarm clock or clock radio |
|----------------|--|--|

- | | | |
|-----------------|--|----------------------------------|
| | Clothes hangers | Padlocks for book & gym lockers |
| OPTIONS: | Small throw rug | Desk lamp (<i>not halogen</i>) |
| | Posters or pictures to decorate room | |
| | Radio, small stereo player, small desk fan | |
| | Hair dryer; iron | Sports equipment |
| | Laptop or notebook computer (sorry, no room for desktops) | |
| | Cellular phone | |
| NO: | Heating or cooling devices (including halogen lamps) | |
| | PC's, large stereos, or TV's (Proctors may have personal TV's) | |
| | Other furniture | |

State law requires that students keep their mattresses covered with a cloth or plastic mattress cover or pad. The school will provide a mattress cover to students who do not bring one.

The student store on campus has school gym uniforms, sweat clothes, personalized jackets and sweaters, laundry and carryall bags, and school supplies. The store also stocks Southwestern polo shirts, acceptable to be worn by boys and girls through eleventh grade. Student Store is run by student government, and is open most afternoons after P. E. During the first days of the new term, the store is open more frequently so students may buy PE clothing and school supplies.

Suitcases or trunks may not be kept in dorm rooms, but separate storage rooms are available.

Dorm parents will help students shop for dorm needs if students do not want to bring these from home. Items may be shipped to either campus in advance by UPS, Parcel Post, or other package delivery services and we will store the boxes until the student arrives on campus.

Please be sure each item of clothing or personal belongings is marked clearly and permanently with the student's name or identification. (The *student number* is a good identification.)

Valuable items or cash should not be brought to campus. The school is not responsible for lost or damaged items, and the school's insurance coverage does not include students' possessions. (Most homeowners' or tenants' insurance packages do cover student belongings lost or damaged on campus, or inexpensive tenants' coverage may be purchased. We suggest parents check with their insurance agent for advice.)

WHERE TO GO FOR HELP (*campus phone extensions in parenthesis*)

BUSINESS: The school business office for both campuses is at San Marino Campus. The Business Manager is **Chuck Thomas (1-201)**

CLASSES: Write or call the campus head for information, or arrange a conference through the school office. **Russ Osmonson (1-206)** or **Robin Jarchow (1-207)** in San Marino; **Robert Bufton** at Beaver Creek.

COLLEGES: Our college guidance program is strong. However, neither the school nor parents can choose and apply to colleges for students. Your advice is important, but the student must make the effort to decide and

to apply. Help is available through our college guidance counselor, **Robert Lett (1-212)** in California, or **Robert Bufton** at Beaver Creek.

GRADES: The school records office is at the San Marino campus, and issues report cards, recommendations, transcripts, and necessary American visa forms. Our Registrar is **Brian Shriwise (1-208)**.

PERSONAL: The school psychologists are available for meetings with students or parents by calling the school office. Counseling is also available in all our school's many native languages. Professional counseling is by **Whitney Wagner (1-224)**.

POLICY: The school headmaster, **Kenneth Veronda (1-202)** welcomes your questions, comments, or ideas at any time. If he does not know the answer, he can find out from the appropriate person on our staff and respond. Please write, e-mail, or fax him with any ways we can help.

WORK PERMITS

US citizens under 18 years of age are required by the State of California to obtain work permits from their school for any paid employment in California. Southwestern issues these work permits.

First, **a student needs to have already obtained a job.** (Work permits are issued to a specific employer; in changing jobs, a new work permit is necessary.) Then, the student should ask the school business office for an application form, to be signed by parent and employer. The completed form should be returned to the business office, where the actual work permit is prepared for the student to take to the employer.

Students entering the United States on student (F-1) visas are not permitted to work without special permission from the school's immigration officer. International students seeking jobs should talk with the headmaster for details.

SOUTHWESTERN 'SUN' BOOSTER CLUB

PARENTS INVOLVED TO MAKE A DIFFERENCE

VOLUNTEERING is the key to getting involved with your child's school life!

The parents' **BOOSTER CLUB** is a way to get involved!

Southwestern's parents are scattered among some forty countries and several American states, and many cannot volunteer their time on campus. For parents near our school, however, volunteering benefits their child - and all our students. It makes a great difference in schools when parents and family friends are involved.

All students at Southwestern benefit from the financial as well as the spiritual contributions of adults in their lives. The annual events such as ALUMNI DAY, our OPEN HOUSE, ANNIVERSARY DAY, and various special event days such as DONUT, NACHO, and HOT DOG DAY, are great times for volunteering YOUR time and talent.

Parents are involved at dances, parties, sports events, and performances on campus. Each year a booklet is sent home early in the term with various opportunities to volunteer. We need and expect parents to help out when they are able to do so.

THE BOOSTER CLUB MISSION:

***Promote School Spirit**

***Fund raise for all school events and clubs**

This includes various school clubs such as the Student Government, Interact Club, International Club, Southwestern Arts Society, and all Varsity, Junior Varsity, and Junior High Varsity sports teams

***Volunteer Time and Talent at annual events**

***Organize and operate "E-SCRIP" for Southwestern**

"E-Scrip" enrollment is a major facet of the Southwestern "Sun" Booster Club fund-raising program. Active campaigning for enrollment in E-Scrip is a prime goal for the 2005-2006 year. It's an easy and cost-free method to support your students!

E-SCRIP AT SOUTHWESTERN

Southwestern's "BOOSTER CLUB" makes a difference for each and every student at Southwestern through the use of the E-Scrip fundraising program.

E-Scrip has been in place three years at Southwestern, and the benefits to the students are evident. Through the E-Scrip fundraising, the Booster Club continues funding of purchases of the "extra things" to make teaching and life at Southwestern even more effective. None of the funds are used to balance the school's budget, nor are there any fundraising costs involved. Every dollar received goes to enhance the educational and athletic program at Southwestern's campuses, especially with continued improvements to our computer hardware and software.

To begin supporting our school's fundraising efforts through the E-Scrip program, you need only to make a free phone call - or you can register on line. E-Scrip will do the rest.

Each time you make a purchase with a participating merchant, using your registered credit card, that merchant will donate a percentage of the sale to Southwestern Academy. The monthly check from E-Scrip to the school goes immediately to help your student and others. **It's simple and easy.** E-Scrip is funded by such merchants as:

**Vons/Pavilions, American Airlines, Eddie Bauer,
Spiegel, Budget Rent-a-Car, HOWS Markets, The Sharper Image,
Chevron Stations, Carrow's Restaurants - and many more.
(New merchants are added each month – see the current list on line.)**

Please take a moment to enroll in the E-Scrip program. It's the easiest way possible for you to support Southwestern and your student. E-Scrip is not limited to just parents or guardians, of course – do ask **grandparents, aunts, uncles, friends, neighbors, siblings to join!**

Through you, our fundraising efforts will continue to grow and allow us to do more for our students. Please join the ever-growing number of supporters - you can make the difference.

To enroll by phone in E-Scrip:

**Call 1-800-592-0942 (8 am - 6 pm Pacific Time)
Have your grocery and credit cards handy
Give our Group number: 139-986-596**

or - ENROLL ON LINE, any time, from any place:

www.escrip.com

(And it's done!)

Thank you for helping us in this way to provide for all our boys and girls at Southwestern.

SOUTHWESTERN'S TELEPHONE and EMAIL SYSTEMS

Southwestern's auto attendant telephone system at the California campus is complicated, and can be frustrating - to us and to callers. We include not only our various offices, but all students, teachers, and staff members on the menu, in various languages. *Please note that we do not have a receptionist available at "0" because there are relatively few incoming calls needing help, and we prefer to use our parents' resources to educate your children.* Please review these procedures. (The information is also available in the various languages we serve – please ask the Business Office for a copy in a preferred language.) We hope they make connections simple:

**After hearing the auto attendant answer at 626-799-5010 ...
(any time, 24 hours a day)**

**To reach any teacher or staff member, press '1', then the 3-digit extension
To leave a message for any student, press '2', then the 5-digit student number**

DIRECT NUMBERS:

To search the directory for a student or staff extension, press '3'
For the Admissions office, press '5'
For the Athletics office and the Sports Information Hotline, press '6'
For the Business office, press '7'
For the Student office - absences, illnesses, vacation plans, grades, or
to arrange meetings with teachers and staff - press '8'

FREQUENTLY USED EXTENSIONS – to ring, press '1' first; to leave a message, press
'2'

ATLANTIC DORMS, #100	255	ATLANTIC DORMS, "A" 104	251
ATLANTIC DORMS, "D" 104	260	ATHLETICS DIRECTOR	210
ART STUDIO	245	CALIFORNIA HALL DORMS	216
COUNSELING	224	DEANS	206-
207			
ENGLISH	229	ENGLISH AS 2 nd LANGUAGE	220
FOUNDERS NORTH DORM	212	FOUNDERS SOUTH DORM	213
HEADMASTER	202	ILLINOIS HALL DORM	215
LIBRARY	235	MATHEMATICS	237
MUSIC STUDIOS	244	SCIENCE LAB	239

EMAIL ADDRESSES

All students, staff members, and administrators at both our campuses have email addresses through the school's domain. They may be reached in two ways:

First initial of first name, then last name @ SouthwesternAcademy.edu

For example, our headmaster Kenneth Veronda is:

kveronda@southwesternacademy.edu

Southwestern's email addresses are NOT case-sensitive.

or Through our web page "GUEST EMAIL" at: www.SouthwesternAcademy.edu

In our "guest email," scroll down to the office you wish to reach, or enter a name.

We welcome any suggestions about our telephone or email systems!

NOTE:

If we do not have your home and/or office email address on file, please send a message to:

business@southwesternacademy.edu

and we will confirm that we have recorded your email address

THE LAST WORD

Southwestern exists to help your son or daughter succeed. We need parents as partners in this work.

It is important to review what Southwestern will do, and what parents are asked to do, in this handbook, and to keep the Parents' Handbook available to answer many of your questions during the school year.

Please do not hesitate to communicate with us at any time you have observations, questions, ideas, or comments, or when you wish to set up a conference.

SOUTHWESTERN ACADEMY
KENNETH VERONDA, HEADMASTER

headmaster@southwesternacademy.edu

2800 Monterey Road
San Marino, California, 91108

Beaver Creek Ranch Campus
Rimrock, Arizona 86335

TELEPHONES

VOICE - ARIZONA: 928-567-4581
CALIFORNIA: 626-799-5010

FAX - ARIZONA: 928-567-5038
CALIFORNIA: 626-799-0407

VISIT OUR HOME PAGE:
www.SouthwesternAcademy.edu

E-MAIL to all STUDENTS and STAFF:
[first initial and last [name](mailto:[name]@SouthwesternAcademy.edu)]@SouthwesternAcademy.edu