

SOUTHWESTERN ACADEMY

San Marino and Beaver Creek Campuses

WELCOME TO OUR 2018 – 2019 SCHOOL YEAR!

This Parents' Handbook is designed to answer many questions that families may have about Southwestern's routines and activities.

A copy is sent to each family on enrollment at Southwestern, and is posted on line at:

www.SouthwesternAcademy.edu

[Go to "CURRENT PARENTS," then "HELPFUL LINKS & DOWNLOADS"]

We need and appreciate the cooperation of our parents as active partners in our work. You are very important to our success with your student. Please don't hesitate to let us know however we can be of special help.

Kenneth Veronda, Headmaster

kveronda@southwesternacademy.edu

Southwestern's 95th School Year

*PRO SUMMO BONO
For the Highest Good*

SOUTHWESTERN'S SCHOOLWIDE LEARNING OBJECTIVES

These are our goals for all Southwestern students to reach on completing high school with our college-recommending diploma.

Upon graduation from Southwestern's 12th grade, every student will:

- be qualified to enter and have the potential to succeed at an appropriate college, university, or community college;
- be capable of reading, writing, and understanding English and have sufficient English proficiency to enter an American college or university;
- have learned self-discipline, demonstrated by his/her willingness to abide by the rules set by the school community;
- have taken part in co- and extra-curricular activities of his/her choice in the arts, athletics, leadership, music, and/or publications, thus helping to nurture well-rounded young people;
- have demonstrated a familiarity with volunteerism and community service in our global society;
- have demonstrated not only tolerance for, but also familiarity with diverse ethnic, national, and cultural groups.

College acceptances, English proficiency testing, and records of your positive/negative points, activities, community service, and international student experiences are used to show results in these areas.

ACADEMICS

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

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.

Each student works with an advisor and a dean to plan the right classes to prepare for entrance to an American university. Our university counselor helps with choosing and applying to universities. Please let us help with your questions and planning. Please do not use other university counselors, as sometimes they confuse university admissions offices and result in unnecessary rejections.

Call or write the headmaster, deans, or the student's advisor whenever there are any questions or comments about a student's program. **For appointments**, call the deans' office: **626-799-5010, x206 or 207** or e-mail headmaster@southwesternacademy.edu.

ACCIDENT INSURANCE

All students are covered by accident insurance, covering resident students 24 hours, seven days, throughout the school year. 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. Accident insurance does NOT cover health care or routine medical or dental needs. The school business office will help prepare claims.

ACCREDITATION

Southwestern is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC). The accrediting agency congratulated Southwestern "for continuing to provide high quality education for the youngsters" enrolled in our school, and renewed our full accreditation for the maximum and rare term of six years, through June 2019.

ADMINISTRATIVE STRUCTURE

Southwestern is a non-profit educational corporation. The school's Board of Trustees is the legal entity responsible for the school's direction, well being, and financial stability.

Kenneth Veronda, Headmaster, serves as chief executive officer and implements established policies and operational guidelines. His e-mail is kveronda@southwesternacademy.edu. Please e-mail 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 **John T. (Jack) Leyden, Jr.**, Head of our Beaver Creek Ranch Campus in Arizona, administrate day-to-day activities of the school,

Elena Lopez and the admissions staff help us enroll the best candidates for our limited spaces. (admissions@southwesternacademy.edu; phone x**203**)

Brian Shriwise, Registrar, maintains student records and transcripts, and arranges transportation, medical appointments, weekend cash allowances, vacations, and other student support service. (registrar@southwesternacademy.edu, phone extension **208**).

Charles Thomas, Business Manager, is responsible for tuition and incidentals billings and for the school's other business matters (**201**). His assistant is **Steffanie Sparks (200)**. Both can be e-mailed at business@southwesternacademy.edu.

Thomas Bornt is Director of Residence, supervising dorm assignments, schedules, and activities. (tbornt@southwesternacademy.edu; Phone extension **234**).

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. **If you don't know where to go, please email** headmaster@southwesternacademy.edu.

ARTS FEST

Visual and performing arts – instrumental and vocal music, drawing, painting, drama, computer design, video, jewelry and fashion design, photography – are an important part of Southwestern's program, and are showcased each spring during "ArtsFest" on campus in San Marino. We urge all local parents to save the date and come see student work – on **April 25, 2019**. Please come if you can – it's a very special afternoon showcase of music and art.

ATHLETICS

Sports at Southwestern are important tools to help build student confidence and motivations. Our teams are called "The SUN". 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. Fall sports include cross-country, soccer football, and girls' volleyball. Winter sports are boys' and girls' basketball. Spring sports are baseball, boys' volleyball, and track and field. Varsity and Junior Varsity schedules are listed on the monthly calendar.

All middle 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. **You are always welcome to come watch any of our games – "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.

ATLANTIC DORMS (Girls' dorms in California)

Resident girls live in four dorms a mile south of the San Marino Campus in the city of Alhambra in a pleasant neighborhood with the city's library, shops, cafes, and theaters nearby. Three dorm parents live there also. The girls come to campus for breakfast, and return to the dorms after dinner. (All dorms are closed during the school day.)

AUTOMOBILES

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.

BICYCLES and SKATEBOARDS

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 or skateboarding on or off campus. If your child brings a bike, be sure it is licensed and that the biker or skateboarder 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. Charges and payments are printed on each statement as a payment history through the year.

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.

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 let us know that limit. Email students@southwesternacademy.edu with any special allowance request.

Used textbooks that are returned in good condition will be credited when sold to another student, usually the following fall.

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 & student number is included with the wire so we can credit the payment.

OUR SWIFT NUMBER for wiring payments in foreign currencies to Citizens Business Bank:

CBBKUS6L

Send all payments to the Business Office at the **California** campus, even if your student attends our Arizona campus.

Send all spending money for students to the incidentals account - **do not give or send money directly to students**. Cash is a temptation to be misused, and can be lost or stolen.

Write business@southwesternacademy.edu with questions or concerns about your charges or credits, or problems with your payments.

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.

A total of 100 hours of hands-on volunteer work is required for high school graduation, by the Memorial Day holiday of the student's 12th grade year.

COUNSELING

Short-term professional consultative and support services are provided on campus for students needing assistance with personal concerns. Parents are involved in seeking additional help as needed.

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.

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. 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.

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, hoodies, 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.

Shoes should be comfortable dress or casual such as loafers. For safety, shoes must have closed backs, with no high heels or platforms. Athletic shoes - leather or canvas - or sandals may not be worn in classes or meals. 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.

BOYS wear a dress shirt and tie, or polo shirt, slacks with belt, shoes, and socks. Pants must be dry-cleanable or washable dress slacks, traditionally tailored. Shirts should be traditional-cut dress shirts, either long- or short-sleeved, in solid colors or stripes, with an appropriate tie.

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. A stud earring may be worn in each ear; 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
- Comfortable dress or casual 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, jean-style, cargo style, or other informal pants; shorts
- Any clothes with flashy or advertising designs
- Shoes with cleats or noisy heels, or any boots (except at Beaver Creek campus); sandals or open-back shoes
- Wearing no socks or no belt
- Undershirt designs showing through dress shirt
- Tank tops, sweat shirts/pants, or hoodies during academic hours or at meals
- Body-piercing jewelry except one earring in each ear; Oversized clothing

GIRLS wear a collared blouse, or polo shirt (as described below), skirt or slacks with belt, shoes, and tights 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. 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. 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 heels
- Ankle or knee-high socks or tights, color-coordinated
- Cardigan, crew, v-neck, or turtleneck sweaters worn over tops
- Blazer or suits; dresses for special days

NOT ACCEPTABLE FOR GIRLS AT SOUTHWESTERN:

- Short or tight-fitting clothing; sheer blouses
- Any clothing with flashy or advertising designs
- Platforms or high-heeled shoes; casual boots, sandals, or open-backed shoes
- Fishnet or over-the-knee stockings; designer tights, tank tops, bare midriff
- Shorts, Capris, leggings, or jean-cut pants
- Sweatshirts or hoodies during academic hours or at meals

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. Shorts, T-shirts, and sweat pants and shirts are issued the first days of the school year and as needed later in the term.

In general, dress should be tasteful, businesslike, and appropriate to the activity, and should not call attention to the student.

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 domain is:

www.SouthwesternAcademy.edu

There are many computers on-line at both campuses, including in all administrative offices and classrooms and in the computer labs. Wireless connections are installed in and around several buildings, serving dorms, classes, and outside areas at both campuses. 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.

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 **1-626-289-5454**

Verde Valley Medical Center, Cottonwood and Sedona, Arizona. **1-928-634-2251**

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

ENROLLMENT

Families reserve and contract for space at Southwestern, not for a period of attendance. Our enrollment is for a full school year or summer session, or for the part of a term that remains after entrance. Please be aware of our enrollment contract terms. If a student is withdrawn or expelled, there is no refund of tuition or housing fees for the remaining period of the contract. Any balance in the student's personal spending ("Incidentals") account is refunded to parents one month after a student leaves Southwestern, but there is no refund of other fees paid. Please let our Business Office know of any question you have about our contract agreement for a space in our school.

EXAMINATIONS

A week when quarter exams ("midterms") are given in all classes comes each October, April, and July. A week of semester exams ("finals") is held in January, June, and August. 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 college counselor, Dr. Peter Montes de Oca, also arranges for college admissions visits and works individually with each junior and senior. He is at the San Marino Campus daily, but also works with seniors at Beaver Creek. He may be reached at pmontesdeoca@southwesternacademy.edu.

Our web site (www.SouthwesternAcademy.edu) has a "COLLEGE COUNSELING" page found in the "CURRENT STUDENTS" section. 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, and posted on our website. We urge all families to make use of our excellent college counseling program and NOT to use other counselors to avoid confusion.

FAX MESSAGES

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

CALIFORNIA FAX **1-626-799-0407**

ARIZONA FAX **1-928-567-5036**

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. 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.

We prepare special menus each day for Muslim, 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.

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.

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 excessive absences 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, meeting all parts of the Schoolwide Learning Objectives;

--demonstrate **English and math proficiency**;

--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 and approve on-line courses in advance, to be sure they are college preparatory courses before we can include them in meeting the "a to g" requirements.

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 or IMP/Interactive programs, and advanced math.

--**LABORATORY SCIENCES** - 30 credits, 40 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 ("VPA")** - 10 credits in the same discipline of music, visual art (including media arts), photography, drama and 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 graduation and class details, and curricula for the academic classes, are noted in the school catalog.

Many parents and friends come to San Marino for graduation ceremonies each June. 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 and mathematics. 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 non-native English speakers:

TOEFL

A minimum IBT score of 79/80
May be taken multiple times a year.

or

CPTS ACCUPLACER 100

An average score of 100 in all sections.
May be taken only once a semester.

or

WrAP Test

A minimum stanine suburban score of **5**.

MATHEMATICS PROFICIENCY is shown by completing Algebra II with a college-recommending grade (C or better), or a standardized proficiency test with a stanine score of 5 or better.

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 **cannot** recognize another person or family as "guardian" unless he or she has been so appointed by a California court.

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, bullying, 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. **Please don't ignore a student telling you about being harassed or hazed.** Let our headmaster, deans, or other staff members know so we can stop such harassment before a situation grows more serious.

HEALTH CARE

Students on enrolling must have completed State-required inoculations and vaccinations and furnish medical records of these, or exemption papers. Inoculations or vaccinations for polio, tetanus, hepatitis, mumps, measles, rubella, pertussis (whooping cough) and tuberculosis are required by state laws.

Southwestern has made arrangements with physicians and their staffs at our local hospitals - San Gabriel Valley Medical Center in California (1-626-289-5454), and the Verde Valley Medical Center in Arizona (1-928-634-2251) - 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 such as 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 safekeeping with instructions on use and a copy of the doctor's prescription.*

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 our International Student group Sickness & Accident coverage is about \$95 a month.

The entire enrollment period will be paid in advance and charged to the student's incidentals account. 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 four weekdays during the school 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 **2019** are:

Friday, February 1, 2019
Monday, February 18
Monday, May 27
Thursday, July 4
Monday, September 2

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 every other weekday. Truancy laws require that students can only be excused for health reasons up to ten days a year, validated with a doctor's note.

We are sorry, but students may not be excused for the Lunar New Year's celebrations.

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.

Our teachers have a time to tutor each student and help with any problems. We do not recommend outside tutoring.

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).

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 or better grades. Any full-time student who qualifies will receive these important awards.

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.***"

We invite any parent, and especially any Rotarian, to visit the club's meetings and help with their service projects.

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.

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. The meals are student projects; parents are welcome to assist with the preparations or the meals.

The schedule of "International Nights" in San Marino for the **2018-2019** term includes:

October 17, 2018:	Japanese and Korean	November 14:	European Cabaret
February 5, 2019:	Lunar New Year	March 6:	Southeast Asian
April 17:	Seder	May 8:	Latin American
May 15:	The International Club's Annual Polynesian Luau Dinner and Show		

Note: *The Seder on April 17th 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 the on-line resources of the Crowell Public Library, with password access for all students at both campuses from anywhere in the world, and also available in the libraries and on all school computers.

San Marino's Crowell Library subscribes to many periodicals, services, and reference materials that our small school could not afford to do. Southwestern cooperates with the library in funding these through community service. It's a valuable privilege for all our students to use their services.

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 the Student Offices.

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.

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**

OR

**(Student Name)
Southwestern Academy
8800 E Ranch Campus Road
Rimrock, AZ 86335**

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

928-567-5036

Free e-mail is also available for all students and staff.

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 **206 or 207**] to set them up.

International parents 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.

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. A proctor welcomes each new student, and helps with school adjustment. The proctors' example and peer counseling is very helpful to student life.

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 our campuses. Southwestern will encourage attendance, but will not force students to attend. Please write or talk with the dorm parent for more information.

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.

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.

SMOKING

Southwestern campuses are 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 including e-cigarettes and smokeless tobacco, 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 continuing to break these rules are suspended or expelled.

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 project of our school 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 (S.A.S.)

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.

SOUTHWESTERN ENVIRONMENTAL ASSOCIATES (S.E.A.)

"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.

SOUTHWESTERN MUSIC SOCIETY (S.M.S.)

"SMS" is a club of music students, responsible for assemblies and programs on campus and for off-campus performance in the community, such as at clubs and hospitals. Parents with knowledge and interest in music and instruments are needed and welcome to help.

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 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 part of Rotary International, for service projects;

Southwestern International Club, stimulating understanding of our various cultures;

Southwestern Arts Society – S.A.S., providing cultural activities in music, drama, debate, architecture, and all the arts;

Southwestern Environmental Associates – S.E.A. - enjoying and helping our fragile world

Southwestern Golfers

Southwestern Music Society

SunSpots weekly video produced by student government, with a link each Wednesday at our web page, www.SouthwesternAcademy.edu

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** 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.

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.

DIRECT TELEPHONE CONNECTIONS AT SAN MARINO CAMPUS:

626-799-5010

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

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

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

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

TRANSCRIPTS

Transcripts, the official records of student grades and course credits, are prepared by the school's records officer. 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. Our Transcript Request Form can be found on our website's "DOWNLOAD CENTER" under Forms.

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 by advance arrangement for all or part of any vacation. Activities and meals are provided every day of the year.

Vacations during the 2018-2019 term are:

THANKSGIVING BREAK: Thursday and Friday, **November 22 and 23, 2018.**
Classes resume on Monday morning, November 26.

CHRISTMAS - WINTER: Students may leave after classes on Friday,
December 14, 2018, at 4:30 (or on Saturday, December 15)
Residents should return to dorms on **Monday, January 7, 2019**, by 8 p.m.
Classes resume on Tuesday morning, January 8, 2019.

EASTER - SPRING: Students may leave after classes on **Friday, April 5, 2019, at 4:30**
(or on Saturday, April 6). They should return to dorms on **Monday, April 15, 2019**,
by 8:00 p.m. **Classes resume on Tuesday morning, April 16.**

SUMMER: Students may leave after the graduation programs and luncheon end
Thursday, June 6, 2019, about 2:30 p.m.

The **2019-2020** school year begins **Tuesday, September 3, 2019.**

Please note all school-year vacations begin *after exams*. 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. Special tutoring time to make up missed days will be billed to the student's incidentals account. 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 ten days ahead so staff can plan supervision. E-mail student@southwesternacademy.edu, or call 1-626-799-5010 x208 or x234.

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. 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 US Government's electronic visa system, and gives a SEVIS **I-20** form on acceptance. This form, the student's passport, payment of Consular fees on line, and evidence of a family's tie to the home country (a business, home, investments, bank deposits) must be taken to the American Consulate nearest your home to get an ENTRY VISA. See www.studyintheUSA.gov for details, or ask us.

--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 stamp put in the student's passport at the airport or other place of entry into the United States. The stamp 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.**

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 any 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.

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 "PLACES TO VISIT" link at Southwestern's "STUDENT LIFE" page, www.SouthwesternAcademy.edu.

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.

WATER

Pure and delicious water from local springs comes to both our campuses. In San Marino, our water source is a private artesian spring near our campus. At Beaver Creek, the spring is on our campus. There is no need to buy bottled water. All students are provided with metal bottles to fill from our filters.

To help save our earth and oceans, please do not buy or bring bottled water to either campus.

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 KCBS, Channel 2 in Los Angeles. The 'live' picture is also available on line at any time.

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.**

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

It is very important that students SIGN OUT with the staff on duty before leaving, with an authorized adult meeting the school staff person, and SIGN IN on their return. All resident supervisors have tablets connected to our "BoardingWare" program, indicating an individual student's whereabouts as well as information on their plans, visitors, special health or other needs, and phone numbers.

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 **208**) between 8:30 and 4:30 on weekdays to make these arrangements.

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.

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:	Single-bed (36"x75") sheets Pillow and pillow cases Pajamas or nightgown Slippers and/or shower thongs Personal toiletries	Blankets, bedspread Mattress cover (<i>required by law</i>) Bathrobe Bath towels; wash cloths Alarm clock or clock radio
OPTIONAL:	Clothes hangers Small throw rug Posters or pictures to decorate room Radio, small stereo player with earphones Hair dryer; iron Laptop, tablet, or notebook computer with earphones (sorry, no room for desktops)	Padlocks for book & gym lockers Desk lamp (<i>fluorescent or LED only</i>) Small desk fan Sports equipment Cellular phone
NO:	Heating or cooling devices (including halogen or incandescent lamps) NO hotpots, rice pots, refrigerators, coffee makers, etc. – these are not allowed for fire and health safety	PC's, large stereos, or large 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.

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 belonging is marked clearly and permanently with the student's name. The Southwestern *student number* is 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.

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

California: 1-626-799-5010

Arizona: 1-928-567-4581

- BUSINESS:** The school business office for both campuses is at San Marino Campus. The Business Manager is **Chuck Thomas (201)**. The assistant is **Steffanie Sparks (200)**. (business@southwesternacademy.edu)
- CLASSES:** Write or call the campus head for information, or arrange a conference through the school office. **Russ Osmonson (206)** or **Robin Jarchow (207)** in San Marino; **Jack Leyden** at Beaver Creek (**1-928-458-4581** or beavercreek@southwesternacademy.edu).
- 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, **Peter Montes de Oca (215)** in California, or **Jack Leyden** at Beaver Creek (beavercreek@southwesternacademy.edu).
- 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 (208)**.
- PERSONAL:** The school counselors are available for meetings with student parents by calling the school office.
- POLICY:** The school headmaster, **Kenneth Veronda (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. kveronda@southwesternacademy.edu.

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

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

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.

ABOUT YOUR SOUTHWESTERN

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

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

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

VARSITY TEAMS: **SOUTHWESTERN SUN**
For the powerful sun that wins over everyone in Southwestern America. Southwestern has produced many championship teams in eleven different varsity sports over 95 years.

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

LITERARY MAGAZINE: **"SEEDS"**
Student art and writing, published since the 1920s

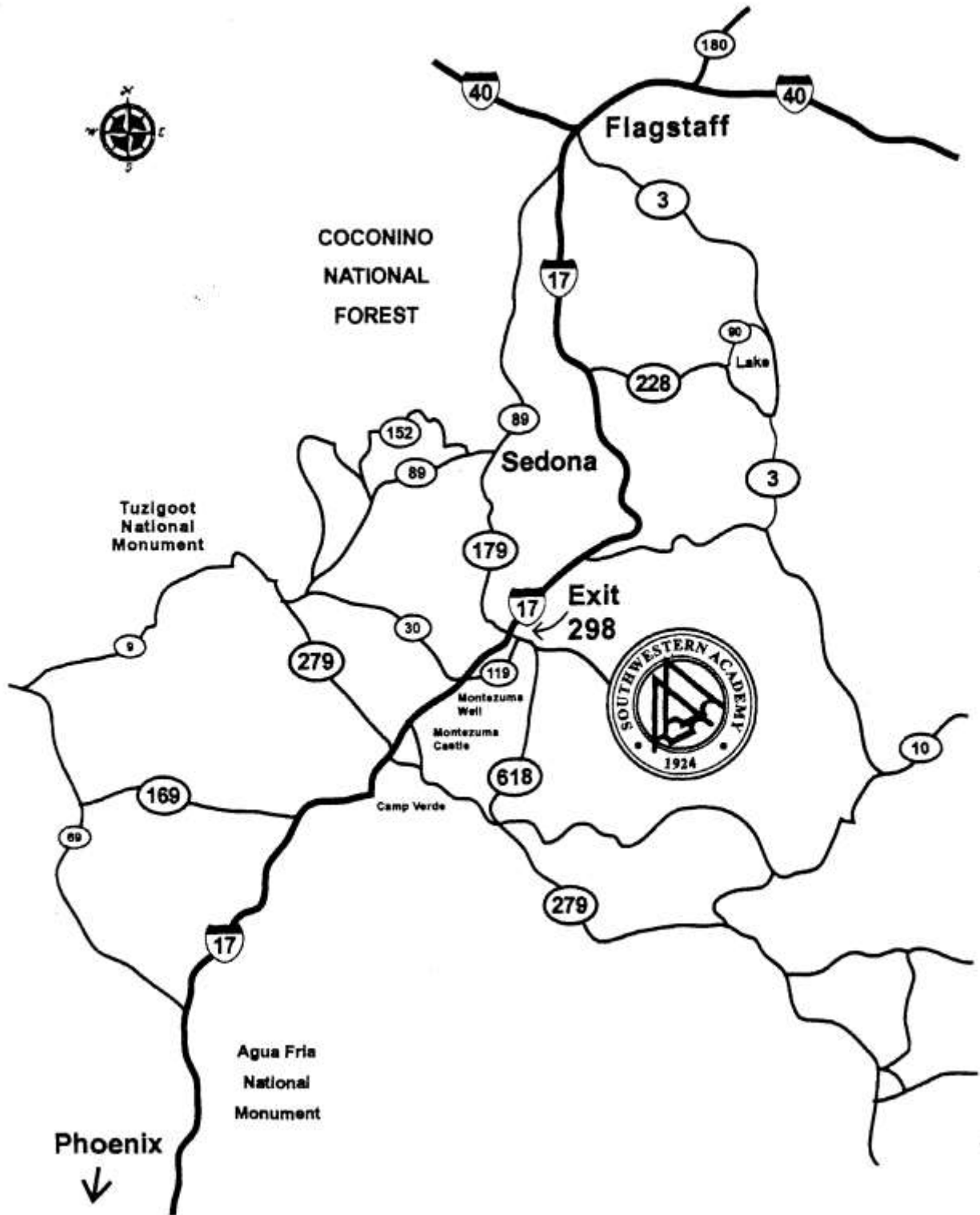
WEEKLY VIDEO NEWS **"SUNSPOTS"**
*Produced by students and posted on our web page
See www.southwesternacademy.edu*

SAN MARINO CAMPUS AREA



Map Not to Scale

BEAVER CREEK CAMPUS AREA



THE LAST WORD

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

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
8800 East Ranch Campus Road
Rimrock, Arizona 86335**

TELEPHONES

VOICE - ARIZONA:	1-928-567-4581
CALIFORNIA:	1-626-799-5010
FAX - ARIZONA:	1-928-567-5038
CALIFORNIA:	1-626-799-0407

VISIT OUR HOME PAGE:
www.SouthwesternAcademy.edu

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