

SUMMER SESSION HANDBOOK FOR STUDENTS AND PARENTS

Summer is a special time at Southwestern - informal, yet full of enriching experiences, travels, and fun with old and new friends. The school's staff members want each of our boys and girls to enjoy both studies and activities, as it's a fun time for staff members, too. But there are rules, generally the same rules that apply during the regular academic year, all based on common sense for every person's benefit. Parents and students are asked to review this handbook, understand the rules and procedures, ask any questions, and cooperate with the school so the summer runs smoothly.

ADMINISTRATIVE STAFF

**(San Marino Campus telephone is: 626-799-5010, then press extension)
(Beaver Creek Campus telephone is: 928-567-4581)**

KENNETH VERONDA (Email: kveronda@southwesternacademy.edu Extension: 202)
Headmaster, in charge of operating the school and carrying out policies of the board of trustees at both campuses.

RUSS OSMONSON (Email: rosmonson@southwesternacademy.edu Extension: 206)
Dean at the San Marino Campus. He helps students with scheduling and meeting graduation requirements, and coordinates discipline.

ROBIN JARCHOW (Email: rjarchow@southwesternacademy.edu Extension: 207)
Dean at the San Marino Campus. She also arranges field trips and excursions during the summer session.

JACK LEYDEN (Email: beavercreek@southwesternacademy.edu)
Heads the Beaver Creek Campus, with our year-round teaching and student support staff.

JULIE LEYDEN (Email: jaleyden@southwesternacademy.edu)
Office manager at the Beaver Creek campus.

CHARLES THOMAS (Email: business@southwesternacademy.edu Extension: 201)
Business manager for both campuses, with offices in San Marino. Call or write with business questions. The business office is open weekdays from 8:30 am to 4:30 pm.

LOU PULGENCIO (Email: lpulgencio@southwesternacademy.edu Extension: 220)
Director of International Studies, arranges our teaching of English as a Second Language.

ELENA LOPEZ (Email: admissions@southwesternacademy.edu Extension: 203)
Director of Admissions, handles admissions for both campuses.

THOMAS BORNT (Email: tbornnt@southwesternacademy.edu Extension: 234)
Assistant Dean & Director of Residence, in charge of dorm life and student activities.

Contact anyone above for assistance. Parents who want to visit with any administrator or teacher are welcome, but are asked to call first for an appointment so someone is available to meet with them.

ACADEMIC INFORMATION

CLASSES Summer school teaching staff members are regular teachers at Southwestern. All are experts in their fields, and have rich experiences helping students succeed. Students are encouraged to go to any teacher for help with any questions. Please don't ever hesitate to ask for help!

ACCREDITATION Southwestern is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC).

Southwestern is approved for attendance by international students by the Department of Homeland Security. (The headmaster is the Primary Designated School Official [PDSO] for any immigration questions or problems – ask him if you have questions or need help with visa or immigration problems.)

CHANGING CLASSES Students should see a dean or the head of campus, who will help arrange any needed changes. Changes can be done any time up to Review Week. If a class seems too hard or too easy, students should talk with the teacher to see if a change is a good idea or if some other adjustment can be made. Southwestern is a small school and we can be quite flexible to help however needed.

CLASS RULES Southwestern's class rules are quite simple, but some rules are different from those at larger schools. Be sure to understand the rules that our teachers will expect:

- be on time for class with materials ready.
- don't disturb other students or classes.
- no gum chewing, eating, or drinking in classes or study halls; no gum in any building.
- always important: giving or receiving illegal aid - cheating - will not be tolerated.
This includes copying from books or other students or giving students illegal aid.
- leave classes when the teacher excuses you, not with the bell.

COLLEGE GUIDANCE A College Application Guidebook is available for all students or parents through the school offices, and is a helpful guide with a particularly valuable calendar for planning. Students at both campuses are urged to take advantage of Southwestern's excellent college guidance. See the headmaster, deans, college counselor, or head of campus for any help and to arrange visits to local colleges and universities.

DRESS CODE Summer dress is informal, allowing shorts and T-shirts as well as slacks, jeans, or polo shirts, but all students are asked to be neat and clean.

No clothing may show offensive words or designs, such as drug or alcohol statements, nor any advertisements of products.

No student should call attention to himself or herself through clothes, hair, or jewelry.

DRESS CODE – continued

Some other points to remember about dress:

--shoes may be comfortable, but must have backs and must be worn inside buildings.

--shirts may be short or long sleeved, but no sleeveless shirts may be worn for meals, classes, or activities.

--if you have any questions about what clothing is appropriate to wear, be sure to ask a dean, teacher, proctor, or dorm parent.

ENGLISH TESTING Students whose native language is not English will be tested soon after they have arrived at Southwestern to learn their strengths and weaknesses in English. These are not exams to fear or to study for, but surveys to help teachers and students understand their language needs.

EXAMINATIONS Exams are very important in preparing for college. There are "midterm" exams in all classes in July at the middle of the semester, and final exams in August at the end of the summer session.

It's very important for students to be on time and prepared for these exams. The only excuse for missing exams is a serious illness - students cannot be excused for vacations or other reasons.

Students who have special problems taking exams should talk with the teacher in advance to make other arrangements necessary for success. Midterm and final exam grades are first shown to students a few days after the exams, then are mailed to parents.

GRADING Each teacher will give a grade at the end of the summer session. A "**C**" grade is our average for college recommending work. Our "**A**" grades are for special achievements, and the "**B**" is above average.

Daily work, papers, quizzes, and exams are all considered by the teachers for grading, but behavior is not a part of academic grades. Failures are rare - we don't grade on a curve where someone has to fail. An "**I**" grade means incomplete; a month is the limit for finishing work. "**N**" means a continuing grade, and "**W**" is for withdrawals without credit or penalty.

There are no pluses or minuses - work between "A" and "B", for example, is graded as a "AB" and earns 3.5 grade points. Report cards are given to students and emailed to parents at midterm (in the middle of the summer) and ten days after the end of the session.

GRADUATION A few students are working to graduate from high school at the end of the summer session. Requirements for graduation, including 240 credits covering the A-G requirements, community service, and English proficiency, are listed in the school catalog. Students should ask a teacher or their advisor if they have any graduation questions.

HOLIDAYS

No classes are held on Independence Day (July 4th) when this falls on a school day, or on Labor Day, Monday. Students may stay on campus and enjoy meals and special activities, with continuing supervision as usual. The offices are closed, and there is no postal mail service.

HOMEWORK Some homework is given in each summer class, and yes, the teachers will expect students to finish this work or lose some free time or activity until it is done.

LOCKERS Lockers for books, drinks, snacks, PE clothing, or other personal items are available for student use. Students should contact the Student Office for information.

SCHOOL TRIPS In order to provide our students with different cultural experiences in Southern California and Northern Arizona, we take many trips to various places of interest during the summer sessions. The dress code for classes applies to all school trips. Any admissions or transportation charges are billed to the student's "incidentals" account.

SICKNESSES If students are sick and must miss a class, they must check first at the school office to get help and also ask for class assignments.

TRANSCRIPTS Student transcripts - the official records of grades and credits - are kept for students at both campuses by the records office in San Marino. Call or email the records office for copies (626-799-5010 extension: 208; records@southwesternacademy.edu). This is particularly important for students at Southwestern during the summer who need their grades and credits sent to another school for the fall - simply request the grades be sent by sending the other school's address to our records office. We cannot send records without a request.

DORM LIFE AND RULES for RESIDENT STUDENTS

ASSIGNMENTS Dorm and room assignments are chosen by the Student Office to balance students by age, interests, and languages. Students may not move rooms on their own. If students want to change rooms or roommates, they should ask the Director of Residence.

BED TIMES Each dorm has a time for lights off and quiet. Electronics must be locked up. It's important for students to respect quiet times and "lights off."

CLEANLINESS Students are responsible for having dorms in good shape each day before breakfast.

COOKING AND HEATING Cooking or equipment for cooking or heating are not allowed in dorms because of fire and health rules - thus we cannot have hot pots, rice cookers, or halogen lights. The only exceptions are irons and hair blowers. Please do not bring cooking or heating appliances to campus.

DAMAGE Students are responsible for damage to any part of the dorm. If there is a question, the student should ask a dorm parent or the Director of Residence. Please report any damage as soon as possible to a proctor or dorm parent.

EMERGENCIES Students should be aware of emergency exits and keep these clear of anything that might block the exit. Earthquake hazards should not be put on walls or shelves. For fire safety, extension cords or any burning are forbidden - including matches, candles, incense, or cooking materials.

FOOD Open containers of food or drinks cannot be kept in dorms, to avoid insects or animals. Students should be careful to throw away wrappers or drink containers so ants or mice won't be attracted to the dorm rooms. Delivered food may be ordered on weekends only, but are not needed as the school will be serving meals seven days a week. If you are expecting food deliveries, please remember to be waiting at the driveway.

GYM AND SWIMMING POOL Students can get permission from their dorm parents to use these facilities with supervision each evening before bedtime.

HOLIDAYS Students may stay on campus during the one summer holiday, July 4th, when there will be a special activity. There are meals, activities, and supervision. The American Independence Day, July 4, is a great time for international students to enjoy the parades, fireworks and typical activities of this holiday, and they will be able to participate in these celebrations of our country's birth.

INSPECTIONS Dorm supervisors and other school officials have the right to check dorms and belongings. Students will be asked to be present during any inspection.

LAUNDRY Coin operated clothes washing and drying machines are available for each dorm. Students needing help in using them, or in sorting clothes, should ask their dorm parents. If there is any problem with a machine, please report it to the school office. Change is available at the Business Office. Quarters to run the machines may also be requested to be part of your weekend allowance, which is given to students on Fridays.

MAIL Student mail is passed out each day during the afternoon assembly. Parents and friends should e-mail, or fax as follows:

For students in California:

(Student name)
Southwestern Academy
2800 Monterey Road
San Marino, California 91108

FAX: 626-799-0407

For students in Arizona:

(Student name)
Southwestern Academy
8800 East Ranch Campus Road
Rimrock, Arizona 86335

FAX: 928-567-5036

Staff and students at either campus can be e-mailed by addressing the first initial of the first name, the full last name@southwesternacademy.edu

OFF CAMPUS Students may never leave campus without special permission and without signing out first. This is an extremely important rule at Southwestern. Students hiking or walking off campus must follow the "Rule of Three": a minimum of three together at all times off campus.

CELL PHONES, TABLETS, LAPTOPS or other electronics may not be used or make noises during classes, study, or meal times, and are locked up at bedtime.

PETS Pets are forbidden by Health Department rules. No animals may be in the dorms.

STORAGE There are storage rooms near each dorm for suitcases, boxes, trunks, and other packing materials. These items may not be kept in dorms. See dorm parents for help in storage. Of course, it is best not to bring too many things to campus for the summer, especially as clothing needs are simple.

TELEPHONES

For San Marino Campus, call: **1-626-799-5010**, then the campus extension

For Beaver Creek Campus, call: **1-928-567-4581**

TIME During the summer, California and Arizona are on the same time, GMT +8 hours

TELEVISIONS School TVs with DVD players are available for all dorms and assembly areas. Please DO NOT bring television sets to campus. You may bring favorite DVDs to watch, if you wish. (These must be in NTSC, the regular American DVD format)

VALUABLES Money, passports, cameras, or other expensive items should not be kept in dorms. We would like to think everyone is honest around Southwestern, but some people can be tempted to steal. The school is not responsible for damages to or loss of personal properties.

Passports must be left with the student office - they are placed in a fireproof safe until a student is ready to leave the United States (they are not needed for identification inside the U.S. and are very difficult to replace if lost or damaged).

Valuables should be stored at the school office or with dorm parents. Items of clothing should be marked with the student's name. Other items such as calculators, radios, and so forth should also be marked or engraved with the student's name. You may borrow an engraving tool from the student office.

VISITING CAMPUS Parents and friends are welcome to visit our campuses - but are asked to email or call first to arrange appointments with our staff. Please do not visit during classes or after dark in the evening.

VISITING OTHER DORMS Students are not allowed to be in any dorm except their own. Students can meet in recreation rooms or other meeting areas.

WEEKENDS There are activities, supervision, and food service on campus each day, including weekends - summer school students are urged to stay on campus and enjoy these travels and adventures. Watch the bulletin boards to sign up for trips and activities.

Students wishing to leave campus over weekends should make arrangements at the school office by Thursday afternoon. Also, see note of "HOLIDAYS" during the summer in this section.

GENERAL INFORMATION FOR PARENTS AND STUDENTS

ACCIDENT INSURANCE All summer school students are covered by a student accident insurance plan, which protects resident students 24 hours a day from leaving home to returning. This is "secondary" coverage to other plans the student may have. The cost of the coverage is included on the "incidentals" accounting. Any accidents should be reported to the school office as soon as possible. This covers expenses for *accidents*, not for other health or medical needs. The Business Office will help with insurance claims.

AIRPORT TRAVEL Transportation to and from local airports can be arranged through the school office. Call or email the campus as far in advance as possible to arrange transportation.

BUSINESS MATTERS Parents are sent two different bills:

-- the "**STUDENT ACCOUNT**" for tuition, including room and board, showing a "billing history" of when tuition payments are due, and a "payment history" of when payments are received by the California business office.

--the "**INCIDENTALS ACCOUNT**" for student personal spending - operated like a student bank account. Parents make a deposit to "incidentals" in advance, and a student may draw against this as long as there are funds. Students sign up at the Student Office for withdrawals, which are monitored by the school staff. Parents are asked to make a sufficient deposit for the summer session. If these are used before summer is over, parents will be notified and asked to make an additional deposit. At the end of the summer session, parents will receive an "incidentals account" statement with complete details on withdrawals. Credits at the end of the summer session will be carried over to the fall term at Southwestern or refunded to the parents if the student is not continuing at Southwestern. Money should not be sent or given directly to students, but placed in the incidentals account.

WIRE TRANSFERS for a student's tuition or incidentals may be sent to Southwestern Academy, care of: **Citizens' Business Bank, San Marino, California, Routing #12234149; ABA #90-3414; Account #255-604805. SWIFT number: CBBKUS6L**

DRIVING Student driving during the summer sessions is forbidden except for special needs on a case-by-case basis. **Student drivers may NEVER carry another student in a car.** See the school office for details if needed.

EMERGENCIES Southwestern has prepared for medical and other emergencies, including major disasters. Students will take part in fire and earthquake preparations and drills. If there is an earthquake emergency, no student may leave campus except with his or her parents. Supplies and care will be provided on campus until the emergency is eased.

FAX MESSAGES Students or staff may receive or send faxes at either campus through the offices:

SAN MARINO CAMPUS FAX:	626-799-0407
BEAVER CREEK CAMPUS FAX:	928-567-5036

FOOD SERVICE Three good meals are prepared each day, including provisions for vegetarian and religious dietary needs. Special meals are available as needed for allergies or special needs. Students or parents should write or talk with the school office describing any dietary problems. There is no need for students to buy or bring any other food to campus.

GUARDIANS Because a "guardian" is a person who has legal permission to take the place of parents, Southwestern cannot consider friends or relatives as "guardians" of students without court orders. Our information goes to parents, and our instructions come from parents.

HAZING OR HARASSING "Hazing" of students, such as teasing, bullying, hitting of any sort, demanding things from another, or "harassing" by threatening, taunting, insulting another student, is illegal and unacceptable at Southwestern. Students should speak to a staff member immediately if someone is hazing or harassing in any way. It is extremely important that no student bother another with hazing, hitting, or otherwise bullying, and any offenders will be punished severely.

HEALTH CARE Southwestern has made arrangements with physicians and their staffs at our local hospitals:

San Gabriel Valley Medical Center in California
Verde Valley Medical Center in Arizona

for primary and emergency health care. Parents are asked to maintain emergency medical information, including health insurance details, with the school office and to let the school know of medical problems.

HELP Where to go for help? Students and parents are urged to talk with any teacher or staff member if they have any problems or questions - if that person can't help, he or she will make sure the student gets help. Telephone voice mailboxes are available from on or off campus to leave any message with any staff member or another student. Feel free to use these to ask questions or tell of problems, but remember to leave your own name and number as part of the message so you can be answered and helped.

IMMIGRATION QUESTIONS Go to the Headmaster's Office for help with any immigration or visa question. He is the "designated school officer" for visa or immigration matters. Visa forms and immigration assistance is available.

MONEY Parents are asked NOT to send or give money directly to students as money can be lost or used improperly. Use the incidentals account.

PASSPORTS Passports for international students must be kept at the school office as soon as the student arrives at Southwestern - not in dorms or other places where they may be lost. Passports are not needed to be carried during a student's stay in the United States. They are difficult to replace if lost.

IDENTIFICATION CARDS Identification cards are available through the student office.

SMOKING No smoking is allowed at either campus. Southwestern is concerned about students using tobacco because of the health and fire dangers. Our campuses are smoke-free for the benefit of all students and staff. State laws prohibit students under 21 having or using tobacco products, or having tobacco products, including e-cigarettes, on campus. (Older

students or visitors may not smoke on campus, indoors or out). Information about the dangers of tobacco, and opportunities for smokers to quit, are available.

Repeated smoking will bring suspension and expulsion from school.

SPECIAL RULES All students must be aware of and follow these special rules at Southwestern not covered elsewhere in this handbook:

- No student may leave either campus at any time without proper permission from the adult in charge at the time, and without signing out at the school office. The school must know where each student is at all times.
- No student may hitchhike, rent or borrow a car, or ride in a car with another student.
- No student may enter faculty apartments or touch teachers' desks or materials.
- No student belongs in dorms or bathrooms other than his or her own.
- Dorms are closed during the school day.
- No student may borrow or loan money or other property.
- Use or possession of tobacco, illegal drugs, alcohol, matches, knives, or any weapons are grounds for immediate disciplinary action, including expulsion. Prescription drugs must be turned into the deans and Student Office with medical instructions for use.
- Except in regular athletic activities, nothing should ever be thrown.
- Most trees on our campuses are dangerous to climb, so students may not climb trees or rooftops at any time.
- Because vulgar or crude words hurt the speaker and the whole school group, bad language doesn't belong at Southwestern. Students are asked to be a good example to their friends and to younger students by not using bad words at any time.
- No food may be taken out of the dining rooms, and no food may be eaten in dorms, classes, or other buildings (this is required by our health department rules).

THE LAST WORD ABOUT RULES Southwestern's summer programs are created for a rich educational experience, enjoyable times, and student growth. Parent and student cooperation with the school staff is vital for success. Understanding and following these rules and routines are important for a good, healthy summer. We are all partners in making the summer session a success. Please do not hesitate to communicate any time you have observations, questions, ideas, or comments. We're here to help in any way possible.

SUMMER SESSION FIELD TRIPS - SAN MARINO CAMPUS

MUSEUMS

Norton Simon Art
The Getty Museum (Malibu)
Museum of Contemporary Art (MOCA)
Museum of Modern Arts
Museum of Neon Art
Pacific Asia Museum
Museum of Science and Industry
Air and Space Museum
Museum of Natural History
Western Heritage Museum

UNIVERSITIES

UCLA
USC
Claremont Colleges
University of California, Irvine
Whittier College
Pepperdine University
Chapman College
California Institute of Technology (Caltech)
Azusa Pacific University

SPECIAL PLACES OF INTEREST

Disneyland
Magic Mountain
Knott's Berry Farm
Dodger Baseball games
"Medieval Times" dinner theater
Orange County Fair
Los Angeles County Fair
Galaxy Professional Soccer at StubHub Center
Hollywood Bowl concerts
San Gabriel Mission
Palm Springs Aerial Tram
Raging Waters water park
Venice Beach and Boardwalk
Old Town Pasadena
The County Arboretum
The Gamble House
Banning House
Newport and Balboa beaches
Laguna Beach and art show
Eaton Canyon Nature Center hike
Hollywood Boulevard
City Walk
Universal Studios Tour
Downtown Los Angeles
Chinatown and Little Tokyo

SUMMER SESSION FIELD TRIPS - BEAVER CREEK RANCH CAMPUS

NATIONAL PARKS AND MONUMENTS

The Grand Canyon of the Colorado River - National Park
Tuzigood, Montezuma Castle, Walnut Canyon, Montezuma Well - prehistoric ruins
Sunset Crater - volcano caldera and nature center on volcanoes
Fort Verde - U. S. Army fort from Indian Wars
Hopi Villages - American Indians living today in ancient tradition
Arcosanti - "Ecostructure" experiment of Paolo Soleri
Redrock State Park
Nature Conservancy Plain Reserve

SPECIAL PLACES OF INTEREST

Sedona ... Slide Rock on Oak Creek ... Jerome Ghost Town ... Flagstaff astronomical observatories ... Redrock Canyon train ... Museum of Northern Arizona ... Arizona State Mining Museum ... Oak Creek Canyon ... Verde River ... Bosque del Apache ... The White Mountains

NOTE: *These are some of the attractions visited during the twelve-week California summer session and the eight-week Arizona "Southwestern Adventures" program.*

Actual schedules and visits will vary according to the student interests, weather, and space availability.

Students are welcome to suggest other attractions in southern California or northern Arizona - places to visit such as other parks, colleges, concerts, museums, cities, shopping centers, and natural wonders.

In addition, of course, both campuses provide other recreational and athletic activities throughout the summer program.

CLOTHING AND DORMITORY NEEDS FOR SUMMER STUDENTS

Summer study at Southwestern is relaxed and informal. As always, however, Southwestern expects students to have pride in our school and the community. The school insists on cleanliness and a neat appearance at all times, both in classes and during recreational or free time.

This suggested list will allow for sufficient changes between laundry times. Please be certain that all clothing and bedding is carefully marked with the student's name. Sheets, mattress covers, pillows, a blanket, and towels may be purchased near campus after arrival if you prefer. Dorm parents will help with any needed purchasing.

Everyday school dress in the summer is shorts and a tee or polo shirt. Girls may wear skirts or dresses if they wish, and boys may wear trousers. All clothing must be neat and in good taste. Clothes may not have offensive slogans or pictures, including advertising for alcohol, tobacco, or illegal products. This applies at all times, including off-campus trips. Shoes or sandals must be worn at all times, though no platform or high-heeled shoes may be worn.

Students may wish to bring dressier clothing for occasional visits to restaurants or evening events during the summer, though southern California and the Sedona region of Arizona is seldom formal during summers. A swimsuit or two is important, as there are many trips to water-sport activities, beaches, streams, and swimming pools. Surfing gear can be rented at the California beaches.

Student rooms are equipped with beds, desks, a dresser or wardrobe, and a desk chair. Students may wish to bring a desk lamp, or a safe small fan. No freestanding floor lamps, Halide lamps, or heating/cooking equipment are allowed.

Do not bring valuable items or cash over \$20. The school office will keep passports and larger amounts of money in a safe place.

Other optional items according to interests include:

Camera and film - sunglasses - tennis racket - golf clubs - art supplies (sketch pad, pencils, etc.) - small computer games - fishing tackle

NOTE: Cooking or heating appliances (rice cooker, hot plate, refrigerator, etc) or extension cords are absolutely NOT ALLOWED by fire and health department rules. No weapons or knives may be brought under any circumstances.

Small quantities of snack foods and drinks may be kept sealed in student rooms, but not opened or eaten in the rooms. Wrapping materials, crumbs, and empty drink containers must be disposed of carefully and not left lying around, as they draw insects, ants, and rodents.

WHAT TO BRING TO CAMPUS FOR OUR SUMMER SESSIONS

Six sets underwear
Six tops/T-shirts
Three pair shorts or slacks
Two pair jeans
Two pair pajamas or sleepwear
Two or three swimsuits or cutoffs for swimming
Two pair shoes
One pair shower thongs
One pair sandals
One bathrobe
Two light sweaters or sweatshirts
Set twin bed sheets, pillow, mattress cover, pillow cover
One light blanket
Three bath towels and washcloths
Laundry bag
Any personal medications or health needs

TOILETRIES: soap, shampoo, toothpaste, toothbrush, comb, insect repellent, lip balm, sun screen (at least SPF 15, higher recommended - the Southwestern summer sun can burn easily).

SCHOOL SUPPLIES: you do not need to bring pens, pencils, paper, etc., as the teachers will provide these. A good English dictionary is helpful. Bring any special textbook that you may need to review if you are taking a makeup class.

ADD-ONS FOR ARIZONA CAMPUS SOUTHWESTERN ADVENTURES:

Remember that many Arizona activities take place outdoors!

Sleeping bag
Flashlight
Hiking shoes or boots
Backpack
Water bottle or canteen
Western riding clothes, if desired

Remember to mark everything clearly and permanently with your name!