

Student Name \_\_\_\_\_

# Student Handbook

2009-2010

**Monterey Bay Academy**  
*Where Land and Sea Unite to Inspire*



## 2009-2010 CALENDAR

### August 2009

09 Registration  
10 School Begins  
10-14 Orientation Week  
26-30 Senior Survival

### September 2009

04-06 Varsity Flagball Tournament  
07 Labor Day (regular school day)  
14-19 Fall Week of Prayer  
30-05 HOME LEAVE

### October 2009

01-10 Italy Trip  
02-04 Varsity Flagball Tournament (Fresno)  
09-11 JV Flagball Tournament  
30-31 Senior Recognition

### November 2009

06-08 Music Tour  
13-15 Varsity Volleyball Tournament  
22 Sunday School (Career Day - required)  
24-29 HOME LEAVE

### December 2009

02-05 Varsity Basketball Tournament (PUC)  
15-17 Semester Exams  
17-03 HOME LEAVE

### January 2010

08-10 Varsity Basketball Tournament (Fresno)  
15-17 Varsity Basketball Tournament (CVCA)  
18-22 ASB Spirit Week  
25-30 Student Week of Prayer

### February 2010

04-07 CCC Choral Performance  
10-15 HOME LEAVE  
19-21 JV Basketball Tournament  
24-27 PUC Band Festival

### March 2010

05-07 MBA Music Festival  
14-15 Academy Days  
18-28 Mission Trip  
18-28 HOME LEAVE

### April 2010

05-10 Week of Prayer  
22-25 Alumni Weekend  
26-03 Music Tour  
28-03 HOME LEAVE

### May 2010

10 All-School Picnic (required)  
25-27 Semester Exams  
28-30 Graduation

## MISSION STATEMENT

Monterey Bay Academy is committed to excellence in communicating Jesus Christ while teaching young people to balance academics with everyday living in a clear and practical manner, so they will be equipped to grow in wisdom, integrity, and service.

## Monterey Bay Academy

Address 783 San Andreas Rd  
La Selva Beach CA 95076-1911  
Phone 831-728-1481  
Fax 831-728-1485  
831-728-1638 Boys' Dorm  
831-728-1343 Girls' Dorm  
Web [www.montereybayacademy.org](http://www.montereybayacademy.org)

## MBA ADMINISTRATION

**Tim Kubrock**, Principal  
[principal@montereybayacademy.org](mailto:principal@montereybayacademy.org)

**Shelley Hulin**, Vice Principal of Academic Affairs (Registrar)  
[academics@montereybayacademy.org](mailto:academics@montereybayacademy.org)

**Jay Ketelsen**, Vice Principal of Operations  
[jay@montereybayacademy.org](mailto:jay@montereybayacademy.org)

**Ben Rosas**, Vice Principal of Finance (Business Manager)  
[financial@montereybayacademy.org](mailto:financial@montereybayacademy.org)

*Owned and operated by the Central California Conference of Seventh-day Adventists*

Central California Conference Department of Education

Address PO Box 770  
Clovis CA 93613-0770  
Phone 559-347-3000  
Web [ccc.adventist.org](http://ccc.adventist.org)

**Vern Biloff**, Superintendent of Education  
[vbiloff@cccda.org](mailto:vbiloff@cccda.org)

## ACCREDITATION

Monterey Bay Academy is accredited by the Western Association of Schools and Colleges (WASC) and the Adventist Accrediting Association (AAA), and is currently accredited through June 30, 2013.

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## PRINCIPAL'S WELCOME

Dear Students and Parents,

Welcome to Monterey Bay Academy. It is my hope and prayer that Jesus will be lifted up every day of your MBA experience. God has brought each of us here for a reason in this time and place.

Abraham Lincoln once said, "the philosophy of the classroom in one generation will be the philosophy of government in the next." I would take that one step further, and add that much of the philosophy and the habits you establish here at MBA will be your philosophy for life and for eternity.

Students spend thousands of hours in school over the course of many years pursuing their education. Life is too precious and too short to waste on idle and meaningless endeavors. It is my prayer that you will have a rich and valuable MBA experience filled with much growth and many positive memories. Make the most of your opportunities while you are here. Live each day to the fullest so you can look forward with confidence, and back without regrets.

The purpose of this handbook is to outline some of the rules and policies here at MBA. These are necessary to avoid confusion and to provide a safe, healthy learning and living environment. If you were to take away the rules from a game of basketball, it would cease to be a game, it would be chaotic. Likewise, rules and guidelines help us all work together.

Please take time to read and understand this book. Each MBA student has signed a pledge on their application for admission. They have agreed to uphold the school rules as outlined in the school bulletin and this student handbook. Place this handbook where you may access it during the year.

I hope that you will gain more than a good quality academic education here. I hope that you will grow spiritually, socially, and physically as well. God wants each of us to live a rich and abundant life. Hopefully, this year at MBA will be an important step in that journey.

Sincerely,



Tim Kubrock  
Principal

## HISTORY

During World War II the property that is now MBA was Camp McQuaide, a U.S. Military base. When the war ended, Camp McQuaide was decommissioned and considered surplus property.

Through a series of miraculous events and the vision of men like pastor Leal Grunke, the Seventh-day Adventist Church was able to purchase the 379 acres of beautiful beach front property in 1948. Thus began the difficult work of converting "Camp McQuaide" into Monterey Bay Academy.

There was much work to be done and many buildings to be constructed. The first school year was the 1949-50 year. The school name, Monterey Bay Academy, was chosen by pastor Grunke. His wife, Ruth, is credited with creating the school motto "Where land and sea unite to inspire."

Since 1949, Monterey Bay Academy has served as a place of learning and spiritual growth for more than 8,000 students and has seen 95% of those students go on to college and a variety of successful careers. MBA is part of the world's largest protestant school system (there are more than 5,000 Seventh-day Adventist schools around the globe).

The MBA campus, which includes about 3/4 mile of private beach, offers beautifully kept expansive lawns, flower beds and Monterey Pine and coastal Cypress trees that frame amazing views of the Pacific Ocean from almost anywhere on campus.

Today, MBA is operating for the 61st consecutive school year. It is our hope and prayer that Jesus will be lifted up each and every day at this special place. It is our desire for students to get an excellent education here as they develop their God-given talents and prepare for a life of service that will last throughout eternity.

## NON-DISCRIMINATION POLICY

Monterey Bay Academy, and the Seventh-day Adventist Church in all of its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin or sex in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

## EXPECTED SCHOOL WIDE LEARNING RESULTS (ESLR'S)

Students at Monterey Bay Academy shall strive to be:

### I. Inquiring scholars who:

- a. Demonstrate a minimum competency in the core subject areas.
  - i. Grades-minimum of passing all classes to graduate
  - ii. ITED test results minimum of 9th grade competency
  - iii. ACT and SAT
- b. Exhibit critical thinking and study skills necessary to succeed in school.
  - i. Portfolios
  - ii. Group learning projects
- c. Meet college/university entrance requirements
  - i. Advanced Placement Classes
  - ii. ACT and SAT
  - iii. Advanced Diploma
  - iv. Graduate
- d. Use technology as a productive tool to enhance learning.
  - i. Projects
  - ii. Power point
  - iii. Class projects
  - iv. Videos
  - v. Internet research projects

### II. Healthy Individuals who:

- a. Live a healthy and balanced lifestyle
  - i. Few sick days
  - ii. Mandatory health class attendance
  - iii. Limited time out of dorm during evening
- b. Exhibit self-discipline
  - i. Attendance in class
  - ii. Citizenship grades
- c. Develop a program of life long fitness
  - i. Mandatory three years of physical education.
  - ii. Participation in intramural and extra-curricular sports

### III. Growing Christians who:

- a. Choose Christ as their personal Savior
  - i. Baptism
  - ii. Personal testimonies
- b. Continue a faith based relationship with God:
  - i. Voluntary participation in small group Bible study
  - ii. Community outreach
- c. Use Biblical principals as the basis for living a Christian lifestyle.
  - i. Responsible decision making
  - ii. Use of pure and wholesome language

#### IV. Contributing citizens who:

- a. Contribute in meaningful and productive ways to the community.
  - i. Completing required hours of community service each year
  - ii. Volunteering
- b. Conduct themselves according to the principles of honesty and decency:
  - i. Dress modestly
  - ii. Speaking appropriately
  - iii. Treating others with respect and kindness
  - iv. Doing their own work in and out of class
  - v. Respecting the property and personal rights of others
- c. Exhibit self-discipline:
  - i. Attendance in class and required services
  - ii. Completing assignments on time
  - iii. Being in the appropriate place at the appropriate time
  - iv. Using resources wisely
  - v. Time management skills

## ORGANIZATION

### ADMINISTRATIVE COMMITTEE

Ad Committee is composed of the following individuals

Principal–Chairman (or his designee), VP of Academic Affairs, VP of Operations, Pastor, Deans, Cafeteria Director, Recruiter, Administrative Secretary as secretary, ASB Sponsor, and student representative (for non-discipline items).

The purpose of this committee is to deal with various policy decisions, calendar items, student and faculty requests, and approve disciplinary items as voted by the Deans' Council. They meet weekly, usually on Tuesday mornings in the Principal's office.

### DISCIPLINE COMMITTEE

This committee is composed of the Principal (or his designee), one boys' dean, one girls' dean, and the school recruiting/marketing director. When students are invited into Deans' Council, their faculty advisor is usually invited to be present. The council's function is to decide disciplinary actions when necessary. The council will strive to be fair and consistent. However, fairness always demands that the individual circumstances surrounding the actions of students be considered along with many other factors. Therefore, fairness may at times appear inconsistent. Students, parents, or faculty should not expect the council to always meter out the same discipline in every case involving like behavior.

At no time will attorneys, their representatives, or a court reporter be allowed to be present during disciplinary proceedings or during an appeal. Nor may a recording be made of the proceedings without permission. As a private school, Monterey Bay Academy has the right to make disciplinary decisions it deems appropriate without the involvement of these individuals. Furthermore, MBA reserves the right to have all disciplinary decisions made by its representatives stand as final. However, the council is willing to reconsider its decisions if it can be pointed out that certain evidence has not been considered.

## ATTENDANCE POLICY

We are here to educate students. We feel that classes are a vital part of that education, thus we have a standard that requires students to be enrolled in five core classes in order to remain in attendance at Monterey Bay Academy.

This attendance policy applies to each class, each quarter.

01. A student may be **dropped** from a class **after 15% of the instructional time has been missed** (or upon receiving the 7th absence). **Daily sickness counts toward this total.**
02. Exceptions to this policy include administratively (school) excused absences. These include, but are not limited to field trips, tours, mission trips, class trips.
03. In the case of a student reaching 7 absences in a class, they may appeal being dropped from that class if they had extended illness during the quarter. Academic Standards and Curriculum Committee (ASACC) will hear and decide all appeals.
04. **New attendance activity (unexcused absences or tardies) will be sent to the parents every two weeks by mail.** The student will be able to view their attendance each day and week as it is posted in the hallway of Grunke Hall. The three reasons absences may be excused

include **illness** of the student, **death** of a loved one, and a required **court appearance**.

05. Teachers may assess a **penalty of up to 2% of the grade** for each **unexcused** absence. Three tardies equal one absence.
06. If a parent wishes to take a student on a family vacation, this request must be made through, and granted by Ad Committee. It is requested that these requests be submitted at least two weeks prior to the vacation or outing. Leaving early or coming back late from a home leave falls into this same category. The parent will be **asked not to jeopardize the student's enrollment in a class**.
07. Absences will be posted the morning of the following school day. It is a **student's responsibility to check the attendance board**. Students will have five school days to care for an unexcused absence after which it may not be changed. **Doctor's notes are our best documentation of excused absences due to illness or any other medical appointment that requires a student to miss classes. Thus it is necessary to have these notes to excuse these types of absences.**
08. Once a student is on sick list he/she remains on the list until the next morning. If a student is placed on a sick list, he/she must remain on sick list until released by the school nurse or a designated official. A student who resumes activities without permission from the school nurse or designated official may receive unexcused absences in all classes missed during the period of illness.

As you go through the quarter the following discipline will be assessed for accumulating the following totals:

- 9 points** a formal written notice will be sent to the student and his/her parents.
- 15 points** a formal written notice will be sent to the student and his/her parents and a **conference with you, your parents and the Attendance Officer prior to returning to classes**.
- 21 points** you will be sent home for a one-week suspension, asked to assess your desire to be here, submit a written request to return to Monterey Bay Academy along with a **\$50 re-application fee**.

The **maximum number** of points that a student may accumulate in a quarter is **30 points**. At that time the student will be **asked to withdraw** from school and go home.

**Dorm Students** Absences due to illness may only be excused by the dormitory deans or the school nurse.

**Village Students** Absences due to illness may be excused by the parent/guardian or the school nurse. Traffic, oversleeping, the alarm not going off, car-pool scheduling problems, etc. are not acceptable excuses for being tardy or absent.

If you become ineligible for varsity or touring groups your only recourse to regain eligibility is to prove yourself with no unexcused absences or its equivalent for a period of four (4) weeks. This does not apply to club, class, or ASB offices.

*continued...*

## DEFINITIONS

01. An **excused absence** is an absence due to illness, a medical appointment, a court appearance, a funeral in the immediate family, or any other emergency approved by the Administrative Committee.  
Consequences The student is able to make up all work. These absences do count towards the 15% of missed instructional time.
02. A **school excused absence** is an absence or tardy due to a school activity.  
Consequences The student is able to make up all work, and there are no further consequences.
03. A **pre-arranged absence** is an absence due to a planned family outing or trip that has been pre-approved by the Administrative Committee. Only one pre-arranged absence is allowed per semester.  
**Consequences** A student will be able to make up classroom tests with an assessed fee of \$10 per test. The \$10 fee for each make-up test must accompany the request for the pre-arranged absence. A pre-arranged absence is not considered an unexcused absence, but the student will receive no credit for in-class work on the day(s) missed. These absences do count towards the 15% of missed instructional time.  
**Procedure** Pre-arranged absence request forms are available in the Academic Affairs Office. The student must obtain the signature of each teacher on the request form. The student must then submit the request to the Administrative Committee. A \$10 fee for each make-up test must accompany the submitted request.
04. An **unexcused absence** is an absence where the student has skipped class without having received permission from the Administrative Committee and which does not fall into one of the exceptions listed above.  
Consequences The student is subject to consequences as outlined in the Attendance Policy section of this handbook. The student cannot make up work. The teacher has the discretion to lower a student's classroom grade due to unexcused absences as per the attendance policy. These absences do count towards the 15% of missed instructional time.
05. A student is **suspended** when he/she is asked to be absent from school by Administrative Committee action.  
Consequences For every three days (or any part thereof) that a student is suspended from school, the attendance grade will be lowered one letter grade. The student is able to make up work.

Note Monterey Bay Academy is frequently asked to give recommendations for former students. One of the records often requested is the record of the student's absences and tardies. **Make your record a good one!**

**ATTENDANCE GRADES**

Total Points	Grades	Total Points	Grades
0	A+	11	C
1	A	12	C
2	A	13	C-
3	A-	14	C-
4	B+	15	D+
5	B+	16	D+
6	B	17	D
7	B-	18	D
8	B-	19	D-
9	C+	20	D-
10	C+	21+	F

For every three (3) days of suspension or any part thereof, the attendance grade will be lowered one letter grade.

**MEDICAL APPOINTMENTS**

01. Medical appointments should be scheduled during home leaves.
02. When a parent schedules a medical appointment for a student during school or work hours, the Vice Principal of Academic Affairs must be notified of the appointment.
03. The student must bring a note from the doctor's office (with the date and time of the appointment) to the Academic Affairs Office upon return to excuse the absence. These absences still count towards the 15% of missed instruction time.
04. The deans will impose an eight dollar fee for transporting students to medical appointments in Watsonville, and a sixteen dollar fee for appointments in Capitola and Santa Cruz. These fees must be paid directly to the driver at the time the student is transported, and cannot be charged on the student's bill. If the medical appointment is due to a school-related injury, the school will not charge for one of the deans to drive the student for medical attention.

**WORK ATTENDANCE**

Work attendance is just as important as class attendance. See attendance policy. Students who miss work will be subject to disciplinary action.

**ANNOUNCED RULES**

Announced and stated rules during the school year are as binding as written rules. **The rules in this handbook are not exhaustive and are subject to modification at any time during the school year.**

**ASSEMBLY**

Assembly will be required of all students (boarding and day) and meets on Friday morning. The dress is school attire. Attendance will be taken and the students will have assigned seats. There are occasionally special assembly meetings.

**AUTOMOBILES**

01. All students wanting to have a vehicle on campus must sign and complete all automobile registration forms provided by the deans before any vehicle is brought onto the campus. In addition see the dorm and day student sections of this handbook.

**BEACH ACCESS**

Monday and Wednesday are boys' beach days. Tuesday and Thursday are girls' beach days. Check the beach schedule on the dorm bulletin board for the weekend schedule. Unless permission has been given to jog or bike on the bluff, students should not go beyond the maintenance road unless it is their beach day. The beach area is closed after supper or by sundown, whichever occurs first.

**BICYCLING OFF-CAMPUS**

01. A written permission slip for biking off campus, signed by a parent or guardian, must be on file in the dean's office.
02. There must be three people in a group unless permission from a parent or guardian is received and on file in the dean's office.
03. The bicyclists must have a written pass from the deans.
04. There is a two-hour time limit.
05. Helmets must be worn while bicycling.
06. General town and shopping activities are not permitted during Sabbath hours.
07. Students should declare their destinations and route to the dormitory deans when signing out.
08. Bikes must be stored in dormitories as outlined by the deans, or in storage units provided.

**BICYCLING/ROLLER BLADE/ROLLER SKATE/SKATEBOARDING POLICY**

Bicycling/roller blading/roller skating/skateboarding is allowed on campus as long as the following guidelines are adhered to:

01. Each person must wear all necessary protective gear such as a fastened helmet, knee and elbow pads, gloves (recommended), etc. when roller blading, bicycling, skating, or skateboarding. Shirts must be worn at all times.
02. Students in possession of a skateboard, etc., must also have a helmet ready to use.
03. Roller blading, skating and skateboarding is only allowed in the MBA Church parking lot. **It is not allowed on campus roads or sidewalks.** Luge type skating is not allowed.
04. Jumping on or off steps is not permitted, nor is any other activity that may be hazardous to

- anyone's safety or potentially destructive to property.
05. The blader/skater must keep his/her speed and skating movements under control at all times so as not to jeopardize his/her safety and/or the safety of others.
  06. No roller blading or skating is allowed after dark unless the ball field lights are turned on.
  07. Rails must be no higher than 12" off the ground and **must not** be elevated in any way. The use of any type of ramp is prohibited.
  08. There is to be no blading/skating/skateboarding on the graduation stage, tennis courts, campus circle, gym steps, store steps, dorm steps, sidewalks, or any buildings.
  09. Students who violate these guidelines may have their equipment confiscated and face a loss of privileges for a given period of time.
  10. Staff, speak with parents when faculty children are in violation. Confiscated skateboards should be given to parents.

#### **BODY ART – PIERCING/TATTOOS**

These practices are not encouraged nor in harmony with MBA principles, and may be quite harmful to your health if not done professionally within a sanitary environment. Therefore, no one is to perform these practices on themselves or another person while at MBA. Those caught performing or receiving these acts on campus will face an automatic suspension and/or expulsion. Tattoos should likewise be avoided and must be concealed at all times.

#### **CAMPUS**

Unsupervised areas of campus are off limits unless permission has been secured from a Dean, Administrator or a Supervisor on duty.

#### **CAMPUS LEAVES**

01. A student must **obtain a pass from the dormitory dean** prior to leaving. He/she must sign out when leaving and sign in when returning, and check in personally with the dean.
02. All overnight leaves require direct parental and dean's permission and a leave card must be filled out.
03. Students are not permitted to leave campus with anyone under 25 years of age, unless it is a member of their immediate family who has been approved by the parents. The only exceptions to this rule are in the cases of Senior Privilege and trips home. In the later case, written and verbal permission from both the rider's and driver's parents must be received by the Dean prior to the students' departure.
04. No walking or jogging off campus is permitted. There is no jogging or walking beyond the road in front of the maintenance building after dark.
05. Guidelines for town trips with faculty are:
  - a. Check out with the deans and receive an off campus pass.
  - b. While faculty does not have to remain with students, they are responsible for returning them to campus.
  - c. Shopping time should be limited to two hours.
  - d. It is best to go to town in groups of two or more.
06. Weekend leaves end in time for study hall Sunday evening (8:20 pm). Students should not return later than this.
07. If a campus leave causes a student to miss classes, the request must be presented to Administrative Committee and approved before the absence takes place. If a campus leave causes

a student to miss a work assignment, the work supervisor must approve the leave before it may take place.

08. If a student wishes to visit a staff home, he/she must obtain permission from the dean, and the dean will communicate with the faculty member.
09. School and dress standards are to be maintained on all off-campus activities. Fundamental school standards are listed in the school bulletin.

**Dean's Council will consider leaving campus or being out of the dorm after evening worship time without permission as a serious offense, warranting serious discipline and possible expulsion.**

#### **CHEATING**

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to the following behaviors: glancing during a test or quiz, non-sanctioned "team" work on an assignment, habitual absenteeism on test/assignment days, failure to cite sources adequately on assignments, copying a research paper or assignment, changing answers, possession or use of cheat notes, stealing a paper, test, or key, carrying a test out of a room, copying someone else's paper or test, excessive "outside assistance" on an assignment, and plagiarism. The general policy for a student who cheats will be to receive a grade of 0 (zero) on the work, a conduct slip and a prompt phone call or written message to the parent or guardian. However, individual classes may impose a more severe penalty, including failure of that course. A student who continually cheats may lose credit for a class, and may also be suspended or expelled from school. A student who willingly allows a test or paper to be copied is just as guilty of cheating as the person who does the copying.

#### **CITIZENSHIP POLICY**

Citizenship grades will be affected each quarter as follows:

01. All students start each quarter with an A grade in citizenship
02. Each conduct slip—lose 1/3 of a letter grade
03. Social conduct—lose 1/3 of a letter grade
04. Suspension—lose one letter grade for each day of disciplinary suspension
05. Food fight—lose one letter grade
06. Room cleanliness, program attendance and dorm program impact citizenship grades.

This list is not intended to be all-inclusive. The citizenship grade will be affected for each act of misconduct regardless of whether several happen at one time or during multiple incidents.

Any student who receives an F in citizenship will be expelled from school.

#### **CLOSED CAMPUS**

All Central California Conference academies have closed campuses. This means that Monterey Bay Academy students do not leave campus for any reason without specific permission from an administrative office. Senior privilege/passes are the exception and must follow the senior privilege policy.

#### **COMPUTER USE**

Computer technology is vital in helping students meet academic requirements as well as providing an efficient means for communications with friends and family. However, computer technology can also be used for purposes that are incompatible with the philosophy and standards of Monterey Bay Academy.

Students are allowed to have personal computers as long as long as the following guidelines are met. Misuse of your computer privilege may result in a fine, and will result in immediate removal of the computer from the student for a minimum of two weeks on the first offense, four weeks on the second offense, and possible permanent loss of the computer thereafter. The student may also be subject to further discipline from the Deans' Council. Misuse includes:

01. Interference with classes, study hall, work responsibilities, or after lights out.
02. All software, games, etc. that are not in harmony with the school's entertainment philosophy (i.e., **No parental advisory music. No pictures, games, graphics, or material of any kind with violence, nudity, sexual content, strong language, blood, gore, and drug use.**)
03. Use of wireless or wired networks.
04. Use of wireless Internet/broadband access services outside what MBA provides.

### CONCESSIONS

The Administrative Committee must give permission for any organizations and/or students to sell items for fundraising purposes. This includes selling of all snacks, junk foods, refreshments or any other approved items for profit.

### DECORUM

Proper decorum is one of the principles we strive to teach at MBA and includes:

01. Arriving at meetings on time.
02. Being quiet and attentive from the time one enters the meeting place until the meeting ends.
03. Refraining from whispering, giggling, reading, note writing, sleeping, and **exiting and re-entering the meeting**. One should exit in extreme situations only. The exit and re-entry should be between numbers and not during a performance.
04. Dress should be appropriate for the activity and location.
05. Reverence should be maintained in religious services.
06. Songbooks should be returned quietly to the rack in church services.
07. Remember that there are no excuses, other than illness, from religious services.

### DFI LIST

Those students who have earned two D's, an F, or an Incomplete will be placed on the DFI list. If you are on DFI, restrictions will be placed on your activities. These may include loss of privileges, special study halls, tutoring, exclusion from extra-curricular activities, etc.

### DISCIPLINE

MBA places a high priority on students assuming responsibility for their behavior. In an effort to teach and train, discipline will be administered when necessary. You are responsible for the choices you make, and part of the staff's commitment is to hold the student accountable. Consequences for misbehavior depend on the seriousness of the offense, the conditions under which it occurred, and the record of past behavior. If an irresponsible choice is made, you may face one or more of the following consequences

01. **Conduct Slip** (each lowers the citizenship grade by 1/3 of a letter)
02. **Invitation to Deans' Council** Students may be invited to Deans' Council or a parent conference.

03. **Fine/Restitution** Students may face a fine/restitution for certain actions or for the possession of contraband.
04. **Community Service** This is something that may be assigned to the student for a minor discipline issue, or in addition to other actions taken. Community service may be performed in the dormitory, cafeteria, grounds, or other campus areas as assigned by the Dean or the Deans' Council.
05. **Loss of Privileges** Students with citizenship grades lower than a C will be subject to loss of privileges, eligibility for extra-curricular activities and student offices.
06. **Campus Bound** When you are placed on a campus bound restriction, you are not to leave campus without the Dean or Administrator giving special permission. Students who abuse the privilege of leaving campus will be campus bound, and will not be allowed to leave campus for a specific period of time.
07. **Dorm Bound** When you are placed on a dorm bound restriction, you are to leave the dorm for classes and work only. During recreation time, meal times, and all other free time, the student is to be in the dorm and must get permission from the dean to leave the dorm for any reason. Meals will be brought to you.
08. **Room Bound** If you are placed on room bound restriction, you are allowed to attend work and classes only. During recreation time, mealtime and all other free time, you are to be in your room. You are not allowed to have visitors, use the phone, do laundry, or go to the exercise room. Your meals will be brought to you. The only time you may leave your room is with the Dean's permission.
09. **On Campus Suspension** This is similar to being room bound with the exception that you do not have the freedom to go to class or work. You are completely room bound.
10. **Suspension** The student is asked to leave campus with their parent/guardian for a designated period of time. Other stipulations may apply as outlined by Deans' Council. Each day of suspension lowers the citizenship grade a letter.
11. **Expulsion/Withdrawal** Under major disciplinary circumstances (i.e., hazing, drug or alcohol use, theft, having a person of the opposite sex in your room, etc.) a student will be asked to withdraw or may be expelled for the remainder of the school year. Students may appeal their expulsion as outlined in the grievance policy of this student handbook.

Monterey Bay Academy is not equipped, nor are its teachers and deans generally trained, to deal with serious emotional or behavior problems. The administration reserves the right to dismiss a student at any time or to deny admission or re-admission to a student when it feels it is in the best interest of the student, or when the behavior is disruptive of other students' learning, dormitory living, or the MBA program.

Physical injury to another person can also result in immediate expulsion from school. Illegal or inappropriate activities that occur outside of the MBA program that lead to the embarrassment of MBA may be grounds for dismissal.

### CONDUCT THAT WILL NECESSITATE A POLICE REPORT AND DISCIPLINARY ACTION

01. Use or possession of weapons, including firearms, explosives, knives, daggers or martial arts-type weapons.
02. Use or possession of firearms or explosives will result in immediate expulsion from school, and a report will be made to law enforcement authorities.

03. Sexual abuse.
04. Breaking and entering or grand theft.
05. Battery or assault.
06. Possession, possession for sale, or sale of controlled substances.
07. Hazing.

Each teacher has the discretion to establish classroom rules, to reinforce appropriate behavior and impose consequences for misconduct within the classroom setting. The dormitory deans will do the same for the dormitories. These announced guidelines are in addition to and as important as those outlined in this handbook.

### DISHONESTY

Anyone abusing honesty by any form of lying, cheating, stealing, copying, mass-producing documents, etc. will receive a conduct slip, and may be suspended or expelled from school. This also includes use of school phones, copy machines, and other related equipment.

### DORM VISITATION

MBA has a **zero-tolerance policy** when it comes to being inside the dormitory of the opposite sex. Girls are not to be in the boys' dorm and boys are not to be in the girls' dorm. If a student has important business that necessitates his/her presence in the opposite dorm, the student must obtain a pass from his or her dean. Any student who visits the opposite dorm or who allows a student of the opposite sex in his/her room or visits them inside another part of the dormitory will be asked to leave MBA for at least a semester. Likewise, students who help facilitate other students in this way may also be asked to withdraw or be expelled.

### DROPPING A CLASS

To drop a class, a student must:

01. See the Vice Principal of Academic Affairs for approval.
02. Obtain parental permission.
03. Get an add/drop voucher from Vice Principal of Academic Affairs.
04. Get the teacher to sign an add/drop voucher.
05. Return the add-drop voucher to the Vice Principal of Academic Affairs.
06. Continue attending classes until the above process is completed.

### ELECTRONIC DEVICES

It is our desire to provide the most conducive learning environment possible on our campus. One of our objectives is also to help educate students in practicing proper etiquette and common courtesy when it comes to the use of electronic devices. Therefore, the use of electronic devices, including but not limited to, cell phones, pagers, iPods, and personal listening devices will be restricted in the school environment.

Students are not allowed to use these devices in the Ad. Building, classrooms, cafeteria or church. These devices should not be seen, heard or used in these areas. (Use in the work-place will be at the discretion of the immediate work supervisor.)

A student in violation of this policy will have the item confiscated, labeled and turned in to the prin-

cipal's office. Repeated violations will result in a student receiving a conduct slip—impacting their citizenship grade.

### ELIGIBILITY

Eligibility for ASB/Class office, varsity sports, music groups, extra trips, and other touring groups is based on grades, citizenship, attendance, and being current with finances. To run for office, the previous semester's attendance and citizenship grade will be used. For athletics, the GPA will be taken from the last previous grading period or midterm report. Students must meet and maintain the following standards:

ASB Officer	3.0 GPA
Class officer	2.5 GPA
Varsity and other co-curricular activities	2.0 GPA

No F's or I's are allowed and no more than one D grade. All students must maintain at least a C- in attendance. For student offices—no citizenship grade below a B-, and for athletics, no lower than a C. To regain eligibility for extra-curricular activities (not student offices), in citizenship, student must have four weeks of good citizenship. In attendance, student must have no unexcused absences (or its equivalent) for four weeks.

### FIGHTING

Fighting will subject those involved to serious discipline, likely including suspension and possible expulsion. Students must learn acceptable non-contact methods to settle conflicts. Faculty members should be asked to act as mediators if needed.

### FINES

At the discretion of the Administration and/or Deans' Council, and in addition to any other discipline, fines may be levied for the following offenses, and are payable to the person or department against which the infraction occurred. Amounts are listed as maximums. The following list is not meant to be all-inclusive.

#### \$500.00 fines

- Use or possession of illegal weapons, firearms or explosives. **Use of or possession of firearms or explosives will result in expulsion from school.**
- Tampering with the electrical system of the dorm or with the fire alarms.
- Vandalism (the willful destruction of property).

#### \$200.00 fines

- Entering or exiting any building by unauthorized means (fire doors, windows, pool, going onto roofs, etc.)
- Illegal possession of keys. A fine of up to \$200 may be levied per key. **This offense may also result in expulsion from school depending on the circumstances.**

#### \$50.00 fines

- Possession of televisions, VCR's, video tapes, DVD's, or "parental advisory" labeled music or materials. These are not allowed at MBA and will be immediately confiscated. A fine of \$50 for each such tape and/or CD will be imposed.
- Misuse of radios, tape, CD or DVD players, or computer programs. Misuse is defined as playing music and or games too loudly, listening to secular music on Sabbath, any music or other

programs labeled as “parental advisory”, and the possession of materials promoting Satanic ideas, aspersion against individuals, and degrading of race, sex or religion. Misuse will be defined at the discretion of the deans, faculty members, adults in charge, Dean’s Council, the Administrative Committee or the administration of the school. Violation of rules regarding TV, VCR’s, videos, DVD’s, radio, tape players, CD players, speakers or music will result in confiscation and fine.

- Removal of window screens. Breaking of screen seals plus payment for replacing and repairing of screens.
- Tampering with smoke alarms and/or their batteries.
- Usage of fire materials, matches and candles.

## FORMS

The following permission forms must be on file in the dean’s office upon registration:

- Parent Medical Consent to Treat Form
- Special Activities Permission Form
- Parental Permission for Leaving Campus

All MBA students must also sign:

- A statement of agreement with the school rules as outlined in this handbook and the school bulletin (done with signature on the school application).
- An acceptable use policy (AUP), outlining computer usage at MBA.

## GRIEVANCE POLICY

If an appeal is desired on any disciplinary decision, these are the steps and order in which they should be taken in order to reach resolution

01. Talk with the staff member involved.
02. Speak with the Principal or other administrator.
03. Request in writing a hearing with the disciplinary committee. (a decision will be reached and communicated in writing with the student and parents within 5 days).
04. Request an appeal to the school board of trustees.
05. Finally, concerns may be directed to the superintendent of Education at the CCC Conference office in Clovis, CA.
06. The student(s) involved in the appeal will be expected to abide by all rules, regulations, and requests of the Academy during the appeal process.
07. MBA reserves the right to ask the student(s) involved in the appeal process to be suspended from the campus during that appeal if it is in the best interest of the school and its program.

The student or parent should submit a written request for an appeal to the Principal. The request should specify what new evidence or circumstances they wish to have considered. The student may have his parents/guardians, pastor, or a faculty member present when a discussion of this new evidence takes place. However, the student’s parents/guardians or pastor will not be present when the final action regarding the matter is determined.

While any disciplinary decision is being appealed, the student involved in the appeal is expected to abide by all rules and regulations of the academy. MBA reserves the right to ask the student involved in an appeal process to be suspended from the campus during the appeal if it is determined the program of the school will best be served by that action.

## GYMNASIUM RULES AND REGULATIONS

01. No street shoes or cleats, only non-marking athletic shoes are allowed in the gym. Please clean your shoes before entering. No skates, roller blades, scooters or skateboards are allowed in the gym.
02. Students are not allowed in the gym without faculty supervision or the pool without faculty supervision and a lifeguard.
03. Monterey Bay Academy staff children are not allowed in the gym or pool without adult supervision.
04. No gum, food or drink is to be brought into the gym or pool area.
05. All recreation equipment must be checked out and secured with collateral.
06. Climbing the swimming pool fence or unauthorized entry to the gym is not allowed and will result in a fine and possible further disciplinary action.
07. Failure to comply with gym regulations may result in loss of gym privileges.
08. No wet clothing from the beach or the pool is allowed in the gym.

## HAZING

Hazing is defined as involvement in or conspiring to engage in any act that injures, degrades, disgraces, threatens, intimidates, or intends to injure, degrade or disgrace a fellow student, group of students or campus guest. This includes any forcible action or initiation type of behavior. Hazing of others is against the law and strictly prohibited on our campus. Students involved will face serious discipline and possible expulsion. A report of hazing activity will be made to local law enforcement authorities.

## HOME LEAVES

01. Make reservations to ride the bus and pay at the Business Office.
02. Notify the Business Office immediately of any planned transportation changes.
03. Make arrangements for school transportation at least four days prior to each home leave. Late fees will be assessed for last minute arrangements.
04. Transportation arrangements at times other than the regularly scheduled leaves are discouraged. All requests for special needs must be submitted to Administrative Committee that meets at least one week prior to the home leave. If a request is submitted after the fact or after the Administrative Committee meets, a disciplinary penalty may result. Transportation arrangements should not be scheduled for unusual hours. If a student does make transportation arrangements for unusual hours extra charges will be assessed.
05. Sign out on leave cards with the deans.
06. Falsifying leaves will result in disciplinary action.
07. If a student wishes to go to any home other than his/her own, his/her parents must give written permission to the dean prior to the leave. A written contact must also be made with the dean by the host family prior to the leave (Boys’ Dorm fax 831-728-1638, Girls’ Dorm fax 831-728-1343). The same is true if a student uses any transportation other than commercial or school transportation.
08. Any time parental permission is granted the parent must send written permission.
09. **All flight/transportation arrangements must be made for no earlier than 4:00p on home leave day and students should return in the late afternoon or evening of the return date no later than 8:00p.**

## INSUBORDINATION

Insubordination to those in authority will submit the student to disciplinary action including suspension and up to expulsion. Insubordination is defined as lack of respect for authority figures shown by a disregard for requests made of an individual. It may also include disrespect towards an authority figure as demonstrated by speech, gestures, negative body language, or actions.

## LABOR PROGRAM

One of the main reasons Seventh day Adventists establish schools is to teach a good work ethic. Each student should learn the importance of being prompt, productive, and dependable. All students must work a minimum of 5 semester credits before they graduate. Students will be paid for their work. A student may decide to have tithe deducted from his/her wages. Some taxes are applicable to student wages. Work opportunities are provided in the following locations:

Campus	Industries
Cafeteria	Calfee Design
Custodian	Oceanside Campus Laundry
Dormitory	Rainbow Fin Company
Garage	Salamander Graphix
Grounds	
Library	
Maintenance	
Offices	
Readers	

A student labor coordinator is on campus and will make all work assignments. At no time shall job changes be made without the work coordinator's prior approval. If a student refuses to work or is terminated, the student's stay in school will be jeopardized. Students are expected to work until the end of the school year. Work assignments are graded and work credit shown on the student's transcript.

## WORK OPPORTUNITIES

At times work opportunities may be limited. Therefore, students who work must be prompt, report when scheduled and be productive, or his/her job may be in jeopardy. In some cases, if a student loses his/her job, another assignment may not be available. In the event there are fewer jobs than students, dormitory students will have preference for on-campus jobs. We are grateful for the work our students do, as the program is dependent upon that work.

## LANGUAGE AND READING

Obscene and abusive language or gestures are not allowed at MBA. The Bible says in Colossians 3:8, "You must rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips." The use of such language and/or gestures will subject a student to disciplinary measures. Materials which are pornographic, obscene, or which relate to Satan or the occult are not allowed. Possession of such materials will subject a student to disciplinary measures, and such materials will be confiscated.

## LOCKERS

Lockers in Grunke Hall are provided for all MBA students. Day students will each receive one locker for their use during the year. Dorm students can share a locker with one other student. Lockers are not to

be traded. Students are responsible for all items and the condition of their lockers. Combinations and locker assignments will be provided through the principal's office and will be changed each year.

## MAIL

Students may mail letters in the mail slot next to the faculty mailboxes in the Administration Building. The Business Office has postage stamps for sale. All student mail comes to the school address. Student mail is distributed to the respective dorms and day students may pick up mail at the business office. E-mail access is available in the computer lab, dorms and library at designated hours.

## MYSFACE AND OTHER SOCIAL NETWORKING WEB SITES

As public weblogs (blogs) such as MySpace.com and Facebook.com have become widely popular, many schools—both public and private—have formulated policies and are addressing this issue. The line between what is public and private information has become blurred.

What is MySpace.com? MySpace.com, and other similar sites, are public bulletin boards where individuals can create their own web pages, photo galleries, blogs and share information about themselves. The information is open to public scrutiny and someone doesn't need to be a member or have your own profile to see what is posted there.

What about freedom of speech? While we support freedom of expression and speech, we want to encourage our students to be responsible in their use of these public venues. Everything that a student places becomes a public, permanent record. While comments might be made in jest, they are out there for the whole world to see—employers, parents, school staff members, fellow students, predators, etc. Freedom of speech has never been absolute, and people may be held accountable for statements they make.

MBA, like many other schools across the country, feel that these sites pose some problems for our students and school family. Some of these problems include: the risk of online predators viewing and using student information—including names, addresses, ages, photos, phone numbers, and other information; the use of time; inappropriate postings; libelous statements; anti-Christian values; and hurtful and demeaning comments that negatively impact our school.

MBA Policy In our role of *in loco parentis* for approximately 75% of our students, we will take the following approach:

01. We will block access to these sites through our school network. We will also work to block others like them in the future as we become aware of them.
02. We will also work to educate our students and parents about the potential dangers of these sites. We want our students to be very careful before they post things that might hurt themselves or others.
03. While we do not actively monitor these sites, when we are made aware of student postings, students may be held accountable for their actions. We would not allow flyers to be posted freely around our school which were hateful, threatening, depicted students in scantily clad or immoral activities, or showed students involved in illegal behavior. Likewise, we will compare the current electronic media postings to flyers or publicly posted notes.

## OCEAN

Swimming or body surfing in the ocean is strictly forbidden. If students surf, they must consult the surfing policy. When at the beach, the student must not wade in water above the knees.

## PARENTAL PERMISSION AND SUPPORT

**When parental permission conflicts with a school rule, the school rule will prevail. Lack of parental support for school rules may be cause to expel a student.**

## POSTERS, PICTURES, T-SHIRTS AND OTHER ATTIRE

Posters, pictures, stickers, T-shirts, and other attire, which is not compatible with Christian standards and values are not acceptable at MBA. Advertisement of rock groups, lewd dress or language, promotion of drugs, alcohol, or tobacco are examples of the unacceptable.

## RECREATION, GYM, AND BALL FIELD

Joint Recreation is from 6:45–7:45p Monday through Thursday evenings.

01. Only varsity and junior varsity players will be allowed to be at the gym/field areas during the varsity/junior varsity time slot (6:00–6:45p).
02. Students are to be in the recreation area, respective dorms, or walking/jogging/biking during recreation time. Walking/jogging/biking is restricted to the athletic track or the center campus roads in front of the dorms, by the school store, in front of the fire station and alongside the church. Jogging/biking on the maintenance building road is permissible only if the ball field lights are on or if it is before sunset.
03. Students wishing to socialize during the recreation time are to be in the recreation area only. Those found elsewhere will lose their privilege to socialize on terms to be decided by the Deans' Council. **Students leaving the area early are not to loiter and should separate at the north corner of Grunke Hall (the Administration Building).**
04. Routes taken to the recreation area and returning should always be by the most direct way via the walkways around Grunke Hall (the Administration Building). **When returning, boys and girls should separate at the north corner of Grunke Hall, taking their respective walkways to the dorms.**

## RESPECT FOR OTHERS' AND PROPERTY

Students should respect the rights of others at all times. Every person deserves to be treated with respect. The "golden rule" in Matthew 7:12 states to "do for others what you would have them do for you." A student will:

01. Allow his/her roommate to have some privacy.
02. Knock before entering rooms and wait for a response.
03. Respect the right of roommates and friends to have a proper time and atmosphere in which to study and sleep.
04. Not deface or destroy property of the school or others.
05. Not use others' belongings without permission.
06. Remember the fields are for crops. The strawberry fields are leased, and the berries are not MBA's property. Do not walk in the fields or ride bicycles there.
07. Do not destroy trees, nor harm the bluff by climbing on it.
08. Respect the privacy of the faculty by not contacting them before 8am or after 10:00p.

## SABBATH

From sundown Friday to sundown Sabbath, one day is set aside devoted totally to God. In preparation for this, the students should get their Sabbath clothes ready, and rooms clean on Friday afternoon. Rooms will be checked a minimum of two days weekly. On this day students should set aside all secular reading, activities, music and games. In preparation for Sabbath, all secular activities stop at least **forty-five minutes to one hour before sundown.**

## SATURDAY NIGHT PROGRAMS

The social and cultural program of MBA requires that when MBA students are performing or special guests are performing, attendance is required.

## SENIOR PRIVILEGE

This is a privilege, which allows a qualifying senior to leave campus in his/her own vehicle or in the vehicle of another, within guidelines established by his/her parents, the dormitory deans, all applicable California laws and the school administration.

01. This privilege is granted to seniors only and is subject to dean's approval.
02. Students who are granted senior privilege must comply with all California licensing requirements and California laws.
03. The senior must have a "Senior Privilege Permission Form" signed by the student and a parent/legal guardian.
04. The Senior must submit the following to the Dean's office:
  - a. A liability waiver, release and indemnity agreement, signed by the student and parent/legal guardian.
  - b. An MBA vehicle registration form signed by student and parent/legal guardian.
  - c. A copy of his/her driver's license.
  - d. His/her cell phone number if they own a cell phone.
05. Each senior must obtain permission and a pass from the dean on duty. It is the driver's responsibility to see that all passengers have followed all campus leave procedures.
06. Leaving campus in mixed company requires at least three seniors, is subject to approval or denial at the dean's discretion and requires written permission from parents (included on the "Senior Privilege permission form")
07. All occupants in the vehicle must have senior privileges.
08. Seniors will be allowed to utilize their senior privilege Sunday through Friday only. There will be no Senior Privilege during Sabbath hours or Saturday nights. Senior Privilege will be granted as follows:
  - 1st Quarter  
Seniors may be granted a total of 6 hours per week.
  - 2nd Quarter  
Seniors may be granted 2 additional hours per week, for a total of 8 hours per week.
  - 2nd Semester  
Seniors may be granted 2 additional hours per week, for a total of 10 hours per week.Seniors who have shown maturity and demonstrated good decision making while off campus will receive the additional hours stated above. The decision to either grant the additional 2 hours per quarter or revoke hours is at the Deans' discretion.
09. They will be allowed to make a trip off campus no more than one time per day.
10. They will be allowed to leave for no more than two hours at a time on weekdays.

11. Seniors can leave campus for up to four hours on Sunday provided they complete an “Extended Senior Privilege Request Form” in advance of their trip with detailed information about where they are going, what they will be doing and all who are participating.
12. Seniors can travel with a 15 mile radius of the school. This would include Watsonville, Aptos, Capitola, and Santa Cruz areas only. Students must complete an “Extended Senior Privilege Request Form,” and obtain a faxed permission from a parent/legal guardian in order to travel farther than 15 miles (including Highway 17). Seniors will not be allowed to travel more than the 15 mile radius in a two-hour trip.
13. Seniors must promptly meet all their appointments where attendance is required (classes, study hall, vespers, dorm worship, work, etc.)
14. There will be no senior privileges on school-sponsored trips.
15. Senior privileges apply only to off campus trips. All students, including seniors, are not to drive on campus for any reason other than to take the most direct route from the dorms to San Andreas Road.
16. Note: Seniors on DFI, with less than a C in attendance or citizenship, or with less than a C average in their classes will automatically lose their senior privileges until the next grading period.
17. Seniors must meet the minimum expectations when it comes to worship attendance and room cleanliness to retain their senior privilege. (see ineligible list)
18. Any senior who violates these guidelines will forfeit his/her off-campus privileges for a period of time to be determined by the Deans’ council.
18. Senior privilege guidelines are subject to review by the administration and/or faculty, and may be modified or revoked at any time.

Senior privilege will commence in the Fall, in conjunction with the Senior Sponsors and generally after the first mid-term report.

Seniors may have the added privilege of leaving campus in mixed company if the following conditions are met:

- Parents have given written and verbal permission
- Subject to dean’s approval (Privilege may be denied at dean’s discretion).
- There are three or more occupants in the vehicle
- Occupants in vehicle have senior privilege

### SEXUAL HARASSMENT AND MISCONDUCT POLICY

Monterey Bay Academy is committed to providing a school environment free of sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities might take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

**What is Sexual Harassment?** Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical contact. It includes offensive pictures, graffiti, jokes, and gestures. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

**How Do I Report It?** Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to any teacher, work supervisor or dean. The student may also report to the principal, vice principal, or any counselor or advisor. If the harassment comes from an adult, the student should report to the principal or another responsible adult.

**What Happens if I Make a Report?** Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal, or if the principal is allegedly involved in the harassment, the Central California Conference Superintendent of Schools—Vern Biloff. The school principal or superintendent or their designee will investigate the matter promptly, thoroughly, and confidentially. If the harassment is found to have taken place, such appropriate corrective action will be taken as reasonably necessary to end the harassment.

**How Will I Know if Anything Has Been Done?** After the investigation is concluded, the complainant will be advised of what action, if any, has been taken.

**What if the Harasser Retaliates?** The principal or principal-designee will make appropriate follow-up inquiries to ensure that harassment has not resumed, and that the complainant has not suffered retaliation.

**Who Should Know About This Policy?** The school administration shall distribute a copy of this policy to all present and future employees of the school. A copy of this policy shall also be distributed to all present and future students enrolled in the school and be available to their parents and/or guardians.

### SOCIAL CONDUCT

Students are encouraged to develop appropriate social interaction. Because MBA is a co-educational boarding academy, specific limits are placed on the physical interaction between students of the opposite sex. Hand holding and non-intimate hugging are allowed when students show maturity in their respect for time, place, and appropriateness. Staff will speak to students who engage in inappropriate physical contact. The following guidelines are set forth to provide students and faculty with an understanding of appropriate and inappropriate social behavior.

Hand holding is considered appropriate if:

01. Hands are not concealed
02. Hands are not touching other parts of the other person’s body.
03. It is done outside the classrooms.

Incidental non-intimate hugs are appropriate if they are occasional and of short duration.

Inappropriate public displays of affection include, but are not limited to:

01. Students walking or sitting with arm(s) around each other.
02. Kissing.
03. Wrestling.
04. Cuddling.
05. Embracing.

06. Heads in laps.
07. Being in the wrong place at the wrong time together.

Staff are given discretion to determine what is an abuse of the social policy. Students who violate this social policy will be placed “on social,” a restriction of contact and social interaction for a period of time to be determined by the Deans’ Council. During this time (usually a week for the first offense), students are not to contact each other or communicate with each other. This includes face to face contact or written, electronic or verbal communication. Being placed on “social” also warrants receiving a conduct slip and parental notification.

### SUBSTANCE ABUSE

Due to the serious and destructive nature of drugs, alcohol and tobacco on people, and the necessity to maintain a safe environment for all students, MBA is a drug-free zone and will actively promote a drug-free lifestyle. We want our students to make healthy lifestyle choices. As an educational institution, we do not accept applicants who may have substance abuse issues that require professional intervention or substance abuse treatment.

Applicants who freely disclose that they have had some involvement with substance use, but state that they are no longer involved and pledge to live drug and substance free, may be considered for enrollment. However; they might be required to submit a drug test and have an interview with the admissions committee to be considered. They may also be subject to random drug tests throughout the school year.

By choosing to place themselves here at MBA, all students are subject to random drug testing if there is a reasonable suspicion by school officials. This is usually but not limited to a urine or breath test. MBA reserves the right to search student lockers, room, car, or person if there is a reasonable suspicion of substance use or possession.

Student use, possession, distribution or sale of controlled substances that are mind-altering such as but not limited to, alcohol, marijuana, ecstasy, inhalants, controlled substances, pills, or illegal drugs **will be asked to immediately withdraw from MBA. Tobacco is included in this category. They will not be re-admitted during that current semester.** They will be gone from MBA for a minimum period of 90 days while school is in session. (basically one semester) For example:

- If a student used alcohol and was discovered in December, they would immediately withdraw from MBA. They would be encouraged to re-apply the following school year. However, they would be encouraged to deal with the issues that led to their involvement and need to demonstrate success while away.
- If a student was discovered using in May, they would not be able to reapply to MBA until the 2nd semester of the following school year.

In addition to involvement, those students who are found to be in possession of or involved in the distribution, sale or trafficking of drugs or controlled substances will be expelled from school for the remainder of the school year. A police report will be made to local law enforcement authorities.

### SUPERVISION

Faculty is assigned to supervise students on a daily basis. The requests of these individuals should be

respected and complied with. If a student wishes to question a request, he/she should comply with the request and make an appointment with Administration.

### SURFING/BOOGIE BOARDING

Surfing will be permitted on the MBA beach according to the following guidelines:

01. A written permission slip (signed by the student’s parent or guardian) must be on file in the dormitory dean’s office. Day students must submit their permission slips to the Day Student Dean.
02. **A pass must be acquired from the Dean on duty.**
03. Surfers and boogie boarders are to go in groups of at least three (never alone).
04. Complete wet suits must be used at all times. At no time should they be worn to class, work, cafeteria, etc.
05. Surfers and boogie boarders must be leashed to surfboards or boogie boards at all times.
06. All surfing and boogie boarding must be done during daylight hours, and should cease no later than 30 minutes before sunset.
07. Surfers and boogie boarders should not be in any building, except their own dorm, at any time while they are in their wet suits.
08. No surfing or boogie boarding is permitted during Sabbath hours.
09. All boards and wetsuits will be stored as directed by your respective Deans.

### SUSPENSION POLICY

When the Deans’ Council has placed a student on suspension, the following procedures must be followed:

01. If the suspension is on-campus, the student may be room-bound, and/or assigned community service projects. Meals will be delivered to their rooms.
02. Suspended students who are part of traveling groups (music, drama, and varsity..) will not be permitted to go on tours with those groups barring extraordinary circumstances. Under advisement from the sponsor, the administrative committee will make the final decision.
03. Students who are dorm bound are to report to the deans for instruction.

### VISITORS

All non-MBA student visitors should:

01. Check in with the deans of the dorm they are visiting or with the school office.
02. Observe the social regulations the students are asked to observe.
03. Be in the cafeteria only when eating a meal for which they have paid.
04. Dress according to MBA campus guidelines.
05. Have no students in their vehicles.
06. Take no students off campus with them without appropriate permission.
07. Park in front of the dorm and walk to their destination.
08. Limit time on campus to weekends, or during the week, to recreation time.

### WEAPONS

The following items shall not be found in the possession or room of any MBA students or visitors weapons of any type: guns (including paintball, pellet, Airsoft or any look-alike or imitation guns), knives, martial arts type weapons, ammunition, explosives, fireworks or any bomb-making materials or literature.

## GIRLS' DRESS CODE

### General Rule

MBA emphasizes Biblical standards of modesty (1 Timothy 2:9, Romans 12:1-2). Attire should be conservative, modest, neat, clean, appropriate, and should not be distracting.

**Failure to comply with the following dress code rules will result in students being sent back to the dorm or home to change, possibly affecting her classroom grades.**

### CAFETERIA ATTIRE

Church attire must be worn to Sabbath lunch. Due to health code restrictions, no bare feet are permitted in the cafeteria. Modest shorts and sweats may be worn in the cafeteria. Tight, form fitting, frayed or torn clothes and sleepwear may not be worn in the cafeteria.

### CHURCH ATTIRE

As a general rule girls may wear modest dress pants and tops or skirts/dresses. No t-shirts or sweat-shirts/hoodies allowed. Proper shoes are to be worn at all times. No form of tennis shoe should be worn for vespers or church. There may be times, because of location or planned activity, that the Sabbath dress code will be modified.

### CLASSROOM, GRUNKE HALL, AND LIBRARY ATTIRE

All tops must be modest with no low front or back necklines, large arm openings, or bare midriffs. All dresses and skirts should be no shorter than the student's knee. Modest jeans and culottes are acceptable classroom attire. Tight, form-fitting, frayed or torn clothes and sleepwear may be worn in the residence hall only. Bare feet, jogging clothes, sweats, shorts, tank tops, military attire, headgear, and bare midriffs are not permitted in the classroom, library, or Grunke Hall. (The deans will give individual direction regarding necklines and skirt lengths). Certain classes may impose additional requirements.

### FORMAL ATTIRE

Dresses or formal gowns are in good taste for banquets. They should have modest front and back necklines. All banquet attire needs to be screened by MBA's dress committee.

### HAIR GUIDELINES

Hair is to be well groomed, clean and styled in such a manner that it will not attract undue attention. Girls are not to shave the sides of the head and have their hair long elsewhere. Hair color is to be natural. The deans will provide individual guidance regarding hairstyles, and make the final decision.

If a student appears in class with hair that attracts undue attention, the teacher will speak to the student and instruct him/her to see the dean that day. If the dean determines that the student's hair color must be changed, the dean will provide the dye and the student must change the color within 24 hours. If the student chooses not to change his/her hair color as the dean recommends, the student is prohibited from attending classes and work assignments and will incur unexcused absences.

### MAKE-UP AND JEWELRY

Maintain a natural look when using makeup and nail polish. If in doubt as to what natural is, the stu-

dent should request the assistance of the dean. Jewelry such as bracelets, rings, earrings, necklaces, chokers, and other conspicuous ornaments may not be worn and are subject to confiscation with no guarantee of return. Tattoos are not allowed.

### PUBLIC MEETINGS

Students are not allowed to wear head coverings such as hats, caps, and hoods.

### SWIM ATTIRE

Swimwear must be modest one-piece suits with adequate lining.

### UNACCEPTABLE ATTIRE

Any extreme clothing styles are not permitted to be worn on campus. Off-the-shoulder attire may not be worn at any time. Baggy and/or gang-style clothing, frayed and/or torn clothing and clothing that endorse substances, devalues life or philosophies which opposes Monterey Bay Academy standards should not be brought to MBA and are subject to confiscation.

Slits in long skirts cannot reach past the top of the knee. Skirts that reach the top of the knee can only have 2-3 inch slits. Tight form-fitting skirts are not allowed.

### WORK ATTIRE

Girls working in occupations where they meet the public should be in classroom attire. Work clothing should conform to the safety requirements of the job.

***Dress code is subject to change during the school year.***

**General Rule**

MBA emphasizes Biblical standards of modesty (1 Timothy 2:9, Romans 12:1-2). Attire should be conservative, modest, neat, clean, appropriate, and should not be distracting.

**Failure to comply with the following dress code rules will result in students being sent back to the dorm or home to change, possibly affecting his classroom grades.**

**CAFETERIA ATTIRE**

Church attire must be worn to Sabbath lunch. Due to health code restrictions, no bare feet are permitted in the cafeteria. No immodest shorts or tank tops may be worn in the cafeteria. Tight, form fitting, frayed or torn clothes and sleepwear may not be worn in the cafe.

**CHURCH ATTIRE**

For vespers, boys may wear khaki pants and a polo shirt or better. For church, boys are to wear dress pants and belt, along with the following combination of: dress shirt and tie; dress shirt and suit coat; or a dress shirt and sweater. Dress shirts are to be tucked into the dress pant and not to be hanging out. Dress shoes are the appropriate footwear to be worn. No tennis shoes or sandals are allowed to be worn for vespers or church. Jeans, T-shirts, shorts, sweats, hoods and hats are NOT appropriate attire for church. Occasionally, the Sabbath dress code may be modified due to location change or pre-planned activity.

**CLASSROOM, GRUNKE HALL AND LIBRARY ATTIRE**

Slacks, jeans or cords with sport shirts, pullover shirts, and sweaters are recommended attire. Work attire, military attire, frayed or torn clothes may not be worn in the classroom or library. Undershirts, tank tops, jogging attire, headgear or sweats are not permitted in the classroom, library, or Grunke Hall. Bare feet, flip-flops and hats are not permitted in classrooms, the library or Grunke Hall. Appropriate shorts are acceptable to be worn in the classroom (no PE, Board, or immodest shorts).

**FORMAL ATTIRE**

Dress shirt and tie, or French collared shirt, socks, and dress shoes are recommended. Suit jacket and sweaters are optional.

**HAIRCUT GUIDELINES**

Hair is to be well groomed, clean, and styled in such a manner that it will not attract undue attention. The following guidelines should prove helpful:

01. Ponytails of any kind are not to be worn.
02. Since shaving the sides of one's head is acceptable in some incidences and unacceptable in others, a student should not shave the sides of his head without dean consultation. If a student shaves the sides of his head in an unacceptable manner, he will be asked to trim the rest of his hair to present an even appearance. (Heads shaved on the sides and long hair on top is unacceptable).
03. Hair color is to be natural in appearance.
04. Hair should be no longer than the top of the collar of a T-shirt in the back and should not hang over the student's face or be longer than one's ear.

If a student appears in class with hair that attracts undue attention, the teacher will speak to the student and instruct him/her to see the dean that day. If the dean determines that the student's hair color must be changed, the dean will provide the dye and the student must change the color within 24 hours. If the student chooses not to change his/her hair color as the dean recommends, the student is prohibited from attending classes and work assignments and will incur unexcused absences.

**JEWELRY**

Jewelry, such as rings, necklaces, earrings, bracelets, chains, conspicuous ornaments, etc., are not acceptable and are subject to confiscation with no guarantee of return. Nail polish, make-up, or visible tattoos are not allowed.

**PUBLIC MEETINGS**

Students are not allowed to wear head coverings such as hats, caps, and hoods.

**SWIM ATTIRE**

A modest swimsuit must be worn for swimming.

**UNACCEPTABLE ATTIRE**

Any extreme clothing is not permitted to be worn on campus. Baggy and/or gang-style clothing, frayed and/or torn clothing and clothing that endorse substances, devalues life or philosophies which oppose Monterey Bay Academy standards should not be brought to MBA and are subject to confiscation.

**WORK ATTIRE**

Boys working in occupations where they meet the public should be dressed in classroom attire. Work clothing should conform to the safety requirements of the job.

***Dress code is subject to change during the school year.***

## DAY STUDENTS (ADDITIONAL GUIDELINES)

The following additional regulations are put forth as guidelines for Day Students. These guidelines are outlined in the hope of creating a positive climate with our day students and to avoid any misunderstandings. Read them carefully and familiarize yourself with these guidelines and those in the rest of the Student Handbook. This will help you have a good year because you will know what to expect and how to plan.

### ATTENDANCE

Day students will be required to attend all classes in accordance to attendance policies.

### ATTENDANCE AT ACTIVITIES BY NON-STUDENTS

When the school has planned particular events for the students (ASB banquet, weekday activities, Saturday night functions, etc.), these activities are open only to current students of Monterey Bay Academy. Programs such as vespers, church, and music programs are open to guests. If you have any questions concerning this, please speak with an administrator.

Assembly is required of all students. The dress is to be school attire. Students will have assigned seats and attendance will be taken. Chapel meets every Friday morning. It is required for all students to attend. Occasionally special assemblies will meet at other times.

Day students are dues paying members of ASB and Boys' and Girls' Club. They should feel free to attend meetings of these organizations, are encouraged to run for office, and participate in all activities of these groups, including banquets.

### CAMPUS LEAVES

Any student that is not a dorm resident must bring written permission from a parent or guardian and receive dormitory deans' approval before spending the night in the dorm. There will also be a \$10.00 per night charge. Verbal communication between parent and dean is acceptable.

Dormitory students are not to stay overnight in a day student's home if they are residing within a fifty mile radius of the school. Exceptions to this rule may be granted for regularly scheduled home leaves with permission of the dormitory dean and parents.

Anytime a student returns to the campus he/she is subject to school policies.

Day passes issued to a day student's home may be granted with the understanding that the day student's parents have agreed to be present in the home and provide proper supervision that corresponds with Monterey Bay Academy's policies. A written contract must be faxed to the dean.

MBA's main fax number 831-728-1485

Boys' Dorm fax number 831-728-1638

Girls' Dorm fax number 831-728-1343

### CAR USE

At no time is a day student to take a dorm student from the campus unless a senior day student (with senior privilege) has received approval from the deans and the parents of all occupants of the car.

- Day students may not transport students around campus.
- From 7:00 am – 6:00 pm the vehicle is to be parked in the West parking lot of Grunke Hall and is not to be moved until the student leaves campus.
- During recreation, weekend, or evening services vehicle should be parked in front of respective dormitory.
- Mixed company is not allowed in vehicles.
- Misuse of a car or a violation of proper driving regulations may result in the student checking keys in with the dean or forfeit a day student's right to use a car.

When driving on the campus, all campus driving regulations must be observed. Campus speed limit of 25 mph must be obeyed. Quick starts that spin tires and reckless driving are not allowed. A student who violates any school rule or California law regarding the operation of their vehicle may have their privilege to drive their vehicle on campus revoked. Students must be in possession of a valid driver's license.

### DISCIPLINE

A failure to abide by these and all guidelines of the school, written and announced, will subject the day student to disciplinary action as set forth in this student handbook and in the bulletin.

At no time should any student use their car to bring contraband to or from campus. These items are listed in the school bulletin. The term "contraband" includes (but not limited to): drugs, alcohol, cigarettes, televisions, videos, DVD's, DVD players, TV cards, inappropriate music, fire arms, fireworks, incendiary devices, knives, and illegal weapons.

### DRESS

The Student Handbook points out the grooming/dress codes. All students should follow these codes carefully. When coming to religious services, day students are expected to abide by the same dress code as required for the dormitory students.

### RESIDENCE

Only students who reside in their parents' or guardians' home or the home of a sibling, grandparent, or uncle/aunt, will be considered for admission as a day student. If a student is granted permission to reside in a residence other than his parent's or guardian's, the adult of that home shall be at least 25 years of age. That adult is to assume full responsibility for the actions of the student and provide a positive atmosphere that supports the program at MBA. The student's actions should be controlled to assure that the student will receive positive recommendations when he/she applies or reapplies for admission to MBA.

**DAY STUDENT DEANS**

Maria Macario, Business Office Administrative Assistant

maria@montereybayacademy.org

831-728-1481 x1212

Steve Walls, Attendance Officer

attendance@montereybayacademy.org

831-728-1481 x1216

The Day Student Deans will be responsible for:

- Keeping you informed about the happenings at MBA with a weekly email.
- Contacting you or your son or daughter in case of an emergency.
- Being an advocate—someone you or your son or daughter can talk to about problems at school.
- Helping your son or daughter with any medical needs during school hours—you will need to fill out an authorization form in order for us to pass out over-the-counter pain medication.
- Helping your son or daughter with either class or attendance issues.
- Issuing passes to your son or daughter to leave campus during the day if they meet senior privilege or are leaving campus with a faculty or staff member.

At any time you have a question about any issue at Monterey Bay Academy you may contact either Day Student Dean.

**MISSING SCHOOL**

If your son or daughter is unable to attend school because of illness, you will need to do both of the following:

01. Report their illness before 9:00a by calling 728-1481 x1216, or sending an email to attendance@montereybayacademy.org
02. Send a written note, signed by you, explaining the nature of their illness when they return to school.

If you do not do both of these, your son or daughter will be “suspended” for one day of school—already served as their day of illness. This “suspension” will result in their attendance grade being lowered one-third of a letter. Multiple days of absences without phone calls, emails or notes will result in multiple days of “suspension”.

If your son or daughter has a medical appointment with a doctor or dentist that will cause them to miss classes they must bring a form when returning to school indicating the date, time, and length of their appointment. This form should be provided by the doctor or dentist.

**CALENDAR ITEMS**

- On the days when there is an activity day or home leave schedule, school will be out at 12:33p.
- There will be one Sunday school day this year—Sunday, November 22 (Career Day).

- Community Service days are required. They will be September 11 and April 15.
- Due to our boarding school schedule we will be having classes on Labor Day, Martin Luther King Jr. Day and Caesar Chavez Day.

**VEHICLES**

- If your son or daughter drives to school, their vehicle is to be used for transportation between home and school only.
- Your son or daughter must have a valid driver’s license and obey all state and campus traffic laws.
- Your son or daughter must provide proof of insurance and a photo copy of their driver’s license
- Your son or daughter may not transport other day students or dorm students around or off campus without written permission.
- Your son or daughter’s vehicle must be parked in front of Grunke Hall—the main administration building and remain there for the entire day.
- You may obtain a gate card for your use with a refundable \$5.00 fee.

**OTHER INFORMATION**

- There will be day-student dorm rooms available for your son or daughter to use during the day. There is a deposit and nominal fee for this service. The particulars are on the form you will need to fill out. You may fill out the form today and turn it into the appropriate dean in the dorm.
- The principal writes a weekly principal’s email newsletter with weekly schedules and other valuable attachments. To subscribe, visit: mbanews-subscribe@montereybayacademy.org or contact him by email at principal@montereybayacademy.org.
- Each day student has a cafeteria lunch meal included each week day. Their meals are also included for each banquet and special ASB events. Other meals are charged at \$5.00 each.
- Both you and your son or daughter are invited to attend our weekend events and programs which include Friday night vespers, Sabbath school and church as well as Saturday and Sunday programs.
- Lockers are provided for day students. Your son or daughter may sign up for a locker with the principal’s secretary, Janet Ketelsen, during the first week of school.
- If you would like your son or daughter assigned to a study period in the library during the school day, contact either Day Student Dean.
- MBA is a closed campus. If your son or daughter needs to leave campus before their classes are over, they must sign out with either Day Student Dean.
- If you would like information about scholarships available from the Central California Conference you may contact their web site: cccedu.adventistfaith.org/scholarships.

**A Word from your Deans...**

Welcome to Monterey Bay Academy! We are thrilled that you have chosen to spend this school year with us. Your academy years will provide a major step in your growth toward becoming a mature and successful adult. It is our goal and prayer that you will find an environment that will help you grow physically, mentally, socially and spiritually. As your Deans, we ask Christ every day to walk these halls and to guide each of us in the choices and decisions we make. Our prayer for you is that you will walk with Him and enjoy a personal relationship with Him.

Living in a dormitory is a unique and enriching experience, yet one full of challenges and opportunities. In a sense we are a family—a large family! Thus, for the happiness of everyone involved, it is essential that we learn to cooperate with others along with showing consideration and respect for other’s needs, rights and personal property.

The guidelines that you find in this handbook are based on the principles that Christ taught in the book of Matthew. The first is to love God with all your heart, mind and soul. Put Him first in everything you do. Second, love your neighbor... Treat others the way you would like to be treated (Matthew 22:37-39).

While your academy experience will contain many happy and enjoyable experiences, there will likely be some times of frustration and discouragement. Your Deans and dorm staff are here to serve you both in personal matters and in running a successful dormitory program. Please feel comfortable approaching us at any time.

May God lead each of you to success as you further your education at Monterey Bay Academy.

In partnership with Jesus,

<b>Lou Fitting</b> Dean of Boys (x1301)	<b>Patricia J. Smith</b> Dean of Girls (x1311)
<b>Rob Barr</b> Assistant Dean of Boys (x1303)	<b>Elaine Posthumus</b> Assistant Dean of Girls (x1313)
<b>Matthew Fitting</b> Boys’ Task Force Dean	<b>Kara Fitting</b> Girls’ Task Force Dean (x 1301)

**ALARM CLOCK**

Since the dorm power is turned off most nights, it is highly recommended that you have a battery powered, or windup, alarm clock.

**AUDIO DEVICES**

Students are allowed to have radios, small stereos, computers, etc. in the dorm. They must be played in a manner that is not disturbing to others. Students found listening to their music at an excessive volume, or listening to inappropriate music, risk having their audio device removed. Misuse or appropriateness is at the Dean’s discretion.

**AUTOMOBILE RESPONSIBILITIES**

As a general rule students are not allowed to bring any type of motor vehicle to MBA. Seniors, day students, and students with transportation needs for home leaves may bring motor vehicles if they first receive permission from the Dean and complete the necessary paperwork provided by the Dean. Deans reserve the right to search students’ vehicles with probable cause or suspicion. In addition, dorm students must uphold the following guidelines. Students must:

01. Provide the Dean with written permission from their parent or legal guardian prior to taking any passengers. Written permission must also be given by their passengers’ parents or legal guardians.
02. Immediately return to designated parking area and all sets of keys turned into the Dean on duty. Failure to do so may lead to the forfeit of having a vehicle on campus.
03. Not drive their vehicle around campus.
04. Not allow any other person to drive their vehicle without written permission from their parent/guardian.
05. Not keep their vehicle at the homes of friends or staff members within the MBA community.
06. Not be in any vehicle, whether parked or moving, without staff permission.
07. Not use their vehicle as a storage facility or locker.
08. Adhere to all California DMV laws and regulations.

**BATTERY BACKUP**

You are allowed to have a battery backup system for your computer only. Your backup system should only be large enough to allow adequate time for you to save your files and safely turn off your computer. You are not allowed to use these systems to extend your power after lights out.

**BEACHFRONT ACTIVITIES**

Before going to the beach, **a pass from the Dean on duty must be acquired.** Wading up to the knees is permitted, but swimming or body surfing in the ocean is strictly forbidden. Those wishing to surf or boogie board should consult the “Surfing/Boogie Boarding” section listed in this handbook. **Students should not go beyond the maintenance road unless going to work, or permission has been given.** Mondays and Wednesdays are boys’ beach days, and Tuesdays and Thursdays are girls’ beach days. Fridays alternate between boys’ and girls’ beach. Sabbath afternoons are generally reserved for coed beach time with supervision. Sunday mornings and afternoons, alternate between boys’ and girls’ beach times. Beach schedules are posted on the dorm bulletin board each weekend.

**BICYCLES/SCOOTERS**

Bikes must be stored in the storage rooms provided. Under no condition may they be stored, re-

paired, or ridden in the dorm. **You must wear a helmet with the strap fastened while riding a bicycle or scooter as per school guidelines.** Failure to adhere to these guidelines may lead to forfeiture of this privilege.

#### **BULLETIN BOARD**

See dorm boards for important information. If you would like to post items, see the Dean on duty.

#### **CAMPUS LEAVES**

Dorm students are not permitted to leave campus or to visit campus homes unless satisfactory arrangements have been made with the Dean. In either situation, the Dean on duty will issue you a pass when permission has been granted. Upon return, all passes are to be returned to the Dean on duty or to the Deck Worker in the event that the Dean is unavailable

Students **are not** permitted to leave campus with anyone under 25 years of age, unless it is a member of their immediate family who has been approved by the parents. The only exceptions to this rule are in the cases of Senior Privilege and trips home. In the later case, written and oral permission from both the rider's and driver's parents must be received by the Dean prior to the students' departure.

Students **are** permitted to leave with responsible adults over 25 years of age if authorized by the Dean and with written permission from the student's parents. Permission will be granted only when the occasion and circumstances are not in violation of school rules.

Students are expected to return to campus by the time designated on their pass. If a return time is not designated, then the student is expected to return in time for evening worship services and/or study hall. In the event of the unexpected and the student will not be returning on time, the Dean on duty must be notified. Failure to meet these expectations may result in a campus bound restriction and possible disciplinary action from the Deans' Council.

**All** overnight, weekend, and home leaves require a Campus Leave Request (CLR) form to be filled out by the student and approved by the Dean prior to leaving campus. CLR forms are available from a Dean, RA, or deck monitor. CLR forms should be submitted to the Dean at least one day prior to departure.

**NOTE: A CLR form turned in on the same day of your departure may be automatically denied by the Dean.** A destination other than your home requires written and oral permission from both the inviter's and invitee's parents. **No verbal permission is allowed for campus leaves!**

#### **CELL PHONES**

Dorm students on DFI (see DFI List) must surrender their cell phone to an RA during study hall, which will be given to the Dean. Cell phones will be returned after study hall.

#### **CHANGING ROOMS/ROOMMATES**

You must receive permission from the Dean to change rooms or roommates. You will be charged a cleaning fee if the room you are vacating is not left clean and ready for the next occupant to move in. Additional charges will be assessed for any damages done during your occupancy.

#### **CHAPEL**

See "Worship"

#### **CLEANLINESS**

See "Room Care/Inspection."

#### **CLOSET DOOR LOCKS**

Residents are not allowed to install their own personal locks on their closet doors. If a resident would prefer to have a lock on their closet door, MBA will purchase and install one for the price of \$35. (Prices are subject to change.) An access key will be given to the Dean. All installations and removal must be done by an authorized MBA employee.

#### **CLOSING TIME**

See "Door Alarms."

#### **CONCESSIONS**

Students' selling of food/drink in the dorm or at events is forbidden. The Administrative Committee must give permission for organizations and/or students to sell items for fundraising purposes.

#### **CONTRABAND ITEMS**

The following should not be in your room, in your possession, or under your supervision while at MBA. Possession of any of these items may result in permanent confiscation, a fine, as well as other appropriate discipline. Fines will be levied regardless of whether or not the item in your possession belongs to you.

- Tobacco, non-prescription drugs, drug paraphernalia, alcohol
- Flammable Items (matches, lighters, firecrackers, candles, incense, etc.)
- Suggestive and/or pornographic pictures, posters, or magazines
- Any item that is related to the occult
- Weapons of any type (guns, knives, etc.)
- VCR, DVD players, TV, etc.
- Media not in harmony with the schools entertainment philosophy.
- Electrical appliances (as listed in section "E")
- Wireless/broadband remote access device
- All gaming consoles /handheld games (i.e., *Microsoft Xbox, Nintendo Wii, Sony PSP*, etc.)
- Projectiles (paintball guns, *Airsoft* guns, Slingshots, etc.)

#### **DAMAGE**

Please report any damage as soon as possible to the Dean. Damage or vandalism to the doors, walls, furniture, etc., will be charged to the student responsible.

#### **DECORATIONS AND POSTERS**

**No stickers are to be posted anywhere in the dorm.** Only poster putty is to be used to hang pictures or posters on the walls. Without the express permission of the Dean, no nails, thumbtacks, tape, glue, or anything of the like are to be used, as they damage the wall and paint. **No decorations or posters are to be put on the doors.** Fines will be levied with for failure to adhere with these guidelines. Please see the Dean if you have questions.

It is expected that the nature of pictures, posters, and other decorations will be in accordance with **conservative** Christian values. Wall hangings (i.e. posters, pictures, signs, etc.) representing the promotion of controlled substances (i.e., alcohol, tobacco, non-prescription drugs, etc.), indecent dress or language, or suggestive/pornographic pictures, or pictures of a violent nature have no place in the décor of your room and will be removed. If you have a question about the appropriateness of an item for your wall, please consult the Dean. All room décor is at the discretion of the Dean.

#### DECK

This is the enclosed area where the dorm desk monitor (deck worker) is stationed. **This area is off-limits to other students.** Only the deck worker should be answering the phone, retrieving mail, using the intercom to page students, etc. The deck is not to be used as a personal storage area.

#### DFI LIST

If you have earned two D's, or one F, and/or an Incomplete in any subject, you will find yourself on the DFI list. As a result you will face the loss of the following privileges for a **minimum of 4 ½ weeks** (until the next grading term):

- Off campus privileges (including senior privilege), unless accompanied by the Dean or your parent/guardian.
- Relaxed study hall privileges. Students on DFI will be in strict study hall for the entire two hours of study hall.
- Leaving your room during study hall without the Dean's permission.
- Other students, except your roommate, in your room during study hall.
- Phone calls, except from parents.
- You must turn in your cell phone before study hall each evening to your RA.

#### DOOR ALARMS

All exits, except the front and trash doors will be locked and alarmed at all times. Anyone caught exiting secured exits may receive a \$50 fine and possible further discipline. All doors will be locked and alarmed from 11:00p until 6:00a. Anyone caught leaving the dorm during closed hours will lose the privilege of living in the dorm.

#### DORM VISITATION

Students may visit with the opposite gender on the benches in front of the dorms, but are not to be in the lobby without the express permission of the Dean on duty. Any student found in the room of the opposite gender will be expelled from school.

#### DORM WORSHIP

(See "Worship")

#### DRESS POLICY

All residents are to follow the dress code guidelines as outlined in the school bulletin or handbook. When in the dorm, residents should remain dressed modestly when visiting the public areas (lobby, game room, TV room, monitor's booth, Deans' office, etc.). If you are prepared for bed when called to the lobby or office, please get dressed or put on your bathrobe before leaving your room.

#### DVD'S

All DVD's must be in harmony with school's entertainment philosophy; nothing rated higher than PG-13. All other DVD's will be confiscated and returned to the parent/guardian. A \$25 charge conduct slip will be issued to violating students.

#### ELECTRICAL APPLIANCES

Electrical appliances such as rice cookers, hot plates, electric frying pans, coffee makers, oil popcorn poppers, toasters, microwaves, etc. are not allowed in the dorm because of possible fire and grease damage. Cooking is only permitted in the kitchenette. Refrigerators larger than 4.5 cubic feet are not acceptable.

Irons are never to be used in the dorm rooms. Ironing boards and irons are provided. Accommodations are located in the drying areas of the North and South showers in the Girls' dorm. In the Boys' Dorm, they are found in the ironing room. You may own your own iron, but it will be confiscated and a fine levied if you are found using it in a non-designated area.

Electrical extension cords are to have circuit breaker or fuses incorporated within the cord. Multi-gang plugs may be used as long as they are UL\* listed.

#### FAXES/PERMISSION SLIPS

There is a "Fax Form" available from the Deans' Office that you can use. When not using that form all faxes/permission slips must include the following info:

- Dates of the event
- Name of student gaining permission
- Name of the responsible adult of the home being visited
- Driver's name(s)
- Names of all students involved in the overnight stay
- Purpose/necessary details to explain why the fax is being sent (please be specific.)
- Contact phone number(s) where your parent/legal guardian can be reached.
- Parental/legal guardian's signature

#### Dorm Fax Numbers

Boys' Dorm 831-728-1638

Girls' Dorm 831-728-1343

#### FIGHTING

At no time is anyone allowed to threaten or harm you in any way. If you feel threatened in any way, or someone is attempting to harm you, remove yourself from that danger as soon as possible and inform a staff member. Those found guilty of victimizing others in any way will be disciplined as outlined in the student handbook. Avoid a fight at all costs... Remember, "Love your neighbor."

#### FIRE AND SAFETY CODES

If the fire alarm goes off, you should leave the dorm immediately and not re-enter until told to do so. Fire regulations require that the stairways and halls be free from obstructions (i.e., shower baskets, shoes, trash, etc.) at all times. In addition, fire law does not permit the burning of incense or candles. It is illegal to pull a fire alarm for anything other than a fire or an organized fire drill. Such inconsiderate

behavior is absolutely intolerable, because it jeopardizes lives. Violators will be subject to discipline from Deans' Council, which could include a fine, suspension, and/or expulsion.

## FOOD

Any food in your room must be kept in sealed containers at all times so as to not attract rodents and/or insects. Please do not eat or drink in the lobby, TV room, or parlor of the dorm without the Dean's permission.

## FOOD DELIVERY

At all times food must be ordered with the permission of the Dean on duty. All orders must arrive before 8:00p Sunday through Thursday. Food will not be allowed to be ordered or delivered during Sabbath hours (Friday at sundown until Saturday at sundown). On Saturday nights, food may be ordered, but no deliveries after 11:00p. Remember to tip the delivery person!

## FURNITURE

You may have a small computer desk and an office chair, but large pieces of living room furniture (i.e., couches, recliners, futons, etc.) are not allowed.

## GAMES

Games associated with the occult or gambling are not allowed. They will be confiscated, and further discipline may follow. Gambling of any kind is not allowed. (See also "Computers")

## GIRLS' CLUB

The purpose of this club is to promote friendliness, culture, spiritual development, and social enrichment among the young women of Monterey Bay Academy. All female students are members. Officers of this organization help plan fun events for its members during the year such as dorm outings, dorm activities, and the Parent/Daughter Brunch (held every other year).

## GRADUATION WEEKEND

Graduation at MBA is a formal occasion honoring the graduating seniors. Only seniors, juniors, those freshman and sophomores with family members graduating, and/or those who are working or performing in graduation weekend programs may remain in the dorm during graduation weekend. All other students must check out following their final tests. Those remaining for graduation must check out of the dorm by 5:00p graduation Sunday. See "Room Checkout" procedures for details.

## GUESTS

A guest is defined as anyone who is approved to stay overnight within the dorm. Approved guest are parents/guardians, MBA day students, or people invited by the school. Guests are not allowed to stay in student's rooms unless permission has been given from the Dean. All guests should make arrangements with the Dean 24 hours in advance and are required to check in with the Dean upon their arrival. (See "Guest Rooms" and "Visitors")

Day students may stay overnight in the dorm, but must first obtain permission from a Dean and written permission from their parent/guardian. They must pay a cash fee of \$10 per night or their school bill will be charged \$15 for each night stayed. Students found staying in the Dorm without obtaining a Dean's permission may lose their privilege of being in the dorm and a \$20 fine will be levied.

## GUEST ROOMS

There are guest rooms available in each dorm for students' **immediate family members only**. Because we are a residential housing facility for minors, there must be an adult 25 years of age or older present for supervision purposes when staying in these rooms. These rooms can, and should be, reserved in advance through the Dean on duty. Due to the absence of private bathrooms, the Girls' Dorm is only able to house female guests. Check-in hours are between the hours of 12:00p (Noon) and 11:00p. Checkout is by 10:00a.

### Guest Room Rates

Girls' Dorm

\$20.00 per night for up to two (2) people

\$10.00 per night for each additional person

Boys' Dorm

\$30.00 per night for up to two people

\$10.00 per night for each additional person

Additional guest rooms are available through the business office (x1212).

## HAIR CUTTING/COLORING

In the Boys' Dorm, hair is to be cut/colored in the barbershop only! In the Girls' Dorm, you should cut/color your hair in the drying areas of North or South bathrooms. You are not to do either in your dorm room or hallways. You will be expected to clean up the area when you are finished. Remember that all cuts and colorings must meet MBA guidelines.

## HOME LEAVES

These are the scheduled leaves on the MBA calendar. The dorms and cafeteria will be closed during home leaves; therefore, as implied by its name, all students are to go "home." If you are flying home or elsewhere, you need to submit a copy of your flight itinerary to the Dean. (See both "Campus Leaves" and "Transportation")

### Check Out

Leave campus before 5:00p on the day home leave begins. (Cafeteria will not be open for dinner.)

### Check In

Return between the hours of 3:00p and 10:00p on the final day of home leave. **The dorms will not be open before 3:00p.** If, due to emergency, you will be later than 10:00p, you must contact the Dean. (Meals will not be provided by the MBA cafeteria.)

## INELIGIBLE LIST

This list is comprised of students who have failed to meet the minimum expectations when it comes to worship attendance, academic performance, and room cleanliness. These students forfeit their off campus privileges for a period of time. This includes senior privilege.

## INTERCOM

The intercom system is off limits to all students except deck monitors, RAs, and Deans. The Dean on duty must approve all music played over the intercom.

## JANITORIAL SUPPLIES

You should bring your own cleaning supplies for your room and sinks. Vacuum cleaners, brooms, and mops will be supplied by the dorm. These items must be checked out from the Dean on duty.

## JANITOR DUTIES

Because the dorm is your home away from home, you are responsible for helping to maintain a clean dorm. Occasional janitorial duties may be assigned to you by your RA or the Dean. It is your responsibility to do a thorough and complete job when asked to work. Few people enjoy cleaning, but all can take pride in a clean and attractive dorm.

## JEWELRY

MBA is a jewelry free campus, and you are asked to please leave your jewelry at home. The student handbook defines jewelry as "bracelets, rings, earrings, necklaces, chokers, and other conspicuous ornaments." Anyone found wearing jewelry will be issued a conduct slip and be asked to remove and surrender it. It will be placed in an envelope to be given to your parent/legal guardian at their next visit to the campus. The school is not responsible for lost or stolen jewelry.

## KEYS

Dorm room keys are issued by the Dean. Lost keys are to be reported to the Dean immediately. There will be a \$50 charge assessed for re-keying your room at the schools' discretion and a \$10 charge for key replacement. The unauthorized duplication of dorm keys is prohibited. **Should you be locked out of your room, and need a Dean or a member of the dorm staff to open your room, you will be charged \$1.00 for each occurrence.**

## LAUNDRY

There are laundry rooms located on the bottom north and south halls of the girls' dorm and on the lower east hall of the boys' dorm. Please remove laundry from the washers and dryers promptly after completion of the cycle. Clothes found just lying around will be collected and given to community service. **The school, deans, or dorm staff are not responsible for clothes that may disappear from the laundry room.** No liquid bleach should be used; only powdered bleach is allowed. The laundry rooms are locked at 10:45p each night, and opened again at 6:00a. They are locked on Friday night, one hour before sundown, and reopened after sundown on Saturday night.

## LIGHTS OUT

With the busy schedule of the academy, sleep is an important factor in helping you to be successful in all areas. Room lights and electrical power will be turned off by dorm staff at 10:45p each night. Power and lights may be extended on Saturday nights. No alternate source of electricity may be used in the rooms after lights out, and students caught not complying with this rule will face disciplinary consequences from the Dean. If students have not completed their studies, they may study quietly in the parlor downstairs at the Deans' discretion. Students who are noisy will be asked to go to their rooms for the remainder of the night.

## LOBBY

We want our lobby and parlor areas to look nice, as this is our dorm home. As a result, no food or drink of any kind will be allowed in the lobby or parlor without permission from the Dean. Remember that the lobby is a public place, so your dress and behavior must be appropriate. Before visiting with a friend of the opposite sex in the parlor or lobby, you must ask permission from the Dean on duty to do so. No one should sit on the tables or the arms of the furniture. Do not mark on the furniture in any way. Personal items should not be left in the lobby.

## LOCKED DOORS

All students are strongly advised to keep their room doors locked when no one is in the room. The school cannot be responsible for your personal items. If a student has a large amount of money, it is advisable to give it to the Dean to lock in the safe. Anyone who enters or attempts to enter a locked room without permission will be taken to Deans' Council.

## MAIL

Use the appropriate address below to receive your personal mail at MBA:

*Your Name*  
c/o Girls' Dorm or Boys' Dorm  
Monterey Bay Academy  
783 San Andreas Rd  
La Selva Beach CA 95076-1911

Mail is delivered to the dormitory by dorm staff only. You may pick up your mail from the deck worker.

## MEAT

Although clean meats (as defined in Leviticus 11) are not prohibited in the dorm, students are not allowed to cook meat of any kind in the dorm. The smell of meat may be offensive, and even nauseating, to those who do not eat meat.

## MEDICAL SUPPLIES

Each dorm has several types of over counter medications and a few first-aid items (i.e., Band-aids, first aid creams, cold/hot packs, etc.) on hand in the clinic for student use. Students are encouraged to keep their own basic supplies on hand.

## MEDICATION

All prescription medications are to be turned into the school nurse or the Dean on duty. Students are not to share any prescribed medication. Failure to comply with this will result in disciplinary action from Deans' Council.

## MEN OF MCQUAIDE (M.O.M.)

The purpose of this club is to create a bond of friendship between young men of MBA. All male students are members. Members of this organization help plan events during the year such as dorm worships, parties, dorm competitions, and parent/student banquet.

## MESSAGES

In the Girls' Dorm, phone messages will be placed on the deck window. In the Boys' Dorm, messages will be placed in assigned mailboxes in the deck.

## NURSE

Each school day morning, the school nurse visits the dorms. The nurse arrives at the boys' dorm at 6:30a and the girls' dorm at 7:00a. If you are too ill to get out of bed to see the nurse, have your roommate or someone else inform the nurse. The nurse is also on call throughout the day for sports related injuries or other medical needs. (See "Sick List")

## PAINTING

Girls' Dorm residents must get permission from the Dean before painting their room. Students are not allowed to paint their room without adult supervision and assistance. Boys' Dorm residents are not allowed to paint their rooms.

## PASSES

Anytime you are heading to an unsupervised area or campus home, permission and a pass must be obtained from the Dean on duty. In an emergency, the Dean or faculty member must be able to find you. Passes are also a tool in which the Dean and student can communicate their plan together.

## PERSONAL DEVOTIONS

Just as it is impossible to grow physically without a balanced diet, so it is with spiritual growth. You cannot have someone else eat your food for you and expect to live. Neither can you live very long without breathing. Reading from the Bible or a devotional book is spiritual food for the soul and mind. Prayer is breath to the spiritual life.

When we realize the necessity of spending time each day with God on a one-on-one basis, we will make it our highest priority. Students may think the daily schedule at MBA is so full that it does not allow for personal devotions time. Life in the adult world will be equally busy. The secret is to develop the habit of making time to spend with God.

## PETS

Fish only!

## PHONE MESSAGES

(See "Messages")

## REPAIRS

Students should report any repair requirements to their RA or the Dean on duty immediately. Please do not attempt to make any repairs without checking with the Dean first.

## RESIDENT ASSISTANT (RA)

The RA is part of the dorm staff, and is a direct extension of the Dean. The RA is a good friend and resource person, and worthy of the respect and compliance due their role as the Deans' representative. They are expected at all times to uphold the rules of Monterey Bay Academy, and to be available whenever needed by fellow dorm students.

## RESPECT

Every person deserves to be treated with respect. The Deans and dorm staff will make every effort to treat you with respect at all times, and we ask that you treat us with the same. If at any time you feel the Deans, or the dorm staff, are mistreating you in any way, please inform an Administrator. Please exercise patience. There is a time and a place to make your complaint. Use wisdom in deciding when and where. You will be heard and it will be dealt with.

## ROOM CARE AND INSPECTION

Rooms will be checked several times throughout the week. A Dean or an RA will check rooms for cleanliness, appropriateness of décor, and safety hazards. You will receive a room grade based on the following:

Floor Clean	Sink Area Clean
Clothes Put Away	Mirror Clean
Beds Made	Trash Emptied
Desk/Dresser Clean and Orderly	Closet Tidy
Lights/Radio/Etc. Off	Door Locked

You will receive a room grade, if your grade is a 5 or less (meaning your room was not acceptably clean), you must see the Dean immediately. Your room check grades will impact your dorm citizenship grade on your school report cards, as well as your place on the priority list for reserving a room for the following year. You may also lose dorm privileges until your room meets an acceptable grade. (See "Ineligible List")

## ROOM CHECK-IN PROCEDURE

Before checking into the dormitory, you must obtain clearance from the administrative and business offices. Upon receiving notice of your clearance, the Dean will give you a check-in/out form to fill out. Follow the instructions carefully so that all deposits can be refunded to you when checking out.

## ROOM CHECKOUT PROCEDURE

When checking out of your room, you must do so properly to avoid additional charges, and to receive a refund of your room deposit. Get the proper paper work from the Dean and follow the instructions carefully. Additional charges will be added for incomplete checkout, cleaning, and/or for damages done during your occupancy.

## SABBATH

In Exodus 20:8-10 God asks us to "Remember to observe the Sabbath day by keeping it holy. Six days a week are set apart for your daily duties and regular work, but the seventh day is a day of rest dedicated to the Lord your God." Therefore, we ask that during the Sabbath hours (from sundown Friday to sundown Saturday), the music listened to, the conversation, the dress, as well as the activities entered into, should all honor the Lord of the Sabbath. Please refrain from gaming, TV viewing, listening to secular music, etc., during the Sabbath in honor of the Lord our God.

## SCREENS

The screens are on the windows to stay! Using one's window as an exit or entrance (for you and/or others), or the removal or damaging of screens, will result in a fine and/or further discipline from Deans' Council.

## SICK LIST

Unfortunately, there are times when you are under the weather. If you feel the need to be on sick list, you must see the nurse in the clinic in the morning. If you feel ill the night before, you should set your alarm to ensure you wake up to see the nurse. If you are too sick to get out of bed, then send your roommate or RA to inform the nurse. If you miss seeing the nurse, you must see the Dean in order to be excused from classes. If missing the nurse becomes a common occurrence for you, the Dean will likely refuse to excuse your classes. If you will be missing work, it is your responsibility to contact your work supervisor. However, only the school nurse or the Dean on duty can approve a student for the sick list.

Once a student is on the sick list he/she remains on the list until the following morning. The student must:

1. **Stay in his/her own room except to use the rest room.**
2. Stay out of other dormitory rooms, even another sick person's room.
3. Stay out of the dormitory halls.
4. Eat all meals in the dormitory. (Meals will be brought to the student's room.)
5. Stay in the dorm and not leave the dormitory for any reason including recreation.
6. Have no visitors in your room unless approved by the Dean.

If a student gets sick during class time and is sent back to the dorm, they must adhere to the items mentioned above. Also, they are required to wake up the next morning and visit the Nurse. Failure to do so will nullify the previous days excused absences.

**Routine doctor/dental appointments are to be scheduled during scheduled home leaves.** If you have a chronic medical problem, there needs to be a note from a medical doctor excusing you from classes and work.

## SINKS

Your room sinks and those in the bathrooms are **not** kitchen sinks, wash basins, or urinals and should not be used as such! We provide a kitchen for washing your dishes, showers to wash your hair, and urinals and toilets to do your business. Your room sinks are for brushing your teeth, washing your face, etc. Students found abusing their sinks may be fined and face further discipline.

## SMOKE ALARMS

Each room is equipped with a battery operated smoke detector. These are not to be painted or tampered with. **Tampering with smoke alarms and/or their batteries carries a \$100 fine.** Please report low batteries or faulty detectors to your RA or the Dean on duty.

## SPRINKLER HEADS

**Do not paint, hang, or fasten anything to any fire sprinkling head. Violators will be fined \$100, and may face further discipline and charges if damage occurs.**

## STUDY HALL

Study hall, simply put, is a time to study and not to just do homework. There are a total of two hours of structured study hall from 8:20–10:20p each evening Sunday – Thursday. During study hall your RA will monitor your study habits. This information will be passed on to the Dean and taken into consider-

ation when compiling your citizen ship grade. Following is an outline of each evening beginning with the end of recreation:

7:45p	Students should go directly to their residence hall after rec.
8:00p	Worship begins in both dormitories in the chapel.
8:20p	Study hall begins. Dorm rooms are not to be locked during study hall. During relaxed study hall you may arrange to study in small groups of two or three in a dorm room. This is to be arranged through the RA's on duty. If there needs to be a larger group, it will be in a supervised area.
	Day students may study in the dorm with the Dean on duty's permission, but need to leave the dorm promptly at 10:00p They must check in and out with the Dean on duty.
	Students who are not on DFI may do laundry, use the exercise room, or jog during this time as long as they have the RA's or Dean's permission (Jogging requires the Dean's permission and a pass.) However, they need to shower and return to their room by 9:00p, allowing them ample time for strict study hall. Remember, whether studying or not, you need to show respect for others by being quiet. DFI students do not have these privileges during study hall.
9:00p	Strict study hall begins. The only phone calls allowed after this time will be those coming in from parents/guardians. This is the time that things should become ultra quiet as some residents may be preparing for bed. Please respect one another.
10:20p	Study hall is over, and it's time for bed. If you haven't already, please quietly take care of your personal needs (brush teeth, shower, etc.). Please be aware of the time, and note that "lights out" is at 10:45p.
10:45p	Power goes out! Each student should be in their own room. On Sunday through Thursday students are not to sleep in anyone else's room. Exceptions will be made on Friday and Saturday nights. The maximum number of people sleeping in one room is four (this includes the regular resident(s). Students must make arrangements with their RA's.

## TELEPHONES

There are pay phones available for use in the lobby area. All in-coming calls are answered by the deck monitor. Calls to friends in the community, or between dormitories, are not to be made during study hall or after 10:45p. You may lose your phone privileges if you abuse this rule.

You should come to campus with a phone card with which to make long distance calls to friends and family. The Deans' phone may be used for emergencies only, as the school should not be responsible for paying for your personal phone calls.

## TELEVISION

### Girls' Dorm

The TV is located in Room 244. If you would like to watch TV you must receive permission from the Dean on duty, as the TV room is locked at all times. Please be considerate and allow others their turn to watch TV or a movie after two hours. You may not lock others out of the TV room when you are watching TV. Please be careful in your program selections so as not to lose your privilege.

### Boys' Dorm

The TV is located in the parlor and you are welcome to watch it at the Dean's discretion. Please be careful in your program selections so as not to lose your privilege.

Note: The TV will not be available for viewing during the Sabbath hours (sunset Friday to sunset Saturday).

## TRANSPORTATION

We know that sometimes you just want to get off campus and go to town! You may ask your advisor, faculty, or the Deans, but please respect their time and days off. The Deans and/or faculty will charge the following for transporting you to the following places:

Destination	Charge per person based on number of riders		
	1	2	3
Watsonville/Target area	\$8.00	\$8.00	\$8.00
Santa Cruz/Capitola Mall area	\$16.00	\$16.00	\$16.00
Monterey/Salinas area	\$30.00	\$15.00	\$10.00
San Jose Airport	\$60.00	\$30.00	\$20.00
San Francisco or Oakland Airport	\$90.00	\$45.00	\$30.00

Students needing to fly home on home leaves should use the MBA bus transport to/from the San Jose airport. **Your flight should not be scheduled any earlier than 4:00p on home leave day, and your return flight should be landing in San Jose no later than 8:00p.** Students are encouraged to purchase tickets which coordinate with the provided MBA transport, as Deans and faculty members are often very busy on home leave days. Arrangements should be made through the business office at least four days prior to home leave.

If you need a ride to the airport on occasions other than home leave, we encourage you to use:

01. Surf City Shuttle: 831-419-2642, surfcityshuttle.com. This is a door-to-door service that will pick up in front of the dorm and transport to any of the four area airports  
San Jose/Monterey (\$74 one-way)  
Oakland/San Francisco (\$114 one-way)  
These prices are for up to two passengers one-way. Additional passengers are \$5.
02. Silver Cab and Airport Shuttle Service: 831-295-9277. This is a door-to-door service that will pick up in front of the dorm and transport you to the airport.  
\$1.50 per mile to the San Jose airport (approximately \$74 one-way)  
\$1.20 per mile to the San Francisco airport (approximately \$95 one-way)  
These prices are for one-way only and for one passenger. The cost for additional passengers is considerably less.

Both companies listed above are very reliable modes of transportation, and will take you right to the check-in location at the airport.

## TRASH

It is important to empty the trash in your room frequently so as to not attract insects or rodents. MBA is a recycle community therefore all residents are asked to separate recyclables from their trash and to dispose of it properly. **Take your trash outside to the garbage bins. Do not empty them in the hall bathrooms, as it is not the responsibility of our cleaning persons to empty garbage for the entire dorm.** Do not set trash in the hallways.

## VACUUM CLEANER

Vacuum cleaners are available and must be checked out and returned promptly after use, so that someone else may use it. If the vacuum is not working well, please report it to the Dean on duty immediately.

## VISITORS

A visitor is defined as anyone who comes onto campus to visit for the day. All visitors need to notify the Dean upon their arrival. Any visitor who has not made prior campus visiting arrangements with the Dean, will be addressed. Prior to visitation, visitors of our residents will need to be approved by the parent/guardian. Visitors may stay on campus only if permission is granted by Administration and/or the Dean. (See also "Guests" if staying overnight)

## WORSHIP

The worship of our God is at the very foundation of our purpose at MBA. Therefore, each week we provide multiple opportunities to encounter Him.

### Dorm Chapel

One of those opportunities is in having a chapel service in the dormitories. Attendance will be taken and each resident is expected to be present and on time. Unexcused absences or tardiness will affect your citizenship grade, which will in turn affect your campus and off-campus privileges. You will not be penalized for excused absences (i.e., sick list, field trips, tours, approved alternative worships, etc.).

Worship will begin promptly at 8:00p, Sunday through Thursday.

### Weekend Services

Each weekend MBA celebrates God's Holy Sabbath beginning Friday evening at sunset and ending Saturday evening at sunset. Friday evening's worship service is called "Vespers". The celebration continues on Saturday morning with "Sabbath School." As the name implies, it is a time to study God's Word, the Bible. Usually there are a variety of classes to choose from which you can attend. Following Sabbath School is the divine worship hour in the main sanctuary of the church. All residents present in the dormitory over the weekend are required to attend these services.

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