

Student Name _____

Student Handbook

2007-2008

Monterey Bay Academy
Where Land and Sea Unite to Inspire



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

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

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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.

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. Then 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 can 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. Please place this book 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 here 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, created 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 58th 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

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

The Administrative Committee is formulated by the following individuals: Principal, Chairman (or his designee), Vice Principal for Academic Affairs, Vice Principal of Operations, Pastor, Deans, Cafeteria Director, Recruiter, Administrative Secretary as secretary, Associated Student Body 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.

DEANS' COUNCIL (DISCIPLINE COMMITTEE)

This committee is comprised of the Principal (or his designee), the four boys and girls deans and the school recruiting/marketing director. When students are invited into Deans' Council, their faculty advisor is also invited to be present. The council's function will be 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 mete 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. As a private school, Monterey Bay Academy feels it has the right to make disciplinary decisions it deems appropriate without the involvement of these individuals. Furthermore, the academy reserves the right to have all disciplinary decisions made by its representatives stand as final.

The council's actions will be considered final. However, the council is not unwilling to reconsider its decisions if it can be pointed out that certain evidence has not been considered.

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:

1. Talk with the staff member involved.
2. Speak with the Principal or other administrator.
3. 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).
4. Request an appeal to the school board of trustees.
5. Finally, concerns may be directed to the superintendent of Education at the CCC Conference office in Clovis, CA.
6. 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.
7. 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.

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.

Attendance

ATTENDANCE POLICY

We are here to educate students. We feel that classes are a very important 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.*

- o8. Once a student is on sick list he/she remains on the list until the next morning. The student must:
 - a. **Stay in his/her own room except to go to the rest room.**
 - b. Stay out of other dormitory rooms, even another sick person's room.
 - c. Stay out of the dormitory halls.
 - d. Refrain from making phone calls (except to parents), without a dean's permission.
 - e. Eat all meals in the dormitory. (Meals will be brought to the student's room.)
 - f. Stay in the dorm and not leave the dormitory for any reason including recreation.
- o9. 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 will 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 4 weeks. This does not apply to club, class, or ASB offices.

DEFINITIONS

- o1. 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.
- o2. 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.
- o3. 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.

- o4. 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.

- o5. 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 3 days of suspension or any part thereof, the attendance grade will be lowered one letter grade.

DROPPING A CLASS

To drop a class, a student must:

1. See the Vice Principal for Academic Affairs for approval.
2. Obtain parental permission.
3. Get an add-drop voucher from Vice Principal for Academic Affairs.
4. Get the teacher to sign an add-drop voucher.
5. Return the add-drop voucher to the Vice Principal for Academic Affairs.
6. Continue attending classes until the above process is completed.

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 for 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 a five-dollar fee for transporting students to medical appointments in Watsonville, and a ten-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.

SUSPENSION

For every three days (or any part thereof) that a student is suspended from school, the attendance grade will be lowered one letter grade.

WORK ATTENDANCE

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

Discipline

One of our very important objectives at Monterey Bay Academy is that students behave appropriately and respect property and the rights of others. The faculty and staff emphasize positive attitudes, encourage good conduct, and help students to value God, themselves and others. MBA places a high priority on students assuming responsibility for their behavior. MBA expects students to be cooperative, considerate and well mannered to each other and to adults. Students should also make good decisions concerning safety.

From the beginning of the school year, 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.

ANNOUNCED RULES

Announced and stated rules during the school year are as binding as written rules.

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, unsanctioned "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 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 cheats will receive a grade of 0 on the work, a conduct slip and a phone call or written message will be promptly dispatched to the student's parent or guardian. 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. Each conduct slip—lose 1/3 of a letter grade
02. Each Vespers/Sabbath School/Church absence—lose 2/3 of a letter grade
03. Social—lose a minimum of 1/3 of a letter grade per week for each offense up to a maximum of one letter grade
04. Campus bound—lose 1/3 of a letter grade for each week up to one letter grade
05. Beach banned—lose 1/3 of a letter grade for each week up to one letter grade
06. Community service chores—lose one letter grade for each day up to three letter grades
07. Suspension—lose one letter grade for each day up to three letter grades
08. Food fight—lose one letter grade
09. Fines (not associated with other discipline)
 - Up to \$50—lose 1/3 of a letter grade
 - \$50 - \$150—lose 2/3 of a letter grade

s150 and up—lose one letter grade

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.

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 & entering or grand theft.
05. Battery or assault.
06. Possession, possession for sale, or sale of controlled substances.
07. Hazing.

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: special study halls, tutoring, exclusion from extra-curricular activities, etc.

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.

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 and possible expulsion. Please use acceptable means to settle differences. 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. *Continued...*

\$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, 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 discretion" labeled music or materials.
- 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 discretion", 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.
- Tapes and/or CD's labeled "parental discretion" are not allowed at MBA. Such tapes and/or CD's will be immediately confiscated and destroyed. A fine of \$50 for each such tape and/or CD will be imposed. Students may not possess portable communication devices in the classroom or public meeting places. Misuse of devices will be cause for 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.

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 or campus guest. This includes any forcible action or initiation type of behavior. Hazing of others is against the law and will result in serious discipline and possible expulsion. A report of hazing activity will be made to local law enforcement authorities.

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.

LANGUAGE AND READING

Obscene and abusive language or gestures are not allowed at MBA. 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 and destroyed.

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 application 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.

Students who are involved in the use of controlled substances that are mind altering such as but not limited to, alcohol, marijuana, ecstasy, inhalants, 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. For example:

- If a student used alcohol and was discovered in December, they would immediately withdraw from MBA. They would not be able to reapply until the 4th quarter of that year at the soonest. However, they would be encouraged to have a successful year elsewhere and consider reapplication for the following school year.
- 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.

SUSPENSION POLICY

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

01. If the suspension is to be on campus, the student will be assigned community service chores by the Deans' Council:
 - These chores will be performed at the dormitories, cafeteria, grounds, or other campus buildings assigned at the discretion of the Deans' Council.
 - The student will not be assigned community service chores in a department where he/she is employed, or scheduled for any job that directly benefits a faculty member personally.
 - On school days, a student will be assigned to eight hours of work each day, four hours of which will be at his/her regular place of paid employment and four hours of community service chores as assigned by the Deans' Council.
 - On Sundays a student will be assigned eight hours of community service chores.
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 on suspension will be dorm bound during the hours they are not in work assignments or at religious services, and will have no recreational privileges. Students' meals will be delivered to them in their dormitory rooms.
04. Students who are dorm bound are to report to the deans for instruction.

VIOLATIONS OF SCHOOL RULES

This student handbook sets forth the campus rules. Violations of these rules subject a student to discipline. Consequences for misbehavior depend on the seriousness of the offense, the conditions under which it occurred, and the record of past behavior. These consequences (not necessarily listed in order) include, but are not limited to:

Community service chores
Conduct slips (each lowers the citizenship grade by 1/3 of a letter)
Conference with dormitory dean, vice-principal and/or principal
Conference with parent
Expulsion
Deans' Council action
Fines and/or restitution
Letter of censure to student and/or parent
Loss of privileges
Suspension (each day lowers the citizenship grade by one full letter)
Verbal reprimand

Students with citizenship grades lower than a C will be subject to loss of privileges, eligibility for extra-curricular activities and student offices.

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 that it is in the best interest of the student, or when the behavior is disruptive of other students' learning, disruptive of dormitory living, or disruptive to the MBA program. Dismissal is, however, infrequent, and the school believes that mid-year dismissals are to be avoided, if at all possible. Dismissal will occur when student safety is an issue, when no progress is taking place, when a student demonstrates an uncooperative or insubordinate attitude, or when there is no parental support for the student, the administration, the faculty, the staff or the MBA program.

When persistent behavior problems do arise, we seek to work with parents in looking for solutions. We expect that, with close parental cooperation, most problems can be solved.

Possession of alcohol, weapons, or illegal substances on campus or on school trips and activities can result in immediate expulsion from school. 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.

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.

ASSEMBLY

Assembly will be required of all students (boarding and day). The dress is to be school attire. Attendance will be taken and the students will have assigned seats. Weekly assembly is on Friday mornings at 11:18 AM.

BEACH

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 helmet, knee and elbow pads, gloves (recommended), etc. when roller blading, bicycling, skating, or skateboarding. Shirts must be worn at all times.
02. 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.
03. 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.
04. 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.
05. No roller blading or skating is allowed after dark unless the ball field lights are turned on.
06. 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.
07. 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.
08. Staff, speak with parents when faculty children are in violation. Confiscated skateboards should be given to parents.

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. Off-campus bicycling is permitted for up to two hours. Please refer to the campus bicycling policy for further guidance. The deans issue a bicycling pass for those wishing to bike off campus.
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. Shopping, movie attendance, and other inappropriate activities are discouraged on Sabbath.
06. 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.
07. Weekend leaves end in time for study hall Sunday evening (8:20 PM). Students should not return later than this.
08. 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.
09. A closed weekend is a weekend when students are not allowed to leave campus overnight because their presence is required at a campus function.
10. 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.
11. 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.

CARS

01. Please read the section entitled "Student Automobiles" in the school bulletin, page 30-31.
02. 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.

CLOSED CAMPUS

The academies of the Central California Conference 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. All non-student visitors should:

01. Observe the social regulations the students are asked to observe.
02. Limit time on campus to weekends, or during the week, to recreation time.
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. Check in with the deans of the dorm that they are visiting.

COMPUTER USE

Students are allowed to have personal computers such as desktops or hand portables. 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 who do not comply with the following rules may be asked to take their computer home.

- No parental advisory music.
- No pictures or videos with sexual content.
- No game videos or graphics with violent or sexual content.
- No material containing violent or threatening content.

CONCESSIONS

The Administrative Committee must give permission for any organizations and/or students to sell items for fund-raising 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 emergency situations only. The exit should be between numbers and not during anyone's performance; re-entering should be the same.
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. One must remember that there are no excuses, other than illness, from religious services.

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 workplace 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 principal's office. Repeated offenses will result in a student receiving a conduct slip—impacting their citizenship grade.

GYM 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.
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 students 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 is not allowed and will result in a fine and possible further disciplinary action.
07. Unauthorized entry to the gym or pool will result in a fine and possible further disciplinary action.
08. Failure to comply with gym regulations may result in loss of gym privileges.
09. No skates, roller blades, or skateboards are allowed in the gym.
10. No wet clothing from the beach or the pool is allowed in the gym.

HOME LEAVES

01. Check with the Business Office for transportation needs.
02. Pay for the reservations at the Business Office.
03. Notify the Business Office immediately of any planned transportation changes.
04. Make arrangements for school transportation at least four days prior to each home leave. Late fees will be assessed for last minute arrangements.
05. 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.
06. Sign out on leave cards with the deans.
07. Falsifying leaves will result in disciplinary action.
08. 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, fax number is (831) 728-1485. The same is true if a student uses any transportation other than commercial or school transportation.
09. Any time parental permission is granted the parent must send written permission. Fax number is (831) 728-1485.
10. **All flight/transportation arrangements must be made for no earlier than 4:00 pm on home leave day and students should return in the late afternoon or evening of the return date no later than 8:00 pm.**

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. Stamps are for sale in the Business Office. E-mail access available in computer lab, dorms and library at designated hours.

MODIFICATION OF RULES

The above rules are not exhaustive and are subject to change at any time during the school year.

There is a more comprehensive Dormitory Rules and Information Booklet for all dorm students.

MY SPACE AND OTHER SIMILAR WEB SITES

As public weblogs such as myspace.com and livejournal.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.

Dangers We, 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.

POSTERS, PICTURES, T-SHIRTS AND OTHER ATTIRE

Posters, pictures, stickers, T-shirts, and other attire, which is not compatible to 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 – 7:45 PM 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 – 6:45 PM).
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 of 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. 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 8 AM or after 10 PM.

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 a parent/legal guardian.
 - b. An MBA vehicle registration form signed by the student and a parent/legal guardian.
 - c. A copy of his/her driver's license.
 - d. His/her cell phone number if they own a cell phone.
5. Each senior must obtain permission and a pass from the dean on duty.
6. 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")
7. All occupants in the vehicle must have senior privileges.
8. Seniors will be allowed to utilize their senior privileges for a total of eight hours per week—Sunday thru Friday only. There will be no senior privilege on Sabbath or Saturday nights.
9. Seniors are allowed to make only one off campus trip per day.
10. Seniors can only leave for two hours at a time on week days.
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 who they are going with.
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.
 17. 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 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—Mr. Vern Biloff. The school principal or superintendent or their designee will investigate the matter promptly, thoroughly, and confi-

dentially. 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.

SIGNED FORMS

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

- Parent Consent to be Treated 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, the school bulletin and dormitory handbook.
- An acceptable use policy (AUP), outlining computer usage at MBA.

SOCIAL CONDUCT

Students are encouraged to develop appropriate social interaction. Because MBA is a coeducational 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 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. Student being in the wrong place at the wrong time together.

Staff is 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 set 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 other written or verbal communication. Being placed on “social” also warrants receiving a conduct slip and parental notification.

SUMMER WORK

Summer work opportunities are available. Earnings for summer work are held toward the coming year’s tuition. If a summer worker works a minimum of 250 hours during the summer and remains at school through the first semester, half of his/her summer board fees will be refunded.

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. No one may surf or boogie board alone.
03. Surfers and boogie boarders are to go in groups of at least three.
04. Complete wet suits must be used at all times.
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.
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.

TRANSPORTATION FEES

The local airport shuttle service should be the primary mode of transportation. A student will occasionally request that a faculty or staff drive him/her to the airport or other remote location. As these requests have become more frequent and the cost of gasoline has skyrocketed, MBA now impose transportation charges as follows:

Destination	Charge per person based on number of riders		
	1 passenger	2 passengers	3 passengers
San Francisco or Oakland Airport	\$42	\$30	\$20
San Jose Airport	\$30	\$20	\$15
Monterey or Salinas	\$15	\$10	\$10

Santa Cruz Airporter. Shuttle runs every two hours to airports. Call in advance for reservations. (800) 497-4997 or (831)423-1214.

WORK

One of the main reasons Seventh-day Adventists establish schools is to teach the work ethic. Each student should learn the importance of being responsible to be prompt, productive, and dependable. All students must work a minimum of 5 semester credits before they graduate. Students will be paid for their work and a credit will be placed on the student’s statement. 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	Campus Laundry
Dorm Monitor	Chance-Morgan Coasters
Garage	Ebright Enterprises
Grounds	Rainbow Fin Company
Library	Spectre Boats
Maintenance	
Offices	
Readers	

A work 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.

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. We are grateful for the work our students do, as the program is dependent upon that work.

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

For Friday night vespers and Sabbath services you may wear modest dress pants and tops or skirts/dresses. Proper shoes/footwear must be worn at all times in the sanctuary. Jeans, T-shirts, shorts, sweats, hoods and hats are **not** appropriate attire for the church. We want to encourage our MBA family to dress appropriately as we gather to worship together in the church.

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. Sleeves or at least a two-inch strap are recommended, pending deans' discretion. **If a dress is not appropriate without a shawl, jacket, or other cover-up, it should not be worn.**

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 student 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 cafeteria.

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. Under-shirts, 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 Student 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 dormitory 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. Attendance will be taken and the students will have assigned seats. Chapel meets every Friday at 11:18 AM. It is required for all students to attend. Occasionally chapel will meet on a day other than Friday.

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.

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.

WORK OPPORTUNITIES

Effort will be made to offer work opportunities to students. However, in the event that there are fewer jobs than students, dormitory students will have preference for on campus jobs.

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