

# Monterey Bay Academy

# SCHOOL BULLETIN

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Fully accredited with The Board of Regents of the General Conference of Seventh-day Adventists and the Western Association of Schools and Colleges.

A coeducational boarding high school located on the shore of the Monterey Bay, owned and operated by the Central California Conference of Seventh-day Adventists.

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## 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.

## Philosophy

The school family of Monterey Bay Academy agrees that wisdom is a loving gift to each of us from our Creator and that a relationship with Him is the foundation of all true education.

We delight to explore and discover such wisdom in the places where God reveals Himself to us in the inspiring lives of other followers, in the beauty of creation, and in the practical teachings of His Word.

So we say that true education means harmoniously developing the physical, the mental, and the spiritual powers. It is more than reading books. It is more than remembering facts. It is more than acquiring knowledge. True education gains an appreciation for the character of God and the purposes of His kingdom. It is learning to be thankful by responding to His grace with every fiber of our being and discovering how to serve others and share the wonders of God's love.

At Monterey Bay Academy we consider your application to be a joint venture. Students who come to Monterey Bay Academy agree that their life goals are similar to the school's objectives. Consequently, in considering Monterey Bay Academy as your family away from home, please read our objectives carefully and compare them to yours.

## Objectives

### Spiritual

Monterey Bay Academy recognizes the importance of a spiritual foundation in our life activities and seeks to:

1. Provide opportunities for each student to grow in God's love.
2. Strengthen each student's personal commitment to a life lived in harmony with the will of God as revealed in Holy Scriptures.
3. Reveal that the most satisfying life is a life of service.
4. Give instruction in the great principles of God's Word.
5. Lead students to believe in Jesus Christ as their personal Savior.
6. Direct students' minds to God's own revelation of Himself.

7. Help students bring every part of their person under the control of the Spirit of God.
8. Train students to become workers for God and honor Him by being an example before the world.
9. Develop a desire in students to serve God and others in this life.

### **Mental**

Monterey Bay Academy believes that all true knowledge resides in God as its ultimate source and seeks to:

1. Inspire mental excellence by preparing each student to have faith in God's promises to assure effective and rewarding citizenship.
2. Direct students to God's revelations.
3. Stimulate students to apply the spirit of inquiry to all problems.
4. Acquaint students with the basic facts and principles in the major fields of knowledge.
5. Help students develop the ability to interpret history and current events in the light of the Bible.
6. Acquaint students with ever-advancing technology.
7. Enrich minds by developing an appreciation for music, literature, art, and other aesthetic experiences.
8. Provide a broad background in all fields necessary in order to meet the demands of everyday life intelligently.
9. Develop in each student the highest level of critical thinking.

### **Social**

Monterey Bay Academy recognizes the social pressures inherent in all community settings and encourages students to:

1. Accept Biblical social standards.
2. Develop skill in interpersonal relations.
3. Develop respect and appreciation for home and family.
4. Develop respect for the rights and ideas of others.
5. Form habits of courtesy and graciousness.
6. Realize the responsibility of personal influence.
7. Foster skills and attitudes which promote the enjoyment of healthful leisure-time activities throughout life.
8. Acquire a wide range of interests and skills necessary for self confidence and sociability.
9. Realize the greatness of our country by being honest citizens willing to participate in local, state, national, and world affairs in a responsible manner.
10. Establish a scriptural perspective on all aspects that shape our daily lives.
11. Take part in a variety of activities in which the unique social backgrounds of other students are appreciated and celebrated.

### **Physical**

Monterey Bay Academy believes that health is a treasure we should preserve. It is our goal that every student:

1. Enjoy a wide variety of physical activities in which they may find success resulting in a sense of self-worth.
2. Be involved in a physical education program which provides instruction and training for developing skills and attitudes needed to secure and maintain personal health and physical fitness.
3. Adopt principles of healthful living through learning and experiencing a balanced diet and abstaining from all things harmful to one's health.
4. Develop a respect for the dignity of labor and pride in a job well done.
5. Develop work habits such as diligence, initiative, and honesty.

### **Application**

Seventh-day Adventist schools are primarily for the education and training of Seventh-day Adventist youth. However, if you are a committed Christian or a non-Christian and wish to live by the principles of the Seventh-day Adventist church, then Monterey Bay Academy is for you!

Monterey Bay Academy seeks applicants who wish to cheerfully abide by all school and church policies, perform duties assigned, seek academic success, and want to be involved in extracurricular activities. Upon application, every student is asked to pledge their full support to uphold the philosophy and policies of Monterey Bay Academy.

It is expected that the parent or guardian of the applicant will encourage the student to keep church and school standards at all times to ensure that the student's conduct corresponds to the spirit of the institution. When conflicts between school rules and parental permission take place, the school rule will take precedence.

### **Nondiscrimination policy**

Monterey Bay Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. Monterey Bay Academy does not discriminate on the basis of race, color, ethnic background, country of origin or gender in administration of policies, application for admission, scholarship and loan programs, and extracurricular programs.

## Application Procedure

1. Submit student application and include:
  - a. Application fee of \$50 for domestic students and \$100 for international students. After August 1 for first semester or January 1 for second semester the application fee is \$100 (\$200 for international students).
  - b. Give complete addresses and phone numbers of three references. Consideration for admittance will not be given to any new student unless references are given.
  - c. Medical Examination form due by registration day. You must include copies of original immunization records.
  - d. Request for Records form signed by parent or legal guardian.
  - e. Copy of Social Security card.
  - f. Copy of Medical Insurance card.
2. Prearrange financial support.
3. Freshmen must present evidence of satisfactory completion of eighth grade.
4. Applications will be considered on a first-come-first-served basis. Only complete applications are ready to be presented to the admissions committee.
5. An interview with parents and student may be necessary.
6. Students applying for senior year must submit unofficial transcripts with the application.

## International Student Applicant Procedure:

1. Submit student application blank and include:
  - a. Application fee of \$100. (\$200 after June 30 for 1st semester)
  - b. Medical Examination form that includes all immunization dates in English.
  - c. Request for Records form.
2. Show evidence of a TOEFL test score of at least 475 for ESL program, and 500 for main stream program. If the applicant does not meet this requirement, official acceptance, grade placement, and continuation will be at the discretion of the instructor and administration.
3. Show evidence of a parent or guardian on the U.S. mainland. The guardian may be interviewed by the Admissions Committee or a representative.
4. Deposit the year's fee in advance before an I-20 form can be issued for entrance into the U.S. (Items 2, 3, and 4 do not apply to Canadian students.)

5. Present membership in the Seventh-day Adventist church, or evidence of attendance in a Seventh-day Adventist school, or a recommendation from a Seventh-day Adventist pastor or teacher.
6. Apply for admission by June 30 for the first semester and December 1 prior to second semester in order to meet visa, passport, and customs processing deadlines.
7. An interview may be necessary.

## Non-Seventh-day Adventist Applicants

Monterey Bay Academy is owned and operated by the Seventh-day Adventist denomination. Consequently, there are policies and practices that are unique to Monterey Bay Academy:

1. For each year in attendance, students must take one year of a doctrinally-oriented Religion course.
2. All dormitory students are required to attend daily worships in the dormitories and all students are required to attend weekly chapel services.
3. All dormitory students are required to attend weekend religious services.
4. All meals served are vegetarian.
5. Students should not bring meat or caffeine drinks on campus.
6. Cigarettes, alcohol, and nonprescription drugs are forbidden.
7. Music, dress, or games that perpetuate violence, drugs, occult themes, sex, immoral conduct, or gang association are strictly forbidden.

Since the above-named principles may be foreign to non-Seventh day Adventist applicants, Monterey Bay Academy reserves the right to interview all applicants prior to full acceptance to determine if Monterey Bay Academy meets the needs of the applicant.

## Student Interview

An interview may be required for any applicant to better acquaint the Monterey Bay Academy administration with the student. This procedure is established to determine whether or not the applying student is committed to the program offered and to acquaint the student with expectations of the school. If it is determined that the student is not committed to the policies of Monterey Bay Academy in its entirety, then the student will be denied admission.

## Registration

All students should register on the day indicated in the school calendar. In general we do not accept students later than two weeks after the beginning of the semester .

## Medical Examination

All new students will be sent a medical examination form to be filled out by the family physician and sent to the school before July 1. A physical must be done within one year of entering MBA. All students must have official verification that immunizations and boosters are current. The State of California requires that all students be immunized before entering a California school, whether private or public.

Required immunizations:

1. Three doses of polio vaccine (four, if the student is 17 or over).
2. Four DPT (DPT of td) doses (five, if the first four were given prior to the age of two).
3. Two doses of MMR
4. Varicella for all out-of-state and foreign students.
5. Hepatitis series and TB test.
6. Tdap pertussis (whooping cough) vaccination.

## Academic Information

### Four Year Attendance

Each student is expected to spend the full four years in high school. Attending summer school or carrying more than a normal load during the school year should be regarded as an enrichment of the student's education rather than as an accelerated program.

### Four-Year Club

To be a member of the Four-Year Club, a student must have attended Monterey Bay Academy for at least 7 full semesters. Four-year students receive special recognition at graduation, and go on an honor trip at the end of their senior year.

### Acceleration

Exceptional students may petition the Academic Standards and Curriculum Committee (ASACC) to complete requirements for graduation in less than four years. The student must have written parental approval, and meet the following criteria:

1. A composite score at the 90<sup>th</sup> percentile or above on the Iowa Test of Educational Development.

2. Have and maintain a GPA of 3.50 or above.
3. Demonstrate initiative, responsibility, self-control, adequate social adjustment, and emotional maturity.
4. The student and parent/guardian must complete an interview with ASACC.

After completion of the interview, ASACC will consider the request and a final decision will be made and the request will be forwarded to the Central California Conference of Seventh-day Adventists for approval.

### Grade Reports

The school year is divided into four quarters of nine weeks each. At the end of each quarter, a grade card indicating the student's progress is sent to the parents. Interim progress reports are sent to the parents for those students who are doing below-average work (below C-).

Quarter grades are progress reports. Semester grades are permanent grades and are recorded on the official transcript.

### Incomplete

Students may receive an incomplete, "I", in a subject due to illness which caused a failure to complete work to merit a grade or due to missing a performance and having not made it up. A quarter incomplete must be removed within nine weeks, and a semester incomplete within one semester. A student will sign a contract with a date deadline for its completion. If the work is not completed within this time limit, the incomplete automatically becomes an "NG" (no grade) or the grade earned. An "I" is calculated as a zero (0) in a GPA.

### Change in Class Schedule

Each student's schedule must be approved by the vice principal for academic affairs. Variations in policies must be approved by the Academic Standards and Curriculum committee.

To change a student's schedule, the student must complete the following:

1. Written or verbal parental permission must be submitted to the vice principal for academic affairs.
2. Obtain an "Add-Drop Voucher" from the vice principal for academic affairs.
3. Receive involved teacher(s) approval through a signed voucher.
4. Return the voucher to the vice principal for academic affairs.
5. A student may not add a new class to their schedule after the second week of a term as too much classwork will have been missed. In rare instances, exceptions may be made by permission of the teacher and the vice principal for academic affairs.

### **Class Membership**

Qualifications for class membership are:

**Freshman** First year academy student and taking at least 60 s.p.

**Sophomore** Second year academy student who has completed a minimum of 55 s.p. and is taking at least 55 s.p.

**Junior** Must have completed 115 s.p. and taking at least 50 s.p.

**Senior** Must have completed a minimum of 165 s.p.\*

*\*Must give evidence of being eligible for graduation at the end of the school year and be taking a minimum of five solids each semester. Must have correspondence work completed and the transcript on file in the Academic Affairs Office by the end of the first semester. Sophomores, juniors, and seniors should have an official transcript of previous work done in other secondary schools recorded in the Academic Affairs Office.*

### **Dropping a Class**

The last day to drop a class without having it recorded as a “W” on the transcript is six weeks after the beginning of the semester. Classes dropped after the sixth week and before the close of the fourteenth week are recorded as a “W” grade. Any student dropping a private music lesson after six weeks into the semester or any other class after fourteen weeks into the semester may receive an “F”.

### **Student Load**

A student is expected to take 50 semester periods of credit per year in addition to meeting the PE requirement.

To remain in school, a student must retain a minimum load of five solid subjects or the equivalent. (Two music classes are equivalent to one solid—maximum one solid). A solid is 5 semester periods of credit class (except for PE).

A student may not register for an equivalent of nine solids without prior approval of the Academic Standards and Curriculum Committee. Requests must be submitted in writing to the Vice Principal of Academic Affairs two weeks prior to the beginning of a new semester.

For an equivalent of seven solids a student must maintain a 2.5 GPA. For an equivalent of eight solids a student must maintain a 3.00 GPA and not receive any grade lower than a “C”. A student who receives any grade lower than a “C” in either case must drop one class.

The faculty reserves the right to adjust the student’s program due to low grades, ability, or a heavy work program.

### **Correspondence Courses**

Arrangements must be made with the Vice Principal for Academic Affairs in advance before students can expect to receive credit for private lessons, correspondence, or summer school work. Seniors taking approved correspondence must have 1st semester completed before 1st semester begins and 2nd semester completed before 2nd semester begins or they will be asked to join the class which is currently in session.

### **Credit by Examination**

A student may, at the discretion of the Academic Standards and Curriculum Committee, take a proficiency examination in selected subjects. Academic credit will be given if the examination results are satisfactory to the committee. A \$50 examination fee will be charged and paid directly to the Academic Affairs Office prior to the examination.

### **Waiver Examination**

A student may, at the discretion of the Academic Standards and Curriculum Committee, take a proficiency examination in selected subjects. Academic credit is not given but if the examination results are satisfactory the course will be waived.

### **Transcripts**

Transcripts of credit earned at Monterey Bay Academy are sent by the registrar to other schools at the written request of the student. Requests must be signed by a parent or guardian if the student is under 18 years of age. A student’s account must be cleared in order to release transcripts. After students graduate from the academy, three transcripts will be issued without charge if the student’s account is cleared or if satisfactory financial arrangements have been made. Additional transcripts are \$10. With a delinquent account, a student will be prevented from taking final tests at the end of a semester until satisfactory financial arrangements have been made with the Business Office. Unofficial transcripts will be issued upon request; however, the school reserves the right not to send an official transcript unless an account is cleared.

### **Graduation Requirements**

A diploma is granted to a student:

1. Who has been in attendance for at least the full final semester of the school year immediately prior to graduation.
2. Whose conduct and attendance have been satisfactory.
3. Who has demonstrated 9<sup>th</sup> grade competency in the areas of Reading, Mathematics, and Language.
4. Who has a zero balance on the school account.

5. Who has completed the following course work in a satisfactory manner:

Religion	40 semester periods (10 semester periods each year in attendance at a SDA secondary school.)
Language Arts	40 semester periods
Science	20 semester periods (10 of which must be a physical science, and 10 of which must be a biological science)
Mathematics	20 semester periods
Social Science	15 semester periods including 10 semester periods of U.S. History, 5 semester periods of U.S. Government.
Life Skills	10 semester periods
Physical Education	30 semester periods - 3 years (required during 9 <sup>th</sup> and 10 <sup>th</sup> grades while in attendance at MBA)
Health	5 semester periods
Computer Applications	5 semester periods
Keyboarding/Typing	5 semester periods
Fine Arts	5 semester periods
Work Experience	5 semester periods (minimum of 2.5 semester periods must be earned while at MBA, maximum 2.5 semester periods transferred in from another school)
Electives	As needed
Total	240 semester periods
Community Service	25 hours per year in attendance at an SDA secondary school in the Pacific Union Conference

**Work Experience**

A maximum of five semester periods of work experience per semester may be applied towards graduation. One semester period (s.p.) of credit is given for every twenty hours (Educ Code p162) of work performed at a job assigned through the labor office. In order to receive credit, a satisfactory work grade must be achieved.

**Work Philosophy**

Monterey Bay Academy is well known for its outstanding work opportunities and provides jobs that are based on student performance and financial need.

As part of the school's educational philosophy, all students are expected to earn 5 semester periods of work experience with a minimum of 2.5 semester periods while at Monterey Bay Academy. A maximum of 5.0 semester periods of work experience per semester may be applied towards graduation.

Work assignments are graded and work credit is shown on the student's transcript in order that each student learns the responsibility of being prompt, productive, and dependable.

Work opportunities are provided in the following locations:

<b>Campus:</b>	<b>Industries:</b>
Cafeteria	Calfee Design
Custodian	Oceanside Campus Laundry
Dorm Monitor	Rainbow Fin
Garage	
Grounds	
Library	
Maintenance	
Offices	
Readers for teachers	

A work coordinator is on campus and will manage 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 due to lack of effort, the student's stay in school, work grade, and credit will be jeopardized. Students are expected to work until the end of the school year.

Job assignments will depend on a student's age, experience, work availability, and willingness to do the work assigned. The work will be supervised by experienced instructors who will give the student an opportunity to become proficient in work.

The basic rate of pay in the work experience program is determined by the school administration in conjunction with the requirements of state and federal labor regulations. All funds generated from student labor will be placed on the student's statement as a credit against tuition charges. Some taxes are applicable to student wages.

**Legal Work Age**

State and federal laws require that a student must be at least fourteen (14) years old before starting work at the Academy. Certain industry positions require a student to be sixteen (16) years of age.

### Summer Work

Summer work opportunities are available upon a first-come-first serve basis for students who have been accepted for the following school year. Credits earned will be held toward the coming year's tuition. Vacations can be arranged by giving the work supervisors a two-week notice prior to the time the leave is to begin.

It should be understood that summer workers pay room and board if residing in the dormitory. Therefore, work positions at the Academy should be selected only if a student cannot obtain work at home. A student may make over \$1,000 per month and the room and board fees run approximately \$500 per month. If students remain in the summer work program for eight weeks and for a minimum of 250 hours they will receive a refund of half of the summer's room and board. This bonus will be credited to the student account after s/he has completed the first semester.

### Diploma Tracks

Monterey Bay Academy offers three diploma tracks: General Education Diploma, College Prep Diploma and the Central California Conference Advanced Diploma. Upon entry to MBA, each student is assigned a graduation contract in order to make sure that requirements for graduation and college entrance are met. The following is a sample four-year plan:

### Suggested College Preparatory

<b>Grade 9</b>	<b>Sem Per</b>
Religion I	10
English I	10
Algebra I	10
Keyboarding	5
Computer Applications	5
Earth Science or Physical Science	10
Exploring Technology – Life Skills	5
Health	5
Physical Education I	10
Work Experience	5

<b>Grade 10</b>	<b>Sem Per</b>
Religion II	10
English II	10
World History/Geography	10
Geometry	10

Biology I	10
Driver's Education	2.5
Life Skills*	5
Physical Education II	10
Work Experience	5

<b>Grade 11</b>	<b>Sem Per</b>
Religion III	10
English III	10
U.S. History or AP U.S. History	10
Algebra II	10
Chemistry	10
Spanish I	10
Physical Education**	10
Work Experience	5

<b>Grade 12</b>	<b>Sem Per</b>
Religion IV	10
English IV	10
U.S. Government	5
Precalculus	10
Physics	10
Spanish II	10
Work Experience	5
Electives	
Life Skills*	5
Physical Education	10

### Suggested General Secondary

<b>Grade 9</b>	<b>Sem Per</b>
Religion I	10
English I	10
PreAlgebra/Algebra I	10
Keyboarding	5
Computer Applications	5
Exploring Technology – Life Skills	5
Health	5
Physical Education I	10
Work Experience	5

<b>Grade 10</b>	<b>Sem Per</b>
Religion II	10
English II	10

Algebra I/Geometry	10
Biology I	10
Life Skills*	5
Physical Education II	10
Work Experience	5

<b>Grade 11</b>	<b>Sem Per</b>
Religion III	10
English III	10
U.S. History	10
Geometry or Algebra II	10
Physical Science or Chemistry**	10
Physical Education**	10
Work Experience	5

<b>Grade 12</b>	<b>Sem Per</b>
Religion IV	10
English IV	10
U.S. Government	5
Electives*	25
Work Experience	5

\* may be taken any year

\*\* may be taken 11th or 12<sup>th</sup> grade

*Note: Be sure to consult the Suggested College Preparatory list above and your academic advisor*

### Electives

Accounting	10
Algebra II	10
Anatomy & Physiology	10
Art I	10
Band	5
Calculus, Advanced Placement	10
Chemistry	10
Choir	5
Drama Ministry	5
English Literature & Composition, Advanced Placement	10
First Responder	5
Graphics Technology	5
Impressions-Drama	5
Marine Biology	10
Photography	5
Physical Science	10
Physics	10
Precalculus	10

Spanish I	10
Spanish II	10
Statistics	10
US History, Advanced Placement	10
Woodworking	5
World History/Geography	10
Yearbook	10



# Course Descriptions

## Business Education and Computer Science

### Keyboarding

An introductory course in the techniques of touch typewriting using computer courseware with emphasis on basic theory and skills for personal and vocational use. Letters, memos, outlines, reports, and other business forms are introduced. Speed and accuracy on straight copy materials and problems are developed. This course is required for graduation, but may be challenged by exam. 5 s.p.

### Computer Applications

This course is an introduction to the computer which includes historical development. Students learn to use various software including Microsoft Word, PowerPoint, and Excel. This course is required for graduation, but may be challenged by exam. 5 s.p.

### Accounting

A study of business transactions and their classification in a double-entry system using both manual and computer entry. A study of the complete cycle for single proprietorships and partnerships. 10 s.p.

## English as a Second Language

### ESL Reading and Vocabulary

The materials in the course will be themed based. Materials will cover reading comprehension and academic vocabulary development through high school texts from Monterey Bay Academy (US History, Biology, US Government, etc.) and other sources. This course will cover text analysis, academic vocabulary building, discussions, etc. In addition, students will be provided with reading and vocabulary skills that will promote success at both Monterey Bay Academy and higher level institutions. 5 s.p.

### ESL Listening and Speaking

Students will work on the improvement of pronunciation through accent reduction lessons, presentation skills, and academic listening and note-taking abilities all of which will be essential for success at both Monterey Bay Academy and higher level educational institutions. Critical thinking will also be encouraged during class discussion on a variety of topics. Materials will be generated from Monterey Bay Academy texts and other academic sources. 5 s.p.

### ESL Writing and Grammar

This course will focus on refining grammar through writing. The study of different aspects of grammar will be the direct result of writing samples provided by students. During the 1<sup>st</sup> quarter we will focus on outlining, drafting, revising, editing, and different essay styles, such as: comparison and contrast, argumentative, descriptive, critical analysis and so on. This class will provide students with strong writing skills that will better prepare them for academic level writing classes at Monterey Bay Academy. 5 s.p.

### ESL Transitional English

This course has been structured to give students the opportunity to meet with tutors and instructors for guidance and support in order to understand how to complete assignments obtained in Monterey Bay Academy classes successfully. In addition, this class will provide lessons that will focus on summarizing, paraphrasing, research, critical reading and analysis. Time management and study skills will also be covered to provide students with further skills that will promote success. This course has been designed to give support to students while at Monterey Bay Academy and to prepare them for college level assignments. 5 s.p.

## Foreign Languages

### Spanish I

A thorough orientation and introduction to the fundamental differences between English and Spanish pronunciation, basic grammar, and culture. The emphasis is in speaking communication developed through active student participation during each class session with the help of visual aids, varied activities, and teacher evaluation. 10 s.p.

### Spanish II

Further development of listening, speaking, reading, and writing skills in communication. A wider understanding of Spanish pronunciation, grammatical usage, and culture is presented. 10 s.p.

## Language Arts

### English I

During this two-semester course, students will develop as readers, writers, and communicators. Students will explore a wide variety of assigned reading materials including fiction, non-fiction, plays, and poetry selections. They will respond to their reading in formal and informal ways including discussion, journaling, blog entries, essays, projects, and activities. To build writing skills, students will complete regularly assigned essays, poems, and projects. They will learn to utilize peer-conferencing and the revision process as they build a personal bank of skills useful in effective writing. Grammar

and mechanics, vocabulary, study skills, public speaking, and an introduction to research are additional components of English I. 10 s.p.

### **English II**

In this two-semester course, students delve into a rich mix of culturally diverse classic and contemporary literature selections. They read a wide variety of genres, including short stories, nonfiction, poetry, drama, and humor. Writing and grammar integrate with readings, develop each student's voice, and adapt for various authentic audiences. Writing activities include daily free writing (during which students make connections between literature and life) and process writing (which the students use in narrative, descriptive, explanatory, and persuasive compositions.) Continued practice of correct grammar, usage, and mechanics aid students in more effective writing and revision. Students will incorporate new vocabulary words into their daily lives and practice precise word choice in written and oral presentations. And they will create a short research report, learning to avoid plagiarism and, instead, demonstrate original thinking in their research and writing. Appropriate digital identity management and online integrity will be explored and practiced throughout the year. 10 s.p.

### **English III**

This two-semester course focuses on the major authors, ideas, movements, and works that helped to shape our American culture from the discovery of America to the present. The coursework is primarily concerned with academic papers, project presentations, and group activities and class discussions. 10 s.p.

### **English IV**

This two-semester course focuses on major authors, ideas, movements, and works of literature from Great Britain. Through the study of various works students will explore the different themes presented, engage in class discussions and produce both academic writing and creative projects that demonstrate critical thinking and each student's best efforts. Coursework will be comprised predominately of reading selections, writing assignments and a variety of presentation opportunities. 10 s.p.

### **Advanced Placement (A.P.) English Literature & Composition**

This year-long, rigorous, college-level course is designed for the 12<sup>th</sup> grade year. Students will study a broad body of classic literature and learn how to write essays based on their reading. The course will incorporate much additional reading in literature. MBA students in the class are required to take the National A.P. Exam in May (testing fee is approximately \$80). Colleges and universities may then choose to grant credit, placement, or both to A.P. students based on their test scores. Students in the class are required to take the AP Exam in the Spring (exam fee will be charged to

student accounts). Full details regarding course content are available at [http://www.collegeboard.com/student/testing/ap/sub\\_englit.html](http://www.collegeboard.com/student/testing/ap/sub_englit.html) 10 s.p.

## **Mathematics**

### **PreAlgebra**

Enrollment in PreAlgebra will be determined by performance on an algebra aptitude test. The language of algebra, integers, solving one-step equations, factors, fractions, rational numbers, solving equations and inequalities, graphing equations and inequalities, proportions and percent, statistics and graphs, and probability are covered in this course. A scientific calculator is required. 10 s.p.

### **Algebra I**

Prerequisite: Students must demonstrate satisfactory performance on the algebra aptitude test before entering Algebra I. This course offers algebra with applications and connections to the real world. Properties and applications of rational numbers, equations, inequalities, polynomials, factoring, rational expressions, functions, graphing linear equations, linear inequalities, systems of open sentences, radical expressions, quadratics, introduction to statistics, probability, and trigonometry are all studied. A scientific calculator is required. 10 s.p.

### **Geometry**

Prerequisite: "C" or higher average in Algebra I. This course offers geometry with applications and connections to the real world. The language of geometry, reasoning and introduction to proof, parallels, congruent triangles, quadrilaterals, similarity, right triangles and trigonometry, circles, polygons and area, surface area, volume, loci and transformations are all studied. A scientific calculator is required. Computer use of Geometer's SketchPad will be experienced. 10 s.p.

### **Algebra II**

Prerequisite: Algebra I and Geometry with a "C" or higher in each. A more penetrating and complete study is given of the topics introduced in Algebra I along with applications and connections to the real world. Linear equations, inequalities, relations and functions; conics; polynomial functions, rational polynomial expressions; exponential and logarithmic functions; sequences and series; probability and statistics; trigonometric functions, identities, and equations are studied. A scientific calculator is required. Computer graphing is experienced during this course. 10 s.p.

### **Precalculus**

Prerequisite: "B" average in Algebra I, Geometry, and Algebra II. This course emphasizes trigonometric functions, their graphs, inverses, identities, and

equations. There is study of vectors, parametric equations, polar coordinates, and complex numbers. Analytic geometry is then studied including linear relations, functions, systems of equations, inequalities, nature of graphs, polynomial and rational functions, and conics. An introduction to calculus is given studying limits, derivatives, and integrals. Computer graphing is done. A scientific calculator is required (graphing scientific calculator - optional). Students in the class are required to take the CLEP College Algebra Exam in the Spring (exam fee will be charged to student accounts). 10 s.p.

### **Statistics**

A highschool level math course aimed at preparing students for the mastery of gathering organizing, displaying, analyzing, and interpreting data. Students in the class are required to take the AP Exam in the Spring (exam fee will be charged to student accounts).

### **Calculus – Advanced Placement**

The study of calculus, the mathematics of motion and change, is divided into two major topics – differential and integral calculus. The first seven months of this course will be devoted to studying the topics of functions and graphs, limits and continuity, derivatives, applications of derivatives, definite integrals, differential equations and modeling and applications of definite integrals. The next four weeks will be review and preparation for the Advanced Placement exam. Throughout the course, information concerning the administration, scoring and content of the AP exam will be discussed. After taking the national exam in May, students will complete projects relating to the topics they have studied during the year as well as cover additional calculus topics. Students in the class are required to take the AP Exam in the Spring (exam fee will be charged to student accounts).

## **Performing Arts/Fine Arts**

### **Art I**

Anyone can draw! During this one-semester class, students will grow as artists by practicing drawing and painting skills and techniques. Students will study the Elements and Principles of Art and will learn to incorporate these components into their own pieces. The focus of this class is primarily hands-on with emphasis given to drawing and painting. Students will explore a variety of mediums, including pencil, charcoal, pen and ink, scratchboard, watercolor, and acrylic. Students work in-class and outside of class, with Artist Escapes and Weekly Sketches due each week. Participation in a culminating Art show is expected. 5 s.p.

### **Piano Lessons**

Piano keyboard is basic for music study. Through the study of theory, correct interpretation, and individual practice, the student can learn to play for his or her own personal enjoyment or perform artistically in public. Four practice periods per week required. 3 s.p.

### **Instrument and Voice Lessons**

Private instruction in voice and instruments is offered. Emphasis is placed on technique, tone, quality, and sight reading. Students enrolled in private lessons receive academic credit and a letter grade. As such, four practice periods per week are required and attendance is taken. 3 s.p.

### **Choir**

A choral organization that prepares and performs both sacred and secular music. It is open to all students with a desire to sing and/or develop choral singing skills. Emphasis is placed on efficient vocal production and sight singing. Though open to all students, an audition is required to determine voice assignment and sight singing ability. One practice period weekly outside of group rehearsals is required of all members. Students are expected to stay enrolled for one complete semester. 5 s.p.

### **Oceanaires**

Prerequisite: One year of choir. A touring choral group that performs sacred and secular repertoire. Membership is by invitation only subject to audition by the choral teacher. Three additional individual practice periods are required of all members per week. Members must be concurrently enrolled in Choir. In addition to the elements emphasized in choir, emphasis is also placed on choral blend and musicianship. Students are required to stay enrolled in the class for the complete school year. 8 s.p.

### **Symphonic Band**

An instrumental organization that prepares both secular and sacred music. It is open to students with a medium to advanced degree of technical ability on their instruments. Membership is by audition of the band director. Daily practice outside of group rehearsals is required of all members. 5 s.p.

### **Westwinds**

A select instrumental organization used as a touring concert group. Membership is by invitation only, subject to audition. Opportunities to play in small chamber ensembles (i.e. woodwind quintet, brass quintet) within Westwinds are available. Students chosen to be in this organization are required to stay with the group for the complete school year. Three practice periods per week outside of group rehearsals are required. Concurrent enrollment in Symphonic Band is required. 8 s.p.

### **Drama - Impressions**

This organization is intended to give its members a cursory introduction to a variety of drama skills. These skills include improvisation, pantomime, and acting. Membership is by invitation only subject to audition by the performing arts teacher. 5 s.p.

### **Drama Ministry**

This two-semester class is focused on sharing the Gospel through the creative efforts of MBA students. The core of the classwork will center on theater arts, including performance, script writing and program development. The class will also include other relevant aspects of performance ministry like public speaking, video production, and musical performance. Class size is limited. Auditions are required. 5 s.p.

### **Physical Education and Health Health**

A course emphasizing consumer and environmental health, diet, exercise, general disease prevention, and body care. The student will be able to apply these concepts to daily living. Required for graduation. 5 s.p.

#### **PE I**

This course is an introduction of the fundamental skills, rules, and physical conditioning needed in various sports and team activities. Emphasis is placed on teamwork and sportsmanship. Required for all freshmen. 10 s.p.

#### **PE II**

A course designed to develop skill, coordination, and knowledge in a variety of sports activities. Emphasis is also given to individual fitness and conditioning which is tested each quarter. Required for all sophomores. 10 s.p.

*The following classes are for juniors and seniors only and count towards the third year Physical Education requirement:*

#### **PE III - Coed Recreation**

A general physical education class graded on participation rather than skill. A variety of recreational games are rotated throughout the quarter. Individual fitness and conditioning are emphasized and tested quarterly. 10 s.p.

#### **PE III – Personal Fitness**

A course designed to improve cardiovascular, muscular strength, and flexibility components of fitness. Time is given to training in these areas and help given to develop their own fitness program. Overall wellness is emphasized. 10 s.p.

### **PE III - Coed Lifetime Sports**

A course including instruction and practice in the following "carryover" sports: softball, golf, volleyball, badminton, basketball, flagball, soccer, softball, ultimate frisbee, and pickleball. Individual fitness and conditioning are emphasized and tested quarterly. 10 s.p.

### **Religion**

#### **Basic Christianity**

*"What's it All About"* (Biblical Survey of Christianity in Global Context) How could One Man so impact the Human story, that Time itself is split into 2 parts? We talk in terms of before He came (BC) and after He was born (AD). That is the mystery and miracle of Jesus the Christ. We will survey basic Christian tenets, history, and passions. There have been many great religious leaders throughout human history and we will reflect on their input as well. What can we learn from Gandhi, Buddha, Abraham Lincoln, da Vinci, Einstein, Mother Teresa, and other prominent figures throughout the ages? What about the philosophical structures of other religions? How do Muslims view the practical religion? What does it mean for a Sikh to practice their rituals? What impact has the Buddhist way of thinking impacted Oriental culture and customs? What answers to the human questions regarding purpose, meaning, and existence does Christianity offer? These are the thoughts for our quest. These are what will guide us as we seek to understand the dialogue Christianity has with the rest of human existence. 10 s.p.

#### **Religion I**

*"In the Beginning God..."* (Genesis) The book of beginnings deals with every major issue that mankind has dealt with since the fall in the garden. This semester of study is dedicated to studying personal issues like dating, sexuality, marriage, family, sibling rivalry, anger, obedience, guilt, goal setting, failure, substance abuse, pain, and other personal struggles. (1st semester, 5 s.p.)

*"God's Gift, Our Choice"* (Gospels) Heaven was never nearer to us than when God became a man and walked here on earth. Christ's primary purpose in coming to live on our earth was to die for us. This semester of study is dedicated to studying the life, death, and resurrection of Jesus Christ in all the gospels. The primary objective is to bring each student into a personal saving relationship with Jesus Christ. (2nd semester, 5 s.p.)

#### **Religion II**

*"Free at Last"* (Exodus) The world will never be the same for what happened in Egypt some thirty-four centuries ago. The tribe of Israel was initiated into a full-fledged nation the night the death angel passed over the land of Egypt

and destroyed those not 'covered' by the blood of a lamb. This quarter of study is primarily dedicated to the study of the birth of the Jewish nation as spelled out in the first five books of Moses with special emphasis on the book of Exodus. The student will learn how God takes a hoard of slaves and initiates them into a fullfledged nation that He continually loves in spite of their inability to balance freedom and responsibility. (1st quarter)

*"Once Upon a Time..."* (Old Testament Characters) Good stories can take the imagination into other worlds. They can make an otherwise dull sermon into something worth listening to, bring us to tears, make us laugh hysterically, or bring our whole world into focus. Some of the greatest stories ever told are found in the books of the Old Testament. God wants us to see, in the lives of all the Bible characters, practical insights for living. Even in the most obscure and unfamiliar stories there are things to be learned—things that we can take on life's journey. The Old Testament stories and characters that are studied during this quarter are designed to help the student identify with the people of God. (2nd quarter)

*"Passing the Passion"* (Acts/SDA History) When Christ was resurrected from the dead, so were the hearts of His followers. When the motley crew of core followers (aka disciples!) began to live out what Jesus had modeled there were transformed. Jesus became more real to them than when He walked the familiar ground with them. The world was turned upside down. The Spirit descended with power. A revolution began. The invitation to continue the legacy extends to us today. The Seventh-day Adventist church is simply a movement that draws from that rich tradition. We will take a longitudinal look at Christ in the body of believers that we are invited to join. (3rd quarter)

*"Galactic Struggle"* (Great Controversy/SDA History) We begin the quarter with a "step back" to look at the big picture. Where is our place in the galaxy? What are the issues at stake? Why did Christ come to earth in the first place? These questions wrap around our thoughts throughout the fourth quarter. They provide an understanding of where the cosmic family has been. Where the universal family of God is headed? We close the quarter and year with a look at the revealed prophetic future. Where does the Seventh-day Adventist church fit into the Divine Plan? What can each one look forward to becoming in the grace of Christ? God has been good, God is good, and God will nurture His children forever into the future. This is the confidence we have in Christ. (4th quarter)

### **Religion III**

*"We Would See Jesus"* (Gospel of John/Bible Doctrines) How could One Man so impact the Human story, that Time itself is split into 2 parts? We talk in terms of before He came (BC) and after He was born (AD). That is the mystery and miracle of Jesus the Christ. We will read through the Gospel of

John thoroughly. Each chapter, each story, each maxim will be looked at. Our reflections will be about the eternal import of the person of Christ. Throughout our study of the Gospel of John, we will develop Biblical roots of the doctrines of the Christian church. Christ came to tell us about Christ, not Christianity. Christianity and its doctrines are the integration of Christ's life into our own. We will take an organic approach to the doctrines by deriving them from the narrative of John itself. (1st Semester)

*"Choices and Challenges"* (John) Why do most Christians make an atom of a world and a world of an atom? Are Christians at the forefront of change in our world or an irrelevant bunch of rule mongers and hypocrites? Why are most Christians more worried about how they look, what they eat, or promoting tradition rather than bringing about real social change in our culture and urging the soon coming of Jesus? These issues and a host of others make this quarter of study a very interesting self study in light of Christ's mission to "go and make disciples" and the importance of "loving one another" till Christ comes. (3rd quarter)

*"The Mystery Revealed"* (Daniel and Revelation) The conflict of the ages rages over the same issues that put Christ on the cross. Will men let God be God and allow personal pride to be laid low, or will He continue to worship the creature above the Creator? This quarter of study is dedicated to studying the two primary apocalyptic writings of scripture and emphasizes the importance of seeing the issues resolved at the cross in all of history, from first to last. (4th quarter)

### **Religion IV**

*"Insights for Building Strong Relationships"* (Dating, Marriage, and Family) This semester of study is dedicated to looking at our most important relationships on earth from a Biblical perspective. Given the overwhelming statistic that the divorce rate for Christians is not much better than non-Christians, this comes at a critical time in the development of teenage youth. This course is divided into issues critical to dating, marriage and family and includes topics in personality, family origin, friendships, dating, conflict resolution, communication, sexuality, parenting, career, and family finances. (1st semester, 5 s.p.)

*"The Path: Living Life Ethically and Strategically"* (Ethics and Personal Values) Helen Keller was once asked, "What would be worse than being born blind?" She replied, "To have sight without vision." This semester of study is aimed at building a personal ethic for the workplace; investigating decision making and will of God; exploring some of the more controversial moral subjects like bigotry, AIDS, euthanasia, and capital punishment; constructing a framework for problem solving and applying it to the use of our time, talents, and treasures; establishing a personal mission and vision

statement for ones' life; and see the importance of self discipline in putting it all together. They will be taught to see that when we receive the "hope of the glory of God" then we purposefully align our lives with God's eternal principles. (2nd semester, 5 s.p.)

## **Science**

### **Earth Science**

This is a survey of the earth sciences, including astronomy, geology, meteorology and oceanography. Included are the inter-relationships of these studies and their importance to humanity. The class also works to show the need to take responsibility for the care and conservation of our delicate planet earth. 10 s.p.

### **Biology I**

This class is designed to teach students the principles and laws of nature and how to apply them to life. The material is presented with the realization of God as Creator of all life. It is used to build a foundation for future classes and career choices. 10 s.p.

### **Marine Biology**

Prerequisite: Biology. A course with emphasis on California marine life with numerous dissections and field trips. The student will learn many California tide pool organisms by name and be able to discuss their life cycle and how they are important in the marine environment. 10 s.p.

### **Anatomy and Physiology**

Prerequisite: Biology I with a minimum "B" grade and Chemistry with a minimum "C" grade or by special permission of the teacher. A course designed to familiarize students with the human body, its structure and function. The course will include a survey of the skeletal, muscular, nervous, respiratory, digestive, circulatory, lymphatic, and endocrine systems. Demonstrations and experiments will aid students to understand the physiology of the human body. 10 s.p.

### **Physical Science**

This course introduces students to the elementary concepts of motion, heat, light, electricity, atomic structure, solutions, acids and bases, organic compounds, and other selected topics that can be examined in the study of the earth and its environment in the physical world. 10 s.p.

### **Chemistry**

Prerequisite: At least a "C+" in Algebra 1. A study that includes the following topics: atomic structure, chemical bonding, mass relationships, gas laws, molecular composition, solutions, ionization, acids and bases, introduction to

organic compounds, oxidation, and reduction. A strong emphasis on mathematical relationships in all applicable areas is stressed. Laboratory is an integral part of the course. 10 s.p.

## **Physics**

Prerequisite: Geometry and Algebra II with at least a "C" average in each. Lecture, demonstration, discussion, and individual laboratory experience using computer technology and interfaces with appropriate probes are combined in learning the nature of matter and energy and the laws that govern each. Topics studied include: force, motion, radioactivity, heat, light, sound, electric current, and machines which apply these phenomena. A good understanding of mathematics and willingness to study are essential. Laboratory sessions are required. 10 s.p.

## **Social Studies**

### **World History/Geography**

This elective, year-long class, designed for the 10<sup>th</sup> grade year is a general survey of the beginnings of western civilization down to present day. Emphasis will include a Christian focus on history and current events. 10 s.p.

### **U.S. History**

This year-long class, designed for the 11<sup>th</sup> grade year, is a general survey of the development of the United States from the age of discovery to the present. It will include watching the news on a regular basis, research projects, and classroom presentations. 10 s.p.

### **U.S. History – Advanced Placement**

This year-long, rigorous, college-level course is designed for the 11<sup>th</sup> grade year. Students will master a broad body of historical knowledge and learn how to write essays based on original documents. The course will incorporate much additional reading in American Literature. Students in the class are required to take the AP Exam in the Spring (exam fee will be charged to student accounts). Colleges and universities may then choose to grant credit, placement, or both to A.P. students based on their test scores. 10 s.p.

### **U.S. Government**

This semester-long required course is designed for the 12<sup>th</sup> grade year. It includes a study of the U.S. Constitution and the three branches of federal government. The course includes units on elections, current news and events, landmark Supreme Court cases, classroom guests, and debates on controversial issues. 5 s.p.

### **Economics**

This semester-long course is intended to give the students a broad overview of macroeconomics and microeconomics. Concepts such as scarcity, productivity, economic institutions and incentives will be introduced. Students will apply basic reasoning skills to explore the relationships between economics, real life, and governmental policies. 5 s.p.

### **Technology Education**

#### **Woodworking**

Students plan and produce useful wood projects ranging from cutting boards and toys to full-size furniture. Safety and efficiency is emphasized in the demonstrations and lectures covering topics which include planning, wood selection, machine operation, assembly, and finishing techniques. Most class time is spent in the shop. 5 s.p.

#### **Graphics Technology**

This semester class presents various techniques used to plan and produce useful printed materials. The sequence of instruction includes planning, design and composition, as well as printing and finishing processes and all prepress processes. An emphasis is placed on electronic publishing methods. Students will learn to use software such as Adobe Illustrator, InDesign, PhotoShop, and the screen process printing is emphasized. 5 s.p.

#### **Medical First Responder**

Students in this class will first study and practice the skills necessary to receive the CPR for the Professional Rescuer certification. They will then learn the information and skills necessary to qualify as a medical first responder. Upon successful completion of the written test and the required skills tests they will be issued a First Responder Certificate. This certificate could be a first step toward a career in firefighting or as an emergency medical technician. It is also a good introduction to a career in the medical care field. 5 s.p.

#### **Photography/Darkroom Techniques**

During the first part of the course the principles of camera operation, light, and composition are emphasized. The second part of the course involves the processing and printing of black and white film as well as the taking and processing of digital photos. The cost of photo materials and processing is not included in the tuition. The students should also plan to provide their own 35 mm SLR film camera. Cameras are available to rent. 5 s.p.

#### **Yearbook Production**

Students in this class will learn the basics of planning and producing a publication by working on the staff of the Cypress Bough. Page layout,

feature writing, caption writing, and digital production skills will be emphasized. Students will be taking digital pictures and will be working with software such as Adobe Photoshop. Admittance is by teacher permission for students who want to produce an excellent yearbook and are willing to "put in the time" to do it right. 10 s.p.

## General Guidelines

Students are expected to know that proper order and discipline are necessary. All are required to display respect for duty, order, morality, personal honor, and rights of others. Whether on or off campus, students should not request "special privileges" in regards to school guidelines. An act performed by a single student or group of students may seem insignificant, but unless that act can be performed by every student in school without injury to the school, it is not acceptable.

Any practice or attitude which tends to nullify a Christian atmosphere or defeat the purpose of the school will not be permitted. Whenever, in the judgment of the faculty, a student's connection with the school is no longer profitable, or should their influence become detrimental to others, they may be dismissed from the school.

### Fundamental Standards

Experience has taught that there are some practices which should not be permitted in a school environment. Any student engaging in activities such as (but not limited to) any of the following becomes subject to serious school discipline or to immediate expulsion from school:

1. Using, handling, possessing, or furnishing to others tobacco, alcoholic beverages, narcotics, or drug paraphernalia.
2. Using or possessing dangerous weapons, firearms, or explosives of any kind. This includes BB, pellet, paintball, and airsoft guns, as well as fireworks, knives, etc.
3. Unauthorized presence in the dormitory of a student of the opposite sex.
4. Breaking and entering school facilities or another student's room.
5. Gambling or the possession of gambling devices.
6. Using profane or indecent language.
7. Possessing or displaying obscene literature, pornographic images or articles, or materials and games that are occult in nature.
8. Dishonesty in any form.
9. Willful destruction of school property.
10. Tampering with school fire equipment or the fire alarm system.
11. Undermining the religious ideals and faith held by the Seventh-day Adventist Church.
12. Improper sexual or physical conduct, including sexual harassment.
13. Fighting or threats of a violent nature.
14. Conspiracy to perform or participate in initiations, hazing, or any other act that may injure, degrade, or disgrace a fellow student.
15. Defiance or insubordination to any faculty or staff member.

16. Leaving campus without proper permission.

In order to help protect the well-being of each student, the school reserves the right to search any student's room at any time that it deems necessary. Regulations adopted and announced by the Academy during the school year are as binding as those printed in this bulletin.

### Discipline Committee

This committee decides student disciplinary actions when necessary and is comprised of the principal (or his designee), one boys dean, one girls dean, one faculty member and one staff member. When students are invited to Discipline Committee, their faculty advisor is usually invited to be present. Parents will be encouraged to attend meetings upon notice, though at no time will attorneys, their representatives, or a court recorder be allowed to be present during disciplinary proceedings. As a private school, MBA has the right to make disciplinary decisions it deems appropriate without the involvement of legal representatives due to philosophical and religious beliefs necessary for its school environment.

Monterey Bay Academy reserves the right to have all disciplinary decisions made by its representatives stand as final. 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.
4. A decision will be reached and communicated in writing with the student and parents within 5 days.
5. Request an appeal to the school board of trustees.
6. Finally, concerns may be directed to the Superintendent of Education at the Central California Conference office in Clovis, CA.
7. 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.
8. The Academy 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.

### Guidelines Defined

#### Substance Abuse

Due to the serious and destructive nature of drugs, alcohol, and tobacco on young 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. Drug, alcohol, and tobacco use is inappropriate as it is a threat to personal health, diminishes productivity, and is illegal. The subculture surrounding substance use is damaging to the Biblical principles of having a Christ-centered lifestyle, which is the cornerstone of the MBA community. 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 to 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 at MBA, all students are subject to random substance testing if there is a reasonable suspicion by school officials. 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. They will not be re-admitted during that current semester, and will be away from MBA for a minimum period of 45 days while school is in session. 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.*

### **Sexual Misconduct and Harassment**

Monterey Bay Academy abides by the policies and statutes as set forth by the State of California and the Central California Conference Department of Education. Monterey Bay Academy is committed to providing a school environment free from 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.

### **Religious Services**

Students will be required to attend all religious services, including chapels and worship services conducted by the school. Students are required to comply with the dress code attire at vesper and church services. Required attendance or dress is not an infringement of personal liberty, since the students by registering voluntarily place themselves under this requirement.

### **Dress Standards**

As Christians, we desire to draw attention to Christ rather than to ourselves. Therefore, students should be dressed appropriately for the occasion in

clothing that is modest and in good taste at all times. In helping to decide what is appropriate, students should always request the approval of their dormitory dean. It is at the sole discretion of a teacher, work supervisor, or administrator as to whether or not a student's clothing is appropriate for the occasion. (See MBA's Student Handbook for specifics)

### **Student Automobiles**

Students as a general rule are not allowed to bring automobiles, motorcycles, or motor bicycles to the school. Seniors, day students, and students with transportation circumstances for home leaves may bring vehicles if they provide the necessary paperwork. Other requirements include:

1. Day and dormitory students are required to park in the designated areas.
2. Dormitory students are required to check in their vehicle key to the dean.
3. Day students must keep their car parked in the designated area during the entire school day or until they leave campus.
4. Seniors may use their cars, on a limited basis, if they have been granted senior privileges.

### **Fire Equipment**

It is illegal to tamper with any fire equipment anywhere on campus. Students who tamper with such items will be fined current state fines or reported to the authorities.

### **Vandalism**

Students should take pride in their school and respect its property rights as well as the rights of others. Failure to accept the responsibility could cause a student to be fined up to \$500 and face charges.

### **Illegal Entry or Exit**

Incidents involving illegal entry or exit from any school building may be reason for suspension or expulsion and are accompanied by a fine of up to \$200. If items are missing or damage is sustained, the amount necessary to replace or repair will be added to the fine and these costs must be paid in cash to the Business Office within a specified time period.

### **Electronic Devices**

The use of electronic devices, including but not limited to, cell phones, pagers, iPods, and personal listening devices during school hours is prohibited. Students are not allowed to use these devices in the Administration Building, classrooms, workplace, cafeteria, or church. These devices should not be seen, heard, or used during the school day. A student in violation of this policy will have the item marked and confiscated for a time

period to be determined by the administration. Repeated offenses will result in a student receiving a conduct slip—which impacts their citizenship grade.

### **Closed Campuses**

The academies of the Central California Conference have closed campuses. This means that students do not leave campus for any reason without specific permission.

### **Social Conduct**

Students are encouraged to develop appropriate social interactions. Specific limits are placed on physical displays of affection. Hand holding and non-intimate hugging are allowed when students show maturity in their respect for time, place and appropriateness. Students who engage in inappropriate physical contact will be restricted from contact and social interaction for a set period of time. Being placed on “social” restriction also warrants receiving a conduct slip, which is sent to the student’s parents.

### **Campus Leaves**

At intervals of approximately six weeks student home leaves are scheduled. The dormitories are closed and there is no cafeteria service during the 6 regular homeleaves. Dorm students are not allowed to remain on campus. Occasionally, a student may wish to have a weekend leave in between scheduled home leaves. Students are encouraged to stay for most weekends because there are many activities planned for our students between Friday evening and Saturday evening. Before the anticipated weekend leave, a request from the parent and leave slip signed by the work superintendent must be filed with the dean by 9:30 a.m., Wednesday. Weekend leaves terminate at 8:00 p.m., Sunday. A student visiting the home of another student should secure written permission from both sets of parents in order to attend that home. The dean has discretion to give approval. The school discourages a girl visiting the home of a boy or a boy visiting the home of a girl. The school does not sponsor couples and parents are urged not to request this arrangement. *The school reserves the right to deny any campus leave.*

### **Visitors**

Parents and school board members are welcome to visit the school at any time. Guests are expected to register with the school office upon arrival and obtain a visitor’s pass. In general, the presence of student visitors is discouraged to avoid disruptions in the school program. Students are not to invite guests (including boyfriend/girlfriend) to the campus without making arrangements in advance with the appropriate dean. Students are to inform their guests of school regulations and dress policies to avoid embarrassment.

### **Parents/Guardians**

The success of MBA depends in a large measure upon the fullest cooperation between parents and teachers. For this reason, the school is always happy to have parents visit the campus and become better acquainted with the total educational program. The school has a few guest rooms available for guest use on a first-come first-served basis.

### **Day Students**

To be a day student, a student must live with parents or immediate family. If a student is granted permission to reside in a residence other than his own, the parent of that home shall be at least 25 years of age and is to assume full responsibility for the actions of the student and to provide for a positive atmosphere. Temporary permission for any exceptions to this policy may be given by the Administrative Council, but must be finalized by the Academy Board. Guidelines for day students are as follows:

1. Day students are to abide by all the guidelines of the school both written and announced. Failure to abide by these rules will subject the day student to the same disciplinary actions as dormitory students.
2. Day students are to abide by the same dress code as dormitory students.
3. Day students are to abide by the same attendance policies as required for dormitory students.
4. Written or verbal permission from a parent or guardian must be provided to a dean before spending the night in the dormitory. The dean must also give approval.
5. Day passes for dormitory students to go to a day student’s home are 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 the school’s policies. A written contract must be faxed to the dean.
6. Campus 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.
7. At no time are day students to take a dormitory student off campus unless a day student senior (who has senior privilege) has received approval from the deans and parents of all occupants of the vehicle.
8. Day students will forfeit their right to bring a car on campus if caught speeding, playing loud music, driving recklessly, not parking in the assigned parking area, allowing students to congregate around the car, or bringing contraband on campus.

## Attendance Policy

Your attendance at Monterey Bay Academy is a very important aspect of your permanent school record, and every effort will be made to assure that your record is accurate. Future employers may contact MBA to check your attendance record before giving you a job.

You are responsible to be on time and attend all of your classes. Teachers enter your attendance daily and the attendance office will contact you if you are marked absent from any classes to determine if there are any errors.

You can check your attendance record at any time by going on to power school and viewing the last two weeks of your attendance. If you feel an error has been made you can contact either the teacher of the class in question or the attendance office.

There are several attendance categories that are coded as follows:

- unexcused absence;
- E—excused absence (illness, medical appointments, death in the family are the only absences that are excused)
- S—school excused absences (field trips, music tours, sports tournaments);
- P—parent arranged absences (these are unexcused absences that do not affect your attendance grade, except you can not have a “perfect” attendance grade)
- K—suspension from school (each day of suspension is assigned 2 attendance points)
- T10—a tardy when you are late by more than 10 minutes;
- t—a tardy;
- ts—school excused tardy;
- te—other excused tardy.

Dorm student absences due to illness may only be excused by the dormitory deans or the school nurse.

Day students absences due to illness may be excused by the parent/guardian or the school nurse. Oversleeping, the alarm-not-going-off are not acceptable excuses for being absent or tardy. Limited excuses will be granted for traffic or car-pool scheduling problems. If these become chronic, you will need to make other arrangements for getting to school on time.

Attendance points are assigned as follows: A—3 points; T10—2 points; t—1 point; K—2 points for each day; P—1 point for the first parent arranged absence each quarter.

You may be tempted to leave early or return late from home leaves and vacations. We understand your desire to do so, but you must realize that these are unexcused absences, and although they affect your attendance grade in a limited way, they can impact your academic standing in the classes you miss.

Grades for attendance are assigned on the following point scale: 0—A+; 1 & 2—A; 3 & 4—A-; 5 & 6—B+; 7 & 8—B; 9 & 10—B-; 11 & 12—C+; 13 & 14—C; 15 & 16—C-; 17 & 18—D+; 19 & 20—D; 21 & 22—D-; 23 and up F.

If you reach 17 points during the quarter, you will be put on attendance probation for four weeks which means:

- You will NOT be eligible to participate in any school groups (music, drama, and sports) that require you to miss classes.
- You will also have no off-campus privileges which means you can not go on town trips.
- You can gain these privileges back by having outstanding attendance for a four-week period.
- You will also lose your club, class, or ASB office. These can not be gained back by having outstanding attendance for the four week period.

There is also a \$25 administrative fee that will be charged for each quarter you reach 17 points.

If you reach 23 points you will be asked to appear before the discipline committee to discuss your attendance issues and to determine if you really want to be a student at Monterey Bay Academy.

There is also an additional \$50 administrative fee that will be charged for each quarter you reach 23 points.

If you achieve outstanding attendance which means you have no unexcused absences or tardies for the entire school year you will receive a monetary reward.

Some other things to note:

- A student may be dropped from a class after 15% of the instructional time has been missed (or upon receiving the 7th absence in a quarter). Daily sickness counts toward this total.

- Exceptions to this policy include administratively (school) excused absences. These include, but are not limited to field trips, tours, mission trips, class trips.
- 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.
- 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.

#### Medical appointments:

- Medical appointments should be scheduled during home leaves.
- 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.
- 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.
- 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.
- 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.

## Campus Life

### Friendships

Because the formation of true Christian friendships is an important part of Christian education, students are encouraged to make true friends of teachers and fellow students. A friendly intermingling of young men and women in group association is encouraged. Outings, social gatherings, and other forms of wholesome association and recreation are planned. Monterey

Bay Academy expects students to attend all mixed activities, both social and religious.

### Requirements for Holding Student Offices

To be eligible for an ASB office a student must maintain a 3.0 GPA or better with no incompletes. To be eligible for a class office, a student must maintain a 2.5 GPA or better with no incompletes. To run for office, the previous semester's attendance and citizenship grade will be used. Officers must maintain a satisfactory conduct record (citizenship grade of no lower than a "B-") and attendance record (attendance grade of no lower than a "C-").

### Varsity and Junior Varsity (J.V.) Sports

Varsity sports are offered for both men and women in: flag-football, volleyball, basketball, and softball. J.V. sports are offered for men and women in: flag-football and basketball. Try-outs will be conducted at the beginning of each sport season. Students must meet and maintain the following eligibility standards:

- current minimum GPA of 2.0 with no F's or I's. Also, not more than one D. (These will be taken from the last previous grading period or midterm report.)
- minimum of a C- in attendance
- minimum of a C in citizenship
- financial clearance with the business office
- no health or physical limitations

At the moment a student drops to a "D" in citizenship, the standard discipline will be a minimum of four (4) weeks of ineligibility for groups. They must not receive any conduct slips during this time. They can still be a part of the group and practice, but may not participate in games or extra-curricular activities during this four (4) weeks. During team games, they may not wear the school uniform and should not be an active part of the team during the game.

### Recreation

A few moments to invigorate the body with exercise to ease the nerves with relaxation are part of God's plan. A program of outside and inside recreation includes outings, hikes, social gatherings, field trips, and swimming. Participation by all is urged because of its value in balanced social and physical development.

### Dining Room

An attitude of courtesy and respect is maintained in the development of table etiquette and conduct. The dining room experience gives the opportunity to develop the art of making wholesome conversation. Trays, utensils, and food

should not be taken from the cafeteria dining hall. Guests are welcomed in the cafeteria when prior arrangements are made with the cafeteria director.

### **Healthful Eating**

In harmony with man's original diet, only vegetarian meals are planned and served in the cafeteria. A balanced diet is planned including daily use of dairy products, thus making adequate substitution for meat products. Caffeine drinks are not served. In light of different personal standards, students and parents are asked not to bring meat or caffeine items on campus.

### **Library**

The library is a place for student research and study. Therefore, a quiet atmosphere is to prevail at all times. Materials in the library are available for daily lessons and recreational use. In order that materials may be in the library when needed, a fine will be charged for all overdue items. If materials are lost, \$3.00 plus the cost of the materials will be charged to the person who checked the materials out, regardless of who lost it. A \$5.00 fine is charged for anything taken from the library without proper arrangements. Detailed library rules and regulations will be furnished by the librarian.

### **Lost Articles**

The school will not be responsible for personal property left in the school building or anywhere on the school premises including student lockers. Lost items, if found, should be given to the Administrative Office or dormitory dean.

### **Telephones/Cell Phones**

School telephones are for school business only. Pay telephones are provided for the students' personal use. Students or teachers will not be called out of class to answer telephone calls except in case of emergency. Cell phones and pagers are not to be used inside any buildings, including the church, cafeteria, and administration building. They are to be used only during appropriate free time or by special permission.

### **Off-Campus Club Outings**

Each student is allowed to attend club outings as long as the requirements of attendance, academics, citizenship, and finances as set forth by the school are met. Students should at all times seek to maintain a minimum of a "C" average in all facets of campus life for the previous and current quarter.

### **Transportation for School Activities**

Transportation for field trips or other school activities will be arranged by the school administration or sponsors and must be by bus or automobiles with proper insurance, license, and adult drivers.

### **Sick List/Medical Care**

A student too ill to meet class and work appointments should report to the dean/nurse in the dormitory clinic. Clinic time is every morning of the five day school week. The nurse is available at 6:30-7:00 am for boys and 7:00-7:30 am for girls. If a student misses the clinic time with the nurse and it is not a medical emergency, they are to see their dean. The dean/nurse will determine if medical assistance is necessary. Being on the sick list requires students to stay in the dormitory. Arrangements are to be made through the dean when a dormitory student is ill and needs to be home. When ill, students may only go to their parent's home, never to the home of a friend. Doctor appointments should be made in counsel with the dean or school nurse. Students on sick list will be checked by a dean three times a day (morning, noon, and evening). When students are on sick list they are required to be in their own room for the day. Carry-out meals for these students will be arranged by the dean. Day students, when sick, should check in with the day student dean to gain permission to go home or visit a doctor. At no time should a day student leave campus without the dean's approval.

## **Dormitory Life**

The purpose of dormitory life is to develop a personal sense of direction through self-reliance and self-control. Students should be conscious of the complexities of various personalities in a home made up of many individuals. Going the "second mile" is part of creating a pleasant dormitory. Therefore, students should:

1. Be a good neighbor.
2. Not enter another's room without knocking.
3. Not invite overnight guests without making prior arrangements with the roommate and dean.
4. Keep their room clean. Rooms will be inspected at least three times a week and a record kept of orderliness to aid students in their room selections for next year. Room grades will also affect a student's citizenship grade.
5. Report all broken furniture, room damage, or vandalism to the dean at once.
6. Keep all window screens and seals in place. The window screens and seals should not be removed at any time.

7. Be aware that students are responsible for the cost of room and dorm damages with additional fines applicable.
8. Understand that the administration reserves the right to search student's room without their presence or permission.
9. Students should not spend the night in any room other than their own without first making definite arrangements with the dean.

### **Room Furnishings**

Student's rooms should reflect the character and style of the student. At the same time students are to uphold Christian values by not displaying anything that devalues race, gender, religion, human life, or lowers moral standards.

### **What To Bring**

Listed below are some of the articles that students will find useful:

1. One pillow with two pillow cases
2. Four sheets and one bedspread
3. Blankets and comforters
4. Shower footwear
5. Hand and bath towels, washcloths
6. Soft-soled slippers and bathrobe
7. Table or study lamp
8. Study and school supplies
9. Church service and banquet attire
10. Work clothes and rain gear
11. Dress, casual, and gym shoes
12. Battery-operated alarm clock
13. Bible
14. Wastebasket and cleaning supplies
15. Broom or dust mop and dust pan
16. Laundry detergent and softeners
17. Drinking glass
18. Dictionary and reference books
19. Toiletries

### **Appliances**

No electrical blankets or appliances are permitted in the student's room except for hair dryers, curling irons, and similar cosmetic-type items. Since each room is provided with heat, no other heating apparatus is allowed. Dormitory electricity goes off at 10:30 p.m.

### **Radios/TVs/VCRs/Videos/DVDs**

It is a privilege at Monterey Bay Academy for students to have a stereo with speakers in the dormitory, though students should be aware that this privilege can be revoked at any time at the discretion of the dean. If the dean

feels that there has been a disturbance, then the student who is in possession of the radio (or any other device that is loud) will have the item(s) confiscated and be fined up to \$30 per item. TVs, VCRs, DVDs, and videos are allowed at no time and can also be confiscated with a \$30 fine applied to each item.

### **Mail**

Mail should be addressed to the student using the address below:

Student's Name  
 c/o Monterey Bay Academy  
 Boys' Dorm [or Girls' Dorm]  
 783 San Andreas Road  
 La Selva Beach, California 95076-1911

### **Dormitory Sign Out**

Because students frequently receive unexpected messages which demand immediate attention, those in charge of the residences need to know where the students are at all times. Absence from the dormitory during or after the evening worship period without permission will be considered a serious violation of the regulations of the school. If a student is absent from the school without permission, the parents will be notified. The school cannot then assume further responsibility for the student.

### **Study Period**

Each evening a study period is provided in the dormitory so that a quiet, studious atmosphere may be available for each individual. For this reason students must cooperate with the following:

1. When study period begins, complete quiet should be maintained in the dormitories. To ensure quietness students will remain in their own rooms except by permission.
2. In that studies are important, committee meetings, rehearsals, practices, and other activities which would draw the student from study are discouraged.

## Financial Information

Monterey Bay Academy has always been sensitive to the need to keep Christian education affordable. Our goal is to provide continuing excellence in Christian education at a cost consistent with prudent business practices and management. In order to maintain a strong school program, a subsidy to reduce costs is provided by the Central California Conference of Seventh-day Adventists through its church members. This subsidy is raised by member tithing, and is used to help offset the tuition of Adventist students. Currently this subsidy amounts to approximately 25% of the student's basic tuition. Therefore, students who are not members of the Seventh-day Adventist Church pay additional tuition. I-20 and foreign students, Seventh-day Adventists or non, will be charged the same rate as non-Seventh-day Adventists.

### Tuition, Room, Board, And Fees

School year tuition fees at Monterey Bay Academy are listed on our website (<http://www.montereybayacademy.org/>). The Basic Charge and non-refundable Entrance Fee includes the following items:

1. Tuition
2. Room
3. Meals and banquets
4. Health services
5. Student accident insurance
6. Dormitory club fees
7. School yearbook (The Cypress Bough)
8. School directory (The Seaweed)
9. School programs
10. Photograph for school yearbook
11. Associated Student Body fees
12. Class dues
13. Laundry Fees

Day student fees cover all of the above, except for room and laundry, and only provides for lunch and banquets. The following items are not included in the Basic Tuition Charge or non-refundable registration fee:

1. Application fee
2. Dormitory room and key deposit
3. Medical prescriptions or doctor office visits for personal sickness. (School insurance covers school related accidents only.)
4. Uniforms for physical education and special organizations
5. Fines

6. School jacket – except for four-year students.
7. Personal transportation home
8. Vocational supplies for special projects
9. Graduation announcements, cap and gown, etc.
10. Private music lessons
11. Property damage
12. College entrance examinations
13. Early examination fee (\$25 per test; must be approved by Ad. Committee)
14. Varsity and Junior Varsity fees
15. Books, class supplies, and lab fees

### Entrance Fee

A non-refundable registration fee (\$600 for boarding students and \$400 for day students) is payable on or before registration.

### Billing and Payment Calendar

All payments on an account are considered late if not received by the 20th of the month following the billing date. If an account becomes delinquent (60 days past due) including, but not limited to, tuition, any deferred tuition, fines, housing, lab, and special fees is considered sufficient cause, until the debt is settled with the Academy, to:

1. Bar the student from classes, examinations, or any travel involving classes, varsity, or school-sponsored activities.
2. Withhold diploma or transcripts
3. Bar the student from school housing
4. Suspend the student
5. Assign the account for immediate collection
6. Report the delinquency to a Credit Bureau

### Basic Charges

To evenly spread tuition payments over the course of the school year, and in accordance with Central California Conference of Seventh-day Adventist billing practices, tuition payments are billed in ten Basic Charges. With the exception of Basic Charge #1, the remaining nine charges will be billed at the beginning of every month starting September 1 and ending May 1. Basic Charge #1 covers from registration to the end of August, and from the first of June to graduation. Should a student leave school, one half of that month's Basic Charge may be refundable. Our policy is to prorate on a half-month basis. Therefore, should the student leave any time from the 1st of the month to the 15th, half of that month basic charge will be refunded. Should the student leave during the last half of the month, from the 16th to the end, none of that month basic charge is refundable. Basic Charge #1 is non-refundable. As mentioned, payments are due on the 20<sup>th</sup> of the month. These payments are due regardless of whether or not you have received your

statements. At a minimum (assuming the student's account is current), the amount of the Basic Charge should be sent. Monterey Bay Academy receives all payments at an off site processing center. Please send payments to: Monterey Bay Academy, PO Box 49173, San Jose, CA 95161-9173

### **Additional Financial Policies**

1. Cash, cashier's check, or money order will be required to replace checks that have been returned a second time.
2. Payments on account not received within thirty (30) days of the due date will result in an interest charge on the unpaid balance. The initial annual percentage rate for the interest charges is 1.5% per month or 18% per year. By this reference, the disclosure of the APR is made a part of this bulletin. Owing to the uncertainties of business and monetary values, the MBA Board reserves the right to revise the published rate for tuition charged when deemed necessary.

### **Discounts**

Cash discounts of five percent (5%) will be allowed when a semester's tuition, room, and board is paid in advance. A five percent (5%) discount will also be allowed for a full year's payment in advance. The annual and first semester payment is due at registration. The second semester payment is due January 20. Family discounts will be given for two or more children from one family at a three percent (3%) discount towards the school account. The account must be current for family discounts to apply. Test Permits and Accounts of Senior Students will not be issued test permits and will therefore be unable to take their semester exams unless their account is current. Senior accounts must be paid in full prior to taking their final semester exams. Seniors whose accounts are not paid in full will not only be held from taking final exams, they will not be allowed to take part in graduation weekend ceremonies. It is Monterey Bay Academy's policy to hold the senior's diploma and transcripts, as well as withdrawing students transcripts until all charges and/or fines have paid, and all checks payable have cleared, and the account has been paid in full.

### **Financial Aid**

Any financial aid granted to a student is awarded on the basis of acceptable academic, citizenship, and financial standing. Once awarded, grants can be withheld if a student's academic or citizenship standing becomes unacceptable. For a complete list of programs available for financial aid, please call the business office or visit the Financial Aid section of our website, under Admissions.

### **Previous Year's Balance**

The account for the previous year's expenses at Monterey Bay Academy must be settled before the student is permitted to enroll for the current school year. Any delinquent accounts remaining at Monterey Bay Academy from siblings who attended must be cleared before another member of the family is admitted as a student.

### **Transfer Students**

If a student is transferring to Monterey Bay Academy from another school, their account must be cleared or in satisfactory standing with their former school before they will be admitted to Monterey Bay Academy.

### **Late Admittance and Withdrawal or Drop Policy**

In order to have tuition, room, and board charges stopped, "Drop Vouchers" must be obtained from the Academic Affairs Office. The voucher must be returned to the Business Office after being signed by the principal, teachers, and deans.

### **Student Labor**

To hold a work position, the student must be responsible, report to work on time, and be productive. On-campus work opportunities will be offered to the dormitory students first. Students employed by Monterey Bay Academy will be paid on the 15th of each month. These earnings will be applied to the student accounts.

### **Worker's Compensation Insurance**

Worker's compensation insurance coverage is provided for all students while at work. State law requires that all work related injuries must be reported to the work supervisor within twenty-four (24) hours.

### **Student Accident Insurance**

Dorm students are covered under a twenty-four (24) hour a day student accident insurance program. Day students are only covered while on campus to attend school or school functions. Monterey Bay Academy's insurance policy covers accidents only and is not valid for health related problems, personal illness, or self-inflicted injuries.

### **Transportation**

Monterey Bay Academy will transport (for a fee) students to and from the local public transportation depots. Students should sign up for such transportation at the Business Office several days prior to the scheduled home leaves. A late fee will be charged if the student signs up after the posted date.



**Student Bank Services**

Monterey Bay Academy does not operate a student bank. Students who need money are encouraged to open a bank account at one of the local area banks.

**Room and Key Deposit**

The room and key deposit is refundable at the end of the year (or earlier should the student leave) if and when the student:

1. Has the room checked out with a dormitory dean.
2. Returns all copies of their room key to the dean
3. The room and its furniture are left clean and damage-free beyond ordinary wear (to be determined by the dean).

**Cafeteria Guest Meals**

Guests may purchase meals with cash or check at the school cafeteria. All checks should be made payable to Monterey Bay Academy. The cafeteria phone number is: 831.728.1481 ext 1291.

## Faculty and Staff

### Administrative Staff

Kubrock, Tim, B.S.  
*Principal*

Baerg, Donna, M.A.  
*Vice Principal for Academic Affairs*

Ketelsen, Jay, R.L.L.D.  
*Vice Principal of Operations and Plant Services*

Thompson, Mayra, M.B.A, C.P.A.  
*Vice Principal of Finance and Business Manager*

### Deans

Fitting, Lou, B.A.  
*Dean of Boys*

Theoret, Matt, M.Div.  
*Assistant Dean of Boys*

Few, Josh, B.S.  
*Boys Task Force Dean*

Posthumus, Elaine, B.S.  
*Dean of Girls*

Morrison, Lawren, B.A.  
*Assistant Dean of Girls*

*Girls Task Force Dean*

### Support Staff

Babienco, Shirley, B.A.  
*Senior Accountant, Student Labor Coordinator*

Deming, Jeff, B.A.  
*Pastor, Chaplain*

Henderson, Charlotte, C.F.R.E.  
*Alumni/Development*

Henderson, Nathan, B.S.  
*Marketing/Recruitment*

Hossler, Rex, B.S.  
*Network Administrator*

Ketelsen, Janet  
*Administrative Secretary*

Macario, Maria  
*Business Office Secretary  
Day Student Dean*

Ridley, Sammi  
*Assistant Chaplain*

Sheperd, Janette, R.N.  
*School Nurse*

Speyer, Kinzie, B.S.  
*Library Services  
Alumni/Development Assistant*

Walls, Steve, B.A.  
*Attendance, Day Student Dean*

### Teaching Staff

Deming, Amy, M.A.  
*English I, Art*

Deming, Jeff, B.A.  
*Religion I*

Dunn, Herbert, B.S.  
*Technology, Economics*

Gregory, Cheri, B.A.  
*English II, AP English Lit & Comp, ESL Liason*

Gregory, Daniel, B.A.  
*Religion II, Religion III, Basic Christianity, Algebra I*

Hayes, Anna, B.S.  
*Spanish, Physical Education*

Hossler, Rex, B.S.  
*Business Education, Yearbook Advisor*

Hsu, Vernon, B.S.  
*Mathematics*

Leukert, Aimee, M.A.  
*Geometry*

Leukert, Kristian, M.A.  
*Director of Music*

Mustard, Jason, B.A.  
*English*

Nobuhara, Robert, M.S.  
*Marine Biology, Life Sciences*

Singer, Fred, M.A.  
*Physics, Chemistry*

Speyer, Jon, M.A.  
*Religion, Dramatic Arts*

Syverson, Steve  
*Ground School*

Worth, Bryant, B.S.  
*Director of Athletics*

Zytkoskee, Tim, M.A.  
*Social Studies*

### Work Education Staff

Fontanilla, Kali  
*Food Services*

Henderson, Scott  
*Garage, Transportation Director*

Lara, David  
*Plant Services  
Director of Safety  
First Responder Instructor*

Lara, Lisa  
*Director of Food Service*

Nazari, David  
*Plant Services - Electrical*

Rasor, Cecil  
*Plant Services – Grounds*

Schmidt, Leslie  
*Gate Security, Food Services*

Viehmman, Lorraine  
*Food Services*

## Board of Directors

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Kaitlyn Wolfe

*Faculty Representative*  
Mr. Kristian Leukert

*Alumni Representative*  
Mr. Wayne Enos  
9480 S. Century Road  
Salinas, CA 93907

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## MBA History

In 1938, the National Guard relocated the 250th Coast Artillery Regiment to a 380-acre beachfront property on San Andreas Rd. outside of Watsonville, California. Named in memory of a well known and beloved military chaplain, Joseph P. McQuaide, Camp McQuaide was the designated Coast Artillery Training Center for WW II and became the official stockade for stateside army AWOLs. After ten years of service, Camp McQuaide was decommissioned and considered surplus. The government tried to sell the property to Santa Cruz County for the bargain price of \$1.00 strictly for the development of a junior college, and later the property was offered to the State Division of Parks for the development of a state park. Both offers fell through however, and the property laid waiting for someone with a vision big enough for this very special place. In 1948, a Seventh-day Adventist pastor from Chowchilla, CA named Leal Grunke, learned of the government's decision to close Camp McQuaide. Grunke was the procurement officer for the Central California Conference of Seventh-day Adventists and after he saw the location for the first time, he immediately was impressed with its suitability for a boarding academy. He met some opposition from different church officials, but his persistence, faith and commitment won out in the end and he was given the green light to pursue the property. Having the green light from church officials did not necessarily mean the government had given Grunke the same green light. There were several, sometimes weekly trips from Chowchilla to San Francisco where the War Assets Administration was located. Grunke had many meetings with the general who was in charge of selling the property to the highest bidder, which included several wealthy land developers. Grunke had his challenges, but he had supporters too, one of them being Mr. John P. Gifford of the U.S. Department of Education. With the help of Mr. Gifford and Grunke's persistence, the Seventhday Adventist Church was awarded Camp McQuaide for conversion into a school facility on August 13, 1948. The cost? Contrary to popular church tradition, no money was paid. Not even the bargain \$1.00 the government had asked of Santa Cruz County earlier that year. According to a War Assets Administration document MBA was purchased at no cost. "In legal terminology...the camp will be 'sold' at 100% discount." There was little time for celebrating however, as there was much work to be done. A very clear condition of the transaction was that the Seventh-day Adventist Church develop the land into the school laid out in its proposal. This was no small task considering the remains of Camp McQuaide included over 600 old buildings and acres of cement. Despite the pristine location, Monterey Bay Academy did not start out as an aesthetically pleasing campus. There was so much work to be done, some folks unkindly labeled the endeavor as "Grunke's Folly." The good pastor never faltered however, and with the help of his wife, Ruth, persevered until his vision was realized. Monterey Bay Academy was established in 1949, only a year after

Grunke and his wife had begun to convert the campus into a school. The school's motto "Where land and sea unite to inspire," was created by Ruth, while the school's name, Monterey Bay Academy, was chosen by Pastor Grunke.

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 careers. As a part of the world's largest protestant school system (there are more than 5,000 Seventh-day Adventist schools around the globe) MBA has continued to grow and develop into a fully functional school facility for boarding and day students. MBA's classrooms, library and assembly auditorium are kept current with emerging educational technologies. The grounds, which include 1/4 mile of private beach, are beautifully kept, with expansive lawns, flower beds and Monterey Pine and coastal Cypress trees that frame amazing views of the Pacific Ocean from almost any location on campus. Through the continued support of a very committed alumni, the girls' and boys' dorms, cafeteria, music department, and library have recently all undergone extensive renovations.

More than 55 years later, Grunke's vision is still being realized as MBA continues to look for new ways to give students a top notch education and every opportunity to experience the eternal benefits of a relationship with their Creator. No one explains this vision as well as Pastor Grunke himself:

*"I believe God selected the site by the sea for a boarding academy. Take a boy or girl from ordinary pursuits, teach them faith and confidence in God, and they can go from MBA and do extraordinary things in God's name."*

## Frequently Asked Questions

### **Where is MBA located?**

MBA is located on 379 coastal acres about 15 miles south of Santa Cruz, California, in a small community called La Selva Beach. Our campus includes a private beach on central California's beautiful Monterey Bay, which is also a national marine preserve, Monterey Bay National Marine Sanctuary

### **What kind of school is MBA?**

MBA is a co-educational (that means we have male and female students), Christian high school for boarding and day students. Our academic program is college preparatory and 100% of our seniors are accepted into various 4-year colleges each year. We are owned and operated by the Central California Conference of Seventh-day Adventists. We are part of a global network of Seventh-day Adventist schools, which includes more than 5,000 educational facilities. You can find out more about the Seventh-day Adventist Church at <http://www.adventist.org>.

### **Is MBA an accredited school?**

Yes! We are accredited by the Western Association of Schools and Colleges and by the Adventist Accreditation Association. What kind of elective classes does MBA offer? MBA offers a wide variety of elective classes from Marine Biology to Woodworking to Fine Art. We currently offer three Advanced Placement classes: AP U.S. History, AP Biology and AP English Literature, and we will be adding more AP classes in the coming years. All of our classes are college preparatory and our academic offerings are based on the entrance requirements set forth by the University of California.

### **What kinds of things are there to do at MBA?**

Students at MBA get involved in all sorts of activities. Most of our students are involved with the music and sports programs. Some students enjoy surfing or boogie boarding on our beach, while others enjoy other sports like soccer, basketball, tennis or skateboarding. Many of our students are also involved with student government or community service projects. Students at MBA tend to be very active and talented, so there is no shortage of athletes, musicians, artists and leaders on campus.

### **I've heard the cafeteria is all vegetarian. Is that true?**

Our café is 100% vegetarian, but the food served will be recognizable to anyone. It's not strange; it's actually very fresh and tasty!

### **What's the closest airport to MBA?**

The closest international airport is in San Jose, California (Mineta San José International Airport - SJC). It's about a 45 minute drive from MBA. San Francisco International Airport - SFO takes about a 1 hour and 20 minute drive.

### **What kind of sports does MBA offer?**

We offer a year-long varsity program in flag football, volleyball, basketball, soccer, track and field and softball for both men and women. We also have an active intramural program in the evenings and many of our students enjoy sports like surfing, body boarding, skim boarding, skateboarding, tennis, jogging and bike riding.

### **What kind of music program does MBA offer?**

MBA has a thriving music program for students interested in choral or instrumental opportunities. MBA has four music groups, including the select choir, Oceanaires, and the select symphonic band, Westwinds, which travel and perform on a regular basis. Private instrument and voice lessons are also offered.

### **What's dorm life like?**

Students who live in the dorm have a very full life at MBA. Almost every student in the dorm has a roommate and each dorm has two fulltime deans as well as a taskforce dean to help supervise. Most students who live in the dorm consider dorm life their favorite part of being at MBA.

### **What can I bring to the dorm?**

Dorm rooms come equipped with a bed, sink and mirror, closet space and a chest of drawers. Students can bring a stereo (as long as they keep the volume down), a computer, a small refrigerator and snacks. Students are not allowed to bring a television, microwave oven, space heater, candles or incense, or anything else that might be a fire hazard.

### **Can I have a pet in the dorm?**

The only kind of pet allowed in the dorm is freshwater fish.

### **What's a typical day in the dorm like?**

Students typically get up for breakfast, which runs from 6:30 to 7:30am and then either go to work or class. Lunch runs from Noon to 1:25pm, and then students are back to class or work, depending on their schedule. Supper starts at 5pm and goes until 6pm. Varsity teams practice until 6:30pm and then the gym, ballfields (and sometimes the pool) are open until 7:40pm for open recreation. There's a short worship in the dorms each evening at 8pm, then two hours of study hall (when the dorm is supposed to be quiet) and lights go out at 10:30pm.