

# Student Handbook 2018-2019

**Monterey Bay Academy**  
*WHERE LAND AND SEA UNITE TO INSPIRE*  
A SEVENTH-DAY ADVENTIST SCHOOL



## PRINCIPAL'S WELCOME

Dear Students and Parents,

Welcome to Monterey Bay Academy, we are so glad that you have joined our family. This year our schoolwide theme is "Walk Worthy" (Colossians 1:9-10). With this being a new year, we hope that you realize the opportunities to take on new challenges, new classes, new relationships, new experiences and most of all being reminded that because of Jesus Christ and His love for you, you are able to Walk Worthy.

As you and your parent/guardian read through our school handbook, we are hopeful that you will commit to and pledge to be a valuable part of the pursuit of excellence that we are striving for here at MBA. Looking forward to a great year.

Keep looking UP!

*Jeff "PJ" Deming*

Jeff "PJ" Deming  
Principal

## A Word from your Deans...

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

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

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

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

In partnership with Jesus,

Aubrey Wallin  
Dean of Girls  
(x1312)

Renee Rasco  
Associate Dean of Girls  
(x1312)

Johnsy Posthumus  
Dean of Boys  
(x1302)

Greg Gryte  
Associate Dean of Boys  
(x1302)

## MISSION STATEMENT

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

### Monterey Bay Academy

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**Phone** 831-728-1481  
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## MBA ADMINISTRATION

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

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Ken Bullington, Superintendent of Education  
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## ACCREDITATION

Monterey Bay Academy is accredited by the Western Association of Schools and Colleges (WASC) and the Adventist Accrediting Association (AAA).

## HISTORY

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

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

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

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

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

Today, MBA is operating for the 64<sup>th</sup> consecutive school year. It is our hope and prayer that Jesus will be lifted up each and every day at this special place. It is our desire for students to get an excellent education here as they develop their God-given talents and prepare for a life of service that will last throughout eternity.

## NON-DISCRIMINATION POLICY

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

## SCHOOLWIDE LEARNER OUTCOMES (SLO'S)

Students at Monterey Bay Academy shall strive to be:

- I. Growing Christians who:
  - a. Choose Christ as their personal Savior
    - i. Baptism
    - ii. Personal testimonies
  - b. Continue a faith based relationship with God:
    - i. Voluntary participation in small group Bible study
    - ii. Community outreach
  - c. Use Biblical principles as the basis for living a Christian lifestyle.
    - i. Responsible decision-making
    - ii. Use of pure and wholesome language
- II. Inquiring scholars who:
  - a. Demonstrate a minimum competency in the core subject areas.
    - i. Grades-minimum of passing all classes to graduate
    - ii. ITED test results minimum of 9th grade competency
    - iii. ACT and SAT
  - b. Exhibit critical thinking and study skills necessary to succeed in school.
    - i. Portfolios
    - ii. Group learning projects
  - c. Meet college/university entrance requirements
    - i. Advanced Placement Classes
    - ii. ACT and SAT
    - iii. Advanced Diploma
    - iv. Graduate
  - d. Use technology as a productive tool to enhance learning.
    - i. Projects
    - ii. Power point
    - iii. Class projects
    - iv. Videos
    - v. Internet research projects
- III. Healthy Individuals who:
  - a. Live a healthy and balanced lifestyle
    - i. Few sick days
    - ii. Mandatory health class attendance
    - iii. Limited time out of dorm during evening
  - b. Exhibit self-discipline
    - i. Attendance in class
    - ii. Citizenship grades
  - c. Develop a program of life long fitness
    - i. Mandatory three years of physical education.
    - ii. Participation in intramural and extra-curricular sports
- IV. Contributing citizens who:
  - a. Contribute in meaningful and productive ways to the community.
    - i. Completing required hours of community service each year
    - ii. Volunteering
  - b. Conduct themselves according to the principles of honesty and decency:
    - i. Dress modestly
    - ii. Speaking appropriately
    - iii. Treating others with respect and kindness
    - iv. Doing their own work in and out of class
    - v. Respecting the property and personal rights of others
  - c. Exhibit self-discipline:
    - i. Attendance in class and required services
    - ii. Completing assignments on time
    - iii. Being in the appropriate place at the appropriate time
    - iv. Using resources wisely
    - v. Time management skills

## ORGANIZATION

### ADMINISTRATIVE COMMITTEE

Ad Committee is composed of departmental directors. The purpose of this committee is to deal with various policy decisions, calendar items, and review student and faculty requests. They meet weekly, usually on Monday mornings in the Principal's office.

### DISCIPLINE COMMITTEE

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

At no time will attorneys, their representatives, or a court reporter be allowed to be present during disciplinary proceedings or during an appeal. Nor may a recording be made of the proceedings without permission. As a private school, Monterey Bay Academy has the right to make disciplinary decisions it deems appropriate without the involvement of these individuals.

## GENERAL INFORMATION / POLICIES / CAMPUS LIFE

**Policies and guidelines apply to all students, both residential and village students, and on all school outings, tours or trips. Day students – when at MBA (including weekends) need to abide by all rules that apply to dorm students regarding all aspects of MBA life (attire, conduct, boundaries, time and place, etc.)**

### ANNOUNCED RULES

Announced and stated rules during the school year are as binding as written rules. The rules in this handbook are not exhaustive and are subject to modification at any time during the school year. “MBA will strive to communicate any new rule or modification in writing 30 days prior to it going into effect.”

### ATTENDANCE AT ACTIVITIES BY NON-STUDENTS

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

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

### 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. If a teacher has not arrived to class, there is no rule allowing you to leave class, unless you are dismissed by an administrator.

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 pre-arranged absences (these are unexcused absences that do not affect your attendance grade, except you cannot have a “perfect” attendance grade)
- NP—absences that are not pre-arranged (each day missed will be assessed 1 attendance point)
- 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 each parent pre-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 cannot 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 SA office. These cannot 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). 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, and 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.

## AUTOMOBILE RESPONSIBILITIES

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

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

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

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

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

## BANQUETS

Formal (no casual dress or jeans) or themed attire is to be worn to banquets. Day student meals are included. Non-MBA students are not allowed to attend school banquets.

## BEACH ACCESS

Before going to the beach, **permission from the Dean on duty must be acquired.** Wading up to the knees is permitted, but swimming or body surfing in the ocean is strictly forbidden. Those wishing to surf or boogie board should consult the "Surfing/Boogie Boarding" section listed in this handbook. **Students should not go beyond the maintenance road unless going to work, or permission has been given.** Mondays and Wednesdays are boys' beach days, and Tuesdays and Thursdays are girls' beach days. Fridays alternate between boys' and girls' beach. Sabbath afternoons are generally reserved for coed beach time with supervision. Sunday mornings and afternoons, alternate between boys' and girls' beach times. Beach schedules are posted on the dorm bulletin board each weekend. Unless permission has been given to jog or bike on the bluff, students should not go beyond the maintenance road unless it is their beach day. The beach area is closed after supper or 30 minutes before sundown, whichever occurs first. No open ocean swimming is allowed.

## BICYCLING OFF-CAMPUS

- A written permission slip for biking off campus, signed by a parent or guardian, must be on file in the dean's office.
- There must be three people in a group unless permission from a parent or guardian is received and on file in the dean's office.
- The bicyclists must have a written pass from the deans.
- There is a two-hour time limit.
- Helmets must be worn while bicycling.
- General town and shopping activities are not permitted during Sabbath hours.
- Students should declare their destinations and route to the dormitory deans when signing out.
- Bikes must be stored in dormitories as outlined by the deans, or in storage units provided.
- Under no condition may they be stored, repaired, or ridden in the dorm.
- Failure to adhere to these guidelines may lead to forfeiture of this privilege.

## BICYCLING/ROLLER BLADE/ROLLER SKATE/SKATEBOARDING POLICY

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

- Each person must wear all necessary **protective gear** such as a fastened helmet, knee and elbow pads, gloves (recommended), etc. when roller blading, bicycling, skating, or skateboarding. Shirts must be worn at all times.
- Students in possession of a skateboard, etc., must also have a helmet ready to use.
- Roller blading, skating and skateboarding is only allowed in the MBA Church parking lot. **It is not allowed on campus roads or sidewalks.** Luge type skating is not allowed.
- Jumping on or off steps is not permitted, nor is any other activity that may be hazardous to anyone's safety or potentially destructive to property.
- The blader/skater must keep his/her speed and skating movements under control at all times so as not to jeopardize his/her safety and/or the safety of others.
- No roller blading or skating is allowed after dark unless the ball field lights are turned on.
- Rails must be no higher than 12" off the ground and **must not** be elevated in any way. The use of any type of ramp is prohibited.
- There is to be no blading/skating/skateboarding on the graduation stage, campus circle, gym steps, store steps, sidewalks, or any buildings.
- Students who violate these guidelines may have their equipment confiscated and face a loss of privileges for a given period of time.

## BODY ART – PIERCING/TATTOOS/BRANDING

These practices are not encouraged nor in harmony with MBA principles, and may be quite harmful to your health if not done professionally within a sanitary environment. Therefore, no one is to perform these practices on themselves or another person while at MBA. Those caught performing or receiving these acts on campus may face suspension and/or expulsion. Pre-existing tattoos are to be concealed at all times. Temporary use of hair dye or henna for tattooing purposes is prohibited. These may be treated as self-injury.

## BOYS' CLUB (MEN OF MCQUAIDE)

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

## BOYS' DRESS CODE (GIRLS' DRESS code on p. 19)

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

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

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

- **CAFETERIA ATTIRE**

Church attire is to be worn to Sabbath lunch. Due to health code restrictions, no bare feet are permitted in the cafeteria. No tank tops during the school day. No immodest shorts may be worn in the cafeteria. Tight, form fitting, frayed or torn clothes and sleepwear may not be worn in the cafe. Hats are not to be worn in the cafeteria once you have found your seat.

- **CHURCH ATTIRE**

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

- **CLASSROOM, GRUNKE HALL AND LIBRARY ATTIRE (SCHOOL DAY ATTIRE)**

The following types of clothing are to be worn in the classrooms and the library: Slacks, jeans, corduroys, and modest shorts along with sport shirts, pullover shirts, and sweaters. Shoes MUST be worn at all times (OSHA)

The following categories of clothing **may NOT be worn** in the classrooms or library: Work attire; military attire; frayed/torn/holey clothing; pants or shorts with designer slash marks; athletic wear including undershirts, tank tops, jogging attire, soccer pants, headgear, sweats, track pants, PE/Gym shorts, Board, or immodest shorts; hats of all types."

**Hats are not permitted in classrooms, the library or Grunke Hall during the school day.**

- **FORMAL ATTIRE/BANQUET ATTIRE**

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

- **HAIRCUT GUIDELINES**

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

- Ponytails of any kind are not to be worn during the school day or at other designated times. The use of man buns is not allowed.
- Since shaving the sides of one's head is acceptable in some incidences and unacceptable in others, a student should not shave the sides of his head without dean consultation. If a student shaves the sides of his head in an unacceptable manner, he will be asked to trim the rest of his hair to present an even appearance. (Heads shaved on the sides and long hair on top is unacceptable).
- Hair color is to be natural in appearance.

- Hair should be no longer than the top of the collar of a T-shirt in the back and should not hang over the student's face or be longer than one's ear.

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

- **JEWELRY**

Nail polish, make-up, jewelry (rings, necklaces, studs, etc.) of any kind or visible tattoos are not allowed.

- **PUBLIC MEETINGS**

Students are not allowed to wear head coverings such as hats, caps, and hoods during the school day or religious services.

- **SWIM ATTIRE**

A modest swimsuit (board short length) must be worn for swimming.

- **UNACCEPTABLE ATTIRE**

Any extreme clothing is not to be worn on campus. Baggy and/or gang-style clothing, frayed and/or torn clothing and clothing that endorse substances, devalues life or philosophies which oppose Monterey Bay Academy standards should not be brought to MBA and are subject to confiscation. T-shirts, and other attire, which is not compatible with Christian standards and values are not acceptable at MBA. **Advertisement of rock groups and video games, lewd dress or language, promotion of drugs, alcohol, or tobacco are examples of the unacceptable attire.**

- **WORK ATTIRE**

Boys working in occupations where they meet the public should be dressed in classroom attire. Work clothing should conform to the safety requirements of the job. Closed toed shoes must be worn at all times.

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

## **BULLYING**

Monterey Bay Academy believes that all students have a right to a safe and healthy school environment. MBA will not tolerate behavior that infringes on the safety of any student.

"Bullying" refers to verbal, physical, or mental acts committed by a student to harass, intimidate, or cause harm to another student. Bullying may include verbal threats, physical assault, intimidation, or other forms of inappropriate behavior, such as teasing or "cyber-bullying" (use of social media or other electronic communication to spread rumors, or post degrading, harmful or explicit pictures/messages).

If a student feels they are being bullied, they should ask the bully to stop the behavior. If it continues, they should report it immediately to an MBA staff member or administrator. An investigation will take place and proper disciplinary steps up to and including expulsion will be taken.

MBA will make reasonable efforts to keep a report of bullying and the results of investigation confidential. MBA Staff members are **required** to immediately intervene when they see a bullying incident occur. People witnessing or experiencing bullying are encouraged to report the incident; such

reporting will not reflect on the victim or witnesses in any way. Retaliatory behavior against any complainant or any participant in the complaint process will not be tolerated.

### CAMPUS

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

### CAMPUS LEAVES

Dorm students are not permitted to leave campus or to visit campus homes unless satisfactory arrangements have been made with the Dean. In either situation, the Dean on duty will issue you a pass when permission has been granted.

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

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

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

**All** overnight, weekend, and home leaves require a Campus Leave Request (CLR) form to be filled out by the student and approved by the Dean prior to leaving campus. CLR forms are available from a Dean, RA, or deck monitor. CLR forms should be submitted to the Dean at least one day prior to departure. A destination other than your home requires written and oral permission from both the inviter's and invitee's parents.

He/she must sign out when leaving and sign in when returning, and check in personally with the Dean on Duty. All overnight leaves require direct parental and dean's permission and a leave card must be filled out.

No walking or jogging off campus is permitted.

Guidelines for town trips with faculty/staff are:

- Check out with the deans.
- While faculty/staff does not have to remain with students, they are responsible for returning them to campus.
- Town trips require a minimum of two students.

Weekend leaves end on Sundays at 7:00 pm. Students should not plan to return later than this unless arrangements are made.

If a campus leave causes a student to miss classes, the request must be presented to the Academic Affairs Office and approved before the absence takes place.

If a student wishes to visit a staff home, he/she must obtain permission from the dean, and the dean will communicate with the faculty member.

School and dress standards are to be maintained on all off-campus school activities. Fundamental

school standards are listed in the school bulletin.

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

### CHEATING

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

### CITIZENSHIP POLICY

Citizenship grades will be affected each quarter as follows:

- All students start each quarter with an A grade in citizenship
- Each conduct slip—lose 1/3 of a letter grade
- Social conduct—lose 1/3 of a letter grade
- Suspension—lose one letter grade for each day of disciplinary suspension
- Other significant violations—lose one letter grade

Room cleanliness, program attendance and dorm program impact Dorm Life citizenship grades.

This list is not intended to be all-inclusive. The citizenship grade will be affected for each act of misconduct regardless of whether several happen at one time or during multiple incidents. Any student who receives an F in citizenship will be expelled from school.

### CLOSED CAMPUS

All Central California Conference academies have closed campuses. This means that Monterey Bay Academy students do not leave campus for any reason without specific permission from an administrative office or designee.

### COMPUTER USE

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

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

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

- Use of wireless Internet/broadband access services outside what MBA provides.
- Watching movies during strict study hall time from Sunday – Thursday.
- Use of laptops/computers after lights out for movies or games.

#### CONCESSIONS

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

#### CONTRABAND ITEMS

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

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

#### DECORUM

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

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

#### DFI LIST

If you have earned two D's, or one F, and/or an Incomplete in any subject, you will find yourself on the DFI list. As a result you will face the loss of the following privileges for a **period of time**:

- Off campus privileges (including senior privilege), unless accompanied by the Dean, your dorm designated town trip or your parent/guardian.
- Study Hall guidelines as designated by dormitory dean.

#### DISCIPLINE

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

and the record of past behavior. If an irresponsible choice is made, you may face one or more of the following consequences

- **Conduct Slip** (each lowers the citizenship grade by 1/3 of a letter)
- **Invitation to Discipline Committee** Students may be invited to Discipline Committee or a parent conference.
- **Fine/Restitution** Students may face a fine/restitution for certain actions or for the possession of contraband.
- **Community Service** This is something that may be assigned to the student for a minor discipline issue, or in addition to other actions taken. Community service may be performed in the dormitory, cafeteria, grounds, or other campus areas as assigned by the Dean or the Discipline Committee.
- **Loss of Privileges** Students with citizenship grades lower than a C will be subject to loss of privileges, eligibility for extra-curricular activities and student offices.
- **Campus Bound** When you are placed on a campus bound restriction; you are not to leave campus without the Dean or Administrator giving special permission. Students who abuse the privilege of leaving campus will be campus bound, and will not be allowed to leave campus for a specific period of time.
- **Dorm Bound** When you are placed on a dorm bound restriction, you are to leave the dorm for classes and work only. During recreation time, meal times, and all other free time, the student is to be in the dorm and must get permission from the dean to leave the dorm for any reason. Meals will be brought to you.
- **Room Bound** If you are placed on room bound restriction; you are allowed to attend work and classes only. During recreation time, mealtime and all other free time, you are to be in your room. You are not allowed to have visitors, use the phone, do laundry, or go to the exercise room. Your meals will be brought to you. The only time you may leave your room is with the Dean's permission.
- **On Campus Suspension** This is similar to being room bound with the exception that you do not have the freedom to go to class or work. You are completely room bound.
- **Suspension** The student is asked to leave campus with their parent/guardian for a designated period of time. Other stipulations may apply as outlined by Deans' Council. Each day of suspension lowers the citizenship grade a letter.
- **Expulsion/Withdrawal** Under major disciplinary circumstances (i.e., hazing, drug or alcohol use, theft, having a person of the opposite sex in your room, etc.) a student will be asked to withdraw or may be expelled for the remainder of the school year. Students may appeal their expulsion as outlined in the grievance policy of this student handbook.

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

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

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

- Use or possession of weapons, including firearms, explosives, knives, daggers or martial arts-type weapons.
- Use or possession of firearms or explosives will result in immediate expulsion from school, and a report will be made to law enforcement authorities.
- Sexual abuse.
- Breaking and entering or grand theft.
- Battery or assault.

- Possession, possession for sale, or sale of controlled substances.
- Hazing.

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

### DISHONESTY

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

### DORM VISITATION

MBA has a **zero-tolerance** policy when it comes to being inside the dormitory of the opposite sex. Girls are not to be in the boys' dorm and boys are not to be in the girls' dorm. If a student has important business that necessitates his/her presence in the opposite dorm, the student must obtain a pass from his or her dean. Any student who visits the opposite dorm or who allows a student of the opposite sex in his/her room or visits them inside another part of the dormitory will be asked to leave MBA for at least a semester. Likewise, students who help facilitate other students in this way may also be asked to withdraw or be expelled. Students may visit with the opposite gender on the benches in front of the dorms, but are not to be inside the building during the school day. Outside of the school day or on weekends you may request to be in the lobby/parlor only with express permission of the Dean on duty.

### DROPPING A CLASS

To drop a class, a student must:

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

### ELECTRONIC DEVICES

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

Other restrictions to electronics will be subject to time and place. Use in the work-place will be at the discretion of the immediate work supervisor. Cell phones are permitted in the cafeteria. We do ask you to be sensitive to those around you. In regards to earbuds, only one earbud is allowed at any given time (including walking about campus). Use of earbuds during classes, is at the discretion of the teacher. Please remember time and place always. No ear covering headphones outside of your "home" environment.

A student in violation of this policy will have the item confiscated, labeled and turned in to the principal's office. Repeated violations will result in a student receiving a conduct slip and/or a fine—impacting their citizenship grade.

External speakers are not to be used except with the permission of the supervisor.

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

### ELIGIBILITY

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

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

No F's or I's are allowed and no more than one D grade at quarter or semester time. All students must maintain at least a C- in attendance. For student offices—no citizenship grade below a B-, and for athletics, no lower than a C in citizenship. To regain eligibility for extra-curricular activities (not student offices), in citizenship, students must have four weeks of good citizenship (no conduct slips). In attendance, students must have no unexcused absences (or its equivalent) for four weeks. For athletics – weekly academic eligibility checks will take place on Mondays to assure compliance.

### FAXES/PERMISSION SLIPS

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

- Dates of the event
- Name of student gaining permission
- Name of the responsible adult of the home being visited
- Driver's name(s)
- Names of all students involved in the overnight stay
- Purpose/necessary details to explain why the fax is being sent (please be specific.)
- Contact phone number(s) where your parent/legal guardian can be reached.
- Parental/legal guardian's signature
- Faxes are listed on page 2.

### FIGHTING

At no time is anyone allowed to threaten or harm you in any way. If you feel threatened in any way, or someone is attempting to harm you, remove yourself from that danger as soon as possible and inform a staff member. Fighting will subject those involved to serious discipline, which could include suspension and/or possible expulsion. Students must learn acceptable non-contact methods to settle conflicts. Faculty members should be asked to act as mediators if needed. Avoid a fight at all costs... Remember, "Love your neighbor."

### FINES

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

### \$500.00 fines

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

- Vandalism (the willful destruction of property).

#### **\$200.00 fines**

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

#### **\$50.00 fines**

- Possession of televisions, VCR's, video tapes, DVD's, or "parental advisory" labeled music or materials. These are not allowed at MBA and will be immediately confiscated. A fine of \$50 for each such tape and/or CD will be imposed.
- Misuse of radios, tape, CD or DVD players, or computer programs. Misuse is defined as playing music and or games too loudly, listening to secular music on Sabbath, any music or other programs labeled as "parental advisory", and the possession of materials promoting Satanic ideas, aspersion against individuals, and degrading of race, sex or religion. Misuse will be defined at the discretion of the deans, faculty members, and adults in charge, Discipline Committee, the Administrative Committee or the administration of the school. Violation of rules regarding TV, VCR's, videos, DVD's, radio, tape players, CD players, speakers or music will result in confiscation and fine.
- Removal of window screens. Breaking of screen seals plus payment for replacing and repairing of screens.
- Tampering with smoke alarms and/or their batteries.
- Usage of fire materials, matches and candles.

#### **FIRE AND SAFETY CODES**

For all fire drills (sustained ringing of the bells), every person must immediately evacuate the building they are in. Re-entry is only allowed after the all-clear signal (ending of the bells, followed by 2 short rings). Fire regulations require that the stairways and halls be free from obstructions (i.e., shower baskets, shoes, trash, etc.) at all times. In addition, fire law does not permit the burning of incense or candles. It is illegal to pull a fire alarm for anything other than a fire or an organized fire drill. Such inconsiderate behavior is absolutely intolerable, because it jeopardizes lives. Violators will be subject to discipline from Discipline Committee, which could include a fine, suspension, and/or expulsion.

#### **FORMS**

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

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

All MBA students must also sign:

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

#### **GAMES**

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

#### **GIRLS' CLUB (LADIES OF LA SELVA)**

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

#### **GIRLS' DRESS CODE**

##### **GENERAL RULE**

While the current secular culture objectifies and sensualizes the female body, we believe each young woman is God's precious daughter, a unique creation who deserves respectful treatment from her-self and others (EPHESIANS 2:10; ROMANS 12:1-2; 1 TIMOTHY 2:9). All residents are to follow the dress code guidelines as outlined in the school bulletin or handbook. When in the dorm, residents should remain dressed modestly when visiting the public areas (lobby, monitor's booth, Deans' office, etc.). If you are prepared for bed when called to the lobby or office, please get dressed or put on your bathrobe before leaving your room.

Dressing modestly can be difficult when popular clothing trends seem purposefully engineered to expose as much of the female body as possible. We believe that the young women of MBA can rise to the challenge and creatively express their unique personalities within Biblical guidelines of modesty.

Attire should be modest, neat, clean, non-distracting, and appropriate for time and place. This dress code applies to MBA students while on the MBA campus and on any MBA-sponsored trip.

If you have to be careful when you sit down or bend over, it is probably not modest.

##### **Modest Defined**

Abstractly:

- Free from vanity, egotism, boastfulness, or great pretensions.
- Free from ostentation or showy extravagance
- Showing regard for the decencies of behavior, speech, dress, etc.
- Limited or moderate in amount, extent, etc.

Concretely:

- Skin covered from knees to armpits
- Thighs covered
- Midriff covered
- Cleavage and breasts covered
- No slits and holes of any kind that give visual access to what is (or isn't) underneath, including:
  - Overly-large arm holes or neckline holes
  - Designer holes/slashes
  - Torn holes (i.e. pockets ripped out of sweats)
  - Skirt slits
- Bras and all bra parts (including straps) should be covered and unobvious
- Clothing should not be too tight or too baggy

A student who fails to follow the dress code will be sent back to the dorm (or home) to change, possibly affecting her classroom grades. Repeated failure to comply will be treated as insubordination.

##### **ATTIRE**

###### **Church Attire**

Modest dressy top paired with dress slacks/skirt; or a dress. Dress shoes or dress sandals. (Occasionally, the Sabbath dress code will be modified to match a planned special location or activity.) All dresses and skirts should reach the student's knee. NO halter, strapless, or spaghetti strap style dresses.

### **Classroom, Grunke Hall, and Library Attire**

Modest tops. All dresses and skirts should reach the student's knee. Modest slacks, jeans, and Bermuda shorts. Certain classes may impose additional requirements. NO tights (leggings, jeggings, athletic pants, yoga pants, etc.) with short tops. Bare feet are not allowed in classrooms, the library or Grunke Hall (OSHA). **Hats are not permitted in classrooms, library or Grunke Hall during the school day.**

The following categories of clothing **may NOT be worn** in the classrooms or library: Work attire; military attire; frayed/torn/holey clothing; pants or shorts with designer slash marks; athletic wear including undershirts, tank tops, jogging attire, soccer pants, headgear, sweats, track pants, PE/Gym shorts, Board, or immodest shorts; hats of all types.

### **Cafeteria Attire**

*Weekdays* – Modest mid-thigh or longer shorts and sweats may be worn.

*Sabbath* – Church attire (See #1) is to be worn to Sabbath lunch.

Bare feet (county health code) and hats are not permitted.

### **Gymnasium and Recreation Attire**

Modest sportswear (sweatpants, sweatshirts, crew neck t-shirts, shorts, etc.) with appropriate support garments. Athletic shoes only are to be worn at all times in the gym.

### **Lawn and Beach Attire**

*Lawn* – Modest leisure wear. Any leggings must be covered down to the mid-thigh with a very long shirt or dress or shorts.

*Swimwear* – Modest one-piece with adequate lining and support.

### **Work Attire**

Girls working in occupations where they meet the public wear classroom attire. OSHA requires that closed-toed shoes be worn during work hours in all work locations. Work clothing should conform to the safety requirements of the job.

### **Formal Attire**

Dresses or formal gowns are in good taste for banquets. They should have modest front and back necklines and be of appropriate length. All banquet attire will be screened by MBA's Banquet Dress Committee prior to each banquet. NO sweetheart strapless dresses. No sweet hear cuts or skin tight dresses.

### **Limited Attire – In General**

- Straps – only outfits with straps that are three finger widths wide may be worn in public areas; outfits with skinnier straps need to be covered with a modest top or worn only in the privacy of your own dorm room
- Sleepwear – dorm only (not in lobby)
- Tight/Form-fitting – dorm only (not in lobby)
- Short shorts – dorm only (not in lobby)
- Crop tops – dorm only (not in lobby)
- Frayed and/or torn – dorm only
- Bare feet – dorm only
- Head coverings (hats, caps, bandanas, and hoods) outdoors and dorm only

### **Unacceptable Attire**

- Two-piece / bikini bathing suits
- Clothes that are ripped, torn, or contain holes
- Extreme styles
- Off-the-shoulder

- Baggy and/or gang-style
- Endorses substances, devalues life, promotes philosophies which oppose MBA standards
- T-shirts, and other attire, which is not compatible with Christian standards and values are not acceptable at MBA. Advertisement of rock groups, lewd dress or language, promotion of drugs, alcohol, or tobacco are examples of the unacceptable attire.

### • **HAIR GUIDELINES**

Hair is to be well-groomed, clean, and styled in such a manner that will not attract undue attention. Girls are not to shave the sides of their heads while keeping their hair otherwise long; nor are they to put dreadlocks of any size or type into their hair or assist others with putting dreadlocks into their hair. Hair color is to be natural. The deans will provide individual guidance regarding hairstyles and make final decisions.

If a student appears in class with hair that attracts undue attention, the teacher will speak to the student and instruct her to see the dean that day. If the dean determines that the student's hair color must be changed, the dean will provide the dye and the student must change the color within 24 hours. If the student chooses not to change her hair color as the dean recommends, the student will be placed on suspension.

### • **MAKE-UP**

Maintain a natural look when using makeup and nail polish. If in doubt as to what "natural" means, the student should request the assistance of the dean.

***The MBA Clothing Committee reserves the right to modify this dress code during the school year.***

### **GRADUATION WEEKEND**

Graduation at MBA is a formal occasion honoring the graduating seniors. Only seniors, juniors, those freshman and sophomores with immediate family members participating in graduation. All seniors and juniors are required to be here for graduation weekend and participate. All other students must check out following their final tests. Those remaining for graduation must check out of the dorm by 5:00p graduation Sunday. See "Room Checkout" procedures for details.

### **GRIEVANCE POLICY**

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

- Talk with the staff member involved.
- Speak with the Principal or other administrator.
- Request in writing a hearing with the disciplinary committee. (a decision will be reached and communicated in writing with the student and parents within 5 days).
- Request an appeal to the school board of trustees.
- Finally, concerns may be directed to the superintendent of Education at the CCC Conference office in Clovis, CA.
- 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.

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

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

#### GUEST ROOMS

Limited guest accommodations are available through the Principal's Office (x1219). If interested, please call the Principal's Office.

#### GUESTS

Guests may stay in student's rooms only if the following qualifications are met:

- It is an MBA hosted event and MBA students are hosting future students under the age of 18 in their rooms (i.e. Academy Days or scheduled visits)

#### GYMNASIUM RULES AND REGULATIONS

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

#### HAZING

Hazing is defined as involvement in or conspiring to engage in any act that injures, degrades, disgraces, threatens, intimidates, or intends to injure, degrade or disgrace a fellow student, group of students or campus guest. This includes any forcible action or initiation type of behavior. Hazing of others is against the law and strictly prohibited on our campus. Students involved will face serious discipline and possible expulsion. A report of hazing activity will be made to local law enforcement authorities. "Table-topping" is not allowed at MBA and will not be tolerated. This type of activity can result in serious injury.

#### HOME LEAVES

- The dormitories and cafeteria are closed during each Homeleave. Students may not stay in the dormitory.
- Make reservations to ride the bus through and at the Principal's Office.
- Notify the Principal's Office immediately of any planned transportation changes.
- Make arrangements for school transportation at least four days prior to each home leave. **Late fees will be doubled for last minute arrangements.**
- **Transportation arrangements at times other than the regularly scheduled leaves are discouraged.** All requests for special needs must be submitted to Administrative Committee that meets at least one week prior to the home leave. If a request is submitted after the fact or after the Administrative Committee meets, a disciplinary penalty may result. Transportation arrangements should not be scheduled for unusual hours. **If a student receives permission for transportation arrangements for unusual hours extra charges will be assessed.**
- Sign out on leave cards with the deans.
- Falsifying leaves will result in disciplinary action.

- If a student wishes to go to any home other than his/her own, his/her parents must give written permission to the dean prior to the leave. A written contact must also be made with the dean by the host family prior to the leave. The same is true if a student uses any transportation other than commercial or school transportation.
- Any time parental permission is granted the parent must send written permission.
- **All flight/transportation arrangements must be made for no earlier than 3:00p on home leave day and students should return in the late afternoon or evening of the return date no later than 7:00p.**
- **Transportation Fees to the Airport:**
  - Round-trip to and from airport – on time sign up - \$45
  - One-way trip to or from airport – on time sign up – \$25
  - If no prior arrangements have been made as indicated above - \$50.00
  - School transportation makes plans to arrive at San Jose International Airport by 2 pm on leave days.
  - Transportation Coordinator contact: 831-566-7224. Any questions, inquiries or changes to homeleave/vacation transportation plans should be directed to the Transportation Coordinator
  - If your transportation needs are before 3 pm (leaving) or after 7 pm (returning), then you should make plans for outside public transportation, see page 34.
- **Check Out** - Leave campus before 5:00p on the day home leave begins. Cafeteria will not be open for dinner.
- **Check In** - Return between the hours of 3:00p and 10:00p on the final day of home leave. **The dorms will not be open before 3:00p.** If, due to emergency, you will be later than 10:00p, you must contact the Dean. Cafeteria will not be open for dinner.

#### INELIGIBLE LIST

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

#### INSUBORDINATION

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

#### JEWELRY

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

One social awareness rubber bracelets may be worn at the discretion of the school administration in conjunction with guidelines.

#### LABOR PROGRAM

One of the main reasons Seventh day Adventists establish schools is to teach a good work ethic. Each student should learn the importance of being prompt, productive, and dependable. All students with a social security card must work a minimum of 5 semester credits before they graduate. Students will be paid for their work. A student may decide to have tithe deducted from his/her wages. Some taxes are applicable to student wages. Work attendance is just as important as class attendance. See attendance policy. Students who miss work will be subject to disciplinary action. At

times work opportunities may be limited. Therefore, students who work must be prompt, report when scheduled and be productive, or his/her job may be in jeopardy. In some cases, if a student loses his/her job, another assignment may not be available. We are grateful for the work our students do, as the program is dependent upon that work. Work opportunities are provided in the following locations:

<b>Campus</b>	<b>Industries</b>
Cafeteria	Calfee Design
Custodian	La Selva Design
Dormitory	Oceanside Campus Laundry
Garage	Rainbow Fin Company
Grounds	
Library	
Maintenance	
Offices	
Readers	

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

#### **LANGUAGE AND READING**

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

#### **LOCKERS**

Lockers in Grunke Hall are provided for all MBA students. Day students will each receive one locker for their use during the year. Dorm students can share a locker with one other student. Lockers are not to be traded. Students are responsible for all items and the condition of their lockers. Combinations and locker assignments will be provided through the principal's office and will be changed each year.

#### **MAIL AND EMAIL**

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

*Your Name*

Monterey Bay Academy – Hixson Hall (Girls' Dorm) or Voth Hall (Boys' Dorm)  
783 San Andreas Road  
La Selva Beach CA 95076-1911

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

#### **MEDICAL APPOINTMENTS**

- **MEDICAL APPOINTMENTS SHOULD BE SCHEDULED DURING HOME LEAVES.**

**If a student is going to miss school due to a medical appointment:**

- 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.

**Medical appointment due to a school-related injury:**

- If the medical appointment is due to a school-related injury, the school will not charge for transportation for this medical attention. Transportation will be coordinated through the Principal's Office.

**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.**

#### **MEDICATION**

All prescription medications are to be turned into the school nurse or the Dean on duty. Students are not to share any prescribed medication. Failure to comply with this will result in disciplinary action from Discipline Committee. **In addition, parents are responsible for communicating to the School Nurse and Deans that their student is returning to the dormitory with said prescribed medication in original medication container from pharmacy and what it is to be used for along with any special instructions.** If a parent needs to mail a prescription to their child, please address it to the Deans.

#### **MOVIES**

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

#### **NURSE**

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

#### **OVERNIGHT DORM STAYS BY DAY STUDENTS**

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

#### **PARENTAL PERMISSION AND SUPPORT**

When parental permission conflicts with a school rule, the school rule will prevail. Lack of parental support for school rules may be cause for disciplinary action.

#### **PASSES**

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

## PERSONAL DEVOTIONS

The staff, faculty and board of MBA realize the necessity of spending time each day with God on a one-on-one basis. It is our highest priority. Therefore, we will encourage each student to schedule and spend time in personal daily devotions.

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

Students may think the daily schedule at MBA is so full that it does not allow for personal devotional time. However; life in the adult world will be equally busy. The secret is to develop the habit of making time to spend with God. If the student is too busy for devotions, they may need to re-think their class schedule and activities they sign up for.

## RECREATION, GYM, AND BALL FIELD

Co-ed Recreation is held on Monday through Thursday evenings.

- Students are to be in the recreation area, respective dorms, or walking/jogging/biking during recreation time. Walking/jogging/biking is restricted to the athletic track or the center campus roads in front of the dorms, by the school store and alongside the church. Jogging/biking on the maintenance building road is permissible only if the ball field lights are on or if it is before sunset. If running in the morning before breakfast or after dark a safety vest must be worn.
- Students wishing to socialize during the recreation time are to be in the recreation area only. Those found elsewhere will lose their privilege to socialize on terms to be decided by the Discipline Committee. **Students leaving the area early are not to loiter and should separate at the steps of Grunke Hall (the Administration Building).**
- Routes taken to the recreation area and returning should always be by the most direct way via the walkways around Grunke Hall (the Administration Building). **When returning, boys and girls should separate at the steps of Grunke Hall, taking their respective walkways to the dorms.**

## RESIDENCE

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

## RESPECT FOR OTHERS' AND PROPERTY

Every person deserves to be treated with respect. The staff will make every effort to treat you with respect at all times, and we ask that you treat us with the same. If at any time you feel you are mistreated in any way, please inform an Administrator. Please exercise patience. There is a time and a place to make your complaint. Use wisdom in deciding when and where. You will be heard and it will be dealt with. Students should respect the rights of others at all times. The "golden rule" in Matthew 7:12 states to "do for others what you would have them do for you." A student will:

- Allow his/her roommate to have some privacy.
- Knock before entering rooms and wait for a response.
- Respect the right of roommates and friends to have a proper time and atmosphere in which to study and sleep.
- Not deface or destroy property of the school or others.
- Not use others' belongings without permission.

- Remember the fields are for crops. The strawberry fields are leased, and the berries are not MBA's property. Do not walk in the fields or ride bicycles there.
- Do not destroy trees, nor harm the bluff by climbing on it.
- Respect the privacy of the faculty by not contacting them before 8 am or after 10 pm.

## SABBATH

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

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

## SENIOR PRIVILEGE

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

- This privilege is granted to seniors only and is subject to dean's approval.
- Students who are granted senior privilege must comply with all California licensing requirements and California laws.
- The senior must have a "Senior Privilege Permission Form" signed by the student and a parent/legal guardian.
- The Senior must submit the following to the Dean's office:
  - A liability waiver, release and indemnity agreement, signed by the student and parent/legal guardian.
  - An MBA vehicle registration form signed by student and parent/legal guardian.
  - A copy of his/her driver's license.
  - His/her cell phone number if they own a cell phone.
    - Each senior must obtain permission and a pass from the dean on duty. **It is the driver's responsibility to see that all passengers have followed all campus leave procedures.**
    - Leaving campus in mixed company requires at least three seniors, is subject to approval or denial at the dean's discretion and requires written permission from parents (included on the "Senior Privilege permission form")
    - All occupants in the vehicle must have senior privileges.
- Seniors will be allowed to utilize their senior privilege Sunday through Friday only. There will be no Senior Privilege during Sabbath hours. Senior Privilege will be granted as follows:
  - 1st Semester - Seniors may be granted a total of 8 hours per week.
  - 2nd Semester - Seniors may be granted 2 additional hours per week, for a total of 10 hours per week.
- They will be allowed to make a trip off campus after the school day (5 – 7 pm).
- They will be allowed to leave for no more than two and a half hours at a time on weekdays.
- Seniors can leave campus for up to four hours on Sunday provided they complete an "Extended Senior Privilege Request Form" in advance of their trip with detailed information about where they are going, what they will be doing and all who are participating.
- Seniors can travel with a 15 mile radius of the school. This would include Watsonville, Aptos, Capitola, and Santa Cruz areas only. Students must complete an "Extended Senior Privilege Request Form," and obtain a faxed permission from a parent/legal guardian in order to travel farther than 15 miles (including Highway 17). Seniors will not be allowed to travel

more than the 15 mile radius in a two-hour trip.

- Seniors must be back by 7:00 pm Sunday through Thursday.
- There will be no senior privileges on school-sponsored trips.
- Senior privileges apply only to going off campus. All students, including seniors, are not to drive on campus for any reason other than to take the most direct route from the dorms to San Andreas Road. **NO driving privileges around campus.**
- Note: Seniors on DFI, with less than a C in attendance or citizenship, or with less than a C average in their classes will automatically lose their senior privileges until the next grading period.
- Seniors must meet the minimum expectations when it comes to worship attendance and room cleanliness to retain their senior privilege. (see ineligible list)
- Any senior who violates these guidelines will forfeit his/her off-campus privileges for a period of time to be determined by Dean's Council.
- Senior privilege guidelines are subject to review by the administration and/or faculty, and may be modified or revoked at any time.
- During "MBA Event" weekends senior privilege will not be available until an hour after the weekend event is over or an hour after the last game has ended.

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

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

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

#### **SEXUAL HARASSMENT AND MISCONDUCT POLICY**

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

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

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

**What Happens if I Make a Report?** Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal, or if the principal is allegedly involved in the harassment, the Central California Conference Superintendent of Schools—Ken Bullington (559-347-3051 phone). The school principal or superintendent or their designee will investigate the matter promptly, thoroughly, and confidentially. If the harassment is found to have taken place, such appropriate corrective action will be taken as reasonably necessary to end the harassment.

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

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

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

#### **SICK LIST**

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

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

- **Stay in the designated room for sick list members except to use the rest room.**
- Stay out of other dormitory rooms, even another sick person's room.
- Stay out of the dormitory halls.
- Eat all meals in the dormitory. (Meals will be brought to the sick room.)
- Stay in the dorm and not leave the dormitory for any reason including recreation.
- Have no visitors in your room unless approved by the Dean.

If a student gets sick during class time and is sent back to the dorm, they must adhere to the items mentioned above.

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

#### **SOCIAL CONDUCT**

**There is to be no public display of affection during the school day (8:00 am – 5:30 pm).**

Dating couples (boy-girl) may hold hands only at appropriate times outside of the school day.

**Rationale:** We believe that our bodies are "God's temple"—1 Cor. 6:19. Students are encouraged to develop social interactions appropriate for Christian young people, which will honor God. We believe He created us for relationships, which calls us to a higher standard than what society and culture may emulate. Developing exclusive relationships at a young age can be detrimental and diminishes broader social development. Because MBA is a co-educational boarding school, specific limits are placed on the physical interaction between students. Handholding is permitted at appropriate time and places on the MBA campus. There is no public display of affection during the school day. **THERE WILL BE A STRICT "HANDS OFF" POLICY DURING EACH SCHOOL DAY** (from 8:00 am – 5:30 pm). The following guidelines are set forth to provide students and faculty with an understanding of what constitutes appropriate and inappropriate social behavior.

**Inappropriate public displays of affection** include, but are not limited to: Students walking or sitting with arm(s) around each other; kissing; wrestling; cuddling; embracing; heads in laps; laying heads on another person's shoulder or chest; caressing or massaging another person; running fingers through another person's hair; hands touching other parts of the body or being concealed; being in the wrong place at the wrong time together. This is campus-wide and on all school trips.

**Consequences:** Students who engage in inappropriate physical contact will be addressed by staff members, who are given discretion to determine violations of the social policy. Students who violate this policy will be placed "on social," a restriction of contact and any interaction for a period of one week (first offense). During this time, students are not to have contact or communicate with each other. This includes face-to-face contact or written, electronic or verbal communication. Student cell phones may be confiscated during this time. Being placed on "social" also warrants receiving a conduct slip (which lowers citizenship grade) and parental notification. Due to the nature of an offense, Discipline Committee may impose other restrictions. Second offenses generally place a two-week restriction of contact and interaction.

#### **SOCIAL MEDIA & NETWORKING WEB SITES**

As social media & networking sites such as Snapchat, Facebook & Instagram have become widely popular; many schools—both public and private—have formulated policies and are addressing this issue. The line between what is public and private information has become blurred.

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

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

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

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

#### **SPRINKLER HEADS**

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

#### **STUDY HALL IN THE DORM**

Study hall, simply put, is a time to study and not to just do homework. There are a total of two

hours of structured study hall in the evening Sunday–Thursday. During study hall your RA will monitor your study habits. This information will be passed on to the Dean and taken into consideration when compiling your Dorm Life grade. See the deans for the evening schedule.

7:00 pm	Students should go directly to their residence hall after rec.
7:10 pm	Worship begins in both dormitories in the chapel. Day students waiting or planning to be in the dorm for study hall need to attend all required dorm activities until picked up.
7:30-9:30 pm	Study Hall
10:00 pm	Final Check. Power goes out! Freshmen and Sophomores bedtime.
10:30 pm	Juniors and Seniors bedtime.

#### **SUBSTANCE ABUSE**

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

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

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

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

There is a charge added to the account based on toxicology lab bill.

#### **SUPERVISION**

Staff are assigned to supervise students on a daily basis. The requests of these individuals should be respected and complied with. If a student wishes to question a request, he/she should comply with the request and make an appointment with Administration.

#### **SURFING/BOOGIE BOARDING**

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

- A written permission slip (signed by the student's parent or guardian) must be on file in the

dormitory dean's office. Day students must submit their permission slips to Administration/Deans.

- **A pass must be acquired from the Dean on duty.**
- Surfers and boogie boarders are to go in groups of at least three (never alone).
- Complete wet suits must be used at all times. At no time should they be worn to class, work, cafeteria, etc.
- Surfers and boogie boarders must be leashed to surfboards or boogie boards at all times.
- All surfing and boogie boarding must be done during daylight hours, and should cease no later than 30 minutes before sunset.
- Surfers and boogie boarders should not be in any building, except their own dorm, at any time while they are in their wet suits.
- No surfing or boogie boarding is permitted during Sabbath hours.
- All boards and wetsuits will be stored as directed by your respective Deans.

#### SUSPENSION POLICY

When the Discipline Committee has placed a student on suspension, the following procedures must be followed:

- If the suspension is on-campus, the student may be room-bound, and/or assigned community service projects. Meals will be delivered to their rooms.
- Suspended students who are part of traveling groups (music, drama, and varsity...) will not be permitted to go on tours with those groups barring extraordinary circumstances. Under advisement from the sponsor, the administrative committee will make the final decision.
- Students who are dorm bound are to report to the deans for instruction.
- Each teacher has discretion to decide how academic work will be handled. A teacher's workload should be minimally impacted by a student's suspension. Generally, tests and projects can be made up, but a student's grade will most likely suffer as a result of their actions.

#### THEFT

Theft is the taking of another person's property without that person's permission, consent or knowledge. A student who steals is one that cannot be trusted and it is not tolerated here. Anyone stealing will receive disciplinary action.

#### TIME AND PLACE

At MBA, as in life, it is vital to understand and apply the concept of appropriate time and place. This includes physical location, behavior, attire, social conduct and decorum. All students need to understand the importance of never leaving campus without proper permission (including the beach boundaries). Students are not to be in unsupervised areas of campus (industries, agricultural fields, staff homes, etc.) unless by invitation or for work. There are specific times during the day when the beach and lower campus (ball fields/gym) are open to students. Generally, on weekends, students may be out on the lawn between the dorms and Grunke hall. However, any students in mixed company must be inside the sidewalks between the dorms and Grunke hall. Students on the grass in mixed company must be sitting up and not laying down.

#### TRANSPORTATION

Town trips are generally planned every week during the school year. The cost to the student is \$1.

Students needing to fly home on home leaves use the MBA bus transport to/from the San Jose airport/bus/train station. **Your flight should not be scheduled any earlier than 3:00 pm on home leave day, and your return flight should be landing in San Jose no later than 7:00 pm.** Students are encouraged to purchase tickets which coordinate with the provided MBA transportation. Arrangements should be made through the Principal's Office at least four days prior to home leave.

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

- Early Bird Airport Shuttle: 831-462-3933, [www.earlybirdairportshuttle.com](http://www.earlybirdairportshuttle.com). This is a door-to-door service that will pick up in Seacliff and transport to any of the four area airports.
- Surf City Shuttle: 831-419-2642, [www.surfcityshuttle.com](http://www.surfcityshuttle.com). This is a door-to-door service that will pick up in front of the dorm and transport to any of the four area airports
- Silver Cab and Airport Shuttle Service: 831-295-9277. This is a door-to-door service that will pick up in front of the dorm and transport you to the airport.

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

#### Varsity Sports

Varsity sports are offered for both men and women in: flag-football, volleyball, basketball, and softball. 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

Eligibility during the season is checked each Monday night and determines the eligibility for the student-athlete for the following Tuesday through Monday. If a student falls below the required eligibility requirements they will be ineligible to participate, play or travel for the following week until the next eligibility check takes place.

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.

#### VISITORS

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

All non-MBA student visitors should:

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

#### WORSHIP

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

#### Dorm Chapel

One of those opportunities is in having a chapel service in the dormitories. Attendance will be

taken and each resident is expected to be present and on time. Unexcused absences or tardiness will affect your citizenship grade, which will in turn affect your campus and off-campus privileges. You will not be penalized for excused absences (i.e., sick list, field trips, tours, approved alternative worships, etc.). Worship will begin promptly at 7:10 pm, Sunday-Thursday.

### Weekend Services

Each weekend MBA celebrates God's Holy Sabbath beginning Friday evening at sunset and ending Saturday evening at sunset. Friday evening's worship service is called "Vespers" (7:30 pm). The celebration continues on Saturday morning with "Sabbath School" (10:00 or 10:30 am). As the name implies, it is a time to study God's Word, the Bible. Usually there are a variety of classes to choose from which you can attend. Following Sabbath School is the divine worship hour in the main sanctuary of the church (11:10 am). All residents present in the dormitory over the weekend are required to attend these services. We ask all students to refrain from use of cellular devices during these services. If you (parent/guardian) have an emergency during these services and need to contact your student, please contact Administration.

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Attendance at activities by non-students.....	6	Home leaves.....	22
Attendance Policy .....	6	Ineligible list .....	23
Automobile responsibilities .....	8	Insubordination.....	23
Banquets .....	8	Jewelry .....	23
Beach access .....	8	Labor program .....	23
Bicycling off-campus .....	9	Language and reading .....	24
Bicycling/roller blade/roller skate/skateboarding policy.....	9	Lockers .....	24
Body Art - Piercing/Tattoos/branding .....	9	Mail and eMail .....	24
Boys' Club (Men of McQuaide) .....	9	Medical appointments .....	25
Boys' Dress Code.....	9	Medication .....	25
Bullying .....	11	Movies .....	25
Campus .....	12	Non-Discrimination Policy .....	3
Campus leaves .....	12	Nurse.....	25
Cheating.....	13	Organization.....	5
Citizenship policy .....	13	Overnight dorm stays.....	25
Closed campus .....	13	Parental permission and support .....	25
Computer use .....	13	Passes.....	25
Concessions .....	14	Personal devotions.....	26
Conduct that will necessitate a police report and disciplinary action .....	15	Principal's Welcome .....	1
Contraband items .....	14	Recreation, gym, and ball field .....	26
Decorum .....	14	Residence.....	26
DFI list .....	14	Respect for others' and property .....	26
Discipline.....	14	Sabbath .....	27
Discipline Committee.....	5	Schoolwide Learner Outcomes.....	4
Dishonesty .....	16	Senior privilege .....	27
Dorm visitation .....	16	Sexual harassment & misconduct policy .....	28
Dropping a class .....	16	Sick list .....	29
Electronic devices .....	16	Social conduct .....	29
Eligibility.....	17	Social media & networking web sites.....	30
Faxes/permission slips .....	17	Sprinkler heads.....	30
Fighting .....	17	Study hall in the Dorm .....	30
Fines.....	17	Substance abuse .....	31
Fire and safety codes .....	18	Supervision.....	31
Forms .....	18	Surfing/boogie boarding .....	31
Games.....	18	Suspension policy.....	32
General Information / Policies / Campus Life..	6	Theft.....	32
Girls' Club (Ladies of La Selva).....	18	Time and Place .....	32
Girls' Dress Code .....	19	Transportation .....	32
Graduation weekend .....	21	Varsity Sports .....	33
Grievance policy.....	21	Visitors .....	33
Guest rooms .....	22	Worship.....	33
Guests.....	22		
Gymnasium rules and regulations.....	22		

**MONTEREY BAY ACADEMY - KEY DATES FOR 2018-2019**

**August**

- 10 Postmark Deadline for Early submission of Registration Forms
- 13 International Students Arrival (after 12 pm)
- 14-17 International Student Orientation
- 17 TOEFL Testing (10:30 am)
- 19 **Registration (Sunday) begins at 10 am**
- 20 School Begins, Orientation, Varsity Meeting
- 22-24 Varsity Football Tryouts
- 25 All School Lunch, SA Mixer
- 26 **SAT Testing (7:45 am)**
- 28-Sept 2 Senior Survival Trip

**September**

- 3 **Last Day to ADD a class**  
**Regular School Day – Labor Day**  
**Class Officer Elections**
- 4-6 Publication Workshop @ PUC
- 7-9 MBA Varsity Football Tournament
- 10-14 Spiritual Emphasis Week
- 11 **Project Blitz #1**
- 16 Varsity Football @ CVCA Tournament
- 17 Midterms Due by 5:30 pm
- 18-19 **Iowa Assessment Testing**  
Yearbook Pictures
- 22 SA Outdoor Church, Progressive Parties
- 27-29 Leadership Conference @ Leoni Meadows
- 30 **Sunday School**

**October**

- 1 **Last Day to DELETE a class**
- 3-9 History Trip to East Coast-leave after school 10/2
- 3-7 *Homeleave (begins @ 12:30 pm on 10/3 and ends at 8 pm on 10/7)*  
College Visitation Trip to WWU
- 11-13 PUC Volleyball Tournament
- 12 End of 1<sup>st</sup> Quarter
- 15 Begin 2<sup>nd</sup> Quarter
- 17 **PSAT (given to all Juniors)**
- 17-20 Music Department Tour-leave after school 10/17
- 26-27 Senior Recognition
- 27 Senior Class Saturday Night Activity
- 28 **ACT Testing (7:45 am)**
- 29 College Fair (9:30 – 11:30 am)

**November**

- 2-4 Varsity Volleyball @ CVCA Tournament
- 4 **SAT Testing (7:45 am)**
- 4-5 **PUC College Days (required for Seniors)**
- 10 & 11 Music Department Day Trips
- 12 Midterms Due by 5:30 pm
- 16 **Last Day to DROP a class with a “W”**
- 16-18 Parent Weekend
- 18 **SUNDAY SCHOOL (required for all)**
- 18-25 *Thanksgiving Break (begins @ 12:30 pm on 11/18 and ends at 8 pm on 11/25)*
- 30-Dec 2 MBA Varsity Volleyball Tournament

**December**

- 2 **SAT Testing (7:45 am)**  
SA Christmas Banquet
- 7 Vespers: Impressions
- 8 Christmas Musical
- 9 **ACT Testing (7:45 am)**  
**CAREER DAY (School Day)**
- 15 Study Hall (7:45 – 9:45 pm)
- 16 **TOEFL Testing (10:30 am)**
- 17,18,19 1<sup>st</sup> Semester Exams
- 19-Jan 6 *Christmas Break (begins @ 12:30 pm on 12/19 and ends at 8 pm on 1/6, do not schedule to leave the campus until 12:30 pm on 12/19)*

**January**

- 7 Start 3<sup>rd</sup> Quarter/2<sup>nd</sup> Semester
- 11-13 Varsity Basketball @ FAA Tournament
- 14-18 SA Spirit Week
- 20 Oceanaires to La Selva Beach Church
- 21 **Regular School Day – Martin Luther King Day**  
**Last Day to ADD a class**
- 23-26 Varsity Basketball @ PUC Tournament

**February**

- 1-3 MBA Varsity Basketball Tournament
- 6-10 *Homeleave (begins @ 12:30 pm on 2/6 and ends at 8 pm on 2/10)*  
College Visitation Trip to SAU or Union College
- 11 Midterms Due by 12:30 pm
- 11-15 Spiritual Emphasis Week
- 14 SA Message Day
- 17 Junior/Senior Banquet
- 18 **Regular School Day – President’s Day**
- 20 **Last Day to DELETE a class**
- 21 Senior Countdown Party
- 22 100 Days til Graduation
- 23 All School Talent Show
- 24-25 Math/Science Workshop @ PUC
- 27-Mar 2 Westwinds/Ocean Tour-leave after school 2/27

**March**

- 3-4 Ski Trip
- 9-10 Four Year Club Trip (leave afternoon 3/9)
- 10 **SAT Testing (7:45 am)**
- 13 End of 3<sup>rd</sup> Quarter
- 14 Start of 4<sup>th</sup> Quarter
- 14-16 MBA Music Festival
- 21-31 *Spring Break (begins @ 12:30 pm on 3/21 and ends at 8 pm on 3/31)*

**April**

- 4 Track & Field Day @ Fresno
- 6 & 7 Music Department Day Trips
- 7-10 **WASC Committee Visit**
- 8-12 Week of Spiritual Emphasis
- 12 School Picnic Day
- 14 **ACT Testing (7:45 am)**  
CVCA Softball Tournament
- 14-17 Senior Skip Days
- 19 **Last Day to DROP a class with a “W”**  
Mock AP US History Exam (1:30-4:30 pm)
- 21 SA Spring Banquet
- 23 **Project Blitz #2**
- 26-28 Alumni Weekend
- 29-May 5 Westwinds/Oceanaires Big Tour

**May**

- 1-5 *Homeleave (begins @ 12:30 pm on 5/1 and ends at 8 pm on 5/5)*
- 6 **Midterms Due by 5:30 pm**  
Lodi Softball Tournament
- 8,10,14 **AP National Exams**
- 9 SA Elections
- 11 SA Brunch, Fine Arts Exhibit & Concert
- 16 Sports Awards Banquet
- 17 Vespers: Impressions
- 18 Spring Musical
- 19 **TOEFL Testing (10:30 am)**
- 19 **CLEP Testing (2 pm)**
- 27 **Regular School Day – Memorial Day**
- 28-30 2<sup>nd</sup> Semester Exams
- 30 Senior/Faculty Banquet

May 31-June 2 Graduation Weeken

