

California Preparatory College Faculty Handbook



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California Preparatory College
Colton, CA
Revised 10/01/2017

Authority of Handbook

This handbook is composed at the direction of the Board of Trustees and constitutes the college's official statement on the matters contained herein. The composition and maintenance of this Faculty Handbook is the responsibility of the Academic Dean under the direction of the President.

The Handbook will be valid from the date signed by the Chairman of the Board of Trustees (or designated representative) to the date a superseding version is so signed.

A copy of the Handbook will be maintained in the college offices. Reference copies will also be maintained in the library. Each faculty member will be given a copy at the time he or she joins the faculty and each time the handbook undergoes revision.

Any faculty member may propose changes to the contents of the Handbook. These matters are to be submitted to the Core Faculty who suggests the changes to the Academic Vice President who then suggests changes to the Senior Vice President and President. If the President so decides, a matter can be submitted for final review and determination by the Board of Trustees. Any changes made in such determinations will be incorporated into the next edition of the Handbook.

Signed and approved,

Gene Edelbach
President
California Preparatory College

On this 19th day in the month of August in the year 2010.

I. The Nature of the College

1.1 The Mission and Vision of the College

Mission Statement

California Preparatory College, exists to provide affordable higher education in a Christian environment, focusing on rigorous academics and life skills in preparation for the student's continued education, job placement and service to humanity.

Philosophy of Education and Institutional Purpose

As a Christian junior college, California Preparatory College believes that the God is the origin of all things and the source of all truth. This truth is made known in the Bible, in His creation, in the life and teachings of Jesus Christ and throughout human experiences.

CPC believes that human beings are created in the image of God with the ability to think, choose and act. Man was originally created in a relationship of love and respect with our Maker. Since God did not want a forced allegiance from those in His image, He gave man the power to choose. This freedom to choose resulted in sin and evil entering human history. Since sin distorts our views of God and His creation, an important purpose of education is to restore our relationship of love and trust with God and man. Therefore, it is a major purpose of CPC to restore love and respect for God and the principles of His kingdom.

Since Jesus has challenged us to love God with all our mind, strength, heart and soul, education is challenged to address the entire person. This holistic approach to education enables the development of the intellectual, spiritual, emotional, social and physical wellbeing of students and is essential in the redemptive and restoration mission of God on earth.

This holistic approach to education includes the development of all facets of human maturity.

- a. **Spiritual Maturity** Students will understand that growth in spiritual maturity includes an ever expanding realization of God's love, grace, and redemptive ministry of Jesus Christ. Students will be challenged to experience the Holy Spirit as a transforming power as students align their values with the principles of God's kingdom. Spiritual maturity also includes participating in the mission of Jesus Christ to relief suffering and assist in restoring man's love for their Creator.
- b. **Intellectual Competence** Students will demonstrate a mastery of the cognitive skills of critical thinking, communication, and reflective judgment. Students will have an enthusiasm and curiosity to learn that results in a life-long habit of continuing inquiry that characterizes a truly educated person.
- c. **Social and Emotional Maturity** Students will demonstrate socio-emotional maturity with their leadership skills as they facilitate personal and collective, positive change in the world.
- d. **Physical Well-being** Students will take responsibility for their own well-being by practicing a health-promoting lifestyle.

CPC also believes that personal meaning and purpose is best found in developing a deep love for God and a compassionate concern for others. When we align our goals with the purposes of God, we will experience the joy and fulfillment that God wants for all His children. Thus, it is a purpose of CPC to graduate servant leaders who will change the world as a follower of Jesus Christ.

Program Objectives

Assessment of A.A. in General Studies Program

Program learning outcomes for the general studies program have been reviewed by the faculty teaching in each of the academic areas in the program and by the SLO Committee. These outcomes have built upon the CPC Institutional Learning Outcomes.

The Program Learning Outcomes for the General Studies Program are as follows:

Language and Rationality

Upon completion of the required courses in this area, students will be able to:

- Contrast their own worldview with another and evaluate the standard with which they make decisions
- Construct sound arguments that will withstand criticism from a group of peers
- Produce evaluative essays that distinguish the elements of a society's value system

Natural Science

Upon completion of the required courses in this area, students will be able to:

- Appraise situations and theories using the scientific method
- Analyze and differentiate between science and pseudo-science
- Contrast and evaluate scientific concepts in biology

Social and Behavioral Science

Upon completion of the required courses in this area, students will be able to:

- Analyze the effects of social, political and geographic factors on the individual
- Compare and contrast the outcomes of faith and skepticism on the development of social structures
- Produce arguments based on hypothesis and experimentation in social situations

History and Fine Arts

Upon completion of the required courses in this area, students will be able to:

- Evaluate the effects of an historical event on the present
- Compare and contrast various forms of artistic expression and evaluate them in terms of their time period

- Analyze the cultural value system being expressed as part of patterns and trends in the past or present

Health and Physical Education

Upon completion of the required courses in this area, students will be able to:

- Create a diet and exercise plan that demonstrates best choices relative to a specified environment and set of behaviors
- Evaluate the effects that the modern American lifestyle has had on diet and exercise
- Distinguish the root causes for diseases which are preventable with healthy living

Assessment of A.S. in Health Sciences

The Program Learning Outcomes for the Health Sciences Program are as follows:

Upon completion of the required courses in this area, students will be able to:

- Outline the basic concepts of natural science including the fundamentals of microbiology, chemistry, or anatomy and physiology.
- Analyze scientific information through the application of proper study techniques, critical inquiry, and the application of problem solving skills.
- Research information and communicate findings in a manner appropriate for health professionals.

Assessment of A.A. in Business Administration

The Program Learning Outcomes for the Health Sciences Program are as follows:

Upon completion of the required courses in this area, students will be able to:

- Evaluate a case study through the application of the relevant business principles from the different areas of study, such as, accounting, management, marketing, finance, or economics.
- Compare and contrast the multiple perspectives of an ethical dilemma.
- Research a business topic and develop a coherent and persuasive verbal presentation.

Role of the Faculty

The program of studies and student activities at California Preparatory College are designed to:

- Train students in thinking that is (a) careful and rigorous, (b) sympathetic and open-minded, and (c) enlightened and creative.
- Expose students to a rich array of the basic facts, theories, and methods of the primary disciplines constituting the liberal arts.

- Promote a deeper understanding of the Christian faith and an enhanced awareness of the significance of a spiritually active life of devotion to Jesus Christ.
- Prepare students for active and responsible citizenship and the development of a value system that reflects a Christian view of the world and life.
- Ensure that a caring and personal environment is maintained with dedicated faculty serving small classes with all personnel contributing to responsible and appropriate advising, counseling, and individual attention.

Sustain a sense of community in which the faculty, staff, and administration demonstrate the importance of respect for the dignity and inherent worth of all people.

Biblical Foundations

The following is the College's statement of faith, which is expected to be signed and endorsed by all staff and faculty.

California Preparatory College provides a Christ-centered environment that focuses on rigorous academics, life skills and spiritual development while preparing students for continued education, employment of their choice and service to humanity.

1. We believe that the Old and New Testaments of the Holy Scripture are the inspired Word of God.
2 Tim. 3:15; 2 Sam. 23:2; Micah 3:8; Heb. 1:1-2; 2 Peter 1:21; Prov. 3:5-6; John 17:17; 1 Thess. 2:13
2. We believe in the Trinitarian nature of God: Father, Son and Holy Spirit.
Matt. 28:19; John 15:26; 1 Peter 1:2; 2 Cor. 13:14; Deut. 6:4; 1 Thess. 2:13
3. We believe that God the Eternal Father is the creator, source, sustainer and Sovereign of all creation.
1 Cor. 8:6; Isa. 41:9-10; Mal. 2:10; Ps. 146:7-9; Ex. 34:6-7; Rom. 1:20; 6:23; Gen. 1:1; Rev. 4:11; John 14:9
4. We believe that God the Eternal Son became incarnate in Jesus Christ.
John 1:1-4; Col. 1:16-17; Heb. 13:8; Phil. 2:7-8; Rom.6:23; 2 Cor. 5:17-19; Heb. 8:1
5. We believe that God the Eternal Spirit was active with the Father and Son in creation, incarnation and redemption.
1 Cor. 2:10-11; Rom. 8:11; Matt. 28:19; 1 Cor. 12:4-6; Titus 3:5-6; Gen. 1:1-2; Luke 1:35; 4:18; Acts 10:38
6. We believe that God is the creator of all things and has revealed in Scripture the authentic account of His creative activity.
Gen. 1-2; Ps. 3:6; Ps. 33:9; Heb. 11:3; John 1:1-3; Isa. 44:21-28; Ex. 20:8-11
7. We believe that man and woman were made in the image of God with individuality, the power and freedom to think and do.
Gen. 1:26; Gen. 2:7-9; 1 Thess. 5:23; Heb. 2:7; Ps. 8:5-6; Heb. 2:7; Rom. 5:12-17; 2 Cor. 5:19-20; 1 John 4:7-8, 11, 20
8. We believe that all humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law and His sovereignty over the universe.
John 12:31; 16:11; Rev. 12:4-9; Isa. 14:12-14; Eze. 28:12-17; 1 Cor. 4:9; Rom. 1:19-32; Heb. 1:14
9. We believe in Christ's life of perfect obedience to God's will, His suffering, death and resurrection. God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life.
John 3:16; Isa. 55:7; Isa. 45:22; Eph. 2:7-8; Eph. 1:7; 2 Cor. 5:19; Rom. 5:11; Heb. 2:9; Rom. 8:3-4; 1 Pet. 2:21-22; 1 Cor. 15:14-15, 19-21; Col. 2:15; Phil. 2:6-11

10. We believe that God in His infinite love and mercy developed a plan for salvation through Christ who knew no sin to be sin for us so that in Him we might be made righteous.
Eph. 5:25-27; John 3:3-5; Acts 4:12; John 14:6; 2 Cor. 5:21; Rom. 3:24; Phil. 3:8-9; Eph. 3:16-17; Gal. 1:4; 4:4-7; Titus 3:3-7; Rom. 8:14-17
11. We believe that the believer is called to grow into the likeness of Christ's character, communing with Him daily in prayer, feeding and meditating on His word, worshipping together and participating in the mission of the church.
Col. 1:13-14; Luke 10:19-20; Eph. 6:12-18; 1 Thess. 5:23; Phil. 3:7-14; Gal. 5:22-23; 2 Pet. 2:9; 3:18; 2 Cor. 3:17-18; Heb. 10:25; 1 John 4:4; Rom. 8:38-39
12. We believe that the church is a community of believers who confess Jesus Christ as their personal Lord and Savior.
Matt. 16:18; 1 Cor. 10:32; 12:28; Eph. 1:20-22; Matt. 18:17-18; Eph. 2:16-22; Acts 7:38; Col. 1:17-18
13. We believe the universal church is composed of all who truly believe in Christ.
Eph. 4:13; John 15:8; Heb. 4:2; Rev. 12:17; 14:6-12; 2 Pet. 3:10-14
14. We believe that the church is one body with many members, called from every nation, kindred, tongue and people.
1 Cor. 12:13; Eph. 4:3; Rom. 6:3-6; 1 Cor. 12:4-6; Rom. 15:5-6; 1 Cor. 1:10; John 17:20-23; Col. 3:10-15
15. We believe that through baptism we confess our faith in the death and resurrection of Jesus Christ and testify of our death to sin and of our purpose to walk in the newness of life.
Matt. 3:13-17; 28:18-20; Mark 16:16; 1 Pet. 3:20-21; Acts 2:38; Rom. 6:3-4; Eph. 4:5; Col. 2:12-13; Acts 16:30-33
16. We believe that the Lord's Supper is a participation in the emblems of the body and the blood of Jesus Christ and is an expression of faith in Him, our Lord and Savior.
Luke 22:15-16; John 13:14-17; 1 Cor. 10:16-17; 11:24-28; Matt. 26:29; Rev. 3:20; John 6:48-63
17. We believe that God bestows upon all members of His church in every age spiritual gifts which each member is to employ in loving ministry for the common good of the church and humanity.
1 Cor. 12:4-31; Rom. 11:36-12:2; Eph. 4:1-16; Acts 6:1-7; 1 Tim. 3:1-13
18. We believe that one of the gifts of the Holy Spirit is prophecy.
2 Pet. 1:21; Amos 3:7; 1 Cor. 14:1-4; Joel 2:28-31; 2 Chron. 20:20; Acts 2:14-21; Heb. 1:1-3
19. We believe that the great principles of God's Law are embodied in the Ten Commandments and exemplified in the life of Christ.
Ex. 20:3-17; Ps. 19:7-8; Rom. 7:12; Eccl. 12:13; Matt. 19:17; 5:18; Rom. 3:19-20; James 1:23-25; John 14:15; 1 Jn. 2:3

20. We believe that the Creator God, after the six days of creation rested on the seventh day and instituted the Sabbath for all people as a memorial of creation.
Gen. 2:2-3; Ex. 20:8-11; Deut. 5:15; Eze. 20:12; Mark 2:27-28; Luke 4:16; Heb. 4:10; Matt. 5:17-20; 12:12
21. We believe that we are God's stewards and entrusted by Him with time and opportunities, abilities and possessions and the blessings of the earth and its resources.
James 1:7; Deut. 8:18; Lev. 27:30-32; Mal. 3:10; Matt. 10:8; 23:23; 25:34-40; Luke 12:48; Rev. 11:18; 1 Tim. 6:18-19
22. We believe we are called to be Godly people who think, feel and act in harmony with the principles of God's kingdom.
Rom. 12:1-2; John 17:15-16; Gal. 5:4-13; 1 Cor. 6:19; 10:31-33; Phil. 4-8; 1 Pet. 3:3; 1 Tim. 2:9-10; 1 John 2:6
23. We believe that marriage was divinely established in Eden and affirmed to be a lifelong union of a man and a woman in loving companionship.
Gen. 1:26-27; 2:18-24; Eph. 5:21-33; Matt. 5:27-28; 19:6; 2 Cor. 6:14-16; Heb. 13:4; Ex. 20:14;
24. We believe there is a sanctuary in heaven, the true tabernacle which the Lord setup. Christ ministers on our behalf making available to believers the benefits of His atoning sacrifice offered once and for all on the cross.
Ex. 25:8; Heb. 8:1-2; 9:22-24; 1 Cor. 15:3; Rom. 3:24-25; 2 Cor. 5:21; 1 Tim. 2:5; Heb. 4:14-16; 7:25; Matt. 10:32
25. We believe the second coming of Christ is the blessed hope of the church and the grand climax of the gospel. The Savior's coming will be literal, personal, visible and worldwide.
John 14:1-3; Jude 14-15; Heb. 9:26-28; Matt. 24:23-24, 30; Acts 1:11; Luke 24:36-43; Rev. 1:7; 1 Thess. 4:16; Rev. 19:11-16; 1 Thess. 5:2-3; 1 Cor. 15:52-53
26. We believe that the wages of sin is death, but God, who is alone immortal, will grant eternal life to His redeemed.
1 Tim. 1:16-17; James 4:14; Rom. 6:23; 2 Tim. 1:10; 1 Cor. 15:22, 42-54; John 3:16; Eph. 2:8-10; 1 John 5:11-13
27. We believe that the millennium is a thousand-year reign of Christ with His saints between the first and second resurrections.
Rev. 20:15; 19:11-21; 1 Thess. 4:17; 2 Peter 2:4; Jude 6; John 5:28-29; 2 Peter 3:10-14
28. We believe in the new earth in which righteousness dwells, God will provide an eternal home for the redeemed and the perfect environment for everlasting life, joy and learning in His presence.
Mat. 5:12; 22:29-30; 2 Peter 3:6-13; Rev. 21:1-18; John 14:2; 1 John 4:8

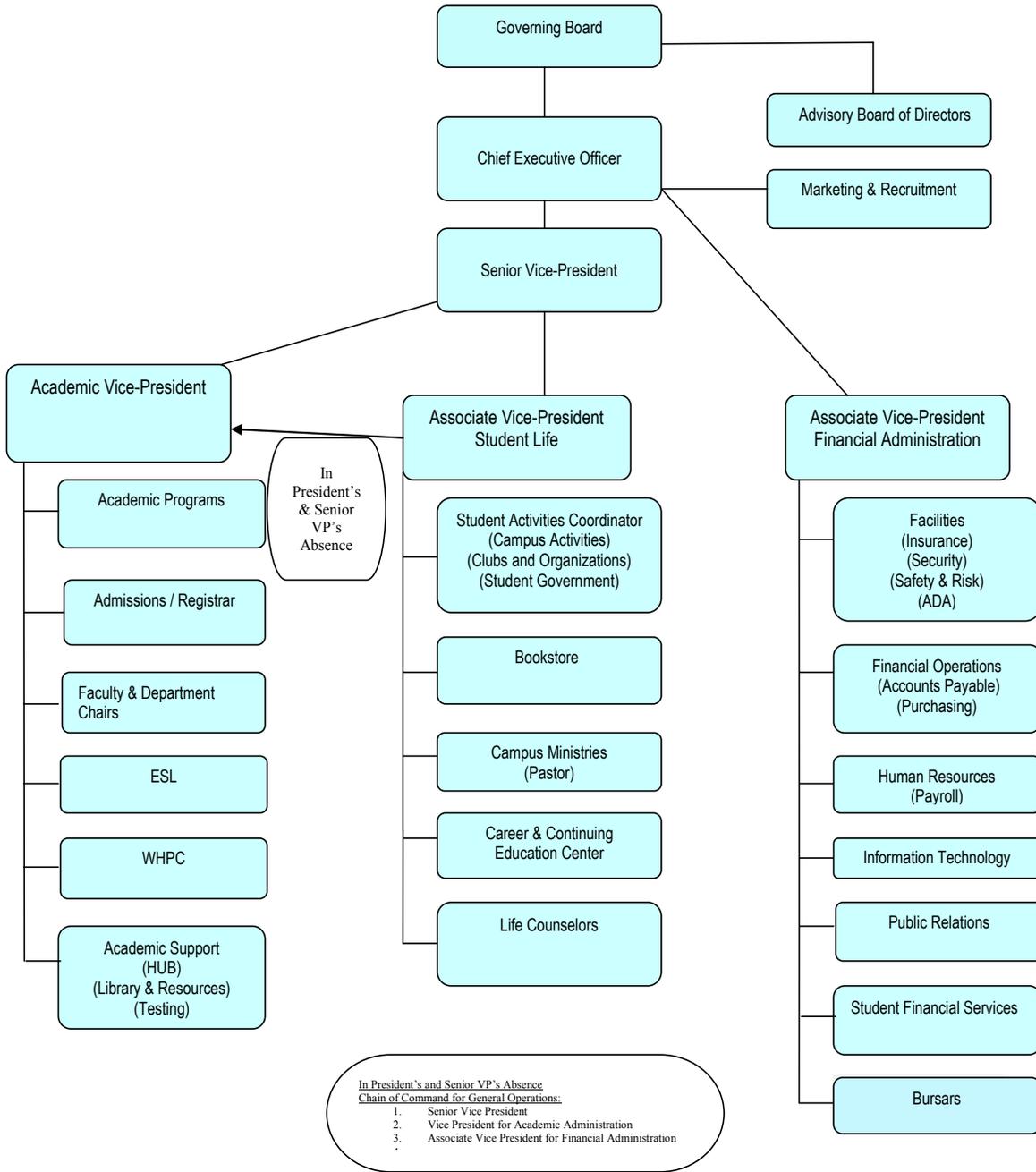
Primary Sources

www.adventist.org/beliefs/fundamental/index

Seventh-day Adventists Believe (1988). Hagerstown, MD: Review and Herald Publishing Association.

1.2 The Structure of the College

**California Preparatory College
Organizational Structure**



Revised: November 29, 2011

The College is governed by a Board of Trustees comprised of educators, business persons, a civic leader, and Christian religious leaders, sharing a commitment to providing a high quality education from a distinctively Christian Perspective. The Board provides direction and spiritual oversight of the College and decides all major personnel and policy matters. The College is not affiliated with any church or denomination, but is open to all who are willing to respect our Christian foundation.

The Executive Committee of the Board of Trustees is composed of the college President, Academic Vice President, and college administrators. The Executive Committee provides detailed oversight of the operations of the College related to college governance. The Executive Committee makes recommendations to the Board for its consideration.

PRESIDENT

The College President provides executive leadership to the College by translating the directives of the Board of Trustees into practical procedures. Serving as both chief administrator and executive officer, the president represents CPC to its constituency, the general public, and in educational circles. The president is also responsible for promoting unity of purpose among the administrative staff, the Board of Trustees, the student body, and the college constituency.

The President implements college policy and conducts operations in consultation with the Faculty Committee, consisting of the Academic Vice President, Program Chairs, Librarian and selected faculty members. All faculty members are welcome to participate in the Faculty Committee meetings.

SENIOR VICE PRESIDENT

Along with the President, the Senior Vice President represents CPC to the college constituency and serves as a spokesperson for the institution as well as a consultant and advisor.

ASSOCIATE VICE PRESIDENT FOR FINANCIAL ADMINISTRATION

The Associate Vice President for Financial Administration is responsible to ensure the financial integrity of the College by implementing sound financial principles while developing and maintaining a positive environment for employment for both employees and students within the Business Office. Additional responsibilities include overall financial management of the college, directing the annual preparation of the institutional budget, and maintaining current controls and analysis of cash flow for a clear and responsible system of checks and balances.

ASSOCIATE VICE PRESIDENT FOR STUDENT LIFE

The Associate Vice President for Student Life is responsible to management of the Student Life department by developing and overseeing the department's budget and expenses. Additional responsibilities include supervision of Life Counselors, spiritual programing, social activities and the guidance for student body association.

ACADEMIC VICE PRESIDENT

The Academic Vice President is responsible for the academic integrity and direction of the school through ongoing planning and oversight of the whole academic program. This person oversees faculty recruitment and contractual hiring and is responsible for the academic progress of students.

DIRECTOR OF ADMISSIONS / REGISTRAR

The Director of Admissions and Registrar is responsible for the collection and tracking of new student applications and admissions process. This person works under the Academic Vice President and with the Student Life Department in order to identify and communicate with prospective students about their admission status. As the Registrar, the individual in this position provides direction and supervision of all registration and student record-keeping procedures. Additionally, the registrar assists the Academic Vice President in evaluating grades, tracking attendance and identifying students with academic concerns.

DIRECTOR OF FINANCIAL AID

The financial aid officer assists the student in the process of finding and applying for financial aid from federal and state programs, as well as private foundations, scholarships and loans. The FAO works to discover moneys available and publishes such discoveries to the student body.

DIRECTOR OF RECRUITMENT

The Director of Recruitment is responsible for the development and management of programs and events to maintain and increase the number of enrolled students at CPC. This person works under the President and with the admissions department to identify and communicate with prospective students using advertising, site visits, and other means, and reports to the administration on a regular basis.

DIRECTOR OF INFORMATION TECHNOLOGY

The Director of Information Services oversees the establishment and maintenance of the all computer and technology aspects pertaining to CPC as a whole.

FACULTY

The teaching faculty is composed of highly qualified and experienced Christian academics who are enthusiastic about contributing to Christian higher education, most of whom are on a part-time basis, are six employed full-time. Instructors are expected to have expertise in each subject they teach, as well as to teach and model Christian behavior and thought. The Faculty Committee is a subset of the teaching faculty who participate in additional ways, including peer evaluations of instructor performance, syllabi and curriculum evaluation, and formulating and recommending to the administration issues of academic, spiritual, or professional concern.

1.3 CPC HIGHLIGHTS

The founders of CPC greatly benefited from being able to attend small private Christian colleges with teachers who cared and would not let them fall through the cracks, guided their successful completion. In the 20 years since they graduated, time and conditions greatly changed; the opportunities to have similar experiences has radically changed. A dramatic shift in Christian education has made access and completion more difficult.

Some challenges students face today are:

- ✓ costs have increased radically
- ✓ entrance standards have been raised
- ✓ more students are not as prepared to handle the rigors of college and students want to live at home longer

A conviction emerged that a new model was desperately needed. A private Christian community college, California Preparatory College was created. Its purpose was to provide a caring, affordable and effective alternative to public community colleges.

The cost of providing faith-based private education can be packaged in far more cost-effective way. CPC does not pay for large campuses, expensive weekend operations, research, tenure, dorms, food service, a large variety of non-essential classes.

CPC can therefore charge less, while still spending more money on the selected services it provides. These services are excellent teaching, counseling, and a basic but well thought-out structure for student life and spiritual support.

CPC focuses on providing a high-quality product that is constantly measured by the success of CPC's graduates. CPC provides a supportive, non-threatening environment for students seeking a positive and ethics-based atmosphere and a safe, spiritually solid college experience.

CPC HAS BUILT A PROGRAM TO MEET THIS LARGE MARKET NEED

CPC provides high quality two-year faith-based private education at a fraction of private school costs. Most institutions of higher education take great pride in their research programs, upper division

courses, and in taking care of students after they have successfully made it through the first several months or years of school. CPC exists to offer students its full attention during the first two years, with teachers whose priority is to teach, and support services to guide them through this difficult starting time.

HIGH QUALITY EDUCATION

CPC offers only a few popular, yet relevant, two-year majors. It invests academic resources towards providing "classroom" teachers and life counselor. Low per student ratios create an excellent academic program. CPC is not a research school, it is a teaching school.

FAITH-BASED

We provide an exciting environment geared toward promoting and supporting ample opportunities for the personal and spiritual growth of each student. It is our considered opinion that the highest level of achievement by each individual can only be reached as they connect to a

higher power and that this moral and spiritual development instills an ever greater desire in the final student product leaving our institution to set and attain even higher goals.

PRIVATE EDUCATION

This term is not used in an elitist fashion. CPC shares many of the great values found in private education. These services and expectations include, but certainly are not limited to small class sizes, exciting high quality teachers who are really encouraged to focus on “**teaching**”, a great student-to-counselor ratio, attractive facilities, personal attention, great customer services, social and values programming and training, and an efficient movement through the program. CPC considers and treats each student as a deserving individual, not simply as a numbered entity in the system.

THE CPC EXPERIENCE

Each student who walks through our doors is individually counseled and tested before scheduling an academic program. They take part in classes with low student-to-teacher ratios and have excellent teachers in their classrooms. Each student has a chance at success and we want to ensure as much of that as we can; so, we build their education on a Christian foundation and we prepare them, from the time they arrive, for transfer into four-year programs, or two-year degrees.

FRACTION OF THE COST

CPC has a full-time tuition cost of \$9,900 per year. In Southern California, this is less than half of the cost of most private colleges and universities. CPC intentionally seeks to keep its costs low so that the average low-income family, whose student receives a full Pell Grant and interest-free Stafford Loan can, with very little additional cost, afford to attend our institution. We also endeavor to graduate our students quickly. In this way, the student incurs minimal debt. We strive to keep our costs low by focusing only on the true needs of a two-year college student, while providing them with rigorous academics.

Our business model allows for a strong bottom line while giving students quality education. Low-income students are able to cover all but approximately \$100 per month after Federal Government Stafford and Pell Equivalent grants pay on their account.

ACADEMIC ASSISTANCE

In California, over 70% of college-bound students need to take remedial courses. CPC specializes in remediation with excellent teachers and an extremely dedicated team of support staff.

Faculty Personnel Policies and Procedures

Definition of Faculty

The teaching faculty of the College consists of (1) those who are administrators of the College, hired in a continuing capacity to assist in the operation of the College, but who also teach in the classroom (referred to as “administrator-instructors”), (2) our full-time faculty who teach a full load and hold office hours on campus which includes committee membership, evaluation and

assessment, and curriculum development, and conferences, (3) Part-Time/Adjunct instructors, who have the appropriate credentials and are contracted to teach on a regular basis when schedules and course offerings permit or when the need arises.

Our full-time faculty members are hired to teach in a multitude of disciplines for which they are qualified. Administrator-instructors become faculty members by virtue of being hired by the College to serve as both administrators and instructors. All other instructors become part of the faculty through invitation by faculty or administration and approval by the Hiring Committee consisting of the President, Senior Vice President, Academic Vice President and input from an outside member in that field. No specific amount of teaching is required in order to hold status as a member of the faculty. Rather, this status is conferred by the College on the basis of its determination that (1) the candidate is suitable and desirable as an instructor, and (2) the candidate is committed to teaching for the College, when schedules permit.

Faculty Rank, Terms of Appointment, and Pay

All adjunct faculty members are paid at a rate per semester course taught. On January 2009 the Faculty Committee adopted the following compensation package for adjunct faculty:

\$2000 - \$2750	Bachelor's qualified instructors with experience in area
\$2750 - \$3500	Master's qualified instructors with experience in area
\$3500 - \$4500	Doctorate qualified instructors with experience in area

Payment is made in two equal installments. Pay will commence after the sixth week of instruction and the second installment will be at the end after grades are submitted at the end of the semester. Administrator-instructors may or may not be paid additionally for teaching, over and above their salaries, depending on the terms of their employment and the specific agreement made at the time of the teaching assignment.

In the case of the full-time professor, an annual contract is signed and paid on a salary basis in return for teaching a full-load, office hours which includes committee membership, evaluation and assessment, and curriculum development, and conferences.

In addition to the normal salary, full and part-time faculty may also request attendance to conferences and other faculty development workshops as desired related to the advancement of their profession.

Administrator-instructors serve ultimately at the pleasure of the Board of Trustees (as governed by the terms of the contracts under which they are hired, if any). Everyone who is hired and teaches at CPC is employed at will.

When the administration has made an offer to a adjunct faculty member to teach a course, and when that offer has been accepted, a contract is signed by the Academic Vice President and the faculty member clearly specifying the terms of the engagement, compensation amount and schedule. This contract shall be in force for the stated period of the term. No continuous employment is implied and the college is not required to provide reasons for not inviting adjunct employees to teach in subsequent semesters.

Faculty Responsibilities

The principal responsibilities of college faculty members are as follows:

Responsibilities:

- 1) Instruct with enthusiasm and inspiration;
- 2) Model a Christian lifestyle;
- 3) Promote the continued development of the College with constructive input;
- 4) Maintain high performance standards within the objectives of the institution;
- 5) Actively participate in students' lives while at CPC;
- 6) Maintain professional conduct at all times;
- 7) Keep intellectually current in the field of instruction;
- 8) Cultivate collegial relationships within and beyond this institution;
- 9) Required attendance at CPC Colloquiums and strongly encourage attendance at weekly worship;
- 10) Seek ways to grow professionally and spiritually;
- 11) Nurture and encourage students;
- 12) Evaluate students fairly and realistically;
- 13) Be available to students;
- 14) Assist with recruitment and retention of students;
- 15) Task an active role in the spiritual development of students;
- 16) Render assistance to students in spiritual and practical ways, while being prudent and wise in each interaction;
- 17) Be supportive of the institution in all conversations with students.

Faculty Committee:

The purpose of the Faculty Committee is to attend to the quality of instruction, academic curriculum, teaching facilities, and faculty development in order to fulfill the mission of California Preparatory College. In addition to these, various faculty members also bear the responsibilities of supporting the College with committee work when appropriate, engaging in peer teaching reviews, and attending required faculty CCC meetings, usually held once a month. These members can assist the adjunct in any need, or pass on any given need or request to the Academic Vice President.

Classical Curriculum Committee (CCC):

Members of the Faculty Committee also serve on the Classical Curriculum Committee whose primary goal is to oversee the maintenance of high academic standards through the critical review of textbook adoptions, syllabi and course content.

Office Hours:

Office hours for faculty are designed to allow students the opportunity to approach faculty members on an individual basis. Meetings may concern course content, course structure, or personal matters relating to student attendance or life. Faculty members are encouraged to provide students with contact as needed. Additionally, faculty members are encouraged to confer with students before or after class, or at any other mutually available time slot. Administrator-

instructors will hold office hours. Regularly scheduled office hours are kept by full-time professors and posted as such.

Substitute Instructors:

If an instructor misses a class meeting due to schedule, illness or emergency, the following should take place to ensure the academic integrity of the institution:

- (1) Academic Vice President or other the Registrar should be informed as soon as possible;
- (2) When possible, the faculty member should arrange for a substitute instructor;
- (3) If the faculty member is unable to arrange for a substitute, material for the class should be made available at the HUB;
- (4) In the case of an emergency, if a class must be cancelled, arrangements must be made to inform the students and the college of this situation.

Work Place Conduct

1. Attendance and Punctuality

To maintain a productive work environment, it is important that employees attend work as scheduled. Employees who are absent from their positions and/or tardy put additional burdens on their co-workers. As such, all employees are expected to work on all scheduled work days and times and to report to work on time. If you cannot avoid being late to work or are unable to work as scheduled, you must call your supervisor as soon as possible.

2. Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. California Preparatory College also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. In other cases where a conflict or the potential for conflict arises because of the relationship between employees, the employees may be separated by reassignment.

3. Confidential information/Non-Disclosure

All California Preparatory College records and information about the College, its employees, suppliers and vendors are to be kept confidential and divulged only to individuals within the company with both a need to receive and authorization to receive the information.

All records and files maintained by the College are confidential and remain the property of the company. No institutional records, files or related information may be removed from the College premises or disclosed to any outside party without the express permission from California Preparatory College supervisors or administrators.

4. Conflicts of Interest

California Preparatory College expects employees to adhere to the highest ethical standards of conduct. Employees are expected to dedicate their best efforts to the interests of the College. An arrangement or relationship that may be of a business nature or other wise that creates a conflict of interest between California Preparatory College and employee is unacceptable and must be avoided.

California Preparatory College recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to the College. However, employees must disclose any possible conflicts so that the company may assess and prevent potential conflicts of interest.

5. Dress Code/Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image of California Preparatory College in the community.

During business hours or when representing the College, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform.

6. Smoking

In keeping with California Preparatory Colleges' intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees and visitors.

7. Business Travel Expenses

California Preparatory College will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the President or the designated V.P.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by California Preparatory College. Mileage is paid out at the rate of \$.35 a mile.

Campus Safety:

To assist in providing a safe and healthful work environment for its employees California Preparatory College has established a workplace safety program. This program is a top priority for the College and the Human Resources Department has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

California Preparatory College provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A safety advisory group has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the safety advisory group. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

1. Workplace Violence & Security

California Preparatory College is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, California Preparatory College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

Types of Violence

California Preparatory College has identified hazards known to be associated with three types of workplace violence:

Type I Workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.

Type II Involves a violent act or threat of violence by a recipient of a service provided by our establishment such as a client, patient, customer passenger or a criminal suspect or prisoner. This type of violence would involve non-fatal or fatal injuries to individuals who provide services to the public. These events chiefly involve assaults on public safety and correctional personnel, municipal bus or railway drivers, health care and social service providers, teachers, sales personnel or any other public or private service sector workers who provide professional, public safety, administrative or business service to the public.

Type III Involves a violent act or threat of violence by a current or former employee, contractor, parent, student, supervisor or manager, or another person who has some employment-related involvement with our establishment, such as an employee's spouse or lover, and employee's relative or friend, or another person who has a dispute with one of our employees. A Type III event usually involves a threat of violence, or a physical act of violence resulting in a non-fatal or fatal injury by a current or former worker, supervisor or manager; a current or former spouse or lover; a relative or friend; or some other person who has a dispute involving an employee of the workplace.

The Type II and III described above would be the more common situations, regarding this particular workplace environment.

Preventive Measures

Preventive measures to avoid workplace violence would include an initial assessment to identify and address potential disputes or violence, prevention strategies for the different types of situations, and a system to record and report any such incidents.

Initial Assessment – Many workplaces are at risk for workplace violence, and California Preparatory College has done an initial assessment to identify workplace security factors, which may contribute to the risk of violence at our locations. Potential situation, which might pose security issues, could include:

- Employees who work into the evenings
- Conflicts between teachers and students
- Conflicts between teachers and parents
- Sensitive issues regarding students and families of students
- As well as those identified in Workplace Violence Type I, II, and III

California Preparatory College is committed to providing a safe and secure workplace for our employees and those who may use our facilities. It is our policy that all employees, including supervisors and managers, will comply with safer and healthy work practices designed to make the workplace more secure.

Employees will not engage in threats or physical actions, which create a security hazard to other employees, staff or other persons in the facility. Violent behavior is not acceptable at California Preparatory College, any of our sites, or by persons associated with our organization. We are thoroughly committed to completely investigating any allegations or occurrences of violence or threat thereof and to follow the investigation with appropriate actions.

Ongoing training for our employees will address the various types of workplace violence, methods to avoid confrontation, crime awareness, and conflict resolution workshops. Training will include proper responses to take during an emergency incident. As Type III incidents are more closely tied to employer-employee relations than other types of events. California Preparatory College's considerate and respectful consideration of our employees represents a positive strategy to avoid conflict.

Additional methods of securing workplace security will include an intercom system between the reception desk and several supervisors' offices, a closed-circuit camera system monitored by a security firm, an alarm system and chimes that will sound when unauthorized doors or exits are opened. Unauthorized persons or visitors must be cleared before being granted access to the office areas. Identification will be shown if deemed necessary by the front desk.

Any employee who feels that a security hazard exists can inform his or her supervisor of the situation, without fear of reprisal. Any report of unsafe situations or occurrences will be completely investigated and corrective measures taken as approved by the Safety Team and Administrative team. A complete investigation will be conducted regarding any injury illness arising from a workplace assault or threat of assault. No employee will suffer reprisals for reporting an instance of workplace violence or threat to their supervisors, and should not hesitate to communicate a situation. Anyone who commits an act of reprisal in retaliation for such a report will be immediately subject to disciplinary action, which could include termination of employment.

All managers and supervisors are responsible for implementing and maintaining this Workplace Security Program in their work areas and for answering employee questions about the program.

2. Sexual and Other Unlawful Harassment

Sexual harassment is against company policy. California Preparatory College is committed to providing a work environment free of inappropriate and disrespectful behavior, communications

and other conduct directed at an individual because of his or her sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- submission of the conduct is made a term or condition of employment; or
- submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or
- the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment.

The following are examples of prohibited conduct; they include but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct such as touching, assault, or impeding or blocking movements
- Retaliation for reporting harassment or threatening to report harassment.

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a Manager, or harassment by persons doing business with or for California Preparatory College.

3. Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

Verbal conduct such as threats, epithets, derogatory comments, or slurs

Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures

Physical conduct such as assault, unwanted touching, or blocking normal movement; and

Retaliation for reporting harassment or threatening to report harassment.

NON-DISCRIMINATION POLICY

CPC does not discriminate against any student based on nationality, race, gender, religion or sexual orientation.

HANDICAP ACCESS POLICY

All facilities at CPC are ADA compliant, including an elevator, wheelchair accessible hallways, classrooms, labs and restrooms. CPC seeks to provide equal opportunity for persons with physical handicaps in all campus facilities and on all student activities.

FERPA

Student records are administered in accordance with the **Family Educational Rights and Privacy Act**. Federal and State law does not permit access to or release of any information contained in student educational records to any unauthorized party or agency without proper permission or written consent of the student. California Preparatory College maintains a student record for each student admitted containing information regarding the student's admission, transcripts of college work attempted, semester class enrollment data, placement test data and financial aid data. FERPA laws give parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. To view the entire FERPA text, please visit www.ed.gov. Once accepted into California Preparatory College, all student records become the property of CPC. CPC does not maintain a public directory. If you have questions regarding FERPA please contact your Life Counselor or other CPC administrator.

Emergency and Crisis Management Plan:

Preface

This Emergency and Crisis Management Plan has been designed to provide a guide for the California Preparatory College community to plan for campus emergencies. While the manual does not cover every conceivable situation, it does offer the basic administrative guidelines necessary to deal with most major campus emergencies.

These policies and procedures are intended to be used primarily for preparedness training. While it is not practical to suggest that these procedures will be followed verbatim during an actual emergency situation, they will provide information needed to prepare for an emergency. The Campus Safety Officer and other college Administrators may use other procedures not listed in this manual to respond to on campus emergencies. All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Campus Safety Officer review.

I. INTRODUCTION

A. PURPOSE

This Emergency Operations Plan addresses many on campus emergencies. Not all incidents may be addressed in this document. The President or his designee may utilize this document for operational protocols whenever an extraordinary emergency affecting the campus is anticipated.

Preservation of life, the protection of property, and the continuity of campus operations are the primary goals of this plan. Secondary objectives include but are not limited to:

- Delegation of campus authority, operations of the campus Emergency Operations Plan, and the management of other critical resources.
- Coordinating emergency operations with other agencies (San Bernardino Sheriff's Department, San Bernardino Fire Department, City of Redlands, etc).

B. SCOPE

These procedures apply to all members of the college community including physical structures, buildings and grounds, owned or operated by California Preparatory College.

II. EMERGENCIES

A. DEFINITIONS OF AN EMERGENCY

The college President or his/her designee shall declare a “state of emergency” when he/she deems it necessary. The following definitions are guidelines to assist building and area coordinators in determining the appropriate response.

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report an emergency immediately to the Campus Safety Office at extension 440 or by calling 909 767 1429.

Major Emergency: Any incident, potential or actual, which affects an entire building or area, and which will affect the overall functioning of the college. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of major emergencies.

Disaster: Any event or emergency that interrupts or halts the operations of the college. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential, but possibly not available.

B. ASSUMPTIONS

The Emergency Operational Plan is established to respond to emergency situations likely to be encountered on the campus. The following assumptions may exist regarding the Emergency Operational plan:

- An emergency or disaster may occur at any time of the day or night, weekend or holiday, with or no warning
- The fallout of events in an emergency is unpredictable. Therefore, the Emergency Operational Plan will serve only as a guide. Course of action as prescribed in this guide may need to be altered to meet the needs or respond to a specific emergency.
- A Disaster may affect residents in the surrounding geographical location of the college and city, county and federal emergency services may not be immediately available. In such situations, extended delay in off-campus emergency services may be expected (from 48 to 72 hours)
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

C. DECLARATION OF CAMPUS STATE OF EMERGENCY

The college President acts as the highest authority during an emergency. The college President or his/her designee is responsible for the initial declaration as well as the end of the state of emergency when appropriate.

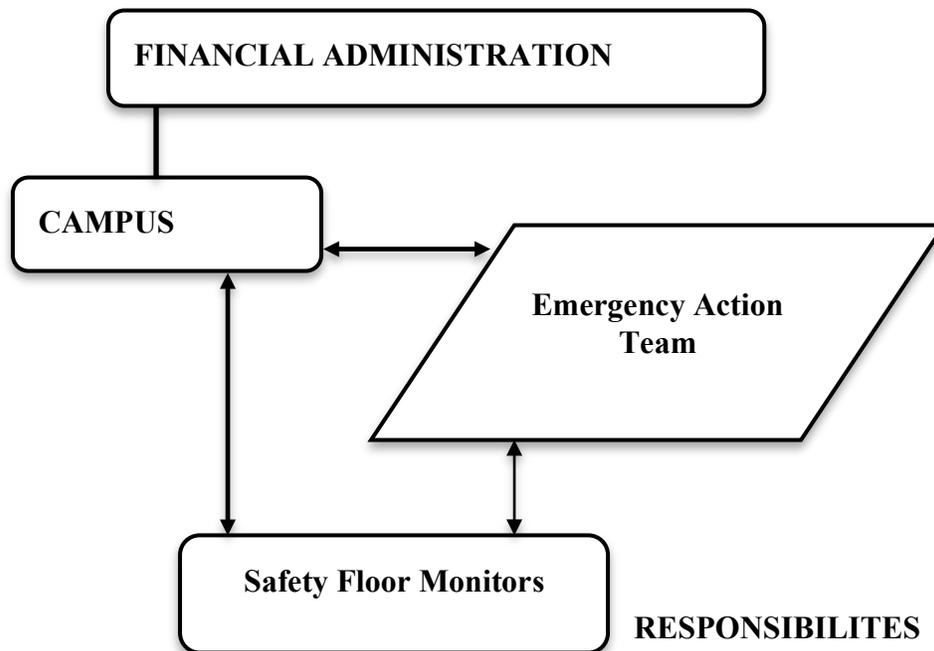
In the event that the President is not available, his/her designee shall be one of the following individuals (Administrational chain of command):

- Academic Vice President
- Associate V.P. Finance
- Associate V.P. Student Life

D. DIRECTION AND COORDINATION

The Campus Safety Officer, under the direction of the Associate Vice President of Finance, shall direct and coordinate all emergency operations including but not limited to:

- Coordinating the Emergency Action Team (including Floor Coordinators & Classroom Coordinators)
- Coordinating all on-campus emergency functions.



E.

1. Emergency Action Team: Comprised of all Vice Presidents, Associate Vice Presidents, and the President/CEO, coordinated by the Safety Officer. The Emergency Action Team is responsible for the following:

- Emergency Preparedness / Procedure: In collaboration with the Campus Safety Officer, determine adequate evacuation assembly area(s). Where required, assist Safety Floor Monitors with directing traffic toward the designated assembly area and conduct a head count at the point of assembly or per the situation (when evacuation is not required) assist in keeping the situation calm until help arrives.

2. Safety Floor Monitors: Safety Floor Monitors make up the functional core of the Emergency Response are assigned to each floor of the building. They closely coordinate their activity with the Campus Safety Officer and are responsible to initiate appropriate action. Floor Coordinators are responsible for the following:

- Emergency Preparedness: In conjunction with the Campus Safety Officer, determine the magnitude or type of emergency and accordingly initiate appropriate action. Appropriate action could be but not limited to evacuation of the building or ensuring that the occupants stay in place till help arrives.

The following emergencies are discussed in this manual:

- Aircraft crash on campus
- Armed suspects/Active Shooter
- Bomb threats
- Earthquake
- Explosion
- Fire
- Flood
- Hazardous material leak or spill
- Hostage situation
- Sexual Assault
- Suicide
- Suspicious Death

III. TYPES OF EMERGENCIES & RESPONSES

This section contains recommended procedures for specific types of emergencies. These procedures should always be followed in sequence, unless conditions dictate otherwise

A. AIRCRAFT CRASH ON CAMPUS

In the event of an aircraft mishap, such as an explosion or crash on campus, take the following action:

- Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris
- After the effects of the explosion and/ or fire have subsided notify the Campus Safety Department (extension 440) or laws enforcement. Give your name and describe the location and nature of the emergency
- In necessary or when directed to do so, activate the building's alarm.
- When the building evacuation alarm is sounded or when told to leave by college officials, walk quickly to the nearest marked exit and as others to do the same. If no buildings are endangered, instruct individuals to stay inside.
- Once outside move to a clear area that away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. **Know your assembly area(s)**
- If requested, assist emergency crews as necessary.

- Do not return to an evacuated building unless instructed to do so by Emergency Response Team member(s) or safety personnel
- **IMPORTANT:** After an evacuation, report to your designated assembly area. Stay there until an accurate head count is taken. A member of the Emergency Action Team will take attendance and assist in the accounting for all building occupants

B. ARMED SUSPECTS/ACTIVE SHOOTER

If you suspect an individual of carrying a weapon on campus, report it immediately to Campus Safety (extension 440)

Once authorities have been notified

- Do not attempt to make contact with or restrain the suspect. Do not try to retrieve the weapon. Wait for law enforcement
- Allow law enforcement personnel to handle the situation. They will generally try to isolate the suspect from other and apprehend him/her
- Be prepared to implement lockdown procedures (details are work in process- will update)

Note: Lockdown procedures include but are not limited to remaining in an office, or classroom and securing doors and windows to prevent an armed individual from gaining access

After the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, or bullet ricocheting, immediately take shelter, contact law enforcement (911) or Campus Safety, and remain alert for further instruction.

If a shooting occurs:

- Instruct others to drop to the ground immediately, face down as flat as possible. If you are within safe position, duck and run.
- Move or crawl away from the gunfire, trying to utilize any obstructions between you and the gunfire. **Remember that obstructions may visually conceal you from gunfire, but may not be bulletproof and may not protect you from gunfire.**
- Try to get behind or inside a building and stay down.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Anticipate that law enforcement will set up a command post on campus
- Law enforcement will take full control of the general facility

- Expect that witnesses will be gathered in one room/ areas for police questioning. To protect the police investigation, do not allow witnesses to talk about the incident

If the suspect is outside your classroom:

- Duck and cover. Keep students inside the classroom and down on the floor. Move behind available cover inside the classroom
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off lights and stay on the floor. Do not peek out the door or windows to see what may be happening
- Report the location of the assailant

C. BOMB THREAT

Bomb threats pose a hazard for all campus personnel. Threats shall be handled by the Department of Campus Safety (working closely with Emergency Response Team) in collaboration with local law enforcement. The decision to evacuate an on campus facility will be made at the time of the incident based upon the operational considerations contained in this manual.

Telephone Procedures

If an individual receives a bomb threat, they should immediately record the time and date received. The person receiving the telephone call should attempt to obtain as much information as possible.

- When is the bomb going to explode?
- Where is the bomb right now?
- What type of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Where are you calling from?
- What is your name/what do you want to be called?

It is also important to record the length of the call and when it is terminated

Alert a supervisor immediately of the call and report all recorded information. The supervisor will immediately call Campus Safety and give the following information:

- Identify the location and department the threat was received at
- Identify the person calling by name
- Explanation of the bomb threatening call
- If possible, give the telephone number the incoming call is on

Campus Safety Response (in coordination with the Emergency Response Team): Will most likely order a complete evacuation and contact emergency services.

If a suspicious package or bomb is found or located on campus, Campus Safety will request local authorities for a Bomb Disposal Team.

D. EARTHQUAKE

Earthquake Response:

- Stay calm and reassure other. Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways or near outside walls.
- During seismic movement, duck, cover and hold. If indoors, get under a desk or a table and hold on. Stay away from windows, tall objects and overhead lights. If no cover is available, duck, and hold near an interior wall or an interior doorway. Shield your head and face from falling debris. Do not go outside!
- If outside, stay away from buildings, trees, power lines, poles and all overhead obstructions. Do not attempt to go indoors.
- In a vehicle, pull over to the side of the road and stop in a safe place in an open areas. Avoid overpasses and power lines

Post Earthquake Response:

- Be prepared for aftershocks. Move cautiously and wear enclosed sturdy shoes to avoid injury from broken glass or other debris.
- Check for injuries. Administer first aid if necessary. Do not move seriously injured individuals unless absolutely necessary.
- Check for fires and if safe to do so, extinguish small fires. Do not turn on light switches or appliances and do not light a match. If you smell gas, report it to members of the emergency action team or Safety Floor Monitors.
- Check for facility damage around your immediate location, if your observe something that appears to be serious report your observations to members of the emergency action team or to the Safety Floor Monitors.
- Telephones must be restricted to emergency use only, provided they are working at all. Do not use the telephone except for a lifesaving emergency.
- Evacuate the building if it is badly damaged, if there are gas leaks or fire, or if directed to do so. During evacuation, close all doors and turn off all electrical equipment. Bring your personal emergency kit with you and use the stairway. Do not use the elevator! Assist all individuals with disabilities.

- Move away from the building to your pre-determined evacuation assembly areas or to an open area free from overhead hazards. Do not return to the building until it has been determined to be safe by someone in authority. Keep streets and hallways clear for emergency equipment and personnel.
- Make not of individuals who are missing. Provide all requested information to members of the emergency action team, Safety Floor Monitors and other emergency personnel.
- Use extreme caution in rescue attempts if others are trapped. If possible, wait for personnel to guide rescue efforts.

General Information:

Principle of Psychological First Aid:

- Following an earthquake, there may be persons who are overwhelmed by the event and have difficulty coping with the situation and their emotions. You may be able to help those persons to make it through the first few difficult hours.
- Attempt to calm those persons to make it through the first few difficult hours.
- Attempt to calm the victim or relieve the anxiety and stress
- Communicate confidence in yourself as well as concern for the victim. Show you care by your attitude.
- Accept a person’s limitations as real
- Encourage the person to speak freely about whatever is on their main. Be very patient.
- When the person begins talking, interrupt as little as possible
- Do not argue with the person if he/she disagrees with and do not impose your ideas on him/her. His/her own solution will be the most successful for him/her.
- Accept your own limitations in a relief role. Do not attempt to be all things to all people. Do what you can and obtain additional help form a qualified counselor.

Emotional and Psychological Considerations in a Disaster:

- Disaster is a crisis in itself. However, disaster increases the crisis situation when it is accompanied by job and/or financial difficulties, illness, loss of personal belongings, death, injury or family problems.
- Factors in dealing with crisis of your won or that or your family members include:

- Being able to talk about the experience and express the feelings accompanying the experience
- Being fully aware of the reality of what has happened, and being assured that you are with caring people
- Resuming concrete activity and being able to reconstruct the pre-disaster life routine as soon as possible

Earthquake Procedures for Labs

Before Earthquake:

- Examine your lab area to determine how you can mitigate potential earthquake hazards
- Chemicals stored on open shelves may fall and intermingle during a quake. Acids, bases, and solvents should be stored separately and all chemicals should be anchored with seismic restraints.
- Be sure that all cabinets equipped with hinged doors have positive latching devices. Sliding doors should be kept closed with not in use. Install refrigerator clasp locks
- Secure all expensive analytical instrumentation and equipment, including gas chromatographs, microscopes, lasers, etc, with clamps, stands or Quake Grip Velcro. Water stills should be secured firmly with straps and blocked to resist movement.
- Gas cylinders must be secured individually to lab bench or wall with welded link chains. Gas cylinders may not be secured to mobile furniture such as carts or tables
- Never store hazardous material, chemical and/or radioactive, on wheeled carts.
- Glass aquariums can fall and break open during a quake. They must be firmly mounted and glass should be replaced with plastic if possible.
- Be sure that tall bookcases are not freestanding in the middle of rooms, and are not used as partitions. All furniture over 72" tall just be fastened to the walls.
- There should be no overhead storage of large container, boxes or glassware.
- Examine your lab area. Contact the Emergency Action Team or Safety Officer to determine how to carry out the evacuation procedures. Also, examine the hallway outside your lab to ensure clear and unobstructed access to emergency exits.

During the Earthquake:

NOTE: In classrooms and other non-laboratory space, we instruct students, faculty, and staff to take cover where they are during a quake (e.g., under a desk or table). The instructions in a laboratory are different. If you work with hazardous materials, read the recommendations listed below very carefully.

- Announce that the lab being evacuated, turn off the gas burner if possible and **leave the room**. Close the door but do not lock it.
- Sit down in the hall to take cover from the earthquake motion.

After the Earthquake:

- Cooperate with the Emergency Action Team and Safety Officer, stay calm and try to maintain calm among co-workers
- Do not enter the lab until it has been deemed safe
- Follow the instruction of emergency personnel

E. Flood

A **flood watch** means that conditions are favorable for flooding. Staff members need to be aware but no action will be taken.

A **flood warning** means that rising water threatens to close roads, wash out bridges and inundate property. Action should be taken to move to higher ground.

Before the Flood:

- Store sandbags, plywood, plastic sheeting, and lumber to protect windows and make repairs
- Always keep emergency supplies available.
- Anticipate 2 or 3 alternative evacuation routes or pick-up locations
- Learn your building's flood evacuation route and the location of high ground. It is also important to know different routes into the school and which ones may flood.

During the Flood:

- If possible, listen to television or radio for weather information and instruction
- Turn off utilities. Disconnect electrical appliances, being careful not to touch any electrical equipment if the floor is wet or underwater.
- Report broken utility lines and/or other facility damage to the proper authorities.
- A qualified professional should check all water-damaged equipment prior to usage
- Flooded areas should be gradually pumped out to minimize structural damage.

F. FIRE

If you discover smoke or fire, R. A. C. E. to safety:

RESCUE - Get out of the room where the fire is located as quickly as possible and make sure others are out. Do not use elevators!

ALERT - Pull the nearest fire alarm to alert occupants, or use the nearest phone and dial 440 (Campus Safety Line).

CONFINE – Close the door to the room where fire is located. Do not attempt to retrieve valuables

EXTINGUISH – If the fire is very small and you know how to use an extinguisher, you may want to fight the fire yourself, but you should also call for help first. Make sure you are using the proper extinguisher. Otherwise, leave the fire to trained fire fighter.

Fire Extinguisher Information:

When used correctly, fire extinguishers can keep small fires from becoming major fires, provide an escape route through a small fire, and help fight a small fire until the fire department arrives.

The following are the four major classes of fire:

Ordinary Combustibles (paper, cloth, wood, many plastics).

- Use an extinguisher with a **green triangle A** symbol on the label
NOTE: A water extinguisher with a symbol A on the label should not be used on electrical fires or flammable liquids. That will only create a more dangerous situation.

Flammable Liquids (oils, gasoline, grease, paints, solvents)

- Use an extinguisher with a **red square B** symbol on the label

Electrical Equipment (wiring, motors, power tools, appliances)

- Use an extinguisher with the **blue circle C** symbol on the label

Combustible Metals (Magnesium)

- Use an extinguisher with **yellow star** on label

To be safe and effective, you must use the right kind of extinguisher for each type of fire. A multi-purpose **A-B-C** extinguisher will put out most types of fires. However, dry chemical or **CO2** extinguishers should not be used on computers or other electronic equipment. In those cases, only use **Class D, Yellow Star** fire extinguishers. Class D is designated for combustible metals.

Fire extinguishers are located in strategic locations. Learn to identify the extinguishers and find out where they are located in your area. If you have any questions about the operation of extinguishers, contact the Campus Safety Office at x 440.

How to Operate a Fire Extinguisher:

Learn how to operate an extinguisher now before there is a fire. Read the label and periodically review instructions and operations.

Learn to **P.A.S.S**

PULL – the pin or ring, or release the lock hatch.

AIM – the extinguisher nozzle at the base of the fire

SQUEEZE – or press the handle

SWEEP - from side to side slowly at the base of the fire until it goes out

General Fire Safety Precautions:

- The safety of individuals is most important. If you suspect someone is trapped inside a building, notify fire fighters on the scene. Do not reenter a burning building.
- If you are trapped in a fire, keep very low as you attempt to leave the building. Cover your nose and mouth with a cloth or T-Shirt. If a door is hot, do not attempt to open it, but find another exit or window. If possible, place wet towels or clothing in the cracks around the door. Jumping from a window is an extreme measure and is only to be considered when you are in immediate danger.
- If the door is not hot, open it carefully and exit the building with caution and stay low. Use a wet towel or blanket to protect yourself from flames and smoke. Always stay close to the floor.
- Many fires are of electrical origin. Check for frayed cords, broken plugs, and avoid using too many appliances in one circuit.
- Know your emergency exits and the location of fire extinguishers. Don't block doors or use stairways for storage.
- Move away from the building to your pre-determined evacuation assembly areas
- Do not return to an evacuated building unless told to do so by a safety official.
- If requested, assist emergency crews as necessary.

G. HAZARDOUS MATERIAL LEAK OR SPILL

- Any chemical spill should be reported to Facilities Services and to Campus Safety. Do not clean up a spill until trained personnel have assessed it. Try to contain the spill in one area and avoid allowing the spill to get into drains, gutters or washes. Offensive odors from ventilation systems should be reported to the Facilities Services.
- If necessary, be prepared to evacuate the building. Stay upwind, updrift, and upstream of the spill. Be prepared to cooperate with emergency personnel.
- All laboratory personnel should be prepared to assist in assessment of spills within their areas following a major earthquake. Steps should be taken not to protect all chemical containers and gas cylinders against the effects of earthquake shaking.

H. HOSTAGE SITUATIONS

If Present During a Hostage Situation:

- It is most important to stay calm and alert Campus Safety at x 440
- Do not attempt to confront or challenge the suspect, or engage in heroics.
- Never use words such as “hostage,” “captives,” or “negotiate” when communicating with the suspect
- Go into a rest mode. Be passive and appear to display more restful or sleepy behavior as opposed to being active.
- Obey the suspect’s commands without argument. Listen to the suspect’s complaints and demands. As permitted by the suspect in all matters
- If safe, make an effort to establish a rapport with the suspect. Find out and use the suspect’s first name and the first names of those being held (this will help personalize hostages as people rather than objects)
- Keep all radios, televisions, and computers turned off. Every effort must be made to keep the suspect and hostages from hearing or seeing news reports. Such reports could escalate the situation.
- Be patient and help minimize tension and frustration. Keep in mind that the average hostage situation lasts between 6-8 hours, and the average barricade lasts three hours.

Outside the Hostage Situation:

- Communicate any details or information you may have about the situation to Campus Safety at x 440. The Campus Safety office or where appropriate, the Emergency Action Team will make contact with the police
- Do not make contact with the suspect. Law Enforcement personnel have trained crisis negotiators who will initiate first contact with the suspect. They will conduct all dialogue with the suspect.
- Anticipate the hostage area will be sealed off to protect people and to preserve evidence.
- Be aware that the police department's Special Weapons and Tactics (SWAT) Team may establish an inner perimeter and an outer perimeter. The area between the inner and outer perimeter will be a "no walk" area.
- Be prepared for lockdown and/or evacuation to designated assembly areas

After the situation has been resolved:

- Law Enforcement personnel will need assistance in identifying witnesses. Gather the witnesses in a centralized location, but do not allow them to talk to one another (in order to protect the police investigation). It is the responsibility of the Safety Officer / Emergency Action Team to initiate witness gathering.
- The Campus Safety Officer will debrief with the appropriate parties as necessary.

I. SEXUAL ASSAULT

If a sexual assault occurs on campus:

- Immediately alert Campus Safety. Have as much information about the situation ready as possible (assailant, location, time). If it has not been done already, Campus Safety will then notify the designated Health Center.
- A CPC counselor/counseling center may be contacted upon request of the victim.
- Protect the privacy and rights of confidentiality of the victim and family. Take the necessary steps to protect the victims identity by asking all involved not to share information with others
- Offer the victim care and first aid, but avoid destroying any evidence until the authorities arrive. Do not permit the victim to use the restroom until instructed to do so by the police.
- If a staff member or student talks to victim prior to the arrival of law enforcement, restrict the conversation to immediate medical needs. If there is discussion about the situation, speak only in very general terms. Do not discuss the specifics of the case. It is better in court if the initial statements about the crime are recorded by the police.
- A representative of the college may accompany the victim to the hospital (if appropriate).

- If applicable, the Campus Safety Officer will work with the Public Relations department and administrators to develop press releases to inform the community of the assailant's disposition.

J. SUICIDE

Suicide rarely occurs without warning to someone. Staff and students must take all comments about suicidal thoughts seriously, especially, if details are provided.

When an individual is threatening suicide on campus and has a lethal weapon available:

- Remain calm and immediately alert Campus Safety at x440
- Provide as much information as possible to the Campus Safety office/ personnel (location, your name, name of suicidal individual, call-back phone number, intended weapon/drug)
- Try to clear others from the scene (if applicable).
- Make a mental note of everything the threatening individuals says and does, and monitor the behavior constantly.
- Do not minimize or challenge the individual's threat; take it seriously
- Never promise confidentiality; instead, promise help and privacy.
- If possible, attempt to keep the threatening individual calm and secured in your location until the police arrive.

IV. EVACUATION PROCEDURES AND ASSEMBLY POINTS

A) Evacuation Procedures

- Building evacuations will occur when an alarm sounds and /or notified by Campus Safety, Emergency Response Team or Safety Floor Monitors.
- When the building evacuation alarm is activated during an emergency, the Members of the Emergency Response Team and Safety Floor Monitors will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safer exit.
- Teachers/Instructors will assume responsibility for students in their respective classrooms and will direct each student to the nearest safer exit.
- Assist the disabled in exiting the building. Do not use the elevators in cases of fire and/or earthquake.
- Once outside, proceed to a clear area and stay away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your areas assembly points.
- Do not return to an evacuated building unless told to do so by a safety official.
- After an evacuation report to your designated area/assembly point. Stay there until an accurate head count is taken. Members of the Emergency Action Team will take attendance and assist in the accounting for all building occupants.

b) Evacuation Procedure

- Building evacuations will occur when an alarm sounds and /or notified by Campus Safety, Emergency Response Team or Safety Floor Monitors.
- When the building evacuation alarm is activated during an emergency, the Members of the Emergency Response Team and Safety Floor Monitors will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safer exit.
- **Teachers/Instructors** will assume responsibility for students in their respective classrooms and will direct each student to the nearest safer exit.
- **The Safety Officer, members of the Safety Team and Safety Monitors** in each department will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safe exit. Check all rest rooms, conference rooms, etc. to make sure everyone has vacated. Each Safety Team member and Safety Monitory will designate an alternate in advance to serve in this capacity in case his or her absence. Any temporarily or permanently handicapped persons will be escorted to the nearest safe exit for fire department assistance.

- Once outside, proceed to a clear area and stay away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know you areas assembly points.
- Do not return to an evacuated building unless told to do so by a safety official.

** In the absence of the Safety Officer, it is the responsibility of the Emergency Action Team member(s) to initiate an evacuation if necessary and where appropriate notify emergency services.*

Floor plan diagrams will be posted in all hallways near exits and entrances. These plans will reveal the exit routes from all locations within the office, as well as the locations of fire extinguishers and first aid kits. It is essential that you become familiar with the floor plan of your work areas, know the number of occupants, and know the nearest exit locations. In the event of an emergency evacuation, you will be required to exit at the nearest safe location; therefore it is recommended that you are familiar with all exits in your building. The event of an emergency evacuation, follow the instructions of the Emergency Action Team or Floor Monitors in your area. Successful evacuations are dependent on cooperation and trust; do not panic, but remain calm and follow directions. Offer assistance to other employees as needed.

Designated evacuation area:

The rear parking lot of the College, located on the North side of the building
All employees will remain at this location until a complete accounting of evacuees is completed, based on our current employee list and the daily sign in sign out sheet (sign in sheet: work in progress)

Other Emergencies – Determine the severity of the emergency and administer first aid as needed. Also, immediately have someone call 911.

Responsibility – Each faculty member who teaches a class is responsible for an emergency situation that may come up during the time of the class. During faculty orientation the entire issue of emergency preparedness is reviewed and discussed. A copy of this plan is given out.

Prayer:

Along with the Board of Trustees and the administration, Faculty members bear the responsibility to share their faith and Christian experience with their students, the teaching faculty members, and the Board and administration.

Faculty Evaluation

The teaching of all faculty members is the subject of routine review of four kinds:

- **Student Evaluations**

At the conclusion of every course, student evaluations will be distributed to the students in order for them to record their anonymous reflections on the conduct of the course. See Appendix C for student evaluation instrument. These evaluations will be collected and submitted to the administration in such a way that they will be inaccessible to the instructor until such time as his or her grades for the semester have been submitted to the administration. At this point, the results of the evaluations will be tabulated and student comments will be recorded. After this tabulation, the evaluations will be made available to the instructor for review and reflection. These results will become the property of the College and a permanent record of the instructor's performance. Student evaluations will be the subject of discussion between the instructor and the Vice President for Academic Affairs. Instructors will have the right to place statements in their files explaining any circumstances which they deem to be relevant to the student evaluations.

- **Peer Evaluations**

Instructors will receive periodic peer evaluations from the members of the Faculty Committee. New instructors will receive such a review in their first semester of teaching. These visits will typically be scheduled with the instructor in advance but need not be. A review guide shall be used for the evaluation. The reviewer shall confer with the instructor after the evaluation and shall compile a brief report summarizing his or her evaluation of the faculty's teaching. This evaluation, along with a response statement by the faculty, will become a permanent part of each instructor's personnel file.

- **Faculty Self-Evaluation**

Faculty Members are also required to fill out a self-evaluation form for each class taught.

- **Supervisor Evaluation**

Faculty Members are also evaluated by either the Academic Vice President or the Senior Vice President.

Faculty Participation in Budgetary and Salary Matters

Through the vehicle of the Faculty Committee, faculty has a significant role in the budget process. Every opportunity will be made to ensure that faculty salaries are competitive with compensation in other schools, and faculty participation in this process of budgetary development is welcomed. Ultimately, the budget and all salaries must be approved by the Board of Trustees. Faculty members are encouraged to communicate their concerns on these matters to the college administration or directly to the Board, either in writing or in person.

Faculty Promotion

The following statements reflect the process by which a faculty member must move in order to advance in rank while employed at CPC.

- A full-time assistant professor employed at CPC must have five years of experience before advancing to the rank of associate professor with three of these years being employed at CPC.
 - o The following experiences are also taken into consideration for advancement:
 - Full-time contracted collegiate instruction: 1:1 ratio.
 - Teaching high school: 4:1 ratio (four years of full-time H.S. teaching yields one year credit toward advancement, particularly fits CPC).
 - Collegiate adjunct: 1.5:1 (if full-time teaching in a semester system is 8 classes for the year, 12 classes of adjunct instruction will equate to a year of full-time).
- A full-time associate professor must have an accumulative of eight years experience before advancing to the rank of full professor with four of these years being employed at CPC.
- Concurrent to teaching responsibilities the other factors that weigh in for consideration are peer and Academic Vice President reviews, community involvement, professional activity, and other nondescript issues if deemed essential.

Notice of Non-discrimination

Community Christian College does not discriminate on the basis of race, color, sex, age, national origin or handicap.

Academic Freedom

Faculty

As an institution in the Christian tradition California Preparatory College affirms the principle of academic freedom as being necessary in a democratic society as a God-given right without which there cannot be true Christian faith and commitment. At California Preparatory College those traditions include the historic doctrinal positions of the Seventh-Day Adventist Church that have been published in the church's yearbook under the title "Fundamental Beliefs." Students, faculty, and staff will be fully informed about this distinctive world view prior to their decision to affiliate with the College. California Preparatory College expects that its teachers will not teach as truth what is contrary to those beliefs. Instructors holding views in conflict with the published beliefs should first seek the advice of the college's faculty committee before presenting their ideas to students or in public forums.

The college subscribes to principles that make possible the disciplined and creative pursuit and exploration of truth such that the published beliefs are taught but in addition, mainstream ideas at variance with those beliefs are also thoroughly and respectfully reviewed. The college believes that real scholarship requires the pursuit and dissemination of truth. As such a faculty member is entitled to full freedom in the instructional process in discussing their subject while keeping in mind that a faculty member will also be careful not to introduce into his/her teaching controversial matter which has no relation to the subject at hand or which creates an intimidating, hostile or demeaning educational environment.

Faculty members have the principal right and responsibility to determine the content, pedagogy, methods of instruction, the selection, planning and presentation of course materials, and the fair and equitable methods of assessment in their assignment in accordance with the approved curriculum and course outline within the educational mission of the college. These rights and responsibilities include, but are not limited to, the faculty member's choice of textbooks and other course materials, assignments and assessment methods, teaching practices, grading and evaluation of student work, and teaching methods and practices.

The faculty member is a citizen of a learned profession and a member of the faculty of an educational institution. When speaking or writing as a citizen, a faculty member should be free from institutional censorship or discipline, but the association with the Preparatory College imposes a special obligation. As a scholar and a member of the college, faculty should remember that the public may judge the profession and the institution by the utterances of its members. Thus those statements should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

With regard to sanctions against a faculty member for extramural utterances, the controlling principle is that a faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member's unfitness for his or her position. When investigating complaints regarding issues of academic freedom, the Executive and Faculty committees will consult with a faculty member appointed by the Faculty Committee as to

contemporary practices and standards for course content and delivery. The Faculty Committee must review the complaint and submit a written recommendation to the Executive Committee. The faculty member in question will have the right to present his/her case along with a faculty member advocate of their choosing at the combined meeting of the Executive and Faculty committees. A final decision in the consideration of sanctions against a faculty member for issues of Academic Freedom must take into account the faculty member's entire record as a teacher and scholar.

Sexual Harassment

Sexual and Other Unlawful Harassment

Sexual harassment is against company policy. California Preparatory College is committed to providing a work environment free of inappropriate and disrespectful behavior, communications and other conduct directed at an individual because of his or her sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- submission of the conduct is made a term or condition of employment; or
- submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or
- the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment.

The following are examples of prohibited conduct; they include but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct such as touching, assault, or impeding or blocking movements
- Retaliation for reporting harassment or threatening to report harassment.

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a Manager, or harassment by persons doing business with or for California Preparatory College.

Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

Verbal conduct such as threats, epithets, derogatory comments, or slurs

Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures

Physical conduct such as assault, unwanted touching, or blocking normal movement; and retaliation for reporting harassment or threatening to report harassment.

Policies and Procedures Relating to Termination

An instructor may be removed from a class during a term in progress if there is conduct that constitutes a clear violation of contract.

If there is a concern about an instructor's performance or stance vis-à-vis the nature of the College or its Christian commitment, a process of consultation, prayer, and dialogue will commence. If the President deems it necessary, a panel will then be convened by the President. The panel will consist of the President, the Academic Vice President, and two additional faculty members to review the matter. The convening of the panel, and its composition, must have the approval of the Board of Trustees. If, by majority vote, the panel determines that there is a significant cause for concern, a written statement of concern will be presented to the instructor, along with an invitation to respond. The panel will assess the instructor's response, interview the instructor and pray with him or her, and will then render a written recommendation to the Board of Trustees to retain or dismiss the instructor. The Board will study the matter and will then approve or disapprove of the panel's recommendation. If the Board approves of termination, the instructor will be removed from the faculty and will no longer be eligible for teaching assignments in the College.

Grievance Procedure

GRIEVANCE PROCESS

California Preparatory College attempts to follow our Biblical Foundations. Any faculty who feels they are treated unjustly or unfairly has the right to appeal according to approved procedures of the grievance process.

INFORMAL COMPLAINT

A conversation between the faculty and the perceived offender will typically clarify the issue at hand. However, if the faculty is not satisfied by discussion at a direct level, the faculty must appeal to perceived offender's supervisor.

FORMAL COMPLAINT

If the faculty is still not satisfied at the supervisory level, the faculty is to contact the appropriate

Academic Vice President with a written summary of the complaint and a proposed resolution. If this is still not sufficient, the faculty may file a formal written complaint with the President requesting a grievance hearing. Filing a grievance complaint is a serious matter and should be done thoughtfully. The recommendation of the Grievance Committee will provide the underlying context of the President's decision which constitutes final action on behalf of CPC.

GRIEVANCE COMMITTEE

The Grievance Committee is selected by the President, which is composed of two faculty members, and three staff members. Either party may suggest one member of the committee. At the first meeting the chair and secretary of the committee are designated. Both the faculty and offender are invited to appear before the committee and to present a written statement of the case. At the faculty's request, one advocate (spouse, student, or college employee) may accompany the faculty to the meeting.

The main role of the advocate is to provide moral support for the faculty and to be an observer of the process. If questions are asked, the advocate may answer. Legal counsel is not appropriate for either party.

The faculty and the faculty's advocate may attend all committee presentations of all evidence and any related matter reviewed by the Grievance Committee. They also have the right to rebuttal all evidence and reasoning, but are not allowed to attend the committee's final deliberation and vote.

Possible Recommendations of the Grievance Committee presented to the president who will inform the faculty of the decision:

- 1)The action taken should stand;
- 2)The matter should be reconsidered by the original deciding body;
- 3)A new action is warranted.

WITHDRAWAL OF GRIEVANCE

During the grievance procedure, the faculty may withdraw the complaint at any time in writing to the President. Please note that failure by the faculty to appear for a requested hearing, without prior notification or evidence of extenuating circumstances, shall constitute withdrawal of the grievance or appeal.

CAMPUS LIFE

An active campus life outside the classroom is a core value at CPC. Campus-wide social activities, student clubs, spiritual life and off-campus functions all are part of the CPC experience. The student center is the hub of campus life for spiritual and social events. Students are encouraged to become involved in all campus activities including: beach vespers, praise bands, weeks of spiritual emphasis, brown bag worships, movie nights, community outreach, toy drives, career center, cultural awareness, holiday celebrations and all campus social gatherings. The social/spiritual aspect of campus life brings students, staff and faculty together.

CPC exists to bring value-driven, private education to the Inland Empire of Southern California – placing strong importance on educational and character development. Students have the opportunity to grow within a safe and supportive faith base environment. CPC is a non-denominational school founded on the Seventh-day Adventist Christian values. At CPC, students can prepare themselves for transfer into four-year programs. Students may also choose one of our professional emphasis tracks if they are simply looking for a two-year degree before entering the work force.

COMMUNITY STANDARDS OF CONDUCT AND WELLNESS

Student Rights and Responsibilities

- CPC students have the right to be in an environment of learning that will enhance their human development.
- CPC students have the right to receive and seek out spiritual nurture from faculty and staff.

- CPC students have the right to a safe and secure campus. The college is committed to fostering an atmosphere of physical safety to each student. Weapons of any kind are not allowed on CPC property.
- CPC students have the right to be free from any physical violence from other CPC students. Violence is not allowed in or on CPC property.
- CPC students are responsible for attending required activities and events that are held on and off campus.
- CPC students are responsible for attending required classes even if an event is being held at the same time on or off campus by the college or student association.
- CPC students are responsible for informing their professors if they are going to miss class due to an illness or family emergency.

ACTIONS AND LIFESTYLE

A CPC student should uphold a Christian ethic while attending classes or activities held by CPC

- CPC students should show respect towards faculty, staff, and other fellow students by using appropriate language. Students should avoid cursing and addressing one another in a derogatory or demeaning manner.
- CPC students are not allowed to show inappropriate displays of affection or any other displays of sexual behavior on campus.
- CPC students are to respect campus property along with fellow student's property.
- CPC is a drug free and alcohol free campus. Students are not allowed to smoke or drink alcohol or use non-prescription drugs on school premises. CPC students are encouraged to practice a Christian lifestyle on and off campus.

DRESS CODE

CPC students are required to wear clothing that is appropriate for an educational facility which supports Christian principles. The dress and grooming of CPC students should be neat and clean, promoting a positive educational environment. Apparel that disrupts educational activities and processes of the college will result in disciplinary actions and possible removal from the college until acceptable apparel can be secured by the student. The administration will be the final judge

about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning.

Specific work areas or academic departments may have a more specific dress code that will need to be followed when in that area.

HEALTH AND DIET

CPC students are encouraged to participate in a healthy lifestyle of exercise, proper diet, use of water, physical activity, and a balance of work and scholastics.

SPIRITUAL LIFE

CPC offers on site counseling with a pastor from a local church. There are numerous community service projects organized by CPC or local churches. CPC's student body association will have a religious vice president who will organize and perform activities throughout the school year. Spiritual Life's goal is to connect students with Christ through different outreach programs and religious gatherings held on and off campus.

As a Christian campus, CPC would like to see its students involved in spiritual activities. Therefore, worship activities held on or off campus are voluntary but are highly recommended.

RECREATION AND ENTERTAINMENT

CPC and the student body association will provide on and off campus activities for students to participate in. There will be discounted tickets sold to local theme parks, sports games, ski resorts, and other areas of student interest. Field trips will be arranged to local museums, television tapings, and historical sites.

STUDENT SERVICES

ATHLETICS AND RECREATION

CPC does not have an organized varsity sports program or intramural team sports on or off campus. Each student is required to enroll in the Fitness for Life class for two semesters. The course teaches students different safety procedures and the basic fundamentals for participating in any physical activity. The coordinator for physical education will set up classes through local facilities.

CAMPUS MINISTRIES OFFICE

CPC has a variety of worship events and services that will be organized by the ministries department. These activities include volunteer work in the local San Bernardino County Area by feeding the homeless, collecting food and clothing for the needy, visiting the elderly, and much more. There are organized Bible study groups that discuss student issues along with current social issues. There is a prayer box that students, staff, or faculty can put their prayer requests in. Worship services are held on and off campus for the student's enjoyment and spiritual growth. Local pastors are brought in to accommodate student's spiritual guidance and needs.

CAREER SERVICES

The career center offers information regarding resources necessary to set and achieve a student's career goals. The center has tools, such as programs to measure a person's talents, and resources to help a student explore different career jobs. There is a job-posting service that students can look at

to see what jobs are available. The center can also set up job shadowing for students who want to explore a specific field. The center has information on four year schools and has a goal of placing 95% of the students in a four year institution when finished with the necessary criteria at CPC.

FOOD SERVICES

There are no cafeterias located on school property. Vending Machines of various food items are located in the Student Center. Student Life has a list of local restaurants for the Loma Linda, San Bernardino, and Redlands area.

HOUSING

CPC is a commuter campus that is surrounded by many safe and local housing opportunities. CPC students may contact a Life Counselor to assist in making arrangements with local apartment complexes, if a unit is available. Student Life and Life Counselors have a list of local apartments and they can help a student in their search for housing.

SECURITY

CPC is located in a busy office and retail area that is easily accessible. The building is well lighted at night by the campus building lights and surrounding lighted poles. The parking lot has efficient lights in the shrubbery surrounding the designated parking spots.

During business hours the building is occupied by a maintenance crew and staff and faculty. After normal business hours the doors are securely locked by the night security guard. There is a security worker who monitors the front doors until the last class is let out. After everyone leaves the security worker or teacher will secure the building and set the alarm.

NON-DISCRIMINATION POLICY

CPC does not discriminate against any student based on nationality, race, gender, religion or sexual orientation.

HANDICAP ACCESS POLICY

All facilities at CPC are ADA compliant, including an elevator, wheelchair accessible hallways, classrooms, labs and restrooms. CPC seeks to provide equal opportunity for persons with physical handicaps in all campus facilities and on all student activities.

FERPA

Student records are administered in accordance with the **Family Educational Rights and Privacy Act**. Federal and State law does not permit access to or release of any information contained in student educational records to any unauthorized party or agency without proper permission or written consent of the student. California Preparatory College maintains a student record for each student admitted containing information regarding the student's admission, transcripts of college work attempted, semester class enrollment data, placement test data and financial aid data. FERPA laws give parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. To view the entire FERPA text, please visit www.ed.gov. Once accepted into California Preparatory College, all student records become the property of CPC. CPC does not maintain a public directory. If you have questions regarding FERPA please contact your Life Counselor or other CPC administrator.

STUDY TOURS

CPC students can receive educational credit from approved study tours set up by CPC or other approved schools.

LIFE COUNSELORS

The role of a Life Counselor is to provide the direction, guidance, and the resources to ensure each student's success in the program. This is accomplished by being the face of CPC to these students. Life Counselors support and ensure a supportive learning environment by providing the student with a confidant to motivate, inspire, and believe in their success.

The Life Counselor acts as the advocate, guide, and mentor for the students. The following is a partial list of what a Life Counselor might do:

- Academic counseling
- Reference to mental and physical health care services
- Work and internship placement services
- Work with students to develop their personalized Success Plan
- Give spiritual and moral guidance
- Give initial financial aid plans
- Assist the students to any and all CPC related paperwork
- Help student with locating housing, finding/switching roommates
- Give encouragement and support to the student

CPC POLICIES

BREAKING OR ENTERING, DAMAGE, THEFT AND VANDALISM

A student or any other person is not allowed to break in or enter the facility when business hours are over. Any damage, theft or vandalism of school property is against the law and will result in a disciplinary action and involvement from law enforcement services.

CHANGE OF ADDRESS

Students who move from the residence listed on their application are responsible for correcting his/her address with the records office.

DRUG FREE ENVIRONMENT POLICY

CPC is a drug free and tobacco free campus. CPC students and guests are not allowed to bring or use any drugs or tobacco products on campus or at social outings. Students, faculty, staff, and any other workers are not allowed to distribute, dispense, manufacture, or possess any controlled substance.

The possession of alcohol is not allowed at on or off campus activities. CPC students are not allowed to come to school or events intoxicated. If a student is intoxicated then a disciplinary action will be taken.

COMMERCIAL SALES

The sale of products and services are not allowed on CPC property. Exceptions can be if written documents are signed by Administration. Student organizations can sell items or hold fundraisers as long as they properly fill out the required paperwork and it is approved by Student Life.

COMPUTER EQUIPMENT AND USAGE

Computer Use Policy

A. Company Equipment.

- a. Shall not be serviced except by qualified personnel in the IS department.
- b. Any non-standard software application need to be approved by administration and the right to use the software must be presented before it is installed. Standard software includes but limited to:
 - i. Microsoft Windows Vista
 - ii. Microsoft Office 2007
 - iii. Internet Explorer or Firefox
 - iv. Any other application deemed necessary for connectivity to the network.
- c. Shall remain on-site unless one's job requires the use of equipment from home or travel.
- d. Shall not be used to obtain or share pornographic, obscene, or sexually explicit materials.
- e. Shall not be used to distribute mass e-mailings, except approved by administration, chain letters, obscene or harassing messages.

B. Use of Software.

- a. It is not permitted to install software for the use of obtaining another person's information or compromising the security of the network. This includes but is not limited to:
 - i. Hacking Programs
 - ii. Cracking Programs
 - iii. Code Generators
 - iv. Port Sniffers
 - v. Code Exploits
 - vi. Trojans
 - vii. Viruses
 - viii. Malware
 - ix. Spyware
 - x. Brute Force password crackers
- b. File Sharing applications such as Napster, Lime Wire, etc. are not permitted.
- c. Sharing or obtaining copyrighted materials is not permitted. This includes, but is not limited to:
 - i. Movies
 - ii. Music
 - iii. Software Applications

- d. Chat Programs must be used with caution as software can be transmitted over them that can compromise network security. These programs include but are not limited to:
 - i. Yahoo Messenger
 - ii. AIM
 - iii. ICQ
 - iv. Google
 - v. Open Source Clients

C. Non-Company Equipment/Personal Computers.

- a. Non-Company Equipment must follow the same rules and policies as Company equipment. This includes network and software policies.
- b. If personal equipment is needed to access the system a "Request for Access" for must be completed before access will be given the network.

D. All Government, State and local laws governing computer use must be followed.

E. Other CPC policies apply to this computer use policy.

F. Use only the username assigned and do not share your password with anyone.

G. Privacy.

- a. CPC reserves the right to monitor data being sent over the network and data stored on company equipment.
- b. CPC will comply with government agencies and law enforcement should a court order for a release of information be presented.

H. Abuse of this policy.

- a. Should CPC discover a violation of this policy or a law has been broken action may be taken against the responsible party. This may include but is not limited to:
 - i. Disciplinary action.
 - ii. Suspension.
 - iii. Termination of Employment.

DISCIPLINARY ACTION AND POLICY

DISCIPLINARY POLICY

If a student violates national, state, local laws or campus policies then disciplinary action will be taken. Students shall practice good behavior while on the school premises or while participating in any off campus activities. In the event of student miss conduct the Vice President for Student Life

may suspend a student or take other disciplinary action pending on the ruling at the committee hearing. The disciplinary actions are as follows:

- Censure – This is a warning sent through a letter informing the student of his or her wrong actions. The letter will be placed in the student’s file.
- Citizenship Probation - This disciplinary action indicates that the student has violated a policy and will be restricted from non academic activities.
- Critical Citizenship Probation – This disciplinary action indicates that any further violations of policies may result in automatic dismissal. This action can be enforced without the infraction of the committee.
- Level 1 Suspension – A student is not allowed to participate in any school sponsored activities for the specified amount of time assigned by the V.P. for Student Life or the Student Life committee.
- Level 2 Suspension – A student is limited to the participation in academic classes or academic activities for a specified amount of time that is assigned by the V.P. for Student Life, the Student Life committee, or the Academic Dean.
- Level 3 Suspension – A student will not be allowed on CPC property for a specified amount of time that is assigned by the V.P. for Student Life or the Student Life Committee.
- Dismissal – A student will be terminated from his/her classes and withdrawn from the Records office. A student who is administratively withdrawn will be under review by Financial and Academic Administration when re-applying.
- Warning – A verbal or written forewarning that a student’s actions are unacceptable.
- Behavioral Contract – A detailed outline of steps or goals that a student must complete to remain in school. The contract is drawn up by the life counselor. As the student agrees to follow the contract they also agree to have the results shared with the Vice President for Student Life or Student Life Committee.

DISCIPLINARY APPEALS PROCESS

If a student feels that his or her disciplinary action is unjust then they may submit a written letter to the Vice Preside for Student Life. The letter will be taken to be reviewed by the Student Life committee.

A student has the right to appeal to the committee if he or she has been suspended. The student must submit a written document within a week of the suspension, which would allow the committee to reinstate the student. The Vice President of Student Life is responsible for bringing all documentation with regards to the case to the committee. The student may choose a faculty or staff to represent them during the committee meeting.

DIVERSITY

CPC is committed to building a campus full of diversity among students, staff, and faculty.

HARASSMENT AND DISCRIMINATION

CPC is committed to the achievement of equal educational opportunity. All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law and will not be tolerated.

Sexual harassment violates state and federal laws as well as CPC policy and will not be tolerated. Sexual harassment is defined as unwelcome conduct of a sexual nature or based on sex; gender harassment; and harassment based on pregnancy, childbirth or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of the same gender as the harasser.

CPC seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation strictly prohibited. All allegations of retaliation will be swiftly and thoroughly investigated.

HAZING

Hazing is not allowed on the school premises. Social fraternities or sororities are not approved, allowed or acknowledged by CPC. They foster an atmosphere that is not compatible or comparable with CPC's beliefs.

Hazing is defined as a situation created or action taken to produce physical or mental discomfort, humiliation, embarrassment, ridicule, or harassment.

DISABILITY ACCOMODATIONS AND SERVICES

The Americans with Disabilities Act (ADA) requires educational facilities to reasonably accommodate qualified individuals with disabilities. CPC is committed to complying with the Americans with Disabilities Act. The College recognizes that some individuals with disabilities may require accommodations and they will attempt to reasonably accommodate qualified individuals with a temporary or long-term disability so that they may continue their education.

CPC has special parking spots and ramps for easy access to the building. Special tutoring can be organized through the request of the student. Easy accessible classrooms can be assigned.

SEXUAL STANDARDS

CPC is committed to creating and maintaining a violence free campus. CPC will create a community free of domestic violence, stalking, and sexual assault. CPC will cooperate fully in any criminal prosecution that may result of domestic violence, stalking, and sexual assault that may be committed on campus or at a school event.

SEXUAL MISCONDUCT

CPC does not allow any sexual activity on campus or at school sponsored events.

PARKING

CPC has designated parking spots in the parking lot in front of the school. Each student will receive a parking permit when they are first registered. Students, guests, faculty, and staff are not allowed to park in marked restricted parking spaces. If anyone parks in an undesignated spot, then his or her car is subject to be towed at their own expense.

STUDENT CLUBS AND ORGANIZATIONS

CPC students may join together to create a club or organization. They must fill out the appropriate forms from Student Life and obtain a faculty or staff sponsor.

A student club or organization may consist of cultural, academic, athletic, and social (political, and environmental). A club may not be a fraternity or sorority.

All students are eligible to start a club as long as the proper forms are filled out and the requirements are met, and Student Life approves it.

Requirements

- A sponsor (faculty or staff of CPC)
- A registered student of CPC
- A list of activities for the scholastic year
- A defined purpose of the organization
- Four positions need to be filled to start a club and remained filled through the academic year.
 - President
 - Vice President of Finance
 - Secretary
 - Senator

All off campus activities are to be approved by Student Life. Students are not allowed to drive other students to off campus activities unless properly documented. Forms must be filled out with the Office of Student Life. Clubs who sell food must only sell prepackaged food. Any banners or posters must be approved by Student Life.

Handicap Access Policy

California Preparatory College, in accordance with its mission to offer students the opportunity to complete a two-year associate degree from Christian perspectives successfully, seeks to provide equal opportunity to persons with handicaps in access to the college's facilities, programs, activities and services.

Final Examinations

All courses must confront students with an opportunity to demonstrate their mastery of the substance of the course. It is best for this final evaluation to be comprehensive (at least in some sense), providing students an opportunity to synthesize strands from a significant body of the course content. Final examinations may take the form of projects, take-home exams, in-class written or oral exams, etc. Final examination work must take place during finals week and not during the preceding 14th week of the course, unless the instructor has the explicit permission of hours of instruction.

Instructional Support and Academic Process

It is useful for instructors to understand the process of moving from course assignment through teaching to grading. The following sequence of events (with a rough time frame) serves this purpose.

Course Outline – 2 weeks prior to commencement of term

- Course Outline – provides guidance in the preparation of course syllabi.
- Textbook Adoption Form – provides the College with the pertinent information to publish to our students with the necessary data needed in order to acquire their textbooks. The college suggests using online resources such as booksamillion.com, thomsonlearning.com, barnesandnoble.com, amazon.com, alibris.com and others. All book orders should be submitted to the Vice President for Academic Affairs complete with author, publisher, year of publication, edition, and ISBN number.
- W-4, I-9 forms – instructors provide data critical to the payroll process.

Transcripts

If this has not already been done, instructors should have sent to the College an official academic transcript of the highest degree in which the instructor is likely to teach. The College must maintain these documents for all teaching faculty. [2 weeks prior]

Curriculum Vitae

The College must have on file a current CV or resume. [2 weeks prior]

Syllabus and Textbook Submission

Submitted to the Vice President for Academic Affairs. [2 weeks prior]

Submitted to the Vice President for Academic Affairs for approval. [2 weeks prior]

Faculty members are required to select the course text, in consultation with the Vice President for Academic Affairs. Textbooks should be selected which are not in direct conflict with college principles, are at least at a lower division college level of depth and breadth, and which support the intellectual growth and ability of our students.

Syllabi Submission

Faculty is required to submit their course syllabus two weeks prior to the start of college courses for the semester.

Faculty Orientation Meeting with the Academic Vice President or Human Resources

The faculty who teach in the following semester (if not already submitted):

- W-4, I-9 Forms submitted

- Course lecture notes submitted (if applicable, for bulk photocopying)
- Keys distributed, as needed.
- Facility orientation (photocopying machines, faculty lounge, classrooms, etc.)
- Distribution of Faculty Handbook
- Signing of the Contract

The Course Syllabus

CPC requires certain information to be on each syllabus. This information is provided to the new faculty member at the signing of the contract. All instructors are required to present to their students on the first day of class a syllabus that:

- Identifies the course title and number, instructor, term and year, location, meeting time, and credit value.
- Contact Information
- Explicates a course description that closely follows the college catalog. Include any prerequisites.
- Explains basic methodology: the nature of the class in terms of lecture, discussion, lab, media presentations, student presentation; specific details for the format of assignments, papers, projects, presentations; preview special events like field trips or special speakers.
- Provides clear course objectives and outcomes. Use Bloom's taxonomy for aid in describing such outcomes. See Appendix H, p.38.
- Details what is expected of students for satisfactory completion of the course, including a grading scale and/or point assignments. This becomes a contract with your students.
- Indicates the textbooks and other materials that the students are required to acquire. Include laboratory fees and equipment if applicable.
- Includes an assignment with a clear connection to library, research, and other resources available through CPC.
- Provides a weekly and detailed schedule of reading, assignments, lectures, exams and other work.
- Provides a weekly and detailed schedule of reading, assignments, lectures, exams and other work.

Instructors are also urged to use the syllabus as an opportunity to set the ethos of the course and contribute to the ethos of the College by clearly connection the work of the course to the broader themes of personal, intellectual, and spiritual maturity, which are the primary objectives of the educational program.

School-wide Grading Scale

The Core Faculty has adopted an official school-wide grading scaled that is to be used in calculating the final scores and alphabetic grades. The scale is as follows:

92-100% - A (4.0)	90-92% - A- (3.7)	
87-89% -B+ (3.3)	83-86% - B (3.0)	80-82% - B- (2.7)
77-79% -C+ (2.3)	73-76% - C (2.0)	70-73% - C- (1.7)
67-69% - D+ (1.3)	63-66% - D (1.0)	60-63% - D- (0.7)
Below 60% - F (0.0)		

Transferable Grades

Instructors should be aware of the fact that while any grade of C- or higher earns the student college credit toward graduation, no colleges will accept for transfer course credit grades at C- or lower, and some colleges will not even accept course credit grades at C-. For purposes of transfer credit toward completion of the A.A. or A.S. Degree, grades below C are essentially a waste of time and money for students in regards of transferable grades. It is a good idea to inform students of this in course syllabi and to reaffirm it when exams are returned to students.

Incomplete Grades

An Incomplete grade may be given when a student is making satisfactory progress up to the time of an extended absence due to circumstances entirely beyond the control of the student. An incomplete can be given only when the student has attended at least 50% of the course and has completed 80% of the coursework up to the time of absence. Appropriate documentation to verify the reason for the absence must be presented by the student. The student must petition his or her faculty member for the incomplete grade and also complete the appropriate forms in the College Office.

If a student meets the above criteria, the instructor will assign to the student an “I” grade. This grade consists of the notation “I” followed by whatever letter grade the student would earn if the missing work, graded as ‘0’, were calculated into the student’s term grade. The grade notation “I” will be temporarily posted to the student’s transcript and will be changed either upon completion of the missing work or upon the passing of the deadline for completion without satisfactory completion of the missing work. The deadline for completion of course work for which “I” has been granted is 30 days following the close of the semester. If the student completes the missing coursework prior to the deadline, then the grade initially reported to the student (reflecting missing work graded as ‘0’) will be posted to the student’s transcript.

It is the student’s responsibility to apply for an “I”, to make arrangements with the instructor to complete the assignment coursework, and to be aware of the deadline for the completion of that work. Extensions may be granted; students should seek out the instructor or Academic Vice President for such an extension.

Adding, Dropping, or Withdrawing from a Course

ADDING COURSES

Students may add courses during the first two weeks during Fall and Spring semesters. Courses must be added during the first week of instruction during Summer sessions. Deadlines are published on campus.

DROPPING COURSES

Students may withdraw from courses during the first four weeks of a term without a “W” appearing on their transcript. Students who withdraw after the fourth week but prior to the end of the eleventh week will receive a “W” on their transcript. Students who withdraw after the eleventh week of the term will receive a “WF” (Withdrew Failing) grade.

Please Note: It is the student’s responsibility to initiate the withdrawal process. Please contact your Life Counselor if you wish to withdraw from a class. Failure to officially withdraw by the published withdrawal deadline will result in the assignment of a “WF” (failing) grade.

ACADEMIC WARNING (AW)

A student will receive an academic warning when their GPA for their most recent semester is between 1.5 and 1.99. The student will receive a letter indicating this status. The student will also be warned that their financial aid may be in jeopardy.

ACADEMIC RESTRICTION (AR)

A student whose grade point average is between 1.5 and 1.99 for the two most recent consecutive semesters, or a student whose most recent semester GPA is below 1.5 will be placed on Academic Restriction and will have their academic load reduced. Additionally, they may have restrictions on participation in CPC extra-curricular activities requiring off-campus travel (musical, dramatic, recruiting, etc.).

ACADEMIC DISQUALIFICATION (AD)

A student semester GPA is below 1.5 for two consecutive semesters is subject to Academic Disqualification. The Academic Affairs committee and Life Counselor will carefully review the student’s progress and circumstances to determine their educational viability. The student’s Life Counselor will represent the student and provide relevant information to the committee regarding any extenuating circumstances. The Academic Affairs Committee will make a final decision regarding the student as follows: To continue enrollment with additional learning support, or to terminate. The committee’s decision is final and the student will be notified by the Life Counselor, as well as written notification by the Academic Affairs Committee.

RE-ADMISSION FOLLOWING ACADEMIC DISQUALIFICATION

Students may re-enroll at CPC as a non-degree seeking student following Academic Disqualification. Students in a non-degree seeking status are not eligible for financial aid. A student may be re-admitted back into their academic program if they successfully complete 6 units at CPC with no grade lower than a C. Students on Academic Disqualification status who do not

successfully complete 6 units at CPC with no grade lower than a “C” will not be allowed to re-enroll at CPC until they successfully complete 6 units at another college or university.

APPEALS

Students may appeal any decisions made by Academic Affairs. For the appeal process please contact your Life Counselor.

Grade Change Procedure

GRADE CHANGES

Individual course instructors are responsible for assigning grades. Other than mistake, fraud, bad faith or incompetence, the determination of the student's grade by the instructor is final. If a mistake is made an instructor can request a grade change. If a student wishes to contest a grade they should see their Life Counselor for academic grievance procedures.

APPLICATION FOR INCOMPLETE GRADE

An incomplete will be awarded to the student who, in the judgment of the instructor, is unable to complete a course due to a verified unforeseeable emergency. The instructor must complete an *Incomplete Request* form available from the Records Office. The form must include the instructor's statement of the work necessary for the student to receive an acceptable (“C” or better) grade and the grade the student will receive if the work is not completed by the stated deadline. The application must be signed by the student as verification by the student of their agreement to the stated conditions. The student has one year from the end of the term in which the incomplete grade was received to complete the work. The student cannot register into the same course until the “I” has been removed by the instructor, or the deadline has expired.

College Class Structure – Pedagogical Strategies

CPC courses have three different formats:

- 1 time per week for three hours
- 2 times per week for one hour and a half each class time
- 3 times per week for one hour each class time

It is clear that some ingenuity and care has to be used to structure and pace class sessions in order to use the time effectively and to retain student interest and enthusiasm. Likewise, the professor has the responsibility to deliver to the student the content that is integral to the course in the time allotted.

Attendance and Leave of Absence Policies

ATTENDANCE

Students are expected to attend each class period of their registered courses. Individual instructors are responsible for the manner in which this regulation is enforced and the degree to which work can be made up. The particular attendance policy for any course will be provided in the course syllabus. It may include an automatic failing grade for absence for 20% or more class periods.

LEAVE OF ABSENCE

You may apply for a leave of absence if you are a degree student in good standing (eligible for continued enrollment). A leave of absence differs from a withdrawal because a student is guaranteed re-admission. Please note that a leave of absence is granted for a finite period of time, and normally may not exceed four semesters. For more information, or to apply for a leave of absence, contact your Academic Vice President.

Academic Warning, Restriction and Disqualification

Ed. Code §94909(a)(8)(C)

ACADEMIC WARNING (AW)

A student will receive an academic warning when their GPA for their most recent semester is between 1.5 and 1.99. The student will receive a letter indicating this status. The student will also be warned that their financial aid may be in jeopardy.

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APPEALS

Students may appeal any decisions made by Academic Affairs. For the appeal process please contact your Life Counselor.

Accreditation Statement

ACCREDITATION POLICY APPROVED BY THE BOARD OF CALIFORNIA PREPARATORY COLLEGE:

California Preparatory College (CPC) is not yet accredited by any accrediting body, but is seeking accreditation by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (ACCJC). Accreditation as a system of voluntary, non-governmental self-regulation and peer review is unique to American educational institutions. It is a system by which an institution evaluates itself in accordance with standards of good practice regarding goals and objectives; the appropriateness, sufficiency, and utilization of resources; the usefulness, integrity, and effectiveness of its processes; and the extent to which it is achieving its intended outcomes. It is a process by which accreditors provide students, the public, and each other with assurances of institutional integrity, quality, and effectiveness. Accreditation is intended to encourage institutions to plan for institutional improvement in quality and effectiveness.

Each institution affiliated with the ACCJC accepts the obligation to undergo a cycle of periodic evaluation through institutional self evaluation and professional peer review. The heart of this obligation is conducting a rigorous self evaluation during which an institution appraises itself against the Accreditation Standards in terms of its stated institutional purposes.

Currently, CPC is in the process of submitting its application to ACCJC and until accreditation is achieved, will work on a case by case basis to transfer credits to other colleges. CPC also has articulation agreements with several regionally accredited schools whereby such schools accept the transfer of CPC credits. All accreditation status changes and the progress towards achieving accreditation with ACCJC will be communicated to its students and to the public via its catalog and website.

CPC Faculty Peer Evaluation Form Knowledge, Skill and Ability (To be completed by evaluator)	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Establishes a student-instructor relationship conducive to learning Comments:				
2. Communicates ideas clearly and effectively Comments:				
3. Stimulates students' interest and desire to learn Comments:				
4. Promotes active involvement of students in learning activities Comments:				
5. Demonstrates sensitivity in working with students from diverse backgrounds and with different needs Comments:				
6. Employs appropriate pedagogy Comments:				

7. Begins class promptly and ends at time designated on schedule of classes				
Comments:				
8. Uses class time efficiently				
Comments:				
9. Maintains an appropriate pace during class session				
Comments:				
10. Provides students with a syllabus which includes a written explanation of the evaluation process, expectations and requirements, assignments, course content, relevant dates, and other information				
Comments:				
11. Teaches course content that is consistent with the official course outline of record				
Comments:				
12. Uses materials pertinent to the course content				
Comments:				
13. Teaches at a level that is appropriate to the course content				
Comments:				

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14. Has appropriate command of the subject matter to be able to respond to students' needs				
--	--	--	--	--

Comments:

15. Assesses students' progress regularly				
---	--	--	--	--

Comments:

Additional comments:

CPC PEER EVALUATION FORM FOR FACULTY

Evaluation of: _____

Semester: _____

Department: _____

Course: _____

Evaluator: _____

Position: _____

Date(s) and Length of Visit: _____

Conference Date: _____

BASED ON THIS REPORT, CHECK ONE OF THE FOLLOWING:

- Satisfactory Needs Improvement Unsatisfactory

Evaluator:	Date:	Dept. Chairperson/ Leader	Date:
Evaluatee:	Date:	Dept. Chairperson/ Leader	Date:

Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received. Evaluatee may request an additional evaluation. Within ten working days of receipt of this evaluation report, the evaluatee may also submit a written statement to be filed with this evaluation report. Attach additional sheet if necessary.

CPC Faculty Peer Evaluation Form PROFESSIONALISM (To be completed by evaluator)	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Demonstrates cooperation and sensitivity in working with colleagues and staff Comments:				
2. Responsive to constructive feedback Comments:				
3. Participates at the appropriate level in creation, assessment, and / or discussion of SLOs Comments:				
4. Submits required departmental reports and information on time (i.e. Final grades) Comments:				
5. Maintains adequate and appropriate records Comments:				
6. Observes health and safety regulations Comments:				
7. Maintains office hours and attends required meetings Comments:				

8. Responsive to students and is accessible to students				
Comments:				
9. Adheres to departmental and college policies				
Comments:				
10. Participates in departmental and campus wide activities				
Comments:				
11. Maintains currency in professional knowledge through professional literature, professional memberships, workshops, conferences, or other activities				
Comments:				
Additional comments:				

Employee Acknowledgement Form

The faculty handbook describes important information about California Preparatory College. I understand that I should consult the Human Resources Director regarding any questions not answered in the handbook. I have entered into my employment relationship with California Preparatory College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either California Preparatory College or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the employment at-will policy. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of California Preparatory College has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee Name (printed)

Employee Signature

Date

Budget Request Form

Complete the form below in order to request unbudgeted funds from the California Preparatory College. Funds in budgeted categories are paid through the Check Request Form. Your request will be reviewed by the Budget Committee, which will make a recommendation to the Financial Administration Department at the next EXCO meeting. Your funds request will get a yes or no vote at that meeting, unless further information or consideration is requested by the Financial Administration Department. Keep this timeline in mind when turning in a request to ensure that the committee and EXCO have ample time to review and research as needed. California Preparatory College funds must be used to benefit California Preparatory College students' health, welfare, safety, or education, and your request will be considered in light of those requirements. Please attach or e-mail any research you have done on cost and be sure to include enough detail about how the funds will be spent. Receipts must be submitted to the Financial Administration Office.

Faculty and staff members: If your request involves funds for trainings, seminars, etc., please be aware that if approved, you will be required to come back and discuss what you learned.

Submit a hard copy of this form to the Associate Vice President of Financial Administration.

Your Name _____

Faculty/Staff ID # _____

Phone Number(s) _____

E-Mail _____ Date of Request _____

Reason for your Request _____

How the money will be spent

Items to be Purchased	Estimated Cost
Total	

Budget Request Determination

When completed, make 1 copy for file, and deliver 1 copy to requesting party.

Date of Committee Meeting: _____

Request Being Considered: _____

Recommendation (Circle one):

Approval Approval with stipulations stated below Denial More Information Needed

Stipulations for Approval/Reason for Denial/Additional Information Being Requested: _____

Date of EXCO Meeting: _____

Result of Membership Vote (Circle one):

Approved

Approved with stipulations stated by Budget Committee

Approved with new stipulations stated below

Denied

More Information Requested

Stipulations for Approval/Reasons for Denial/Additional Information Being Requested: _____

Date copy was delivered to requesting party: _____

Date of Disbursement (Approved Requests Only): _____

Fund Disbursed From (ex: IT, WHPC, Library, etc.) _____
