



# AWAKEN

## CHRISTIAN ACADEMY

*Established in 1994 as Calvary Chapel Christian School*

## STANDARDS OF CONDUCT

### Spiritual Life and Conduct

Each student should understand that attending ACA is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to ACA, a student indicates his desire to become a sincere, cooperative member of the student body.

Spiritual growth is never the result of superimposed rules, and therefore ACA's standards of conduct are not designed merely to produce a pattern of outward conformity but also spiritual maturity and the desire to make Godly decisions.

The school desires that students demonstrate, by their conduct, an acceptance of Christ and an attitude of submission to His Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of the rules and standards. To produce an environment that will encourage these goals, ACA expects every student to demonstrate, by attitude and behavior, a life committed to following Christ.

*"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." (1 Timothy 4: 12)*

#### **Disciplinary Policy Statement**

The discipline policy of the school is intended to establish a classroom environment conducive to learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority.

The school's discipline policies include instruction, correction, consequences, and rewards. All of these elements are biblical principles, which create a balance between consequences and rewards. *"For whom the Lord loves He reproves" (Proverbs 3:12)*

#### **Code of Conduct**

1. I will strive to discover my God-given talents, to develop those abilities fully, and to devote those talents to a lifetime of learning, serving, and honoring God.
2. I will not use or be associated with the use of tobacco, drugs, alcohol, or vaping.
3. I will honor God by maintaining a lifestyle of sexual purity.
4. I will refrain from the use of profanity, vulgarity, or any other type of writing, print material, innuendo, or conversation that is inappropriate for a Christian. This includes conduct in person and through avenues of social media.
5. I will not lie, cheat, or steal, nor will I tolerate such activity.
6. I will show respect for authority and submit myself to the teachers, coaches, and administration of Awaken Christian Academy and Awaken Las Vegas church, realizing that attendance at ACA is a privilege, not a right.
7. My dress and my appearance will not only comply with the dress code of ACA, but it will also reflect Christian modesty and values.

8. My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions.
9. I will support the Statement of Faith as it is applied to instruction throughout the curriculum.
10. I will uphold this code of conduct at school, at school activities, and outside of school.

### Demerit Policy

Teachers, faculty, substitutes, and staff of ACA may issue demerits. Additionally, the number of demerits issued will be at the discretion of the administration and in response to the seriousness of the offense.

If a student accrues 6 demerits, they will be required to go before members of the Discipline Committee to determine what other discipline may be required and to create a plan of discipleship designed to encourage the student in their personal and spiritual growth.

### Minor Demerit Offenses

Infractions	Demerit Amount
1. Class Disruption	1
2. Rough Housing	1
3. Disrespect or Insubordination *	1-3
4. Dress Code Violation **	1
5. Eating or Drinking Anything but Water in Class	1
6. Improper Use of Electronics (may result in privileges revoked)	1
7. Out of Class Without Hall Pass	1
8. Tardy	1
9. Inappropriate language	1
10. Phone Usage During School Hours (first offense) ***	1

**\* Disrespect Towards Authority - Disrespect towards authority is a broad topic that can include talking back, insults, rude or sarcastic comments, ignoring or refusing to do what was asked of them, refusing to answer, yelling or cursing, angry or rude outbursts, rude or hostile written comments, etc.**

**\*\*Then the student will be sent to the office to have a parent bring appropriate clothing.**

### \*\*\*Cell Phone & Electronic Devices

#### ***Awaken Christian Academy is a Cell Phone Free Campus***

All cell phones, wireless earbuds, and non-school-related electronics must be turned off by 8:30 a.m. and must remain off until 3:00 p.m. If a cell phone or other electronic device is used or visible during school hours (without the specific permission of the teacher), it will be confiscated and turned into the office. These devices may not be used in any of the locker rooms at any time. Wired earbuds (compatible with the student's Chromebook) may be used in class at the teacher's discretion.

1<sup>st</sup> offense - demerit issued and device taken to the office immediately to be picked up after school.

2<sup>nd</sup> offense - demerit issued and the device is held in the office until the end of the next day.

3<sup>rd</sup> offense - demerit issued, \$30 fine incurred, parents must pick up the device.

### Major Demerit Offenses

The following classroom infractions that result in further steps of discipline are listed below.

1. Bullying \* - 3-9 demerits and a possible 1-3 day suspension and possible expulsion for ongoing or egregious infractions.
2. Cheating and Plagiarism \*\* - 3-9 demerits, automatic zero on the assignment, and a possible one-day suspension.
3. Destruction or Misuse of School Property - 3-9 demerits

4. Disrespect or Insubordination - 2-3 demerits
5. Inappropriate language (written or verbal profanity or vulgarity) - 3-5 demerits
6. Lewdness - 6-9 demerits and a one-day suspension.
7. In Off-Limits Area - 3 demerits
8. Skipping Class - 9 demerits, a one-day suspension, and a zero on in-class assignments.
9. Stealing - 3-9 demerits, a one-day suspension, and a zero on in-class assignments.
10. Leaving Property Unauthorized (**including lunchtime**) - 9 demerits, a one-day suspension, and a zero on in-class assignments.
11. Roughhousing leading to a fight/physical altercation - 9 demerits, a one-day suspension, and a zero on in-class assignments.

**\* Bullying** - Bullying is unwanted behavior, whether passive or aggressive, toward another person. It may or may not be a repeated behavior that involves a real or perceived threat.

1. Types of Bullying (Including but not limited to the following):
  - a. **Verbal** - teasing, name-calling, gossiping, verbal intimidation, inappropriate sexual comments, taunting, threatening to cause harm.
  - b. **Physical** - Hitting, kicking, pinching, putting your hands on someone else, spitting, tripping and pushing, shoving, groping, sexual harassment, slapping, not respecting a person's personal space, taking or breaking someone else's property, making mean or rude hand gestures, play fighting, bringing a weapon to school
  - c. **Social** - Leaving someone out on purpose, telling others not to be friends with someone, spreading rumors, embarrassing someone in public, inappropriate use of social media to bully or demean another person

### **\*\*Plagiarism and Cheating**

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written and oral assignments without giving proper credit to the source. Cheating is defined as the giving or receiving of help on anything that has been determined by the teacher to be an individual effort. Plagiarism and cheating are both considered to be serious offenses and will significantly affect your course grade.

Plagiarism and Cheating will have consequences based on their type. The range will be from 3 to 9 demerits.

1. Working together without permission, copying another student's work, or the internet without permission from the teacher.
  - a. **3-6 demerits with the possibility of a one-day suspension and a zero on the assignment.**
2. Using notes, phones, and other means to cheat on a test
  - a. **9 demerits, 0 on tests (no redo), and a one-day suspension.**
3. Plagiarism on written assignments, submitting material from outside sources as your own:
  - a. **6-9 demerits, zero on the assignment, and a possible one-day suspension**

### **Suspension, Required Parent Conference, and Subject to Expulsion**

Each case will be reviewed on an individual basis. At the time of review, demerits will be issued at the discretion of the administration in addition to the consequences listed below:

1. Fighting or physical harassment - Minimum 1-day suspension
2. Student-to-student sexual misconduct or harassment - Immediate suspension pending investigation with potential expulsion.
3. Student to staff sexual misconduct or sexual harassment - Immediate suspension pending investigation with potential expulsion
4. Any illegal activity (including drugs and alcohol, testing positive for drugs, smoking or possession of tobacco, or vaping paraphernalia) - Immediate suspension pending investigation with potential expulsion

5. Threats to student(s), staff, or school - Immediate suspension pending investigation with potential expulsion
6. Bringing a weapon to school - immediate suspension pending investigation with potential expulsion

**Drug Testing**

Awaken Christian Academy reserves the right to execute random drug testing on students when deemed necessary. The cost is to be determined and the parents are responsible for paying for the test.

**Consequence for Demerits Policy**

<b><u>Demerit Total</u></b>	<b><u>Follow-up</u></b>	<b><u>Extracurricular Consequence</u></b>
3	Meeting with the Dean of Students	None
6	Meeting with the Student Mentor	AD and all advisors notified of probation status
9	Parent contact and meeting with the Discipline Committee	Suspension of school activities
12	Student/Parent meeting with the Discipline Committee and implementation of a Behavior Contract	Suspension of school activities
15	Enrollment is subject to termination	N/A

Consequence exceptions may only be made at the discretion of the administration.

The record of suspensions remains throughout the year. The administration reserves the discretion to evaluate and implement consequences based on individual cases. If a major offense occurs, the student’s parents or guardian will be contacted immediately and the student will receive additional disciplinary measures.

**Disciplinary Action**

Detention, probation, or suspension may be used as part of the discipline procedure. Students may be expelled (withdrawn from enrollment in the school) for continued violations of school standards or if a single offense is particularly serious. If a student is involved in any leadership group; Chi Alpha, NHS, or Worship Team and receives demerits of any kind, their advisor or coach will be notified and the student may receive additional disciplinary measures. Referrals for expulsion are received from the Discipline Committee at which time the Principal and Superintendent handle expulsion procedures with the counsel of the School Advisory Board and the Senior Pastor.

**Disciplinary Probation Policy**

It is our desire that every student remains at Awaken Christian Academy; however, we will not tolerate students who continually disrupt the school’s academic or spiritual program. A student can therefore be placed on probationary status for disciplinary reasons. Disciplinary probation may extend from the time probation is awarded through the end of the school year. In some cases when a student is put on probation in their last semester, probation can be carried through the entire upcoming school year. A conference will be held with the parents, the student, and the administration to give notification and explanation for the probation.

## ***Reasons for Probation***

### ***Behavior***

- 1) A rebellious spirit that shows no improvement after much effort by the teachers and staff.
- 2) A continued negative attitude, having a bad influence on other students.
- 3) Committing a serious breach of conduct in school or outside school that has an adverse effect on the ACA's testimony and fails to comply with the ACA code of conduct.
- 4) Failure of the parents to comply with the disciplinary procedures of the school.

## **CHROMEBOOK POLICIES AND PROCEDURES**

Each student is issued a Chromebook (AwakenBook) at the beginning of the school year. In accordance with the Student Handbook, the school-issued Chromebook is to be used for educational purposes only. Any deviation from this may result in demerits, suspension, or expulsion. General and serious offenses are as follows:

### **General Offenses**

- **Random internet searches and internet browsing** that are not related to your class's learning objectives are not okay. You may receive a demerit for accessing the internet for personal interest including random internet searches, online window shopping, or any otherwise non-academic websites.
- **Instant messaging or online chatting** on platforms like Airdrop, iMessage, Facetime, Skype, Google Messaging, Yahoo Messenger, etc. is *not permitted while you are at school*. The Use of messaging at school will result in a demerit.
- Leisure use of **social media** like TikTok, Instagram, Facebook, Twitter, Google Plus, Blogging sites (like Tumblr), YouTube, Google Videos, or Pinterest is *not permitted while you are at school*. The use of social media will result in a demerit.
- **Gaming** on your device is *not permitted while you are at school*. The use of games will result in a demerit.

### **Serious Offenses**

- **The access or distribution of pornographic, indecent, profane, malicious, disrespectful, or otherwise deviant content** while using the AwakenBook or any other device will not be tolerated. Inappropriate use of the AwakenBook or any other device in any of these listed manners may result in suspension or expulsion from ACA.
- The attempted violation of another person's cybersecurity will *not* be tolerated. This means that you may not attempt to guess or use another person's passcode, password, or any other login information to gain access to that person's private information. It is *never* okay to pretend to be someone you are not online or to access someone else's personal information without permission from that person. Furthermore, attempted **cyber-impersonation, cyber-bullying, or other hacking of private information** may result in suspension or expulsion.
- **Attempting to bypass school restrictions and settings** on the AwakenBook will not be tolerated, including VPN and Proxy usage. Restrictions have been set by the school on your AwakenBook. If you are found tampering with those restrictions, your actions may result in suspension or expulsion.

## **DRESS CODE STANDARDS**

While on campus during school hours, students must be in the proper dress code. Students out of the dress code will receive one (1) demerit for the dress code violation and be sent to the office. Parents will be called to bring appropriate attire to school. The missed classes will be counted as absences. After school hours, any student dressed in immodest or inappropriate attire will be required to leave campus or change clothes. The Administration will enforce the dress code; however, it is NOT the sole responsibility of the school. ***Parents are expected to cooperate with the school in monitoring their student's daily attire to ensure compliance with the dress code.***

### **General Dress Code:**

- Students may only wear ACA-branded jackets, sweaters, or hoodies **from the approved uniform list**. A uniform shirt must still be worn underneath, with the exception of a spirit shirt on Fridays.
- A uniform shirt must be worn under zip-up outerwear.
- Pants must be black, khaki, or navy
- Tops must be long enough to cover the abdomen when hands are raised above the head.
- Sweatpants, leggings, yoga pants, basketball/athletic shorts, and pajama pants are **not** permitted.
- Uniform shorts must be knee length or no more than 3 inches above the knee.
- Bandanas, hats, beanies, or hoods may not be worn indoors during school hours.
- PE uniforms cannot be worn outside of PE.
- Shoes are required at all times. No flip-flops, Crocs, Yeezys, slippers, or high-heeled shoes. Shoes must be closed-toed, and have a full back or strap and toes must be covered.
- All club or sportswear can only be worn on Fridays or by team members on game days (This includes non-uniform items purchased in the student store and through team fundraisers).
- Only natural shades of brown, black, blonde, and red hair color are permitted.
- Visible undershirts must be white, black, gray, or navy, and free from graphics.
- Undergarments must not be visible at any time.
- Blankets are not permitted at any time.

**Non-uniform hats, sweaters, sweatshirts, and lightweight jackets are not to be worn to school.**

**Students who fail to comply with these guidelines will receive disciplinary action.**

### **Free Dress Code:**

- Shorts must be knee length or no more than 3 inches above the knee.
- Jeans must be free of rips and holes (even if skin is not showing.)
- Tops must be long enough to cover the abdomen when hands are raised above the head.
- No tank tops, halter tops, or spaghetti straps.
- No sagging pants.
- No leggings, yoga pants, basketball/athletic shorts, sweatpants, or pajama pants.
- No dresses or skirts (except on spring picture day with shorts underneath).
- Shoes are required at all times. No flip-flops, Crocs, slippers, or high-heeled shoes. Shoes must be closed-toed, and must have a full back or strap and toes must be covered.
- No sheer clothing.
- No altered school shirts (cut, dyed, or distressed.)
- **Any** Awaken school or church shirts or sweatshirts may be worn (other than PE shirts.)

Students who fail to comply with the free dress policies will receive disciplinary action.

### **Free Dress**

Students awarded with a "free dress" pass must abide by the school dress code when using this pass. **Free dress passes may not be used on Chapel Day.** Passes must be carried with the student throughout the school day. Free dress passes may only be issued by the office staff. For special circumstances (back-to-school night, candy collection...) the student list will be emailed to the office. **Free dress passes must have the student's name and issue date written on it prior to being issued.** It is the duty of the 1st-period teacher to check these passes daily.

### **Jeans**

Jeans are only allowed on Jean Day or with a Free Dress Pass.

Every Friday is \$2 Jean Day. If a student chooses to wear jeans on Friday, \$2.00 must be handed to the 1st-period teacher. The student will receive a Jean Day pass that he/she must have available to show teachers throughout the day. If the student loses the pass or fails to pay when wearing jeans, they will receive a demerit. Students who do not have \$2.00 but show up in jeans, may be subject to disciplinary action due to dress code violation. It is not mandatory to wear jeans on Friday. The standard Awaken uniform is permitted on Jeans Day.

### **Spirit Day**

Every Friday is also Spirit Day where students can wear any Awaken school or church clothing. Acceptable Spirit Day attire must have the school or church logo somewhere on the shirt. This excludes PE shirts. There is no cost to participate in Spirit Day, however, if a student chooses to not participate in \$2 Jean Day, they must wear standard uniform pants or shorts.

### **Physical Education (PE) Uniform Requirements**

All students in grades 6-12 who are enrolled in PE classes are required to have the basic school Physical Education uniform which includes Lion branded shorts and a Lion branded t-shirt.

Other items needed are:

1. Appropriate undergarments for females
2. Athletic shoes (either high top or low cut can be worn)
  - High-heeled sneakers are not permitted for PE
3. Awaken Lion branded sweat suits may be worn during cold weather. Coats and jackets are not permitted to be part of the PE uniform.

Students may not attend other classes in their PE uniform. Students must wear their school uniform before and after PE.

No clothing may be worn that is not a part of the school uniform. Any issue of attire not specifically addressed above is expected to conform to our school's standard of modesty and safety. The final decision on any question concerning the appropriateness of a student's attire or accessories rests with the administration.

## **GENERAL STANDARDS**

### **Driving and Parking**

Driving is a privilege granted to those who have completed the requirements to obtain a state-issued driver's license. Student drivers are reminded that they are responsible not only for pedestrians but also for those in other vehicles around them. All student drivers are required to fill out and submit the High School Parking Privilege Form with the \$10 parking fee in order to park their vehicle on school property.

1. Student parking is assigned to the lot located on the corner of Calvary Way and Oquendo Road. SENIORS ONLY have the privilege of parking under the covered parking. All student vehicles parked in the student lot must be registered with the school and have an ACA student parking permit issued by the Head of Security/MS/HS Front Office. This permit must be placed on the driver's inside bottom corner window. To register a student vehicle with the school, students must provide the following items to the MS/HS office:
  - a. Valid registration
  - b. Proof of insurance
  - c. Valid driver's license
  - d. Completed High School Parking Privilege Form signed by parent
2. All accidents occurring on school property must be reported to the school office on the day of the accident. An accident report must be filled out.
3. The speed limit is five (5) miles per hour on school property.
4. Vehicles should be locked at all times. Lost or stolen items are not the responsibility of Awaken Christian Academy.
5. There should not be any loitering in the parking lot and students may not eat lunch in their car. Students may not go to the parking lot during the school day unless given permission by an administrator, faculty or staff member.
6. While in the parking lot, car stereos may not be played for public hearing.
7. Failure to comply with school driving and parking regulations on campus and/or rules of the road in the surrounding neighborhood may result in the revocation of on-campus driving and parking privileges.

### **Senior Off-Campus Lunch Privilege**

SENIORS ONLY have the privilege of leaving campus for lunch if they have submitted a Senior Off-Campus Lunch Permission Form to the school office, signed by their parent, for the current school year. This form may be picked up in the MSHS Office. In order to keep this privilege, the senior must remain in good standing academically and behaviorally as stated in the Senior Off-Campus Lunch Permission Form.

### **Lockers**

Lockers are assigned for the convenience of the students. Students must use the locker assigned to them by the school. Care should be taken in protecting the combination of the lock. Students are strongly discouraged from sharing locker combinations and bringing valuable items or cash to school. Students are responsible to close and lock their lockers during and after school. Any student found tampering or breaking into another student's locker will be disciplined and charged for any damages to the locker.

All books, lunches, or other personal items are to be kept in the student's locker. Items left elsewhere will be deposited in the Lost and Found and the student will receive a demerit. The school is not responsible for lost or missing items. Students and parents must understand that student lockers are not private spaces. There is no expectation of privacy by a student in regard to the use of the lockers.

The administration reserves the right to search school lockers and their contents without notice and to require a student to physically reveal the contents of any personal property brought on school grounds. The school also reserves the right to permanently seize any personal property brought on school grounds or in school vehicles that is illegal or considered spiritually or morally offensive.

PE lockers are available for the students' use on a daily class basis. Students **MUST** bring their own locks and secure their belongings in the locker at all times. Belongings and locks must be removed daily at the end of PE class. ***No electronic devices are to be in the locker room.***

The school is not responsible for items that a student leaves unsecured.





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**CHRISTIAN ACADEMY**  
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## ACA Standards of Conduct

By signing, I acknowledge that I will adhere to the ACA Standards of Conduct.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date