

High and High School will coordinate class parties in cooperation with the Upper School Principal at Christmas and Easter. Parents may attend classroom parties but are not permitted to bring younger siblings of CCA students.

## Student Birthdays (K4-6)

**Birthday Treats** – Should be coordinated with the child’s teacher for grades K4-6<sup>th</sup> grades. Check with the child’s teacher or the office to see if there are any students with gluten or other food allergies. If there are food allergies please provide an alternative treat for those children.

**Birthday Invitations**–Students are permitted to pass out birthday invitations to classmates for parties outside of school as long as ALL students receive one (all girls only, all boys only, and whole class are permissible). If any individuals are excluded from the class, then birthday invitations must be mailed.

## After School Study Program (K4-12)

CCA provides an After-School Study Program (ASSP) from 3:15 pm – 5:30 pm each school day for only \$5.00/day for any family’s first child and \$2.50 for each additional child.

Students in ASSP participate in Christian enrichment activities, snacks, and study time with experienced workers supervising, while waiting for pick up by their parents. Any student left at CCA after the normal pick up time of 3:15 will automatically move to the ASSP and will be charged the daily fee. A late fee of \$1 per minute will also apply for a student left past the 5:30 closing time. Parents/Guardians will receive a bill on the first day of each month for the previous month’s charges for ASSP. Payment is due on or before the 15<sup>th</sup> of every month.

**All fees (tuition, book, lunch/milk, volunteer hours, & after school study program) must be current from the previous year before enrollment for the following year is accepted.**

## Student Dress and Appearance - Uniforms (K4-8th)

Romans 12:1-2 *“I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good, and acceptable and perfect will of God.”*

I Corinthians 6:19-20 *“Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price....”*

Students attending CCA in grades K4-8<sup>th</sup> are required to wear uniforms so that **all students regardless of their parents’/guardians’ economic level are equal in social appearance**. Parents are responsible for ensuring that the proper uniforms are acquired and worn to school and school events. (See parent/guardian agreement in Appendix B of this handbook). Though uniforms make us LOOK the same, they do not make us ~~BE~~ the same. Underneath our identical covers we have different hearts, different minds, different temperaments, and that is what makes us all different.

### Student's Uniform

Uniforms can be purchased from anywhere (Wal-Mart, Target, Kohls, JC Penney, Old Navy, Oshkosh, Carters, The Children’s Place, Gap, etc.) If you would like to purchase from Lands End please use our CCA school code/number: **Lands End** - school number is 9000-6466-8.

- **Boy's/Girl's Pants/Shorts** - Pants must be khaki or navy in color, plain or pleated front, chino, active chino, stain resistant, cotton/poly blend, straight leg or boot cut. No skinny leg, capri, jegging, joggers, pencil leg, low rise, ponte pants, denim, painter, or cargo. (A small manufacturer's label on the back is acceptable.) Girls and Boys should wear solid color chino or active chino style shorts. All shorts should be at the fingertips, worn at the waist, free of rips, tears, and holes.
- **Skirts/Skorts/Jumpers** (girl's only) must be khaki or navy in color, and be pleated or plain. Shorts must be worn under Skirts/Jumpers. Lands' End Classic Navy Large Plaid jumper or skorts are permitted. Uniform polo dresses in navy or red (no logo) are also permitted.
- **Shirts** must be solid polo style and red, white, or navy in color (**no manufacturer's/CCA emblem or logo**). They can be performance mesh, interlocking, pique, active, moisture wicking, stain resistant, and can be short sleeve or long sleeve. Shirts must be loose fitting and tucked in at all times for grades 2<sup>nd</sup> - 8<sup>th</sup>.

All students in 2<sup>nd</sup> grade and above should have their shirts tucked in while at school. 1<sup>st</sup> grade students will be required to have their shirts tucked in after Christmas break each year. Students may wear a CCA sweatshirt or a solid red or navy sweater while in class at school. Students must wear a uniform shirt (or CCA t-shirt on Dress Down days) underneath any CCA sweatshirt, CCA hoodie or sweater while at school.

**Note:** Any leggings, shorts, or "long sleeve undershirts" worn under school uniforms must be solid in color and either red, white, grey, navy or black.

**Jackets/Coats:** Jackets or coats may not be worn in the classroom or lunchroom, while at school. They may be worn to school and while on the playground.

**Shoes/Socks:** For safety reasons, no open toe shoes may be worn in school. Socks should be mostly solid school colors (red, white, grey, navy or black).

**Dress Down for Missions Day:** Each Friday of the month is a Dress Down for Missions Day. To participate for the month in Dress Down for Missions Day, each student brings \$2 to school on the first Friday of the month. Each month a check is sent to missionaries and the Missouri Baptist Children's Home. Students must wear a CCA t-shirt/sweatshirt with long jeans that fit at the waist (no holes, no rips, no capris or jean shorts) or uniform bottoms or their regular school uniform to participate.

Girls' hair should be clean, neat, and appropriate in color. No makeup, lipstick, eye shadow, mascara, eyeliner, or foundation is permitted. At the most two small earrings per ear positioned in the lower lobe are allowed. No other body piercing or body art (including temporary tattoos) is allowed. Hats or head coverings should not be worn in the building during school hours (7:30-3:30 pm and in ASSP). These regulations apply while at school and on CCA sponsored events and field trips.

Boys' hair should be clean, neat, and appropriate in color. It should be kept cut above the collar, ears and eye brows. No earrings or other body piercing or body art (including temporary tattoos) is allowed. Hats or head coverings should not be worn in the building during school hours (7:30-3:30 pm and in ASSP). The regulations apply while at school and on CCA sponsored events and field trips.

## Student Dress and Appearance Code (9-12)

Romans 12:1-2 *“I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good, and acceptable and perfect will of God.”*

I Corinthians 6:19-20 *“Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price....”*

Students attending CCA for high school should reflect the fact that students are at school for the purpose of education, not recreation. Parents and students are reminded that items of clothing which may be acceptable and appropriate in social settings are not always appropriate at school. CCA is an academic institution, and school is, in essence, the student’s job; therefore, students need to dress accordingly and use proper hygiene. The way one dresses can have a significant effect upon the attitude of the student and the atmosphere of the classroom. Students wearing clothing or accessories that are deemed inappropriate or distracting to the learning environment will be asked to change. The administrator reserves the right to make all final decisions on acceptable attire and personal appearance. Parents are responsible for ensuring that their child’s dress and appearance are appropriate for school and school events. (See parent/guardian agreement in Appendix B of this handbook).

The CCA Student Dress and Appearance Code is based on the following four principles: 1) Honoring God, 2) Modesty, 3) Professionalism, and 4) Limiting Distractions. **Please remember that the high school dress code is not all inclusive and is at the ultimate discretion of the administration. These regulations are applicable while at school and CCA sponsored events/field trips.**

### Shirts:

Girls shirts should be loose-fitting, extend out to the shoulder joint, and must fully cover the back, midriff, and all undergarments (NO tank tops). Girls should have their shirt tucked in or no skin showing at the waistline (via a tucked in camisole).

Boys shirts must be loose fitting and remained tucked in or no skin showing at the waistline. Shirts may be collared or collarless. Boys are not permitted to wear tank tops or sleeveless shirts.

Girls should wear with modest necklines (a modest neckline is one that does not reveal cleavage when the person is standing or bending over).

Any lettering, graphics, or artwork must be appropriate for a Christian educational setting.

**Dresses or Skirts – (Girl’s Only):** Girls dresses and/or skirts must fit properly (not too tight or loose), be free of rips and holes, be worn at the waist, and must come to the students’ finger tips. Any slits in dresses or skirts may not exceed above fingertips. Dresses must have modest necklines, be loose fitting, extend out to the shoulder joint; and must fully cover the back, midriff and all undergarments. **Pants:** Girls and Boys should wear modest pants, and jeans. (No sweat pants, warmup pants, knit styles, tights, spandex material, pajama pants, etc.) All pants should be worn at the waist, free of rips, tears, and holes. Girls may wear leggings, jeggings, or skinny jeans beneath dresses/skirts or long dressy tops/blouses/cover-ups (not casual shirts, sweaters, hoodies etc.) that cover the behind at all times.

**Shorts:** Girls and Boys may wear solid color chino or active chino style shorts, and jean shorts. All shorts should be at the fingertips, worn at the waist, free of rips, tears, and holes. **Athletic shorts are NOT permitted except for PE/athletic events or on Dress Down for Missions Day.**

**Dress Down for Missions Day:** Each Friday of the month is a Dress Down for Missions Day. To participate for the month in Dress Down for Missions Day, each student brings \$2 to school on the first Friday of the month. Each month a check is sent to missionaries and the Missouri Baptist Children's Home. High School students may wear a CCA tee-shirt or sweat shirt and loose fitting sweat pants (worn at the waist, free of rips, tears, holes and frays) or modest athletic shorts (at least fingertip length) on "Dress Down for Missions Day". Girls may wear leggings on FRIDAYS with a long shirt, sweater, or hoodie or the like as long as it completely covers the behind at all times.

Girls' hair should be clean, and neat. Makeup, foundation, concealer, lipstick, eye shadow, mascara, eyeliner, should be neutral colors. At the most three earrings per ear are allowed. No other body piercing or body art (including temporary tattoos) is allowed. Hats or head coverings should not be worn in the building during school hours (7:30-3:30 pm and in ASSP). These regulations apply while at school and on CCA sponsored events and field trips. The focus is to not draw attention to oneself.

Boys' hair should be clean and neat. (No makeup, foundation, etc....) No earrings or other body piercing or body art (including temporary tattoos) is allowed. Facial hair may be clean and neat. Hats or head coverings should not be worn in the building during school hours (7:30-3:30 pm and in ASSP). The regulations apply while at school and on CCA sponsored events and field trips.

## **Dress Code for Special Occasions (K4-12)**

There may be times during the school year when special dress is permitted (e.g. Spirit Week, Holidays, Field Trips, etc.). Students are expected to dress conservatively and modestly **within the designated themes/guidelines given by the teacher or activity sponsor**. Special themed days should not be viewed as an opportunity to wear whatever students wish and failure to follow designated themes/guidelines will result in consequences.

## **Physical Displays of Affection (7-12)**

The following behaviors are not appropriate behavior at school.

1. Arm around waist
2. Arm around shoulders
3. Kissing and/or hugging
4. Embracing (standing or sitting)
5. Hand in belt loop, pocket, etc.
6. Sitting on another person's lap
7. Inappropriate physical body contact

\*Holding Hands is permitted only in grades 9-12.

The above listed items are a brief, not comprehensive, list of examples of PDA standards.

## **Discipline (K4-12)**

Proverbs 22:15 "*Foolishness is bound up in the heart of a child; the rod of correction will drive it far from him.*"

Proverbs 29:17 "*Correct your son, and he will give you rest; yes he will give delight to your soul.*"

Our discipline policy is based on developing these specific areas of a child's character: 1) Accepting Christ as Savior/ the Pursuit of Holiness, 2) Respect, 3) Academic Excellence, and 4) Discipline. Discipline is necessary for the welfare of the student, as well as, the entire school. Proverbs 12:1 tells us that if "we love discipline, we