



COMMUNITY
CHRISTIAN
SCHOOL

CCS TK-8 PARENT-STUDENT HANDBOOK

Revised December 2022

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Community Christian School seeks to honor the Lord in all aspects of its ministry. The following guidelines reflect the prayerful decisions of the school board and administration as they seek to direct the school in a God honoring manner. These statements are not intended to be all-inclusive but to serve as a general overview of the policies and procedures of the school.

MISSION STATEMENT

"Our mission is to serve God by providing families with an academically excellent and biblically integrated education that encourages spiritual development and social responsibility in an environment where students can develop their God-given gifts and talents."

PHILOSOPHY

Community Christian School adopts the worldview presented in the Bible: God created and sustains everything through His Son, Jesus Christ. Life should be God-centered and glorify Him. Man in his sinful state cannot glorify or know God. Man can only know God by being recreated in God's image through committing his life to Jesus Christ as Savior and Lord. The total process of education therefore must seek this restoration of the student to the position of true knowledge, righteousness, and holiness in Christ.

Community Christian School seeks to function as an extension of the home and church by providing a Godly influence and a strong academic program from a distinctly Biblical perspective, which will:

1. Present Jesus Christ as personal Savior and central in all things (Col. 1:13-23).
2. Prepare students to live as responsible citizens (I Peter 2:12).
3. Minister to the whole person (Luke 2:52).
4. Provide an atmosphere, which encourages each person to develop the foundations for a Biblical philosophy of life (Psalm 36:9).

HISTORY AND ORGANIZATION

Community Christian School originated on January 18, 1978, through a vote taken by the members of the First Evangelical Free Church of Fort Dodge. The intent was to "parent and guide a Christian school" that would be nondenominational in its focus and teachings yet would stress those central truths of the Bible that unite Christians. Classes met for the first time in the fall of 1978.

The current four-acre property was acquired in June 2013, and volunteers invested thousands of hours in preparing the facility and grounds over the summer, which allowed classes to begin as scheduled on August 21, 2013.

The CCS Articles of Incorporation and By-Laws were restated and amended as a part of transitioning the school to an independent Community Christian School. CCS is a registered 501(c) (3) nonprofit organization.

The school is governed by the Community Christian School Association. The purpose of the Association is to promote the active involvement of families, staff, and the community to support CCS as a Non-denominational Christian school and to ensure adherence to the purpose and standards of the school.

Parents are encouraged to join the Association which meets annually in October.

The Board of Directors for the school is composed of parents and individuals committed to a standard of excellence in Christian education. Board members attend many different churches in the area. The board typically meets once per month. Parents may attend board meetings. A meeting summary is posted on the school news board.

The school has a constitutionally unalterable Statement of Faith, which gives the school a strong nondenominational, conservative, evangelical orientation.

Community Christian School is a member of the Christian Schools International (CSI) and is accredited (PS-8) by CSI. The school is also accredited by the state of Iowa and is a member of the Iowa Association of Christian Schools International (ICSI)

In November 2018, the school board voted to open the first faith-based school/daycare center combination in the city of Fort Dodge, IA. A local faith-based in-home daycare merged with CCS and under the CCS umbrella opened a faith-based daycare center.

STATEMENT OF FAITH

Community Christian School operates as a non-denominational school. It teaches the basic tenets of the faith. The school makes an effort to avoid controversy on issues where there are denominational disagreements.

We believe:

1. The Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Divine and final authority for all Christian faith and life (II Timothy 3:16; II Peter 1:20, 21).
2. In one God, creator of all things, infinitely perfect, and eternally existing in three persons, Father, Son and Holy Spirit (Matthew 3:16, 17; 28:19; II Corinthians 13:14).
3. That the universe originated by the creative act of God as revealed in Holy Scripture, and that every form of every kind of life was fixed at the time of its creation (Genesis 1).
4. In the true deity and true humanity of our Lord Jesus Christ, His pre-existence, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father where He now is our High Priest and Advocate, and His future visible, imminent return in power and glory (Matthew 1:18-25; Luke 24:36-48; John 1:1,14; Acts 1:10, 11; Colossians 1:13-20; Hebrews 4:14-16, 9:24; I John 2:1).
5. That the Lord Jesus Christ is the only mediator between God and man (Timothy 2:5).
6. That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men of sin, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for Godly living and service (Luke 3:22; 12:12; Acts 1:8; I Corinthians 2:10-16).
7. That man was created in the image of God but fell into sin and is therefore lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained (Genesis 1:16, 27; 3:1-24; John 16:7-15; Romans 3:23-26; Ephesians 2:8,9; Titus 3:5).
8. In the bodily resurrection of all the dead; of the believer to everlasting blessedness and joy with their Lord, and of the unbeliever to judgment and everlasting, conscious punishment (Matthew 25:26; John 5:28, 29).

9. In the spiritual unity of believers in our Lord Jesus Christ (John 17:20-23; I Corinthians 12:12-13).
10. That support of and participation in the task of fulfilling the Great Commission is an obligation of all believers in our Lord Jesus Christ (Matthew 28:19-20).

Community Christian School believes that there are other doctrines held by various Christian believers, which they believe to be consistent with the above. However, such teachings shall not be incorporated as approved by this school or its affiliates.

OBJECTIVES

COMMUNITY CHRISTIAN SCHOOL INTENDS TO IMPLEMENT ITS STATED PURPOSE AND PHILOSOPHY BY WORKING WITH THE HOME AND CHURCH TO ACHIEVE THE FOLLOWING OBJECTIVES THAT WILL PROVIDE AN ATMOSPHERE IN WHICH THE WHOLE CHILD MAY GROW TO REALIZE HIS/HER GOD GIVEN POTENTIAL..

Spiritual Growth

- The child will understand that the Bible is the inerrant Word of God, the source of doctrine and the guide for daily living. Community Christian School intends to implement its stated purpose and philosophy by working with the home and church to achieve the following objectives that will provide an atmosphere in which the whole child may grow to
- The child will know the basic tenets of the Christian Faith. (God is Holy, Man is sinful, Christ is God's Son.)
- The child will be encouraged to make a personal commitment to Jesus Christ, honor Him as Lord and Savior, and seek to know and do the will of God.
- The child will formulate a personal Christian world/life view, which will be integrated in every area of life.

Intellectual Growth

- The child will learn the skills for effective, critical thinking; comprehension, and computation.
- The child will develop creative thinking and abilities toward an aesthetic appreciation of the arts and sciences.
- The child will understand the integration of Biblical principles as seen in all areas of study in the development of a Christian world/life view.
- The child will appreciate and understand the principles and values upon which our country was founded and the importance of preserving those values.

Physical Development

- The child will understand that the body is the temple of God; therefore, it is necessary to eat proper food, exercise, rest, and abstain from harmful substances.
- The child will learn to apply Biblical principles in fair play.
- The child will understand the qualities of loyalty, enthusiasm, and discipline in building an effective team/group endeavor.
- The child will develop physical coordination and skillful use of the body.

Emotional Growth

- The child will learn to apply Biblical principles in handling failure, success, stress, and strong emotions.
- The child will know that each individual is a unique person of worth because each is a special creation of God and a recipient of His love.
- The child will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image.

Social Growth

- The child will exhibit proper attitudes, and show respect for authority and for other people’s rights and feelings.
- The child will learn to interact appropriately with peers.
- The child will develop self-discipline and responsibility based on submission to God and those in authority over the child.
- The child will develop a love of family, good citizenship, and patriotism, assuming responsibilities for home, church, community and country.

PARENT/STUDENT AGREEMENT

At least one parent must sign the following agreement as a condition for enrollment for the first year of the child’s attendance at CCS. Students are also required to sign. Parents should discuss this agreement with their children to ensure understanding. The following document is found in the registration packet:

STUDENT AGREEMENT

By signing this application, I am indicating that I will abide by the rules of behavior set by CCS, and that these rules apply for the entire year, on and off the CCS campus. I further understand that the rules and regulations at CCS are subject to revision by the school at any time and that each student/family is expected to be familiar with current school rules. I also realize that if I break the rules, my continued enrollment will be subject to immediate review.

TK-8th Student Signature (required) _____ **Date** _____

PARENT/GUARDIAN AGREEMENT

I understand and agree that CCS is a private non-denominational Christian school where enrollment is a privilege and not a right. I have read and understand the Statement of Faith and know that the principles therein are taught daily at CCS. I understand and will support the CCS staff in these areas.

I further understand that the rules and regulations at CCS are subject to revision by the school at any time and that each student/family is expected to be familiar with current school rules. I understand and agree that violations of any CCS rules and regulations may result in immediate suspension and/or expulsion from CCS.

I also agree to comply fully with the financial requirement of the school regarding payment of tuition and understand and agree that my child may be removed from the school if tuition payments become delinquent.

CCS requires at least one parent/guardian to be in full agreement with the Statement of Faith and Parent/Guardian Agreement listed above.

Parent/Guardian Signature (required) _____ **Date** _____

ADMISSIONS

COMMUNITY CHRISTIAN SCHOOL IS OPERATED ON A NONDISCRIMINATORY BASIS. CONSISTENT WITH THE TRUTH THAT THE GRACE AND LOVE OF GOD IN JESUS CHRIST EXTENDS WITHOUT PARTIALITY TO ALL MANKIND, THE SCHOOL ACCEPTS PUPILS FOR ADMISSION WITHOUT REGARD TO RACE, GENDER, OR ETHNIC BACKGROUND. IT DOES,

HOWEVER, SCREEN APPLICANTS BASED ON ACADEMIC ABILITY, BEHAVIOR, AND COMPATIBILITY WITH THE SCHOOL'S RELIGIOUS PURPOSE, PHILOSOPHY, AND GOALS. THE PURPOSE OF THIS SCHOOL IS TO SERVE FAMILIES WHO DESIRE NOT SIMPLY AN EDUCATION, BUT A DISTINCTIVELY CHRISTIAN EDUCATION FOR THEIR CHILDREN.

To be enrolled as a student, the following criteria must be met:

1. Parents of the student must support the philosophy and goals of Christian education and the standards of the school.
2. Ideally, behaviors and beliefs learned in school should be reinforced in the home. If not, the difference is likely to cause the student confusion and create conflict in the student's mind and heart. Parents should carefully consider this before choosing to enroll a child at CCS.
3. Parents should also understand that biblical principles are integrated into every subject taught at CCS. Teachers are committed not only to academic excellence, but also to teaching students how to apply the truth and grace of God's Word to every aspect of life. **If you would like to know more about how to support and reinforce your child's educational and spiritual growth, we would love to provide you with advice and encouragement. Please call the school office to set up an appointment.**
4. Students must show acceptable academic progress, attendance patterns, and student discipline history, demonstrating they will benefit from an education at Community Christian School.
5. All state required immunizations and health laws must be met, and the medical record and health form must be completed and returned to the school.
6. All students entering Community Christian School for the first time must have a physical examination.
7. A child must be five years old by September 15 in order to enter the transitional kindergarten/ kindergarten class.

Assessments may be given to determine academic levels. Parents must present a current report card and a copy of a birth certificate. The administrator reserves the right to place each child in the academic level or grade level for which the child is best suited.

All students will be accepted in order of date of receipt of application with priority being given to returning students who register by the deadline. A student's salvation is not a requirement for admission; however, no child will be retained who proves to be a detriment to the spiritual growth of the student body. *Attendance at Community Christian School is a privilege, not a right.*

TUITION AND FEES

Registration/enrollment and book/technology must be paid on or before the opening day of school. Tuition payments are due the 10th of the month, quarter, semester, or school year, dependent upon choice at registration. A \$30.00 late fee will be assessed thereafter. Automatic payment of tuition is encouraged.

Tuition payments can be paid cash, check, ACH or Venmo, we can take cards in the office for an additional 3% fee. There is a \$50.00 insufficient funds fee. Payments can be made to CCS (Community Christian School) at the school office or mailed to: 2406 9½ Avenue South, Fort Dodge, Iowa 50501.

For tuition, fee charges, and to set up your automatic payment plan for the current year contact the school office.

MID-YEAR TRANSFERS

Students who enroll or leave during the school year will be charged a prorated tuition based on the number of days attended. For new enrollment during the year, full application, registration, and book fees will be charged.

REFUND POLICY

Registration fees are non-refundable. Book fees may be refunded prior to the start of school under extenuating circumstances at the discretion of the administrator.

NON-PAYMENT POLICY

The school may exclude or expel students when tuition payments become excessively overdue. School authorities are willing to work with families in making individual arrangements should a particularly difficult financial situation develop. The school reserves the right to deny applicant placement for the following year if an account has not been paid by August 15 or if the parents have not notified the school of the need for an alternative arrangement.

TUITION SCHOLARSHIP

CCS offers tuition scholarships up to fifty percent of total tuition costs. Applications are available in the school office. All applications will be reviewed and decisions will be based upon need and available funds. Tuition scholarships are awarded prior to the beginning of school. Excessive absences and tardies during the year in which a family has received a tuition scholarship may result in ineligibility for a tuition scholarship for the following school year.

CCS depends on families to serve as volunteers throughout the year. All families receiving a scholarship are required to provide a minimum of 18 hours of volunteer time per school year. Volunteer opportunities are in abundance, so it is possible to find opportunities for all skills and abilities at a time that is convenient for each family situation. Families will be asked to sign up for volunteer hours at the beginning of each school year.

MEAL ACCOUNT CHARGING POLICY

Code No. 710.4

In accordance with state and federal law, CCS adopts the following policy to ensure school employees, families and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals and maintain the financial integrity of the nonprofit school nutrition program.

PAYMENT OF MEALS

Students have a meal account. A student may charge no more than **\$-10.00** per family account. When an account reaches this limit, a student shall not be allowed to charge ala carte items until the negative account balance is paid.

PAYMENT OPTIONS

- Payments can be paid cash, check, ACH or Venmo, we can take cards in the office for an additional 3% fee. Payments can be made to CCS (Community Christian Schools) at the school office or mailed to: 2406 9½ Avenue South, Fort Dodge, Iowa 50501.

Students who have qualified for free meals shall never be denied a reimbursable meal. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a dining account for meals, and must maintain a positive balance. No charging allowed.

NEGATIVE ACCOUNT BALANCES

CCS will make reasonable efforts to notify families when meal account balances are low. Additionally, the school will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$-10.00. Families will be notified by letter sent via US mail.

If you are not receiving email notifications regarding low lunch account balances and would like to, please contact the school office at ccsofficefd@gmail.com.

ACADEMIC INFORMATION AND STANDARDS

Colossians 3:23-24: "Whatever you do, do your work heartily, as for the Lord rather than for men; knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve."

GRADES

Doing one's best is an important skill to develop and is pleasing to the Lord. Grades are given to reflect a child's academic progress, but they should not become the focal point of school. Students should not feel pressure to get good grades but should be encouraged to do their very best. Each child is different, and a student's academic progress should be evaluated in accordance with ability. Please do not compare your child's grades with those of other children. Grades are given beginning in third grade. CCS will soon be implementing a standard based reporting system in which you will be receiving information regarding your child's progress in meeting the state standards. More information will be coming at a later date.

<u>Grading Scale</u>	
A = 92-100	D+ = 68-69
A- = 90- 91	D = 62-67
B+ = 88-89	D- = 60-61
B = 82-87	F = 59 or less
B- = 80-81	I = Incomplete
C+ = 78-79	
C = 72-77	
C- = 70-71	

<u>Effort</u>
E = Excellent
S = Satisfactory
N = Needs Improvement

ACADEMIC PROGRESS REPORTS

Evaluations of the student's progress will be made and communicated to parents at the midterm for grades 3rd-8th, and report cards will be sent home at the end of each quarter for K-8th (see school calendar for dates)

of report periods.) It is important for parents to sign and return the report cards promptly.

HONOR ROLL

The Honor Roll list is made up at the end of each quarter for grades 3rd-8th.

High Honors (A Honor Roll): No grade lower than an A in any academic subject.

Honors (A-B Honor Roll): No grade lower than a B in any academic subject

HELPING YOUR CHILD

It is helpful, and we recommend that parents continue to work with their children in such things as basic math facts, handwriting, spelling, writing, and Bible memory work. It is also important for parents to encourage their children to read at home for 20 minutes a day. This helps to support and reinforce the academic program at school. Here are some ways you can help your child with his studies:

1. Parents should see that the student has an organized and complete method of recording assignments. A special assignment pad or designated sections of a regular notebook are two of the best methods.
2. Provide a quiet study place with minimal distractions (television, radio, and telephone calls) and with the needed books and materials for productive study time.
3. If parents check from time to time to see how much and what kind of work is being done, it will indicate your interest and encourage your student. Make certain, however, the child is working independently. If there is a problem, why not pray together about it? Plan for periodic short breaks in study time.
4. Emphasize learning and academic development, not marks or grades. Reading and studying are as important as written assignments.

ATTENDANCE

Attendance at school on a regular basis is an extremely important ingredient for student success. In fact, regular attendance is one of the best predictors of school success. It is necessary that students come to school regularly if they are to progress with their class. Missed learning experiences cannot be made up and this can be detrimental to their student achievement growth. Completing paper assignments cannot make up for the missed educational experiences. In addition, tardiness causes classroom disruption and slows learning time for other students. Therefore, it is the position at Community Christian that students should attend and be on-time to school every day that school is in session. It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance.

PROCEDURE FOR ABSENCES

1. A parent should notify the school office by 8:30 am if a student will be absent or tardy.
2. After 8:30 am, the office will call the home of any absent students whose parents have not contacted the school.
3. If a student will miss school for a special event or family activity, parents must notify the teacher and the office ahead of time.

COMPULSORY ATTENDANCE

State compulsory attendance regulations require students to be in attendance a minimum number of days each year. Please note that students who miss 5 days per quarter and a maximum of 20 days for the year will result in phone contact and/or conference.

EARLY LEAVE/LATE ARRIVAL

Parents should try to schedule student appointments after school hours. When it is necessary to take your child out of school, please notify the office in advance. **Students must be signed out when leaving and signed in when returning to school.** No student will be given permission to leave unaccompanied by a parent or guardian. A student who is out of school for more than one and a half hours of school during the day will be charged with a half-day absence.

TARDIES

Being on-time to school is also critical for school success. Every minute counts: 5 minutes late each day equals 2 days of school lost; 15 minutes late equals 6 ½ days, and 30 minutes late equals 13 days lost over the school year! Promptness is an important trait to develop, not only for school success, but also for success in the workplace. A student is tardy if he/she enters the classroom after 8:00. Late arrival, whether excused or unexcused, must still be marked as tardy. Tardiness for any reason is required to be documented. Therefore, students entering the building after 8:00 am are to report to the school office with a parent. Parents are to sign in their students when arriving late. Excessive tardiness will result in phone contact and/or conference with the administrator.

CONDUCT AND DISCIPLINE

CCS is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. Learning to follow rules and work together are important Biblical values as well as critical life skills. The Bible teaches that believers are to submit to authority (Romans 13:1), be disciplined (II Tim. 1:7), and do things in an orderly manner (I Cor. 14:40). Discipline is not to be punitive but is for the purpose of positive growth (Hebrews 12:11).

It is the responsibility of the home and the school to help with both correction and guidance. While the discipline of the child is the parents' responsibility, parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence will harm the child. Mutual understanding can be gained by conferring with and praying for one another.

STUDENT CODE OF CONDUCT

Students are expected to behave in a manner pleasing to the Lord (Col 1:10). They are to treat others with respect and kindness (Col 3: 12-14). All communication is to be positive and encouraging (Eph. 4:29). All students will assist in providing a positive school environment where students may learn and grow.

Attendance at CCS is a privilege. Any student whose conduct or attitude in or out of school is in opposition to the basic principles and purpose of the school may be dismissed or asked to withdraw from school.

DISCIPLINE MANAGEMENT/POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Every student and adult who attends Community Christian School has the right to be educated in a safe and healthy school environment that supports all aspects of their well-being. Respect, responsibility, cooperation, and other highly valued character traits are taught and encouraged.

Community Christian School has implemented the School Wide Positive Behavior Intervention and Support framework in order to achieve a safe and healthy school environment.

Discipline begins at the universal level with School-Wide Positive Behavior Intervention and Support (SWPBIS). A major advance in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. SWPBIS is a systems approach to enhancing the capacity of schools to educate all children by developing school-wide and classroom discipline systems that are research-based. SWPBIS is a process for creating safer and more effective schools. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, SWPBIS provides a framework for schools to design, implement and evaluate effective school-wide procedures and processes intended for:

- **ALL students, ALL staff, and in ALL settings**
- **Non-classroom settings within the school environment**
- **Individual classrooms and teachers**
- **Support for students with at risk behaviors**
- **Individual student support for the estimated 3-7% of students who present the most challenging behaviors**

A continuum of positive behavior support for all students within a school is implemented in all areas including the classroom and non-classroom settings (hallways, restrooms, etc). Positive behavior support links research-validated practices and the eIUJ. Attention is focused on creating and sustaining a continuum of school-wide instructional support to promote desired student behavior that is appropriate and conducive to learning, while extinguishing misconduct that is intrusive and disruptive.

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including loss of privileges, suspensions and expulsions. Research has shown that the implementation of punishment is ineffective, especially when it is inconsistently and in the absence of other positive strategies. Teaching behavioral expectations and acknowledging students for following them is a much more positive approach than waiting for misconduct to occur before responding. SWPBIS focuses on teaching, modeling, practicing, and reinforcing positive social behavior as pivotal pieces of a student's educational experience. The purpose of SWPBIS, therefore, is to establish a school climate and culture in which appropriate behavior is the norm.

Community Christian School is committed to providing a safe and healthy school environment that supports all students in every aspect of their well-being. Community Christian School students, staff and parents/guardians value fair and consistent guidelines for implementing and developing a culture of discipline based on positive behavior interventions and away from punitive approaches that infringe on instructional time. All CCS students will attend a school with a climate that focuses on safety, teaching, and learning interpersonal relationships and the institutional environment that influences student learning and well-being. School Wide Positive Behavior Intervention and Support (SWPBIS) focuses on interventions that reduce suspensions, increase attendance, improve test scores and have support from all school personnel.

Discipline begins at the universal level with SWPBIS. A major advance in school-wide discipline is the emphasis on school-wide systems of support. These include proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive environments. The three tiered school-wide positive behavior intervention and support model includes:

Tier I Universal

All students are taught behavioral expectations in the same manner as any academic subject including an acknowledgement system for positive behavior. At CCS all students learn the expectations of Being Loving, Being Driven and Being a Team. These expectations are taught across all the settings at CCS (hallway, classroom, lunchroom, recess, etc.). Students are acknowledged for meeting these expectations by receiving Crusader Cash. The students can then spend their cash in the Crusader Store. Individual classrooms can receive Crusader Coins for following expectations as a class. Each class then celebrates after receiving a set determined number of coins.

Tier II Targeted Interventions

A small group of students will require additional intervention in order to follow behavioral expectations consistently. Sample interventions may include: Check in Check out Individual Behavior Report, small group social skills training, behavior contract, etc.

Tier III Intense Interventions

Very small number of students who were unresponsive to Tier I and II interventions. Interventions could include, positive behavior support plans, outside services, etc..

Although our staff at CCS continually strive to reinforce/acknowledge the correct behaviors that we want our students to display, there may be times that students choose not to follow the Crusader Expectations. When students choose not to follow the expectations, a staff member may fill out a Behavior Report/Action Form to document the incorrect behavior that occurred. This data is helpful for CCS staff because it informs us of what behaviors need to be retaught and which students may need extra levels of positive behavior support. The behaviors are indicated on the Behavior Form as being a minor or major infraction. All major infractions are addressed by the administrative team. A conference is always held with the student in which they come up with a plan to “fix” the situation that occurred. This is documented and assists the student in taking responsibility for their behavior.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. CCS shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the school’s educational mission. The school’s rules of conduct and discipline are established to achieve and maintain order in the school.

Student responsibilities for achieving a positive learning environment at school or school related activities shall include:

1. Attending all classes daily and on time.

2. Being prepared for each class with appropriate materials and assignments.
3. Exhibiting our expectations for Being Loving, Being a Team, and Being Driven.
4. Refraining from violations of the code of student conduct.

RIGHTS AND RESPONSIBILITIES OF PARENTS

“Parents” include a single parent, legal guardian, or person having lawful control of the student. Parents have the responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Be sure their child attends school regularly and promptly report and explain absences and tardies to the school.
3. Ensure that school communications are read and understood. (Email, text, handouts sent home with students)
4. Keep informed of school policies and academic requirements of school programs.
5. Discuss report cards and school assignments with their child.
6. Bring to the attention of school authorities any learning problem or condition that may relate to their child’s education.
7. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.

RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS

1. Promote effective training and discipline of students.
2. Encourage parent communication with the school.
3. Assist students in “fixing” any behavior mistake they make.
4. Assume responsibility and instructional leadership for the implementation of the Positive Behavior Interventions and Supports (PBIS) framework.
5. Serve as an appropriate Christian role model for students.

RIGHTS AND RESPONSIBILITIES OF TEACHERS

Teachers have the responsibility to:

1. Use effective Positive Behavior Interventions and Supports (PBIS) strategies.
2. Ensure good student discipline by being in regular attendance and on time.
3. Teach to the standards of performance required by the school.
4. Establish rapport and an effective working relationship with parents, students, and other staff members.
5. Teach students to strive toward taking responsibility for their behavior.
6. Encourage good work habits that will lead to the accomplishment of personal goals.

7. Serve as an appropriate Christian role model.

DISCRIMINATION CLAUSE

Community Christian School does not discriminate on the basis on any real or perceived characteristic including, but not limited to age, color, creed, natural origin, race, religion, marital status, sex, sexual preference, gender questions, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, and familial status in its admissions, programs or hiring practices.

BULLYING AND HARASSMENT

Community Christian School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect as image-bearers of God. To that end, Community Christian has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated. Since we are a Christian school and support biblical teaching, bullying, harassment, and discrimination will not be tolerated based on any real or perceived characteristic including, but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual preference, gender questions, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, and familial status. Although individuals may exhibit differences that result from sin and the effects of sin, harassment and bullying are not the scriptural means of addressing these or other issues and will not be tolerated. Instead, we expect all persons to treat each other with respect because they are made to reflect God himself.

This policy is in effect while students are on property within the jurisdiction of Community Christian School; while in school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion.

Any student or staff member who is the victim of abuse, harassment, or conduct of demeaning intent may file a complaint. The CCS Grievance Complaint Form must be filled out and submitted to the school administrator. The administrator is the grievance officer for racial/sexual harassment allegations. The Administrative Assistant is the designated physical/sexual abuse investigator. They may be reached at the school at 515-573-3011.

ANTI-BULLYING/HARASSMENT POLICY

I. Statement of Policy

- A. School employees, volunteers, and students in school, on school property, or at any school function or school-sponsored activity shall not engage in harassing and bullying behavior.
- B. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.

- C. School employees, volunteers, parents, or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.

II. Definitions

- A. Harassment and Bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student which meets the following criteria:

- (1) Based on any actual or perceived trait or characteristic of the student, and
- (2) Creates an objectively hostile school environment that meets one or more of the following conditions:
 - a. Places the student in reasonable fear of harm to the student's person or property.
 - b. Has a substantially detrimental effect on the student's physical or mental health.
 - c. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

- B. The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute Harassment or Bullying:

- (1) Instruction and participation in lessons and worship services.
- (2) Discussions and debate concerning issues important to Christian faith.
- (3) Electronic, written, verbal, and physical interpretation of Biblical Scripture, and religious texts, music, and opinion.
- (4) Witnessing and faith sharing.

II. Reporting Procedures

Any person who believes he or she has been subjected to bullying or harassment should report it to a teacher or administrator. Suspected incidents of harassment and bullying should be reported within 24 hours. The administrator or designee is responsible for receiving reports and ensuring the Anti-Harassment/Anti-Bullying Policy is implemented. The report will be given serious consideration and investigated thoroughly. Reports of bullying and harassment and subsequent investigations will be handled discreetly to avoid embarrassment for the person making the report or a person who may be unjustly accused.

III. Investigation

The administrator or designee will promptly and thoroughly investigate suspected incidents of bullying and harassment. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

IV. Consequences for Violators

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. The sanctioning guidelines of the Code of Student Conduct apply to violations of this policy.

Any other form of ridicule of others based on race, physical characteristics, ability, family background, or singular feature is harassment; persons engaging in this misbehavior will be disciplined.

All students and all school employees are expected to conduct themselves with respect for the dignity of others.

DRESS CODE

We seek to honor the Lord in our dress; therefore, all clothing should be appropriate to the student's age, the Christian school setting, and weather conditions. Both students and parents share the responsibility for students' clothing choices. Students are required to use good judgment, to respect themselves and others, and to demonstrate modesty in selecting attire. The principal has the right to determine whether a student's clothing is suitable or not. If a student's clothing or appearance is deemed to conflict with the guidelines stated, he or she will be sent home to change. If there is any question about whether a particular garment is acceptable for school, avoid the problem by not wearing that garment. The following are guidelines for student dress:

1. Clothing may not depict or promote the use of alcohol, tobacco, or drugs. Symbols on clothing and accessories cannot be violent in nature. Clothing and accessories that undermines a wholesome Christian atmosphere will not be permitted.
2. No skin tight tops or pants may be worn.
3. Shorts must be no shorter than mid-thigh.
4. No low-cut necklines, backless garments, or tops that reveal a bare midriff when arms are raised.
5. Pants must be worn so that there are no visible undergarments.
6. No spaghetti straps or strapless tops unless worn under a cover garment. A sleeveless top must have a reasonably wide strap, a modest neckline, and fit so that no undergarment is visible.
7. Parents need to monitor whether a jacket, coat, hat, or gloves are needed based on temperature. Any teacher on duty has the right to suggest that a student put on a jacket or sweatshirt if it is cold. K-2 students may not go without coats unless permission is given by the teacher on duty.
8. Hats may not be worn in school unless a special day is scheduled. If worn to school, hats must stay in lockers. They may be worn at recess.
9. ***No jeans, t-shirts, or athletic/gym shorts may be worn on chapel days. * (dress shorts now approved)***

MEDICAL INFORMATION

Please do not send children to school who are sick. Students should be fever and symptom free for 24 hrs before returning to school, without the use of fever reducing medicine. This will prevent the spread of disease and facilitate a better and healthier learning environment for the students at school.

MEDICAL RELEASE CARDS

Cards must be filled out at the start of the school year. These cards go with the students on all field trips,

sporting events, and other competitions. Parents may also designate which over the counter medication the school may give to their child.

Be sure that the emergency numbers that you give the school are current and that the people involved are informed that we might be calling. These numbers should be relatives (best option), close neighbors, or friends that would be willing to come and care for your child if you are unavailable.

IMMUNIZATION CARDS

State law requires that we have a copy of each student's certificate of immunization record which must be signed by a physician or nurse.

PROCEDURE FOR ADMINISTRATION OF MEDICATION

1. Medication should be brought to the school office at the beginning of the day and will be dispensed by the office.
2. Parents must send written permission for medication to be given.
3. Prescription medication must be brought in the prescription bottle. This will be labeled with the child's name, name of the medication, dosage, time of day it is to be given, name of physician, and pharmacy. When you obtain a prescription for your child, ask the pharmacy to label an extra bottle for the school. They are usually happy to accommodate you.
4. Over-the-counter medication must also be left in the original container and labeled with the child's name along with instructions for dosage and time of day.
5. Medications brought in improperly labeled bottles, bags, or containers cannot be administered, and parents will be called and asked to give the medication themselves or bring in the proper container.

SCHOOL/HOME SUPPORT

Community Christian School will have optimum impact on the lives of our students when the home and the school are working together. It is the desire of the school to work closely with parents. We will contact parents when we feel it is necessary, and we encourage parents to contact the school and teacher whenever they have questions or problems. We want to do what is best for your child.

GRIEVANCE PROCEDURES

In light of the principals established in Matthew 18:15-20, Colossians 3:12-13, and Romans 13:1-2, we would encourage these guidelines. If a student or parent is offended by the words or actions of a teacher, as a Christian, they should follow the Scriptural principles as taught in Matthew 18:15-17. Go FIRST to the teacher through whom the offense came and share this with them. If after consulting together and praying for mutual understanding there is nor reconciliation, then they should agree to go together to counsel with the administrator. In like manner, if there is disagreement with the administrator and the matter cannot be solved, then the two should make an appointment to meet with the School Board for final disposition of the matter.

The goal of this process is reconciliation of all parties involved in the disagreement. Unity among believers is a strong testimony to the world. This does not mean we will agree on everything. It does mean we seek to honor Jesus and not promote our own agendas.

If your child comes home complaining about a policy or action, please follow this procedure:

1. Give the school personnel involved the benefit of the doubt.
2. Realize that the student's reporting can be emotionally biased and given from a one-sided viewpoint.
3. Realize that the school has reasons for its rules, and we endeavor to enforce them equally.
4. Support the administration, and call us for all the facts.

General Policies and Information

School Day

All classes will begin at 8:00 am and end at 3:00 pm. Students may not enter the building before 7:40 am. Students should be picked up by 3:05 pm. The teacher will take students not picked up by 3:05 pm to the after school program. Parents will need to pick up their child from the after school program. The after school program is available until 5:30 pm M-F. School Office hours are from 7:30 am to 3:30 pm on school days.

WAYS TO KEEP INFORMED

We encourage families and extended families of students to "LIKE" the 'Community Christian School Fort Dodge' Facebook page to stay informed of happenings and events. There is also a Tuesday Memo that is posted on the school website as well as notices and reminders are sent to parent cell phones via text message through the remind app.

CHAPEL

Weekly chapels are held on Wednesdays in the sanctuary. Chapel is a time for 4PS-8th grade students to gather together to worship our Lord together. Besides being a time of praise and worship, Christian character traits are taught and a guest speaker provides a lesson. Parents are ENCOURAGED to attend. Chapel attire is required for students (See Dress Code).

VOLUNTEERS

CCS uses volunteers in a variety of ways. If you are available to help in any way please call the school office. We depend on the help of parents and volunteers in many ways. Each family is expected to participate in the life of the school. You will discover your time here to be not only a blessing to the school and your student, but also to yourself!!

TRAFFIC FLOW – DROP OFF & PICK UP

In the morning, students are to be dropped off on the south side of the building. Students will enter the building through the gym door. Cars are NOT to be left unattended. As cars leave the line, other cars need to move forward to prevent traffic jams on 25th Street. For pick up, park on the south side of the building. Students will be dismissed to walk to vehicles.

The main entrance for students being dropped off and/or picked up is the main door on the south side of the building. Parents and visitors who need to come into the building must park in the parking lot on the north side of the building and use the intercom system to gain entrance. Students are not to come in the north entrance on a regular basis.

Security System

All entrances to the building are locked every day except during drop-off and pick-up times. This ensures

the safety of your children. Occasionally, office staff are not in the office to provide access. In that situation, please call (515) 573-3011.

SCHOOL CLOSINGS, LATE STARTS AND EARLY DISMISSALS

CCS follows the Fort Dodge Community School system for snow days, late starts, and early dismissals for winter weather. Note — the building is air conditioned, so we do not have early dismissals for hot weather even when the public school does. Closings will be announced on KCCI and on local radio stations including KJYL 100.7 FM. Messages will be sent out by a “Remind” text and posted on the CCS Facebook page.

FIELD TRIPS

Various classes take trips to interesting and educational places in the area from time to time as a vital part of the instructional program. The classroom teacher will send details of the time and destination of these trips home. Small fees may be charged to cover expenses. Permission for your child to attend field trips is part of the parent agreement. Transportation for field trips is provided by parents who carpool together. It is the CCS Board policy that all children and drivers transported on field trips and to other school related events use their seat belts. All drivers must provide proof of insurance.

WINTER WEATHER

Recess will be outside if possible. When the temperature or wind chill is 10 degrees or colder, the children will remain inside. Students should bring proper clothing for outside recess. Hats, gloves, snowsuits, and boots are appropriate for wet, cold, winter weather. TK-4th grade students will not be allowed to play in the snow without proper clothes.

EXTRACURRICULAR ACTIVITIES

CCS offers extracurricular activities that **are dependent on having staff or volunteers to oversee the activities.** Parents are encouraged to volunteer to lead an activity that they are interested in for their children. The activities include: vocal and instrumental music, basketball for boys and girls, cheerleading (grades 4-8), pep squad (grades TK-3), volleyball (grades 4-8).

ELECTRONIC DEVICES AT SCHOOL

Students are not to use personal electronic devices such as video games, CD players, MP3 players, PSP's, iPods, cell phones, etc. during the school day. These items should be left at home. If a student brings a cell phone, it **MUST** be set to silent and kept in the locker. Electronic devices used during the school day are subject to confiscation. A parent will be required to retrieve it.

INTERNET SAFETY POLICY

Internet Safety Policy/ Community Christian School

It is the policy of Community Christian School to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

To accomplish this we will take the following steps:

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of Community Christian School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

To the extent practical, all members of the Community Christian School staff will educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy.

The Administration and staff will provide age appropriate training for students who use Community Christian School’s Internet. The training provided will be designed to promote CCS’ commitment to spiritual and social responsibility in regards to:

- a. The standards and acceptable use of Internet services as set forth in the school’s Internet Safety Policy;
- b. Student safety with regard to:
 - safety on the Internet; access by minors to inappropriate matter, safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication, unauthorized accesses, including hacking; unauthorized disclosure, use, and dissemination of personal information regarding minors; restricting minors’ access to materials harmful to them.
 - appropriate behavior while on online, on social networking Web sites, and in chat rooms
 - cyberbullying awareness and response.

After being instructed in internet safety and our school’s commitment to responsible internet use students will acknowledge and follow the provisions of the District’s policy.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Administration or designated representatives

Visitors

We at CCS welcome visitors and want parents and prospective CCS families to come in to the school. All visitors MUST sign in at the school office located at the main school entrance on the north side of the building and state the reason for their visit.

PARENT TEACHER FELLOWSHIP (PTF)

The purpose of the Parent Teacher Fellowship is to support the school and provide opportunities for fellowship between school families. All parents are members of the PTF, which is led by the PTF

committee. Active involvement by every family is the key to success. The PTF sponsors several fundraisers throughout the school year including: butter braid sales, candy bar sales and in the summer the EPIC rummage sale. The profits from these events are used to fund PTF activities, provide funds for teachers to enrich their classrooms educationally, and to underwrite special projects to improve the school. The PTF supports the fall Grandparent's Day, Teacher Appreciation Week and provides awards for the PBIS store. A copy of the PTF bylaws is available upon request.

Parent/Constituent Communication with the School Board

The Board of Directors will make it possible for all parents, employees, and Association members to appear before the Board for the purpose of asking questions and presenting ideas to the Board. A special open forum time will be allotted at Board meetings for this purpose. The guidelines for addressing the school board are listed below:

1. All concerns/ideas should first be discussed using the appropriate chain of command. Teachers and school administration are hired to manage the school operations. Only issues that have not been adequately addressed by school employees should be presented to the Board. Teachers or the Administrator may recommend that an issue be presented to the Board.
2. Any person who is interested in speaking to the Board during the open forum session must first notify the Board president at least seven (7) days prior to the scheduled meeting to allot time to research the issue by completing the attached form. monthly Board meetings are announced publicly in the school memo.
3. The person will be requested to describe the idea or concern. They must confirm that they have discussed it with appropriate school employees first or why that could not be done.
4. A person making an appearance shall be given up to 15 minutes to present the issue. This is done to ensure that the Board has adequate time to complete school business on the Board agenda. The Board secretary will be responsible for notifying the president when the time allotted has expired. Individuals with the same concern may accompany the person at the discretion of the Board president.
5. Board meetings are conducted under Robert's Rules of Order and must remain orderly for a positive outcome, All in attendance must conduct themselves in a professional and respectful manner.
6. Board action will not be taken during the open forum time. The information presented will be considered for possible action at future committee or Board meetings.
7. Board members may ask questions for clarifying the ideas. They are not respond at this meeting to endorse or reject the proposal.
8. Those making a presentation should not necessarily expect direct action by the Board as a result of their presentation. However, the Board President will follow up with the individual about the board's decision in regard to the issue presented.

Child Custody

When parents are divorced or separated, both parents have rights regarding their children. If a court order exists that limits the rights of one parent, a copy of the court order must be provided to the school. If a court order is not on file at the school, we must provide equal rights to both parents.

Community Christian School

Request for Presenting to the Board of Directors

Please briefly state the idea/questions/concern below:

Appearing before the Board should not be a substitute for communication with teachers and school administration. Please provide names, dates and responses received.

Have you read the corresponding policy in regard to the process to be followed in addressing the Board, and the process you can expect the Board to follow in hearing your idea or question?

Yes No

Please feel free to attach an additional sheet to answer questions 1 or 2 as needed.

Name _____ Date _____ Phone _____

Please submit this form to the school office in an envelope directed to the Board President. The Board president will contact you with a date and time to address the Board.



COMMUNITY
CHRISTIAN
SCHOOL

COMMUNITY CHRISTIAN SCHOOL NEW LOOK SAME VALUES

FAST FACTS TO UNDERSTANDING THE NEW CCS BRAND



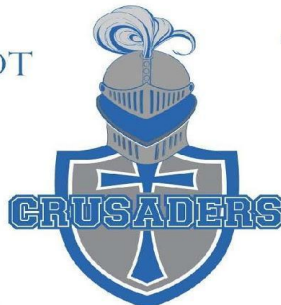
COMMUNITY
CHRISTIAN
SCHOOL

HISTORICAL PERSPECTIVE

Since 1978, CCS has been serving God by providing families an academically excellent, Biblically-integrated education which encourages spiritual development and social responsibility in an environment where students can develop their God-given gifts and talents. The new CCS brand is designed to visually pay homage to this heritage, and is a reflection of the Biblical values we advance. The elements defined contain great symbolism and tell our core story as a clearly community, clearly Christian School.

THE CRUSADER MASCOT

Positioned centered above the shield, graphically implies that CCS is about people and battling for hearts for Jesus. Forward-facing orientation implies authentic integrity and purpose. The Crusader helmet, representing salvation, offers a modern image for athletics, extra-curricular and informal uses.



SIMPLY STRONG LOGO

The simplified cross and school letters form the base elements for building the logo. Should be used often to develop brand identity. Great for universal use and one-color applications.



KEY BIBLICAL REFERENCES INSPIRING THE NEW CCS BRAND

- Train up a child in the way he should go, and when he is old, he will not depart from it. Proverbs 22:6
- In Christ are hidden all the treasures of wisdom and knowledge. Colossians 2:3
- Whatever you do in word or deed, do all in the name of the Lord Jesus Christ. Colossians 3:17
- The armor of God as quoted from Apostle Paul--Ephesians 6:10-18

KEY LOGO ELEMENTS OF INSPIRATION



THE CROSS

Symbolizing Jesus forever at our center in the mission, outreach and education of CCS. Features a bottom tip resembling a sword, subtly signifying the link to the Crusaders mascot and the battle of winning hearts and minds for Jesus.

THE SHIELD

Biblical nod to strength, protection and putting on the armor of God. The shield/crest shape often signifies an organization with strong history and prestige.



THE BANNER



The founding year of 1978 documents CCS heritage and trust. The ribbon style is often used by academic institutions with long-standing formal history.

THE COLORS

Primary colors: royal blue and white preserve color identity with CCS

Secondary colors: gray, metallic silver, and black are introduced to add definition and flexibility with creative execution of the brand.

ROYAL BLUE
HEX: #005CAB
C: 96 M: 69 Y: 0 K: 0
R: 0 G: 92 B: 171
PMS 2728

GREY
HEX: #86888A
C: 0 M: 0 Y: 0 K: 57
R: 134 G: 136 B: 138

WHITE
HEX: #FFFFFF
C: 0 M: 0 Y: 0 K: 0
R: 0 G: 0 B: 0

THE FONTS COLLEGIATE

Collegiate serif font visually represents a school with tradition, and strength of mission. It avoids modern lines which can subtly communicate "contemporary, trendy" ideals and philosophies. Also easily replicated if official Collegiate font not available.

PERPETUA TITLING

Perpetual Titling is the font denoting the school name when spelled out.