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TO: All Parents and Caregivers
FROM: Melissa Whitfield, Administrator
RE: Response to COVID-19
DATE: March 23, 2020

As leaders in our school and community, we must adapt to the current situation caused by COVID-19. This means making some difficult decisions and implementing strategies for the health and safety of our students and community. We must take necessary precautions, while trusting that God is control and praying the prayer of protection over our families found in Psalms 91. We must proclaim the promises of God's protection over ourselves, our entire households, our school, churches, and communities. As Christians we should be practical, prayerful, and proclaim Christ's peace in this atmosphere of fear. In addition, it is also our job to listen to the medical experts, professionals, and government officials. We pray that God is giving them wisdom to lead us in the right direction.

The administrative team and board of directors of Cross Creek Christian School has prayerfully put a plan in place. We are doing this to insure we are giving our students the best education possible during the current circumstances. We are honored to continue our partnership with you on this educational journey.

Cross Creek on campus students will shift to Remote Learning on April 1st through April 27th. We will not have classes on March 30th and 31st to allow teachers additional time to shift their classes to be taught remotely. We will continue to monitor the situation and will notify you if there is a need to extend the remote learning.

The Administrative Staff will be at Cross Creek on March 30th and 31st if you need to pick-up your student(s)' curriculum and other materials from 8:00am-1:00pm.

What will this look like?

1. Every morning each family will receive an email, remind, or Edmodo message from their teacher(s) by 9:30am. Parents/teaching caregivers will be expected to respond to each communication as confirmation that they received it (a simple "Gotcha" will do). This email will contain:
 - a. Reminders of what is due for the day, as well as the assignments for the remainder of the week.
 - b. Instructional resources such as links to videos, worksheets, or other online resources that can assist the student/parent in learning the concepts.
 - c. "Zoom" (an app) correspondence may also be mandatory for upper grade students. This information and set times for class meetings will be communicated by teachers. It may be that students have several "Zoom" meetings throughout the school day. This app is easy to use and will be a wonderful tool for the harder subjects. This will help your student(s) better grasp concepts.
 - d. Feedback regarding completed assignments that have been turned in electronically. **Parents/Students will be expected to take pictures of assignments or type them and send them to your teacher via email. Grades will be recorded as usual.**
2. Lower grade families will receive a phone call from their teachers at least one time a week. This call is to simply check in with you to see if you have questions or need any assistance. If you would rather receive text messages you can let your teacher know when they contact you. Teachers will be available by email or phone from 8:30 – 4:00pm for consultation. Any inquiries after 4:00pm may not get a response until the next day.

Upper grade families will be assigned a teacher to serve as an advisor. Advisors will call families each week. During the calls the advisor will be able to assist with any questions your family may have. If you would rather receive text you can let the advisors know when they contact you. Teachers will be available by email or phone from 8:30 – 4:00pm for consultation. Any inquiries after 4:00pm may not get a response until the next day.

*** We NEED each family to send us the email address or addresses that they would like to be used for correspondence, as well as the best phone number to be used. If the students are upper grade students we will also need their email addresses. Please send this by text to Ms. Melissa at 423-836-5872, through remind, or email her at msmelissa@crosscreekschool.org.

Summary Expectations of Parents/Students:

- Send contact information this week.
- Check communication each morning starting April 1st.
- Watch videos, links, or log into Zoom when expected.
- Turn in assignments each day or by the due date by taking a picture or scanning it to your teacher.
- Communicate with the teachers if there are questions, concerns, or if help is needed.

We understand that this is a significant adjustment in our traditional methods. There is a lot to take in and a lot of work before us. The process will not be perfect, but together we will work out the kinks. We ask that you be patient as we make this transition.

It is our goal to create a solid and productive partnership with your family! Please know that Cross Creek is here to help and to pray with you. We are honored to come alongside you to ensure a great education for your student, although for the time, it may look different.

Thank you for investing in your children and our school. All of you are a true blessing to not just our students, but to me and the Board! We greatly appreciate you all.

Please let us know if you have any prayer needs or questions.

"If my people, who are called by my name, will humble themselves and pray and seek my face and turn from their wicked ways, then I will hear from heaven, and I will forgive their sin and will heal their land. " **2 Chronicles 7:14**