

# Cross Creek Christian School

## *An Introduction to the Policies and Programs*



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### MISSION STATEMENT

Cross Creek Christian School partners with families to provide an academically challenging experience in a Christ-honoring environment.

*Cross Creek admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs.*

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**Cross Creek Christian School is an interdenominational 501 (c)(3) nonprofit organization recognized by the State of Tennessee as a Category IV Church Related School. Cross Creek is a member of the Association of Christian Schools International.**



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**"Put on the whole armor of God."**

Ephesians 6:13

## *From Cross Creek's Board of Directors*

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Thank you for your interest in Cross Creek!

Cross Creek Christian Home-School Cooperative was established in the Fall of 2003. In June 2005, Randy and Stephanie Nelson took on the challenge of moving Cross Creek forward after the former Administration and Board of Directors had announced that it would be closing the school. At that time 37 students were enrolled in Cross Creek's program.

In order to more clearly distinguish its role as a state recognized Category IV Church Related School, Cross Creek Christian Home-School Cooperative, Inc. formally changed its name to Cross Creek Christian School, Inc. in April 2006. Today, Cross Creek serves over 110 students and their families... God is awesome!

It is our hearts' desire to see you and your family grow closer to God and to one another as you take on the important God-given role of educating your own child(ren).

Included in this handbook is a general overview of our program, and the policies and procedures that provide a practical reference guide that will allow Cross Creek to operate in a clear and effective manner. Please read this manual in its entirety as you prepare to embark on your family's educational journey with us. We look forward to partnering with you and your student(s).

May God bless you abundantly in this coming school year!

Serving Christ,  
Corky and Teresa McDonald  
Randy and Stephanie Nelson

**This bulletin includes information which, at the time of printing, describes as accurately as possible the policies, procedures, regulations, and requirements of Cross Creek Christian School. Cross Creek Christian School's Board of Directors reserves the right to alter or change any statement contained herein without prior notice.**

**While Cross Creek attempts to give parents and students proper advice, the parent is responsible for knowing and following the rules and regulations of the school as well as his/her student's program of study. In addition, parents are responsible for knowing and understanding Tennessee State Law regarding private home education programs.**

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# GENERAL OVERVIEW

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## Introduction

Cross Creek Christian School is an interdenominational 501 (c)(3) nonprofit organization recognized by the State of Tennessee as a Category IV Church Related School. Cross Creek is a member of the Association of Christian Schools International.

Cross Creek Christian School is pleased to offer instruction, support, and opportunities to families who have chosen to educate their children at home. Parents can decide between our university model class program, which includes classroom instruction and lesson plans, or our total home education program that allows the parent to choose the curriculum and provide all the instruction at home. Both programs include record keeping, annual testing opportunities, field trips, school photos and yearbook, graduation ceremonies, and extra-curricular activities.

Cross Creek Christian School offers:

- Parent directed education in a safe, Christian environment
- PreK-12<sup>th</sup> grades: you select the classes that fit your academic plan
- A partnership between the family and our qualified teachers
- A High School Diploma for those successfully completing the graduation requirements
- Affordable education: you pay only for the classes you take
- Standardized Testing
- Personal attention in a small class setting
- School field trips and activities
- A total home education program with record keeping service
- More time to be with your child(ren) making a positive impact in their lives and enhancing a stronger family relationship

## Philosophy of Education

We work in partnership with parents to help their student reach his or her fullest potential. We are dedicated to helping families who have chosen this challenging but rewarding path.

At Cross Creek, parents are considered the primary teacher who is working cooperatively with our classroom instructors in providing a quality, Christ-centered education for their child(ren). As such, parents are considered to be classroom instructors with their home functioning as a satellite campus of Cross Creek Christian School, Inc.

We believe in the academic freedom of our parents. Just as the State cannot regulate our churches, it does not regulate us as a church-related school. We believe that it is your right and responsibility to educate your child(ren) in the way that you determine is academically and spiritually appropriate.

## Spiritual Foundation

Cross Creek is an interdenominational Christian school. As such, we do not teach or promote any specific denominational doctrine. It is our goal to be of service to the entire Body of Christ. Teachers are encouraged to pray for and with their students and their families and the needs that they may present. We encourage our staff to be sensitive to the Holy Spirit and obedient to His direction throughout the day, stopping to pray or to discuss God's Word in relation to the materials being taught. We invite you to include us in your prayers. Please pray daily for Cross Creek's Board of Directors, Administration, Faculty, Staff and Students.

Though Cross Creek families represent a number of denominations, we require that each staff member and family entering the school agree to support the basic doctrines summarized in the statement of faith below. All spiritual and academic instructions and issues of conduct and relationships are approached from this Christian worldview. Individual families and churches should address specific denominational issues beyond these tenants.

## Statement of Faith

Cross Creek Christian School's policies and operations are based upon the following Statement of Faith:

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:16; II Peter 1:21).
2. **We believe** there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:26; Matthew 28:19; John 10:30).
3. **We believe** in the deity of Christ (John 10:33):
  - His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:34)
  - His sinless life (Hebrews 4:15; Hebrews 7:26; 2 Corinthians 5:21)
  - His miracles (John 2:11)
  - His vicarious and atoning death (1 Cor. 15:3; Ephesians 1:7; Hebrews 2:9)
  - His resurrection (John 11:25; 1 Corinthians 15:4)
  - His ascension to the right hand of the Father (Acts 1:9-11; Colossians 3:1)
  - His personal return in power and glory (Acts 1:11; Revelation 19:11)
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved and kept by the power of God unto eternal salvation (John 3:3, 16-19; John 5:24; Romans 3:23; Romans 3:28; Romans 5:1, 8-9; Ephesians 2:8-10; Titus 3:5).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (Matthew 25:31; I Thessalonians 4:16,17).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28; Ephesians 4:3-6).
7. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)

## **PROGRAM OVERVIEW**

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At Cross Creek, parents are the primary teachers. As such, they are considered to be classroom instructors with their home functioning as a satellite campus of Cross Creek Christian School, Inc. for the purpose of schooling their own child. Tennessee state law requires instruction to occur four hours each day, five days per week, for 180 days per school year.

Cross Creek provides three program options. These include the following programs:

### **The University Model**

Cross Creek offers educational opportunities in much the same way as a college or university. This system gives parents the freedom to decide which classes will enrich their child's educational program. Students can enroll in just one or two classes, or a full course of study. They attend class twice per week and receive detailed lesson plans to follow during the remaining three days of home study.

Classes are offered for K4 – 12<sup>th</sup> grades on Mondays and Wednesdays. These classes are designed to be an opportunity for students to work with qualified instructors with a challenging curriculum. The classes may not meet the needs of every child. Please be aware that we are in partnership with parents to facilitate their student(s) progress in academics. If a student's needs are not being met within the framework of the classroom setting and chosen curriculum, parents are encouraged to seek other or additional resources. Please see this year's class schedule to discover what is being offered. Most classes are limited to twelve students.

### **Total Home Education (T. H. E.) Program**

For parents who desire to completely educate their child at home, Cross Creek provides a record keeping service for their student's cumulative files and formal transcripts. The T.H.E. Program offers the most flexibility by allowing the parent to choose the subjects and curricula tailored to their family's needs. Parents shall provide an academic plan at the beginning of each school year, outlining the course work that their student will be attempting. At the end of the fall and spring semesters, the school office will mail out a "reporting form". Parents are required to complete attendance and grade information for their student/s and return it to the school office.

The Board of Directors may require that the parent/guardian call the school office monthly to schedule an appointment with administration. These appointments must be kept and an appropriate amount of schoolwork must be shown. A monthly consultation fee of \$25 will be charged if these conditions are imposed.

Home educated students that successfully complete Cross Creek's graduation requirements will receive a Cross Creek High School Diploma and may participate in its graduation ceremonies.

### **T.H.E. with Plans Program**

Cross Creek provides lesson plans to T.H.E. students that correlate with the University Model classes and curriculum. Parents can choose this option if they wish to educate their student at home using Cross Creek lesson plans and curricula. Lesson plans are mailed to T.H.E. families prior to the start of each month.

# ADMISSION POLICIES

## Application Process

Students that were not enrolled at Cross Creek in the previous school year must complete a formal application before they can be accepted into Cross Creek's program. A non-refundable application fee must be paid at the time you submit your application (this does not guarantee admission). All families must complete an interview with the Administrator and/or the Academic Coordinator. After the completion of the interview, the application is then presented to the President/CEO for final approval.

The application includes Recommendation Forms that must be completed and returned to the School as part of the application. Final acceptance of your application cannot be completed until we have received these forms. Recommendations should be received from your pastor, a personal friend, and one of your student's former teachers or principals (if currently enrolled in a public or private school). All recommendation forms are subject to verification.

If your student(s) is not taking a full load of classes from Cross Creek, you must submit with your application an academic plan on the form provided. This plan must list all subjects that you are planning to teach (specific course titles for high school students), with the name of any textbook publishers or titles that you will be using. We allow you full academic freedom to choose the curricula.

Providing false information on the application will result in an immediate dismissal from Cross Creek Christian School. Further, completion of an application means that you are agreeing to cooperate and comply with the policy and procedures of Cross Creek Christian School. Upon acceptance, Cross Creek Christian School will notify your child's previous school of his/her acceptance and request his/her academic records. After receiving official school records, the administration will complete a final review for policy compliance.

## Acceptance Policy

Acceptance into our program is a privilege, not a right. Students making application that have had past suspensions or expulsions, who are currently on probation for truancy, or who have been convicted of a misdemeanor offense may not be accepted as a student at Cross Creek Christian School. Students with legitimate reasons for past issues, such as truancy due to extended illnesses, may be accepted on a probationary period. The conditions of probation are established on a case-by-case basis and are strictly enforced.

Cross Creek's acceptance of students is contingent upon social and academic behavior that is compatible with the school's standards. Cross Creek reserves the right to suspend or dismiss any student whose personal behavior, or that of his/her family members, is deemed detrimental to the school. **Any new student(s) accepted will be on academic and social probation for the first semester.** Academically the student must maintain a 70 or higher in all academic areas. Socially, their behavior must be in compliance with the guidelines listed within this policy manual.

***Upon acceptance, you are requested to provide Cross Creek the following documents:*** Official State Immunization Form or letter explaining religious objection; Official School Entry Medical Form (Physical); Copy of Birth Certificate; Authorization to Consent for Medical Treatment; and Student Medical/Emergency Information.

## FINANCIAL POLICIES

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### Tuition and Fees

A formal enrollment/tuition contract must be completed and signed before the first day of class can be attended. Upon signing of the contract, the parents or legal guardian(s) are responsible for the full payment of the tuition for each course for the entire academic year.

This contract can be cancelled if a family provides documentation that they will be moving more than 45 miles away from the school or if Cross Creek Board of Directors agrees to dissolve the contract.

All tuition charges and fees are due at the time of registration, unless a Deferred Payment Plan has been accepted by the Administrator or the Board of Directors. Application, registration, lab, music, books, testing, technology, graduation and any other materials fees are payable at the time of registration and are non-refundable.

### Payment in Full

Tuition for the complete academic year paid in full by August 1 will receive a 4% discount off of the total tuition. No discounts will apply for late registrations.

### Deferred Payment Plans

Cross Creek's Board of Directors have established the following deferred payment plans:

- Semester Tuition: tuition is divided evenly in two payments due on August 1<sup>st</sup> and January 1<sup>st</sup>.
- Quarterly Tuition: tuition is divided evenly in four payments due on August 1<sup>st</sup> and at the beginning of each quarter (outlined on the academic calendar).
- 12-Month Plan: tuition is divided evenly over a twelve-month period beginning June 1<sup>st</sup> and ending May 1<sup>st</sup>.
- 10-Month Plan: tuition is divided evenly over a ten-month period beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>.

Deferred Payment Plan payments are due on the first of each month or period. Tuition will be prorated for students that register after September 1<sup>st</sup>. Account statements will be mailed on a quarterly or as needed basis.

### Late Fees/Returned Check Fee

A late fee of \$25 is assessed for outstanding balances received after the 10<sup>th</sup> of each month. Returned payments due to closed accounts or insufficient funds will be assessed a \$35 fee.

## Overdue Accounts

Accounts that are overdue will be reviewed by the Board of Directors, which reserves the right to dismiss the student(s) from the school when the family account is overdue by 30-days or more and satisfactory arrangements for payment have not been made.

Account balances that must be turned over for collection with an outside agency will have collection cost, including court cost and legal fees, added to the account.

All financial obligations must be current prior to registration for the following year. Cross Creek will not release student(s) grades, transcripts, records, or diplomas until your account is current.

## Drop/Add Policy (Tuition Refunds/Credits)

All requests for dropping and adding classes must be made in writing. A drop/add form must be completed in order to drop or add a class after initial enrollment. Classes dropped can be replaced with a class of equal or greater value with no penalty.

Classes being dropped will be credited at the following rates:

- 50% of the remaining tuition charges will be credited for classes dropped before the end of the first quarter.
- 30% of the remaining tuition charges will be credited for classes dropped before the end of the second quarter.
- No credits will be given for tuition of courses dropped after the second quarter.

## Financial Assistance

Request for need-based scholarship assistance will be reviewed on a case-by-case basis by the full Board of Directors.

## BEHAVIORIAL EXPECTATIONS

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### Standards for Behavior

Cross Creek Christian School holds a high standard for behavior. The following is a list of our expectations for all of our students:

- Follow all policies of the school, including those found in this policy manual.
- Show honor to God in speech, dress and conduct.
- Make studies a priority and continue to do your personal best at all times.
- Accept your place of leadership to younger students and model appropriate behavior to them.

- Strive to follow Colossians 3:23 by doing everything as unto the Lord, including showing a positive and constructive attitude.
- Guard against cheating, lying, and other dishonoring behaviors.
- Develop your gifts and talents in order to build up others around you.
- Show respect to classmates by demonstrating kindness and refraining from teasing, gossip, and hurtful actions.
- Seek opportunities to daily serve others around you by putting others before yourself.
- Follow directions the first time they are given.
- Show respect by being courteous in the hallways and by careful use of the facilities and grounds.

## **Unacceptable Behavior**

Direct disobedience or disrespect to faculty or staff is not acceptable; nor is disrespect to other students. The following are examples of unacceptable behavior:

- Lying/Cheating/Forgery/Stealing
- Profane or vulgar actions or language
- Inappropriate use of school property, including building, furnishings, books, etc.
- Physical violence against staff or other students
- Bringing a weapon to school
- Uncontrollable behavior
- Bringing illegal drugs and/or drug paraphernalia to school
- Teasing and/or bullying
- Conversations among students about sex
- Public displays of romantic affection
- No loitering or storing personal items in hallways or at the front desk area

Violations will result in disciplinary action, which could lead to dismissal. The administration will work closely with faculty and staff to ensure that all discipline is administered in a just, discreet, and constructive manner. The administration will use its discretion on a case-by-case basis to determine the severity of the offense, and the parent will be notified of any disciplinary actions taken. Repeated offenses will result in dismissal from the school. Cross Creek does not administer corporal punishment.

## **Toys, Cell Phones, and other Electronic Devices**

We ask that students refrain from bringing any type of toys or recreational magazines to school. These things do not lend themselves to a productive academic setting and can cause unnecessary distractions. Because parents are very specific and individual in what they do and do not allow their student to watch (videos), play (video games), and listen to (music), we ask that students leave their electronic devices at home.

We understand that many of the upper level students carry cell phones for emergencies, and to keep in close contact with parents. Cell phones must be put in a pocket, purse, or backpack while the student is on campus. They can be used to call parents, guardians, or family members when necessary, or to answer a call from the same. They should not be used for social purposes while the student is on campus.

## Dress Code

Students attending Cross Creek University Model classes, or other school-sponsored functions (including field trips), are required to dress neatly and modestly. Specifically, we allow no secular rock band t-shirts, no clothing that advertises alcohol or tobacco, no clothing that displays words that could be deemed offensive, no pierced jewelry anywhere but the ear, no gothic make-up or extreme hair. No spaghetti straps for the ladies, no bare midriffs, no baggy clothing that would expose undergarments and no short skirts or shorts. Our rule of thumb is this: let your arms fall loosely to your sides and rest your palms along your thighs. If your skirt is higher than your fingertips, it's too short!

## Violence Policy

Cross Creek has a “zero tolerance” policy involving threats or perceived threats of violence by students or parents. The school’s first responsibility is the protection of its students. If a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student’s permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in clothing, book bag, purse or vehicle.

If Cross Creek determines that a threat of violence is credible and specific (directed toward particular students, faculty or staff), the administration will report the threat to the student and/or staff member threatened. The school will immediately report the threat to the parents of the student and may also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student’s permanent record will reflect the suspension for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was “just joking”. If circumstances warrant, the school may conduct further investigation. The school may require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. That student will not be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor’s opinion, does not present a threat of danger.

## ACADEMIC POLICIES

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### Parent Commitment

Cross Creek Christian School is a parent-directed home education program that recognizes parents as their student’s primary teacher. Parents are required to instruct their children at home, either according to lesson plans provided by the University Model, or with their approved curriculum. Tennessee state law requires that each student spend four hours a day, five days a week pursuing his/her education. Families are encouraged to enhance and individualize the

home education program as needed. Cross Creek Christian School's administration and teachers are available to give guidance in regards to individualizing a child's educational plan.

## **Curriculum**

The curriculum at Cross Creek has been chosen through a cooperative effort involving parents, instructors, administrators, and members of the board. In an effort to continue to provide students with the best education possible, it is constantly under review.

Those families choosing the University Model program will pay for curriculum and any associated class fees (such as lab specimens, copy costs, etc) at the time of registration. Families choosing the T.H.E. program will need to provide an academic plan to the administration, and, upon approval, are responsible for the purchase of their chosen curriculum.

## **Class Days**

The following is the class schedule for University Model students:

K4 – 12<sup>th</sup> grade: Mondays and Wednesdays

The instructors of the University Model classes endeavor to teach new concepts on class days, therefore, parents are encouraged to make sure their student attends if at all possible.

## **School Activities**

Cross Creek offers extracurricular activities that are open to both the University Model and T.H.E. program students and their families. These have included a monthly Friday field trip, competitive tennis, field day, drama, picnics, and more. We also offer school pictures, year books/annuals, and graduation ceremonies for both kindergarten and high school seniors.

## **Annual Achievement Testing**

Cross Creek offers the Stanford Achievement and OLSAT Test every year for students in kindergarten through tenth grades. Achievement testing is optional, although we strongly encourage parents to consider it. A fee of \$50 per student is charged to cover the cost of the administration, testing materials and scoring.

## Graduation Requirements

A graduate of Cross Creek must satisfy the following requirements:

- A minimum score of 14 on the ACT (or the SAT equivalent)
- 21.5 total High School Credits

<b>HIGH SCHOOL CREDITS</b> (Incoming Freshmen)	
<b>English</b>	4
<b>Mathematics:</b> must include Algebra I	4
<b>Science:</b> must include Biology	3
<b>U.S. History</b>	1
<b>Social Studies:</b> World, Tennessee, Ancient, European or Modern Histories, Geography	1
<b>Health, Physical Fitness, and Wellness</b>	1
<b>Government/Economics</b>	0.5 / 0.5
<b>Visual/Performing Arts:</b> Dance, Drawing, Drama, Music, Chorus	1
<b>Personal Finance</b>	1
<b>Volunteerism:</b> 75 hours of documented volunteer service at a non-profit organization or church.	0.5
<b>Electives</b>	4
<b>TOTAL CREDITS:</b>	21.5

NOTE: Each credit is considered the equivalent of a minimum of 150 hours of education.

*We recommend the following for college-bound students:*

- One credit each of the following lab sciences: Biology, Chemistry, and Physics or Anatomy
- One credit each of the following math courses: Algebra 1, Algebra 2, Geometry
- Two credits of the same foreign language (These credits will reduce the total number of electives needed to two.)

## Grading Scale

A+: 100	A: 99.99 – 96	A-: 95.99 - 93
B+: 92.99 – 91	B: 90.99 – 87	B-: 86.99 - 85
C+: 84.99 – 82	C: 81.99 – 79	C-: 78.99 - 75
D+: 74.99 – 72	D: 71.99 – 69	D-: 68.99 - 65
F: 64.99 and below		