

# STAY IN SCHOOL PLAN



September 2020 Issue



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## PROVIDING A HEALTHY, SAFE, AND SECURE ENVIRONMENT

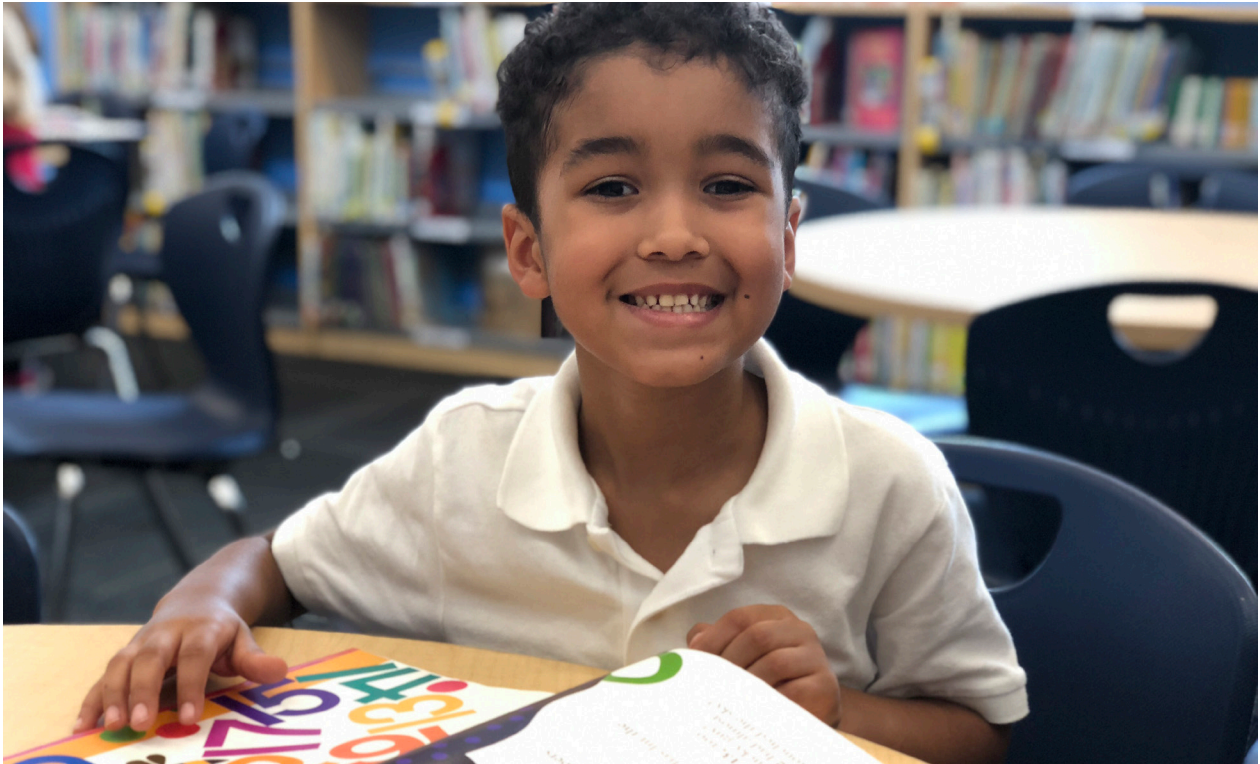
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### Overview

Providing a Healthy, Safe, and Secure Environment focuses on the safety standards, procedures, and protocols that we will implement in response to the ever-evolving COVID-19 situation. We continue to approach this with a student-centered focus, making decisions that not only keep our students safe but also provide a healthy and nurturing environment that is conducive to learning. We are closely monitoring health trends,

taking into consideration the guidance provided by public health officials, and leveraging the expertise of healthcare professionals within our community so that we are prepared to quickly respond with the necessary safety protocols in the event that the situation changes. We remain unwavering in our commitment not only to the education of our students but also to their health and safety as well.





## Health & Safety Plan

As we look forward to welcoming our Fellowship family back to campus this fall, we will do so with wise, data-driven guidelines that will ensure a healthy, safe, and secure environment for every student. Though we are living in uncertain times that present new challenges as the COVID-19 situation evolves, we are proactively making plans that will accommodate any resulting adjustments and remain confident in our ability to continue to deliver an excellent, adaptable education.

In consideration of the recommended guidelines and in consultation with our on-staff healthcare professionals, the following protocols will be implemented to ensure the health and safety of our faculty, staff, and students:

### **Utilizing Our Intentionally Small Class Sizes**

The pedagogy of our school is predicated on project-based, interactional learning. To maintain that high level of student engagement, we will capitalize on our intentionally small class

sizes and creatively use our suburban campus space as needed to manage group interactions. Following the current state and national guidelines, we are confident that moderated adjustments to our daily schedule can provide appropriate physical distance while allowing for the educational experience for which Fellowship is known.

## Limiting Large Gatherings

We fully acknowledge that one of the cornerstones of the Fellowship experience is the connection within the school community. While we will continue to seek creative ways to connect, worship, relate, and grow together, at this time we feel the most loving action we can take is to abide by the recommended public safety guidelines to protect and respect the various comfort levels within our close-knit community.

As a result, the following temporary adjustments will be made to larger daily, weekly, and special community gatherings to limit large group exposure:

- Indoor crowd size will be limited where physical distancing is not an option.
- Parent nights, and back-to-school events held indoors will be suspended.
- Paladin Adventure Club (PAC) before school care will be suspended, and ES and MS after school care will utilize additional space to ensure appropriate physical distancing.
- During morning carpool, elementary and middle students will be physically distanced in their respective gyms until 50 students are present. Then they will be sent directly to their classrooms.
- Lunch service by Atlanta Lunch Co., PTF Friday Pizza Lunch, Wednesday morning Chick-fil-a biscuit sales are suspended.
- Parent groups will be allowed to bless faculty/staff monthly with individually packaged, purchased lunches.



### *Buildings Closed to Visitors*

**In order to mitigate the risk of possible exposure and spread of COVID-19, Fellowship's buildings will initially be closed to all visitors, including parents, during school hours unless an appointment has been scheduled.**





# Providing a Safe Campus

We will do all that is within our control to protect our community.



**We will be providing one gaiter and one mask to every student, faculty, and staff to start the school year.**

**6 - 12th grade students** are required to wear masks / gaiters during classroom transitions and when entering and exiting the building and classrooms.

The general rule for 6 - 12th grade students is that when they are standing, masks will be up. When they are sitting, in the classroom masks may be down.

Students are allowed to wear face coverings all day if that is what the family desires, but teachers will not be responsible for ensuring that students wear their masks outside of the FCS required areas.

**PreK - 5th grade students** are not required but are encouraged to wear masks.



Sanitizer stations have been added in every classroom, office, and placed throughout the facilities. New protocols will require sanitizing hands before entering buildings and classrooms.



The frequency and level of cleaning will be increased using only OSHA approved products. School-wide cleaning and disinfecting performed by our facilities department will be done when classrooms are empty with plenty of time permitted for drying.

Frequently used surfaces will be cleaned multiple times throughout the day when students are not present.



The use of vending machines and water fountains, with the exception of the bottle refill function, will be temporarily suspended.

Shared electronic devices and PE equipment will be cleaned after each use.

Air filters will be changed frequently.



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## DELIVERING ACADEMIC EXCELLENCE

Providing Academic Excellence recognizes the need to be flexible and responsive in light of current circumstances and outlines our plans to continue offering a rigorous, well-rounded curriculum that engages and challenges our students to reach their full potential. While physical distancing and safety protocols will be employed, and large student gatherings will be temporarily suspended, students will continue to benefit from our intentionally small class sizes and hands-on learning experiences.

This section offers insight into the various educational models that could be employed if the COVID-19 situation evolves to the point that physical distancing or a government-mandated shelter-in-place once again requires a transition to Remote Learning. The leadership team has worked tirelessly to develop a tiered set of models that could quickly and seamlessly

be deployed so that our students would see no interruption in the excellent instruction offered by Fellowship.

Where risk is low, we want our school community to enjoy the relationships we all cherish in group sizes that are appropriate in these times. Should the risk increase, we have a plan in place to continue offering an excellent educational experience with the least amount of disruption.

As we continue to monitor emerging health trends and evolving government guidelines, we will transition to the educational model that is most fitting for each situation. Below are the scenarios we have developed based on the various levels of engagement allowed by the recommended guidelines.



Each division and all students will be on campus daily with protocols in place that allow for appropriate physical distancing.

Large group gatherings are currently suspended, and outside visitors will be limited.

Families who desire to remain a part of FCS but would prefer to remain off campus may choose the **Remote Learning** option.



## On Campus/ Remote Learning Optional

- The academic calendar for 2020/2021 remains intact. In the event of required changes, you will be notified.
- Athletics will follow GHSA recommendations and requirements.
- Each division will communicate any changes to the daily bell schedule.
- Recess/flextime will utilize the various fields and play areas allowing only one class (ES) / grade level (MS) per period and area.
- Chapel will be live-streamed or limited to one grade level at a time.
- All students will be trained in using digital platforms for independent learning.
- 1:1 devices will be provided for all students.

### LUNCH

- ES lunch will be eaten in classrooms for grades PreK through 2nd. Grades 3rd-5th will be grouped in homeroom cohorts and will eat in G2 while physically distanced.
- MS Lunch will be eaten in G2 while physically distanced.
- HS lunch will be eaten in classrooms or community spaces while physically distanced.

Campus access will be restricted. All students in PreK - 12th grades will transition to Remote Learning.

This will be implemented only under governor mandate or leadership decision where an outbreak necessitates a temporary campus closure.

## Off Campus/ Full-Time Remote Learning



- Chapel will be live-streamed.
- 1:1 devices will be provided for all students.
- Attendance will be taken daily with structured daily instruction and meetings scheduled.
- ES teachers specifically will be using a program called Seesaw as one of our platforms for our Remote Learning option. The entire elementary team was trained on this platform in June and will teach the children how to use it in the first few weeks of the school year.
- MS and HS teachers will continue to communicate mainly through Google Classroom and/or email (as needed). Live, online synchronous learning will be utilized every period of the school day with attendance being recorded, and will adhere to the rigorous college preparatory standards and pacing reflective of a Fellowship education.



## Financial

As we move forward, we will be even more conscientious in managing expenses. Since we anticipate our normal sources of revenue will be diminished, significant financial adjustments will be made to our proposed budget so that we can continue to serve all of our families through this time.

While we maintain a secure financial standing currently, in the event that we face future challenges, a tiered set of budget cuts has been established. If necessary, these cuts will include every department experiencing significant budget reductions as appropriate, a freeze on all discretionary spending, and delayed plans where possible.

Each tier of cuts is prepared to proactively respond to the potential financial impact forecasted based on the economic impact previously experienced. None of these decisions are made lightly, but in the event that they are necessary, each will be handled with the greatest of care to ensure the best interests of all involved.

## ENSURING FINANCIAL SOLVENCY

The economic impact of the COVID-19 pandemic is being felt very deeply across the country, and we know that we will continue to feel the effects of this crisis for quite some time. Increased pressures have been placed on all schools, including Fellowship. In response to those pressures, we continue to make necessary adjustments as we plan for next year and are pleased to share that we stand firmly on a strong financial foundation.

### School Budget: Revenue, Expenses, and Enrollment

#### Revenue

FCS receives the majority (95%) of its revenue and support from tuition. An additional 3% is derived from student activities and services.

Registration fees and contributions each provide 1% revenue support. Though we are in the initial phases of launching the Fellowship Endowment, as a younger school, we do not currently benefit from the revenue generated through an established endowment.

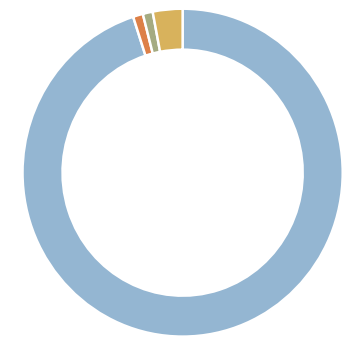
#### Expenses

Per our Board policy, 100% of operational expenses are covered by tuition and fees. The largest portion (42%) of our expenses are instructional, providing compensation for the highly-trained, remarkable men and women educating our students. While labeled an expense, there is no doubt that this is a wise reinvestment into the success of our school and our students.

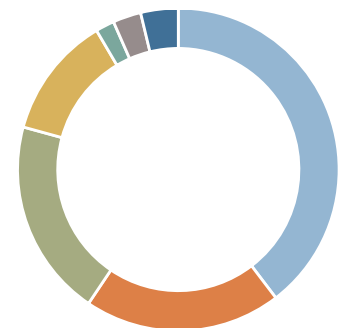
Facilities, reserves, and debt, as well as admin and support staff, each receive 20% of overall revenue. The remaining expenditures are as follows: 12% for student activities and services, 3% for advancement, 2% for general and administrative, and 1% for technology.

#### Enrollment

We are pleased to report that even with the financial pressures many in our community are facing as a result of COVID-19, our enrollment numbers for the 2020/2021 school year are holding steady. We understand that each family's financial commitment to our school is a sacrifice, and we feel honored that you continue to choose Fellowship.



Tuition 95%  
Registration Fees 1%  
Contributions 1%  
Student Fees 3%



Instructional 42%  
Facilities, Reserves & Debt 20%  
Admin & Support Staff 20%  
Student Activities & Services 12%  
Advancement 3%  
General & Administrative 2%  
Technology 1%



## Impact of COVID-19: School Response

As previously stated, Fellowship remains committed to the families who make this community remarkable. While maintaining the steadfast stewardship of all that God has entrusted to us, we have made several decisions that we feel are in the best interest of our community. In addition to prioritizing the expansion of our financial aid and launching the Acts 2:44 fund to support existing members of the Fellowship family impacted by COVID-19, we have also made necessary adjustments to our tuition and related policies.



### **2020/2021 Tuition Rate On Campus and Remote Learning Return on August 17 - Full Tuition**

In response to the financial uncertainty many of our families currently face, we will forgo the 2020/2021 tuition increase and freeze our tuition at the 2019/2020 rate. Though tuition increases are critical to funding the school's ongoing operations, we have chosen to shrink budgets and decrease expenditures in order to prioritize what really matters - our Fellowship families. We are thankful for the years of prudent financial stewardship that have placed us in a position to make what we hope is a meaningful and impactful tuition adjustment.



### **2020/2021 Tuition Payment Protection**

#### **June, July, August Tuition Payment Recourse**

Though we look forward to our August 17 return to campus, the ever-changing COVID-19 situation has understandably created some hesitancy around making the required June, July, and August tuition payments in advance of an actual school start. Therefore, we are adjusting the policy for the 2020/2021 school year to offer every family protection on their summer tuition payments. If mandated that we cannot return to campus as planned on August 17, families choosing to leave FCS will be eligible for a refund of their June, July, and August tuition payments.



### **2020/2021 Adjusted Remote Learning Tuition Rate**

#### **Off-Campus Remote Learning**

We have created what we feel are fair and equitable tuition rates to be enacted in the event we face a mandated, prolonged future disruption (one continuous month or longer) from on-campus learning. If we are again forced to transition our entire student population to remote learning, we will charge a discounted remote learning rate. This rate takes into consideration what we can offer with excellence during remote learning, as well as what savings we are able to pass on if we are not on campus.

Note: There is no discount for our current Remote Learning Option while students remain on campus engaged in an in-person learning environment.

# Taskforces

Fellowship remains committed to our mission of inspiring academic curiosity, impeccable character, and Christian leadership grounded in biblical truth. We are equally committed to maintaining the health and safety of our community. To that end, we have established a set of task-forces whose aim is to draw from their various areas of expertise to help establish the policies and protocols being implemented to ensure our successful return to campus.



## Mission Control

**Chair:** Dr. Kathryn M. Teston, Head of School

**Focus:** Guided by the school's mission, this team is responsible for oversight of the planning process, as well as communication between teams and the Fellowship community at large.

## Health & Safety

**Chair:** Laura Tribble, Nurse

**Focus:** With the sole focus of keeping the Fellowship community healthy and safe, this taskforce is responsible for creating the safety protocols that will be implemented to identify risks and mitigate exposure and spread of illness.

## Education

**Chair:** Dr. Joseph Morecraft,  
Associate Head of School

**Co-Chairs:** Sherri McLeroy, ES Principal  
Tony Tacquard, MS Principal  
Ari Durham, HS Principal

**Focus:** Our experienced and highly-trained division heads will develop educational plans that, regardless of circumstances or physical location, will continue to offer our students the challenging and inspiring education.



## Student Support

**Chair:** Dr. Joseph Morecraft,  
Associate Head of School

**Focus:** Understanding that changes and uncertainty can produce challenges, they will focus on overall student wellness and provide additional support to students struggling socially, emotionally, or academically.

## Finance

**Chair:** Karen Welty, Director of Finance

**Focus:** This taskforce is focused on ensuring the financial stability of Fellowship while simultaneously maintaining its financial viability for Fellowship families.

## Community Connection

**Chair:** Joel Schuster, Director of Advancement

**Focus:** Recognizing that community is perhaps now more important than ever, the Community Connection taskforce will be proactive in establishing and maintaining a connection with current families, new families, prospective families, donors, and alumni.

## Employee Engagement

**Chair:** Jamey Theriault, HR Coordinator

**Focus:** Fellowship is blessed to have an exceptional faculty and staff. The Employee Engagement task force will provide employee support, ensure the education of and compliance with evolving health and safety requirements, and produce any necessary, updated personnel policies as appropriate to meet the changing situation.



# COVID-19 CODE OF CONDUCT

To protect our community, it is crucial that we can rely on a strong, committed partnership with our families. We ask that our parents be diligent in regularly monitoring their children for symptoms of illness, keep any child exhibiting symptoms at home, and immediately notify the school of any suspected or confirmed illness. Abiding by these guidelines, you play an instrumental role in helping us maintain the health and safety of our entire community.

Please read the following guidelines and recommendations carefully so that you fully understand what is required and expected of you.

## Required Daily At-Home COVID-19 Screening Performed by Parents

Before bringing your child to school each day, you must certify that the answers to the following questions are "NO":

### 1. Within the past 10 days, has your child had a combination of any TWO, or more, of the following symptoms of COVID-19 as identified by the CDC?

- Fever (100.0 or above without taking any fever reducing medications)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- New or unusual fatigue
- Muscle or body aches
- New or unusual headache
- New loss of taste or smell
- Sore throat
- New or unusual congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Loss of appetite in last few days

### 2. Has your child, or any of their close contacts, been diagnosed with COVID-19, suspected to have COVID-19, or placed in quarantine by a medical professional or local public health official for possible exposure to COVID-19 within the past 14 days?

If you answer yes to either of the above questions, please notify the school that your child will not be in attendance and seek guidance from your healthcare provider. Depending on the recommendations of your healthcare provider and/or the results of COVID-19 testing, your child may need to temporarily transition to Remote Learning. We will provide synchronous online learning and appropriate support so that your child will not see an interruption in their education. In the event that your child needs to make a temporary transition to remote learning, please see the guidelines for returning to school as outlined below.

## Daily Screening By Parents

✓ In the past 10 days, has your child:

- ☐ Exhibited COVID-19 Symptoms
- ☐ Tested positive or been exposed to a person COVID-19 positive

If you answer yes to either of the above questions, please notify the school that your child will not be in attendance and seek guidance from your healthcare provider.

## Notification When Administering Medications At-Home for Non-Symptomatic Reasons

Please notify the nurse:

1. If your child suffers from a chronic medical condition such as seasonal allergies or asthma that causes them to exhibit the above symptoms, you may provide the school nurse with a doctor's note that describes the symptoms, expected duration, to clear them for attendance.

2. If you have to administer pain relieving medication for a non-symptomatic issue like a toothache or sprained ankle, please email the nurse prior to the start of the school day and include the name of the medication, as well as the time and reason for administering the medication.

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# COVID-19 CODE OF CONDUCT

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## COVID-19 Screening - At Home and At School

Parents are responsible for ensuring that all children have been screened for fever (100.0 or above) prior to entering the school building. If a fever is detected, the child with the fever, as well as siblings living in the home, should remain at home. Once at school, students will be screened by teachers during first period (HS/MS) or homeroom (ES) and prior to their lunch period. Your permission for temperature screening is indicated by your signature below and is required for school attendance. Any student who fails the temperature screening (as well as any sibling living in the same home) will be isolated until parent permission to leave is received (if the child is driving age) or the parent picks up the child(ren). (See "Protocol for On-Campus Symptomatic Students" below.)

## Protocol for On-Campus Symptomatic Students

Students who exhibit the symptoms of COVID-19 (see above) while at school will be sent to the school nurse for evaluation. Students who drive will be isolated and allowed to leave once an email is received from the parent providing permission. If the student does not drive, parents will be required to pick up the symptomatic student within one hour. The student will be masked and monitored in the isolation room until picked up. Additionally, siblings and faculty/staff member living in the same household with the symptomatic person will be sent home.

## Individuals with COVID-19 symptoms should seek guidance from their healthcare provider.

- If testing is advised due to screening or close contact exposure, individuals should obtain a test as soon as possible.
- **Results should be communicated to the school nurse.**
- If the parent refuses or is unable to obtain a test, the student and siblings will be required to quarantine for 14 days and transition to Remote Learning.

## If a student, faculty, or staff member has a confirmed COVID-19 diagnosis:

- All persons who have had close contact\* with an infected individual or known exposure\*\* within the 48 hours that the first symptom appeared will be notified by school officials; and must follow the "Stay in School" guidelines as noted below.

*\*Close contact is defined as persons within the same household, or having more than 15 minutes of face-to-face contact including shared space (3 feet or less) in the same classroom or meeting area. Fellowship will notify parents of all students within the class for monitoring, but students sitting directly adjacent to the individual with a positive COVID-19 result will be required to quarantine for 14 days from last known contact..*

*\*\*Known exposure is defined as being within the same classroom. If the confirmed positive student was in another cohort, such as before or after school groups, parents of all students in the cohort will be notified and must also closely monitor children for symptoms for 14 days.*

## Sanitizing Protocol

The Director of Facilities will:

- Close off areas affected by any sick person,
- Disinfect impacted areas immediately, and
- Fog clean as part of the nightly sanitizing protocol.

Cleaning will include classrooms, restrooms, elevators, and any other enclosed spaces. These areas will reopen the next morning.



# COVID-19 CODE OF CONDUCT

## “Stay In School” Protocol

### Symptomatic Persons:

Any student who is sick with COVID-19 symptoms should stay home or, if at school, will be sent home. Parents should contact their physician to get advice on the need to obtain a COVID-19 test. If a test is advised, see below. If a test is not advised, your child may return when the following criteria have been met:

- Have been fever free for 72 hours without fever-reducing medication,
- AND have a substantial improvement of symptoms for 72 hours (for example, the student must exhibit improvement in respiratory symptoms of cough and shortness of breath, be free from vomiting and diarrhea and able to tolerate food without recurrence, etc.).

### OR

- IF A COVID -19 TEST IS ADVISED, you must obtain professionally-administered nasopharyngeal swab PCR (non rapid) COVID-19 Test, notify the school nurse your student is being tested and keep all FCS siblings home until the test results come back.

#### **If your child's test is negative he/she may return to school when they:**

- Have been fever free for 72 hours without fever-reducing medication,
- **AND must consult and receive clearance from the school nurse before returning to campus**
- AND have had a substantial improvement of symptoms for 72 hours (for example, the student must exhibit improvement in respiratory symptoms of cough and shortness of breath, be free from vomiting and diarrhea and able to tolerate food without recurrence, etc.).

#### **If your child's test is positive please notify the school nurse. He/she may return to school when:**

- 10 days have passed since the day the positive PCR test was obtained OR the onset of symptoms – whichever occurred first.
- **AND must consult and receive clearance from the school nurse before returning to campus.**
- AND they have been fever free for 72 hours without fever-reducing medication,
- AND they have a substantial improvement of symptoms for 72 hours (for example, the student must exhibit improvement in respiratory symptoms of cough and shortness of breath, be free from vomiting and diarrhea and able to tolerate food without recurrence, etc.).

### Asymptomatic Persons (*showing no symptoms*):

**If your child's' test is positive please notify the school nurse even if they are asymptomatic. He/she may return to school when:**

- 10 days have passed since the positive PCR (non rapid) test,
- AND they remain asymptomatic.

# COVID-19 CODE OF CONDUCT

## Close Contact Protocol

**Asymptomatic students, faculty, and staff in close contact\*** with a confirmed positive COVID-19 person (includes family member or other student, faculty or staff):

### **TIME BASED STRATEGY**

- Will be required to self-quarantine for 14 days,
- AND will immediately transition to Remote Learning or working remotely.
- **AND must consult and receive clearance from the school nurse before returning to campus.**

**OR**

### **TEST BASED STRATEGY**

- Receive (ONE) negative result from a professionally-administered nasopharyngeal swab PCR (non rapid) COVID-19 Test taken at least 5 full days from last known exposure. Contact the school nurse for a list of labs.
- **AND must consult and receive clearance from the school nurse before returning to campus.**

*\*Close contact is defined as persons within the same household, or having more than 15 minutes of face-to-face contact including shared space (3 feet or less) in the same classroom or meeting area.*

*Fellowship will notify parents of all students within the class for monitoring, but students sitting directly adjacent to the individual with a positive COVID-19 result will be required to quarantine for 14 days **or pass our Test Based Strategy at least 5 days from last known contact.***

## Known Exposure Protocol

**Asymptomatic students, faculty, and staff with known exposure\*\*** to a confirmed positive COVID-19 person (includes family member or other student, faculty or staff):

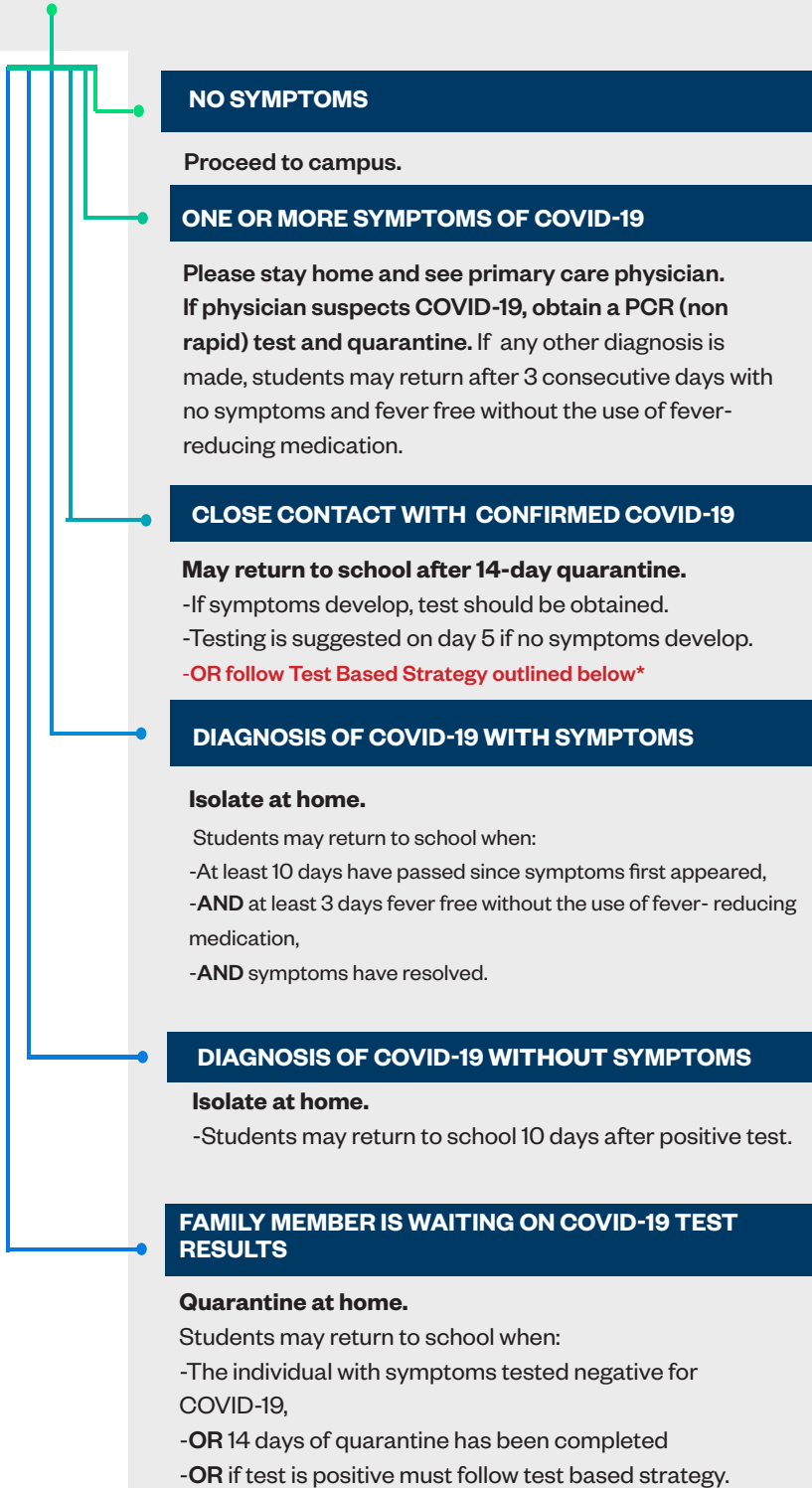
- May remain at school as long as they are asymptomatic,
- AND parents will be required to monitor their children closely for 14 days. While a full quarantine and a **professionally-administered nasopharyngeal swab with PCR testing is not required** for those with known exposure, parents may elect to opt-in and transition to Remote Learning during the observation period.

*\*\*Known exposure is defined as being within the same classroom. If the symptomatic, confirmed positive student was in another cohort, such as before or after school groups, parents of all students in the cohort will be notified and must also closely monitor their children for symptoms for 14 days.*

**Asymptomatic persons who test positive and later exhibit symptoms** should follow the guidance above for Symptomatic Persons.

If someone in your family tests positive for COVID-19, please email the school nurse, Laura Tribble immediately at [laura.tribble@fcspaladins.org](mailto:laura.tribble@fcspaladins.org).

# Can My Child Come to School?



## SYMPTOMS

### TWO or more of these:

Persistent Chills  
Muscle Pain/Body Aches  
Sore Throat/Hoarseness

New Loss of Taste  
or Smell

Headache

### ONE of these:

Fever (100.0° or higher  
without fever-reducing  
medications)

Persistent Cough

Nausea

Vomiting or Diarrhea

Unusual Fatigue  
Persistent Tiredness  
Difficulty Waking or  
Staying Awake

#### \*TEST BASED STRATEGY:

Receive (ONE) negative result from a professionally-administered nasopharyngeal swab PCR (non rapid) COVID-19 Test taken at least 5 full days from last known exposure. Contact the school nurse for a list of labs.



# FAQs

In this document, you will find specific details regarding our protocol for our return to school, as well as answers to some of the questions we have received thus far. This plan is fluid and based upon current recommendations. We will continue to update as we receive additional questions and as the COVID-19 situation evolves. We hope that upon reviewing our Stay in School Plan, as well as the support information below, you will see that the health and safety of our Fellowship family is paramount. We will continue making decisions with the goal of maintaining the well-being of our students, faculty, and staff.

## Elementary School: Academic School Day

### Morning Carpool Protocol:

- We ask that all parents conduct temperature checks each day prior to dropping their children off at school. In order to attend, a student's temperature must be lower than 100.0 degrees without the aid of fever reducing medication.
- Parents are required to remain in their vehicles during carpool.
- Paladin Adventure Club (PAC) before-school care will be temporarily suspended.
- During morning carpool, elementary students will be physically distanced by homeroom in Gym 2 until 50 students are present. They will then be sent directly to their classrooms.

### Afternoon Carpool Protocol:

- Students will be dismissed directly from classrooms and will proceed to the nearest, assigned exit.
- We ask that parents who walk up to get their children at the benches maintain proper physical distancing and leave as soon as your children have been released to you.
- ES after-school care will utilize additional space to ensure appropriate physical distancing.
- Siblings who are waiting to load in their vehicles will be grouped together.

### Morning Bus Shuttle:

- The buses will be sanitized before and after each use.

### Face Coverings:

- Students are allowed to wear face coverings if that is what the family desires, but teachers will not be responsible for ensuring that students wear their masks.
- Students will not be required to wear a mask during outside recess.
- Fellowship will provide each student, faculty, and staff with one gaiter and one face mask.
- Students are strongly encouraged to label their face coverings.
- The school will also provide one gaiter and one face mask for all faculty and staff members.

# Elementary School FAQs

## **Classroom:**

- We will make every effort to mitigate the risk of exposure by:
  - spacing desks,
  - assigning seating as a way to potentially trace community spread,
  - increasing the frequency and level of cleaning,
  - increasing opportunities for students to sanitize and wash hands, and
  - ensuring that each student has their own supplies.
- All students will be temperature checked during homeroom and again before lunch.
- When possible, classes will remain self-contained in their homeroom grouping, meaning that students will travel as a unit.
- The 4th and 5th grade classes will begin the year changing classrooms as they have in previous years. If we receive new information that indicates this is not in the best interest of our students, faculty, and staff, then we will have teachers change rooms for instructional blocks rather than moving all students.
- As long as it is safe, 4th and 5th grade students will continue to rotate through their Spark & Ignite classes based on their class assignments.
- Outdoor class time will be utilized as frequently as possible (weather permitting). A schedule has been established to allow classes to rotate and make use of our ample outdoor space.

## **Lunch:**

- All students will be temperature checked during homeroom and again before lunch.
- Lunch will be held in the classrooms or outdoors (weather permitting).
- Students will not be allowed to share food.
- Teachers will notify parents if lunch and snacks are required to be nut free.
- Handwashing/sanitizing will be enforced before and after lunch.
- No lunch guests will be allowed until further notice.
- Outside lunch vendors will not be permitted until further notice.
- Individually wrapped birthday treats for elementary students will be permitted.

## **Chapel:**

- Chapel will be pre-recorded or live streamed to each classroom.
- Parents will not be allowed to attend chapel until further notice.

## **Recess:**

- Outdoor recess will be held daily and be limited to one grade per play area.

## **Specials** (*Spanish, Music, Art, P.E., Library, Spark & Ignite*):

- As long as it is safe, students will travel to their specials' class locations.
- Students will wash hands or use hand sanitizer prior to using shared equipment or spaces.

## **Field Trips:**

- Currently, there are no off-campus field trips planned for the fall. If circumstances change, we will adjust accordingly. Spring events will be evaluated as we near the event date.

# Elementary School FAQs

## Elementary School: Remote Learning Option

Remote Learners will:

- Check Seesaw for daily assignments or pick-up materials/supplies from the school in advance. (Classroom teachers will determine if they want to upload the assignments or provide packets. Each homeroom teacher will coordinate times with Remote Learning families for the pick-up of items.)
- Join their homeroom classrooms by 8:00 am daily (9:00 am on Wednesdays). Attendance will be taken at this time every day.
- Wear dress code appropriate clothing and have the camera on during live lessons.
- Follow the daily schedule provided by the homeroom teacher. The daily schedule will indicate times when students are required to join remotely for academic instruction, including during Specials' classes.
- Work independently from home following the schedule and joining **all** sessions.
- Complete and submit all independent assignments to the teacher via Seesaw by 3:00 pm each school day.

## What are the parameters for participating in Remote Learning?

- Students who are immune-compromised or who have concerns about returning to campus may elect to participate temporarily in Remote Learning. Once the student and their family feel more comfortable returning to school, they may notify their division principal and teachers.

*Next steps and scope for parents who elect to have their child(ren) transition to Remote Learning:*

- Administrative approval is necessary prior to the start of Remote Learning.
  - An email must be sent to the principal stating the reason for switching to Remote Learning. Families may not elect to move in and out of Remote Learning on a day-to-day basis for non-COVID-19 related illnesses.
  - Remote Learning will stay in effect for a minimum of 10 consecutive school days.
  - Non-COVID-19 related absences are counted as sick days and make-up work may be provided by the teacher.
- For students who are COVID-19 positive or have known exposure to a COVID-19 positive person and are required to temporarily quarantine, the Remote Learning option will allow them to continue receiving instruction, eliminating any disruption in their education.

*Next steps and scope for parents of students transitioning to Remote Learning due to a required quarantine:*

- The principal and the school nurse must be informed as soon as exposure or a positive test result is confirmed. The elementary school will need one school day to prepare for a student who is transitioning to Remote Learning.
- These students may return to in-class instruction once they meet all medical requirements as outlined in the "Stay in School" guidelines in the COVID-19 Code of Conduct, as well as receive approval from the school nurse.



# Middle School FAQs

## Middle School: Academic School Day

### Morning Carpool Protocol:

- We ask that all parents conduct temperature checks each day prior to dropping their child(ren) off at school. In order to attend, a student's temperature must be lower than 100.0° degrees without the aid of fever-reducing medication.
- Parents are required to remain in their vehicles during carpool.
- Before-school care will be temporarily suspended.
- Students will be required to wear face coverings when entering and exiting the building and in the hallways.
- During morning carpool, middle school students will be physically distanced in G1 until 50 students are present. They will then be sent to their classrooms.

### Afternoon Carpool Protocol:

- During afternoon carpool, students will be dismissed directly from classrooms.
- Students will be required to wear face coverings while waiting outside.
- MS after-school care will utilize additional space to ensure appropriate physical distancing.
- Carpool times will remain the same.

### Morning Bus Shuttle:

- The buses will be sanitized before and after each use.

### Face Coverings:

- Students will be required to wear a face covering when outside the classroom (unless a documented medical reason prohibits them from wearing a mask). This includes to/from carpool, going to the bathroom/locker, when walking around the classroom, and in the hallways. Students will not be required to wear a mask during outside recess or once seated for lunch. Students may remove face coverings once they are seated in their classrooms and have sanitized their hands.
- Fellowship will provide each student with one gaiter and one face mask.
- Students are strongly encouraged to label their face coverings.
- Students are allowed to wear face coverings all day if that is what the family desires, but teachers will not be responsible for ensuring that these students wear their masks.
- Fellowship will provide each student, faculty, and staff with one gaiter and one face mask.
- Signage will be posted and teachers will coach students on expectations.

### Lunch:

- All MS students will be temperature checked during first period and again before lunch.
- MS lunch will utilize G2 and outdoor options with a unique lunch period for each grade abiding by all physical distancing guidelines.
- Students will not be allowed to share food.
- Hand washing will be enforced before and after lunch.
- Outside lunch vendors will not be permitted until further notice.
- No lunch guests will be allowed until further notice.

# Middle School FAQs

## **Classroom:**

**We will make every effort to mitigate the risk of exposure by:**

- spacing desks,
- assigning seating as a way to potentially trace community spread,
- increasing the frequency and level of cleaning,
- increasing opportunities for students to sanitize and wash hands,
- and ensuring that each student has their own supplies.
- All MS students will be temperature checked during first period and again before lunch.
- Teachers will have a teaching zone that is marked off and physically distant from students. In this space, the teacher may choose not to wear a face covering while instruction is taking place. Before approaching the teaching zone space, a student should ask permission and put on their face covering.
- Outdoor class time will be utilized as frequently as possible, weather permitting.
- Students will switch classes and be required to wear face coverings during transitions.

## **Chapel:**

- Chapel will be pre-recorded or live streamed to each classroom.
- Parents will not be allowed to attend chapel until further notice.

## **Field Trips & Retreats:**

Currently, there are no off-campus field trips or retreats planned for the fall. If circumstances change, we will adjust accordingly. Spring events will be evaluated as we near the event date.

## **Athletics:**

We are abiding by GHSA protocol and, as the situation currently stands, proceeding as usual. We will notify you of any changes.

## **Arts:**

We will continue to monitor the ever-evolving COVID-19 situation and will make decisions on our arts activities closer to event dates and based on the latest information available.

## **Middle School: Remote Learning Option**

For the 2020-2021 school year, we will offer two (2) options for students and families to choose from in order to maximize their Fellowship experience.

Option 1: On-Campus, In-Person Instruction. This is offered to all students in grades PreK-12.

Option 2: Synchronous (live) and Asynchronous (independent) Remote Learning. This option allows students who are immune-compromised, not comfortable returning to school, or temporarily quarantined to engage in remote learning.

Students who choose the Remote Learning option, who have not been required to quarantine because of COVID-19 exposure or a positive test result, must participate for a 10-day minimum and return to campus when they feel comfortable.

# Middle School FAQs

Students who have been quarantined due to exposure or a positive test result should consult the “Stay in School” guidelines as outlined in the COVID-19 Code of Conduct.

The price of tuition for Remote Learning students will be equal to that of a full-time, on-campus student and will consist of both live instruction, as if your child(ren) were in the classroom, and independent assignments. No tuition discount will be given for this option as the school incurs additional costs to offer this service. If you know you are interested in the Remote Learning option, please let your division principal know and complete the required permission form.

As we planned for this school year in the midst of the COVID-19 pandemic, our challenge was to evaluate how to do school well with intentionality regarding quality instruction and safety. We quickly understood that in these unprecedented times, a remote option was necessary to meet the needs of families and conduct school in the safest manner possible. The coordination of this effort has presented a huge learning curve for our teachers with the implementation of new technologies. While we cannot possibly replicate the on-campus experience for our remote learners, our teachers are committed to implementing a dual instructional model where simultaneous quality instruction takes place during the class period. We are continuing to monitor and improve on our Remote Learning instructional practices to improve the experience. At this juncture, the Remote Learning option is available for the following three scenarios.

## **ALL students require administrative approval prior to attendance in Remote Learning classes.**

- **Option One:** Families who decide attending school on-campus is not appropriate for a period of time due to COVID-19 concerns. This is independent of a school mandated quarantine. The minimum duration for elective Remote Learning is 10 school days.
- **Option Two:** Students who are experiencing COVID-19 related symptoms and need to quarantine based on school health and safety protocol. This includes students that are symptomatic and/or waiting on test results (recommended by their physician) , or who have been in close contact with another individual who has tested positive.
- **Option Three:** Students who need to be out of school for an extended period of time due to illness that is not COVID-19 related. These scenarios will be evaluated and approved on a case by case basis by administration.

For the Remote Learning option to work well, students must follow all protocols.

This includes:

- Requested and confirmed receipt of administrative approval before attending a remote class.
- Expectations for Remote Learning participation form has been signed by student and parent.
- Students will access live instruction through the Zoom link provided by the instructors.
- Students will follow assessment protocols for Remote Learners.
- Students will complete and submit assigned work through Google classroom.
- Students may seek additional help from their teachers during the scheduled office hours.

Remote Learning is not for general or short-term absences from school for reasons unrelated to COVID-19. Teachers need time to prepare for remote students. Only students who have administrative approval to participate in Remote Learning and are included on the daily update list sent to teachers will be given access to the live classroom via Zoom. All absent students, whether remote or on-campus, are welcome to use other class resources for make-up work including Google classroom and recorded live sessions posted by the teachers.



# Middle School FAQs

## What are the parameters for participating in Remote Learning?

- Students who are immune-compromised or who have concerns about returning to campus may elect to participate temporarily in Remote Learning. Once the student and their family feel more comfortable returning to school, they may notify their division principal and teachers.

*Next steps and scope for parents who elect to have their child(ren) transition to Remote Learning:*

- Administrative approval is necessary prior to the start of Remote Learning.
  - Remote Learning will stay in effect for a minimum of 10 consecutive school days.
  - Parents who have a child that needs to shift to Remote Learning for COVID-19 reasons, are required to notify the school administration by 2:00 pm in order for the child to attend school remotely the following day. For example, if you contact the school before 2:00 pm on Monday, your child may attend remotely on Tuesday. If you contact the school after 2:00 pm on Monday, your child may attend remotely on Wednesday.
- For students who are COVID-19 positive or have known exposure to a COVID-19 positive person and are required to temporarily quarantine, the Remote Learning option will allow them to continue receiving instruction, eliminating any disruption in their education.

*Next steps and scope for parents of students entering into Remote Learning due to a required quarantine:*

- Parents who have a child that needs to shift to Remote Learning for COVID-19 reasons, are required to notify the school administration by 2:00 pm in order for the child to attend school remotely the following day. For example, if you contact the school before 2:00 pm on Monday, your child may attend remotely on Tuesday. If you contact the school after 2:00 pm on Monday, your child may attend remotely on Wednesday.
- These students may return to in-class instruction once they meet all medical requirements as outlined in the “Stay in School” guidelines in the COVID-19 Code of Conduct, as well as receive approval from the school nurse.

## What are the expectations for students participating in Remote Learning?

- Students are expected to remain on academic pace with those on campus.
- Students must adhere to all due dates for assignments and assessments.
- All schoolwork must be completed on the provided school device.
- Attendance will be taken daily.
- Students must be in dress code.
- Students must be in a setting appropriate for school.
- The student’s face must be seen clearly on video conference meetings. (No profile pictures.)
- Students must remain in the video conference meeting until released by the teacher.
- Google Classroom will be the main channel of communication with the teacher.
- Remote Learners may get additional teacher help during normal classroom office hours.

# High School FAQs

## High School: Academic School Day

### Morning Carpool Protocol:

- We ask that all parents conduct temperature checks each day prior to sending or dropping their children off at school. In order to attend, a student's temperature must be lower than 100.0 degrees without the aid of fever-reducing medication.
- Parents are required to remain in their vehicles during carpool.
- Students will be required to wear face coverings when entering the building and in the hallways.
- Students will go directly to their locker and then their first period class as opposed to congregating.

### Afternoon Carpool Protocol:

- During afternoon carpool, students will be dismissed directly from classrooms and will proceed to the nearest, assigned exit.
- Carpool times will remain the same.

### Morning Bus Shuttle:

- The buses will be sanitized before and after each use by the driver.

### Face Coverings:

- Students will be required to wear a face covering when outside the classroom (unless a documented medical reason prohibits them from wearing a mask). This includes to/from carpool, going to the bathroom/locker, when walking around the classroom, and in the hallways. Students will not be required to wear a mask once seated for lunch. Students may remove face coverings once they are seated in their classrooms and have sanitized their hands.
- Fellowship will provide each student with one gaiter and one face mask.
- Students are strongly encouraged to label their face coverings.
- Students are allowed to wear face coverings all day if that is what the family desires, but teachers will not be responsible for ensuring that these students wear their masks.
- The school will also provide one gaiter and one face mask for all faculty and staff members.
- Signage will be posted and teachers will coach students on expectations.

### Lunch:

- All HS students will be temperature checked during first period and again before lunch.
- HS lunch will leverage classroom, community, and outdoor spaces in and around the HS school building abiding by all physical distancing guidelines where possible.
- Students will not be allowed to share food.
- Hand washing will be enforced before and after lunch.
- Outside lunch vendors will not be permitted until further notice.
- No lunch guests will be allowed until further notice.

# High School FAQs

## **Classroom:**

We will make every effort to mitigate the risk of exposure by:

- spacing desks,
- assigning seating as a way to potentially trace community spread,
- increasing the frequency and level of cleaning,
- increasing opportunities for students to sanitize and wash hands,
- and ensuring that each student has their own supplies.
- Teachers will have a teaching zone that is marked off and physically distant from students. In this space, the teacher may choose not to wear a face covering while instruction is taking place. Before approaching the teaching zone space, a student should ask permission and put on their face covering.
- Outdoor class time will be utilized as frequently as possible, weather permitting.
- Students will switch classes and will be required to wear face coverings during transitions.

## **Chapel:**

- Chapel will be pre-recorded or live streamed into each classroom and live for small student groups.
- Parents will not be allowed to attend chapel until further notice.

## **Field Trips:**

Currently, there are no off-campus field trips planned for the fall. If circumstances change, we will adjust accordingly. Spring events will be evaluated as we near the event date.

## **Athletics:**

We are abiding by GHSA protocol and, as the situation currently stands, proceeding as usual. We will notify you of any changes.

## **Arts:**

We will continue to monitor the ever-evolving COVID-19 situation and will make decisions on our arts activities closer to event dates and based on the latest information available.

## **High School: Remote Learning Option**

For the 2020-2021 school year, we will offer two (2) options for students and families to choose from in order to maximize their Fellowship experience.

**Option 1:** On-Campus, In-Person Instruction. This is offered to all students in grades PreK-12.

**Option 2:** Synchronous (live) and Asynchronous (independent) Remote Learning. This option allows students who are immune-compromised, not comfortable returning to school, or temporarily quarantined to engage in remote learning.

Students who choose the Remote Learning option, who have not been required to quarantine because of COVID-19 exposure or a positive test result, must participate for a 10-day minimum and return to campus when they feel comfortable.

Students who have been quarantined due to exposure or a positive test result should consult the “Stay in School” guidelines as outlined in the COVID-19 Code of Conduct.



# High School FAQs

Students who have been quarantined due to exposure or a positive test result should consult the “Stay in School” guidelines as outlined in the COVID-19 Code of Conduct.

The price of tuition for Remote Learning students will be equal to that of a full-time, on-campus student and will consist of both live instruction, as if your child(ren) were in the classroom, and independent assignments. No tuition discount will be given for this option as the school incurs additional costs to offer this service. If you know you are interested in the Remote Learning option, please let your division principal know and complete the required permission form.

## **What are the parameters for participating in Remote Learning?**

- Students who are immune-compromised or who have concerns about returning to campus may elect to participate temporarily in Remote Learning. Once the student and their family feel more comfortable returning to school, they may notify their division principal and teachers.

*Next steps and scope for parents who elect to have their child(ren) transition to Remote Learning:*

Administrative approval is necessary prior to the start of remote learning.

The Remote Learning Form must be completed prior to administrative approval.

Remote Learning will stay in effect for a minimum of 10 consecutive school days.

- For students who are COVID-19 positive or have known exposure to a COVID-19 positive person and are required to temporarily quarantine, the Remote Learning option will allow them to continue receiving instruction, eliminating any disruption in their education.

*Next steps and scope for parents of students entering into Remote Learning due to a required quarantine:*

- Parents who have a child that needs to shift to Remote Learning for COVID-19 reasons, are required to notify the school administration by 2:00 pm in order for the child to attend school remotely the following day. For example, if you contact the school before 2:00 pm on Monday, your child may attend remotely on Tuesday. If you contact the school after 2:00 pm on Monday, your child may attend remotely on Wednesday.
- These students may return to in-class instruction once they meet all medical requirements as outlined in the “Stay in School” guidelines in the COVID-19 Code of Conduct, as well as receive approval from the school nurse.

## **What are the expectations of students for participating in Remote Learning?**

- Students are expected to remain on academic pace with those on campus.
- Students must adhere to all due dates for assignments and assessments.
- All schoolwork must be completed on the provided school device.
- Attendance will be taken daily.
- Students must be in dress code.
- Students must be in a setting appropriate for school.
- The student’s face must be seen clearly on video conference meetings. (No profile pictures.)
- Students must remain in the video conference meeting until released by the teacher.
- Google Classroom will be the main channel of communication with the teacher.
- Remote Learners may get additional teacher help during normal classroom office hours.

# General FAQs

## **Can I provide my own mask or do I have to use the FCS-issued gaiter or mask?**

Students may express their individuality by providing their own masks. Masks patterns and designs need to be appropriate and representative of the values FCS upholds. While masks do not have to be in school colors, they must abide by the appropriate dress code content guidelines found in the student handbook. Please avoid masks with political messages, offensive imagery, sayings, or patterns.

## **Will the students be allowed to use the vending machines and drink from the water fountains?**

The use of vending machines and water fountains, with the exception of the bottle refill function, will be temporarily suspended.

## **I would like for my child to meet with a counselor. What is their contact information?**

We understand every child has been affected differently by the COVID-19 pandemic. Our counselors Howie Silverman and Beth Buchweitz are available and happy to meet with students at any time.

You may contact them at [howie.silverman@fcspaladins.org](mailto:howie.silverman@fcspaladins.org) and [beth.buchweitz@fcspaladins.org](mailto:beth.buchweitz@fcspaladins.org).

## **Extracurricular Activities:**

### **If students need to attend off-site athletic events, would they travel together via bus or would parents have to transport their own child(ren)?**

Fellowship will transport students as usual. Students will be required to wear masks while on the bus. Parents may choose to transport their child in their own vehicle if they prefer.

### **Will parents who volunteer as coaches, team moms, etc. be able to be on campus and participate in after-school practices and competitions?**

Yes. As long as the parent is volunteering in an official capacity and abides by GHSA screening protocol, they may participate in practices and competitions.

# General FAQs

## On-Campus & Remote Learning Option:

### **Are we bound by what the schools and school systems around us are doing?**

While we do monitor decisions made by surrounding counties and share information and resources, we, as a smaller independent school, are able to react and respond much more quickly than the larger school systems around us. We also benefit from our one-to-one technology, vast suburban campus, and intentionally small class sizes, which provide options our larger counterparts do not have.

### **Is Fellowship offering synchronous or asynchronous remote learning if we do not feel comfortable sending our child to school?**

Yes. A combination of both synchronous (live) and asynchronous (independent) remote learning will be offered. Please see the Remote Learning information listed under each division.

## COVID-19 Protocol:

### **Who should I notify if my child or a family member living in the same household tests positive for COVID-19?**

If someone in your family tests positive for COVID-19, please email the school nurse, Laura Tribble immediately at [laura.tribble@fcspaladins.org](mailto:laura.tribble@fcspaladins.org).

### **What happens if a child gets sick at school?**

Students will be masked and isolated in a supervised setting until a parent arrives. If the student is able to drive, the student will be able to leave once email permission from the parent is received. Any students, faculty, or staff living in the same home will also be required to leave.

Please refer to the COVID-19 Code of Conduct for more details.

### **What if a student, faculty, staff, or family member contracts COVID-19? What will the school do?**

While no personal information will be disclosed, we will report positive cases to our local health authorities. We will also notify members of our school community who may have been impacted.

Additional information can be found in the COVID-19 Code of Conduct.

### **What if a student, faculty, staff, or family member contracts COVID-19 or is exposed to a COVID-19 positive person? When can they return to school?**

Please refer to the COVID-19 Code of Conduct "Stay in School" section for more information.

### **Hypothetically, if one child within a family has had close contact with a COVID-19 positive person and required to quarantine, will his/her siblings be required to quarantine as well?**

No. Unless the child in close contact becomes symptomatic or has a positive COVID-19 test result, siblings will not be required to quarantine.

# General FAQs

## **What is the cleaning protocol in the event that a student, faculty, or staff member has a confirmed positive COVID-19 test result?**

**The Director of Facilities will:**

- close off areas used by any sick person,
- disinfect impacted areas immediately, and
- fog clean as part of the nightly sanitizing protocol.

Cleaning will include classrooms, restrooms, elevators, and any other enclosed spaces. These areas will reopen the next morning.

## **Safety:**

### **What cleaning protocol are you implementing to protect students, faculty, and staff?**

**The following cleaning protocols will be implemented:**

- The frequency and level of cleaning will be increased, using only OSHA-approved products.
- Daily, after-school fog cleaning will be completed by the facilities team.
- School-wide cleaning and disinfecting performed by our facilities team will be done when classrooms are empty, allowing plenty of time for drying.
- Increased cleaning of desks, chairs, door handles, light switches, and other frequently touched surfaces throughout the day to be performed by teachers.
- Shared electronics, PE equipment, etc. will be cleaned with disinfecting wipes before and after each use.
- Buses will be cleaned before and after each use by the driver.
- Air filters will be changed frequently.

### **What health and personal hygiene measures are you implementing to protect students, faculty, and staff?**

- We are counting on a strong partnership with parents to ensure the health and safety of the Fellowship community. We are asking that parents complete a temperature check prior to bringing their child(ren) to school. Once at school, ES students will be temperature screened in homeroom and prior to lunch. MS and HS students will be temperature screened during 1st period, as well as prior to lunch.
- Additionally, teachers will reinforce proactive hygiene, providing additional opportunities for students to sanitize or wash their hands.
- Increased hand sanitizing stations (at least one per classroom) can be found throughout the school.
- HS students will be required to have a personal bottle of hand sanitizer in addition to what is available in each classroom.

### **Will visitors be allowed in buildings?**

We will temporarily be limiting visitors in school buildings during school hours. Unless you have a previously scheduled appointment, visitors will not be allowed in the buildings.



# General FAQs

## Tuition:

### **Will changes be made to the current tuition rates or payment schedules for the 2020-2021 school year?**

As previously stated, Fellowship remains committed to the families who make this community remarkable. While maintaining the steadfast stewardship of all that God has entrusted to us, we have made several decisions that we feel are in the best interest of our community. In addition to prioritizing the expansion of our financial aid and launching the Acts 2:44 Fund to support existing members of the Fellowship family impacted by COVID-19, we have also made necessary adjustments to our tuition and related policies.

#### *2020/2021 Tuition Rate - On Campus and Remote Learning, Return on August 11 - Full Tuition*

In response to the financial uncertainty many of our families currently face, we have chosen to forego the 2020/2021 tuition increase and freeze our tuition at the 2019/2020 rate. Though tuition increases are critical to funding the school's ongoing operations, we have chosen to shrink budgets and decrease expenditures in order to prioritize what really matters - our Fellowship families. We are thankful for the years of prudent financial stewardship that have placed us in a position to make what we hope is a meaningful and impactful tuition adjustment.

#### *2020/2021 Tuition Payment Protection June, July, August Tuition Payment Recourse*

In light of the uncertainty we face due to the ever-evolving COVID-19 situation, we adjusted our tuition policy for the 2020/2021 school year to enable us to offer every family protection on their summer tuition payments. If mandated that we cannot return to campus as planned on August 17, families choosing to leave FCS will be eligible for a refund of their June, July, and August tuition payments.

We understand COVID-19 has financially impacted many of our families. However, we cannot assist you if you do not let us know that you need help. If you feel uncertain about your child's future at Fellowship, we ask that you communicate with us so that we can help put a plan into place. Please communicate with Kaye Stafford in the Business Office if you have issues or questions about your payments. E-mail [kaye.stafford@fcspaladins.org](mailto:kaye.stafford@fcspaladins.org).

### **What refunds and tuition credits will be available if a prolonged quarantine and virtual learning are mandated?**

#### *2020/2021 Adjusted Remote Learning Tuition Rate for Mandated Off-Campus Remote Learning*

We have created what we feel are fair and equitable tuition rates to be enacted in the event we face a mandated, prolonged future disruption (one continuous month or longer) from on-campus learning. If we are again forced to transition our entire student population to remote learning, we will charge a discounted Remote Learning rate. This rate takes into consideration what we can offer with excellence during remote learning, as well as what savings we are able to pass on if we are not on campus.

Note: There is no discount for our current Remote Learning Option while students remain on campus engaged in an in-person learning environment.

# Follow-Up Q & A

**Q.** With the increase in applicants to FCS; what is the maximum number of students in a classroom?

**A.** Each class has a maximum cap that we will not exceed regardless of demand. Any student enrolled with us, whether it be remote or in person, will have a seat and we WILL NOT exceed the class cap regardless of which form of learning the family chooses. Therefore, if students start the year in Remote Learning and later decide to return to campus, they will have a seat waiting for them. Any application beyond the class size will be wait listed until a space is available.

**Q.** For middle school Remote Learning, which classes will be live in class on camera vs off-line?

**A.** All classes will be synchronous remote and live.

**Q.** How many hours/day are students expected to be on-line, and will this be ready on 8/11?

**A.** Remote students will be expected to follow daily schedule as if they were in school. Remote students will start 8/11 with everyone else.

**Q.** Are there dedicated teachers conducting Remote Learning only sessions or are the remote sessions conducted during the in-person sessions?

**A.** The same teacher will be teaching both at the same time.

**Q.** How are you planning on engaging and creating active dialog with remote students?

**A.** Students will be given instructions on how to use chat. Teachers will have the computer nearby and be intentionally checking for questions from remote students.

**Q.** Will the Remote Learning option (if exercised) be available for the entire academic year?

**A.** We will provide Remote Learning as long as there is a health crisis requiring this service. Once the pandemic subsides all students will be back on campus.

**Q.** Will there be a list of expectations for the teachers in Remote Learning as there is for students; i.e. timely inputting of grades, communicating directly with students/parents when a student is not meeting the expectations, etc.?

**A.** Yes, there are expectations for teachers that apply to all students.

**Q.** If your child is uncomfortable with how things are going, can they easily switch to Remote Learning?

**A.** Yes, they may switch, but are committed to remain in remote learning for a minimum of 10 consecutive school days.

**Q.** Is the workload and the quality of work expectation going to be the same for classroom and Remote Learning?

**A.** Yes

**Q.** What will the Remote Learning look like specifically for elementary students; i.e. how many hours a day can we expect for students to be in front of a computer screen? Will zoom calls or lessons be at specific times or times at the discretion of parents?

**A.** Remote Learning students will follow the on-campus schedule. Each class will have periods of synchronous learning and instruction for approximately 20-30 minutes and work independently as instructed.

**Q.** Can you begin the year virtually and then decide to return to class on campus?

**A.** Yes.

# Follow-Up Q & A

**Q.** If you begin the school year in Remote Learning or in person and then decide to withdraw and homeschool, will you have to go through the interview process and reapply or will the school hold your place?

**A.** Families who withdraw and then want to return will require an interview. We are unable to hold a space for withdrawn students.

**Q.** If a student is required to miss school due to exposure or symptoms will there be exceptions to the attendance policy?

**A.** Yes.

**Q.** If students are absent (due to COVID-19) can they do virtual learning to avoid an absence?

**A.** Yes.

**Q.** May I choose a different learning option for each of my children?

**A.** Yes.

**Q.** Are there a predetermined number of COVID-19 cases within the school or other key indicator(s) that will determine when the school will move to 100% remote learning?

**A.** The administration will be monitoring all cases and indicators in order to determine if Remote Learning for the entire school is necessary.

**Q.** What changes have been made to improve the Remote Learning option?

**A.** Various upgrades have been made to the system encompassing technology improvements, integrations and software additions as well as professional development specific to Remote Learning.

**Q.** For the families who chose Remote Learning, what is the protocol for returning to school for face-to-face learning?

**A.** Contacting the division administration who will coordinate the student's return.

**Q.** What time is classwork and homework due for Elementary students? Last year we had until 8:00 pm to upload that day for both.

**A.** Remote learners will need to upload classwork by 3:00 pm each day. Homework will be due daily per the homeroom teacher's requirements.

**Q.** If the teacher is instructing at the white board, will students see the whiteboard on the computer or will the camera then be pointed at the whiteboard?

**A.** Each teacher will have the capability to share their screen with remote learners.

**Q.** Is there a minimum number of students required for FCS to offer Remote Learning?

**A.** No.

**Q.** Will all elementary students be given an iPad to learn how to upload assignments on-line, or does this only apply to Remote Learning students?

**A.** Yes. All ES students will be issued an iPad for this school year.

**Q.** Why are masks not required for ES when entering the school each morning?

**A.** Our students may certainly choose to wear masks as they enter the building each morning. We are sending the students directly to their homerooms at the beginning of each day. We may decide to have certain areas that we deem "Mask-on zones" as we execute and adjust our plan.

# Follow-Up Q & A

**Q.** Please explain what measures faculty and staff will take to limit transmission of the virus from themselves to students.

**A.** Employees will perform a symptom self check each morning and will be temperature checked upon arrival at school and at lunchtime. Indoor crowd size will be limited where physical distancing is not an option such as during lunch and masks will be required during classroom transitions as well as when entering and exiting the building and classrooms. In the HS and MS, a “safe zone” will be marked off with tape in the front of the classroom so a teacher can easily speak without a mask and maintain a distance of 3 feet from all students. When a teacher leaves this zone and approaches a student for individual help, both the student and teacher will put on their mask.

**Q.** Based on the Stay in School Plan, please clarify what measures will be taken to maintain physical distancing between elementary students?

**A.** ES teachers will set up classrooms in a manner that reflects best practices. Small and large group instructional areas will be utilized. While desks and tables will not be spaced 3-6 feet apart, we will utilize all areas and spaces within the classroom (centers).

**Q.** Since PreK - 5th grade students are not required but are encouraged to wear face coverings, please specify how FCS will be encouraging elementary students to wear face coverings.

**A.** While parents may encourage their children to wear face coverings, teachers are not responsible for ensuring that students wear them.

**Q.** We understand that some private schools within the area have placed plexiglass around each student’s desk. Please indicate whether this was considered as an option at FCS, and why it was rejected?

**A.** FCS considered all options. We did not believe this option would be a best practice for our models of classroom instruction.

**Q.** Please clarify how much cross-over between classes there will be for 4th grade students, and what risk mitigation measures are being implemented during these cross-overs.

**A.** 4th and 5th grade classes will be changing spaces for various instructional parts of the day, including Spark and Ignite and Specials. Hand washing and hand sanitizing is required before entering each classroom. All shared surfaces will be wiped down.

**Q.** Please clarify what the school’s policy is regarding vaccines and whether students will be required to obtain the COVID-19 vaccine once it becomes available.

**A.** All schools in the state of Georgia require that children either be up to date on required state vaccinations, or fill out an exemption form.

**Q.** Are elementary classes are staying in their rooms all day?

**A.** ES students will remain with their classroom cohort as they travel to the playground and other areas. While they will eat lunch in their classrooms, there will be plenty of opportunities to be out of the classroom.

**Q.** Will elementary Remote Learning students be allowed to participate on campus in specific classes that are difficult to do remotely, such as Spark and Ignite, art, etc?

**A.** No.



# Follow-Up Q & A

**Q.** I noticed the following plan options were removed from the latest update: (1) the elementary students spread out over the entire campus and continue in person learning while the high/middle school goes remote and (2) the 1-12 grades go remote while the PreK, kindergarten and pre-1st continues in person. I am curious why these options are no longer on the table now?

**A.** Upon further review we concluded this would not be in the best interest of our faculty or students.

**Q.** Will there be K-5 Sports?

**A.** We are actively assessing interest within the FCS community to gauge whether offering this in the fall would be worth while. If you have participated in the past, you will be receiving a communication soon. Should K-5 sports start, we will abide by all GHSA guidelines and protocols to participate.

**Q.** What is the FCS Medical Exemption policy for face coverings?

**A.** Students, faculty, or staff members may be exempt from the face covering requirement with a doctor's note and administration approval. All health information will be held confidential, with administration approval referenced as the reason should someone within the community ask.

**Q.** According to the COVID-19 Code of Conduct, if my child has seasonal allergies and takes medicine for those allergies, we need a doctor's note to be on file. Correct?

**A.** If your child suffers from a chronic medical condition such as seasonal allergies or asthma that causes them to exhibit the above symptoms, you may provide the school nurse with a doctor's note that describes the symptoms, expected duration, to clear them for attendance.

**Q.** If a child feels sick at school will everything automatically be referred to COVID-19? Meaning as we get closer to cold/flu season will everything require a COVID-19 test protocol?

**A.** Every student will be assessed on a case-by-case basis by the school nurse. A student with a combination of COVID-19 symptoms and associated fatigue, particularly with fever, will be asked to seek guidance from their healthcare provider.

**Q.** If we have been informed by the school that our child has had close contact with a COVID-19 positive person and our child tests negative can they return to school immediately or are they still required to quarantine for 14 days?

**A.** The Time Based or Test Based Strategy outlined in the Code of Conduct must be followed.

**Q.** What if a family has already had and recovered from COVID-19. Will they still need to follow the protocol or are they considered immune?

**A.** If a student, faculty, or staff have had COVID-19 in the last 3 months, they do not need to quarantine or get tested again unless they develop symptoms. A positive PCR test result documentation must be provided to the nurse to fall into this category.

**Q.** What is the quarantine for international travel?

**A.** Students who have traveled internationally are required to quarantine for 14 days from the day of return or receive (ONE) negative result from a professionally-administered nasopharyngeal swab PCR (non rapid) COVID-19 Test taken after quarantining at home 5 full days from day of return.

# In Closing

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While continuing to monitor health trends, reviewing government guidelines, and seeking counsel from our healthcare professionals, we remain prayerful and intentional making decisions regarding staying on Fellowship's campus. We hope this document has answered many of your questions and ultimately provided you with peace. We thank you for your partnership and commitment to Fellowship.

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