

FELLOWSHIP CHRISTIAN SCHOOL

PREPARING FOR YOU

2020/2021 RETURN TO SCHOOL PLAN



June 2020 Issue





A Message From The Head of School

Dear Fellowship Family,

At a time when there seem to be more questions than answers and a future that feels unpredictable, I would like to affirm Fellowship's commitment to a full capacity return to school on August 11. We look forward to welcoming you back for a remarkable 2020/2021 school year, and we have been diligently preparing for your return.

As part of our preparations, we must acknowledge and take into consideration the instability and uncertainty of our current public health situation while also maintaining our high standards for delivering the excellent education and well-rounded experience that Fellowship is known for. Therefore, we have established plans that allow us to remain flexible and adaptable without sacrificing the quality of our educational programming.

Throughout this document, we will share with you our current plans for:

- Providing a Healthy, Safe, and Secure Environment;
- Delivering Academic Excellence; and
- Ensuring Financial Stability.

We hope that you will take some time to read and fully digest this material. Please note that due to the developing status of Covid-19, we will continue to update our plans as needed.

We have been deliberate, thoughtful, and measured in our approach as we face a complex set of circumstances with no historical models to guide our thinking. Though the terrain is unfamiliar, we feel surefooted as we take the next right step, trusting that as we look ahead and prepare with purpose, our sovereign God will guide us. I look forward to seeing you all back on campus in August.

In His Service,

Dr. Kathryn M. Teston

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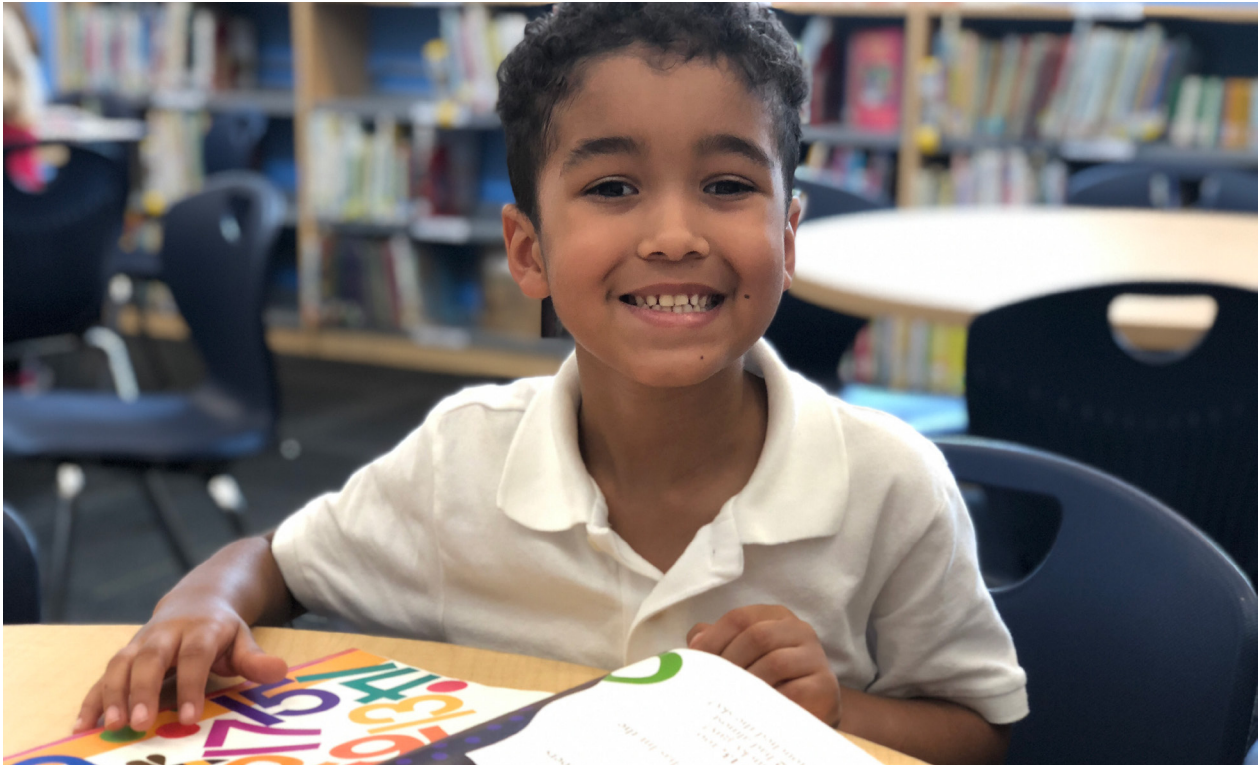
PROVIDING A HEALTHY, SAFE AND SECURE ENVIRONMENT

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. As in all that we do, we 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 will continue to closely monitor health

trends, take into consideration the guidance provided by public health officials, and leverage the expertise of healthcare professionals within our community so that we are prepared and can 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 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 CDC 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 that Fellowship is known for.



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 to a maximum capacity of 50 people.

In person chapel, parent nights, and back-to-school events held indoors will be suspended.

Large student gatherings will be managed by alternating block schedule transitions, staggering bell schedules, etc.



Closing Campus to Visitors

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

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.

Elementary and Middle School morning rooms will be suspended, and students will report directly to their classrooms.

Large division-wide lunches will be suspended in favor of smaller, class-specific lunch gatherings utilizing our ample indoor and outdoor spaces.

In addition, lunch service by Atlanta Lunch Co., PTF Friday pizza lunch, Wednesday morning Chick-fil-A biscuits sales, and monthly PTF teacher lunches will be suspended.





Parents: Monitoring Your Child's Health

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.

To that end, parents will be required to sign a COVID-19 Code of Conduct prior to the start of school. Abiding by these guidelines, you play an instrumental role in helping us maintain the health and safety of our entire community.

- Parents should closely monitor their children and keep any children with a fever above 100°F home.
- For tracking the potential spread of COVID-19, parents are required to email the school notifying them of their child's illness and subsequent absence.
- Any student on campus who is sick with fever and/or COVID-19 symptoms will be isolated from others, provided a mask, and monitored until picked up.
- That student's class-room(s) will close for the remainder of the day and undergo a deep cleaning. (The cleaning procedure is the same for an ill faculty/staff member.)
- All related students or faculty/staff members living in the same house, will also be sent home.
- Students or faculty/staff with a confirmed case of COVID-19 may return to school after at least ten days from the onset of symptoms and after being fever- and symptom-free for at least 72 hours.





Providing a Safe Campus

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

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Faculty, staff, and students will not be required but will be allowed to wear masks if they feel personally compelled to do so.

Students will be responsible for their masks. Faculty and staff will not be responsible for ensuring that students wear masks.

Understanding that various members of our community may be immune-compromised and, as a result, prefer to wear a mask, our counseling staff will speak with our student body about respecting others' comfort levels.



Sanitizer stations will be located in every classroom, office, and throughout the facilities. New protocols will require sanitizing hands before entering buildings and classrooms.



The frequency and level of cleaning will be increased so that all spaces are sanitized throughout the day, including a deep clean each night, to ensure student health throughout the duration of the year.



Vending machines and water fountains will be disabled, with only the hands-free water bottle refill option remaining functional.

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





SECTION 2 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. As previously stated, Fellowship is preparing for a full-capacity return on August 11, 2020. 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 will also offer 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 distance

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 CDC and government guidelines.



Level 1: Full Capacity Engagement Risk:Low

As expected for our August 11 return to school, each division and all students will be on campus daily with protocols in place that allow for appropriate physical distancing.

Upon our initial return, large group gatherings will be suspended, class transitions will be staggered, and outside visitors will be limited.



- 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 per period and area.
- When possible, ES teachers will rotate to reduce the movement of students throughout the building.
- Lunch will be eaten in classrooms or areas that allow proper physical distancing.
- Chapel will be live-streamed in the classrooms.
- All students will be trained in using digital platforms for independent learning.
- 1:1 devices will be provided for all students.



Level 2: Mandated Physical Distancing Transition

Risk: Medium

MS/HS students will transition to a distance learning model.

ES students will remain on campus and use the entire school to allow for the required physical distancing.



- Lunch will be eaten in the classrooms.
- Chapel will be live-streamed.
- Specials' classrooms will be utilized to minimize class sizes.
- ES learning teams will be established, utilizing specials' teachers, to reduce student/teacher ratios.
- 1:1 devices will be provided for all students.
- MS/HS attendance will be taken daily with structured daily instruction and meetings scheduled.

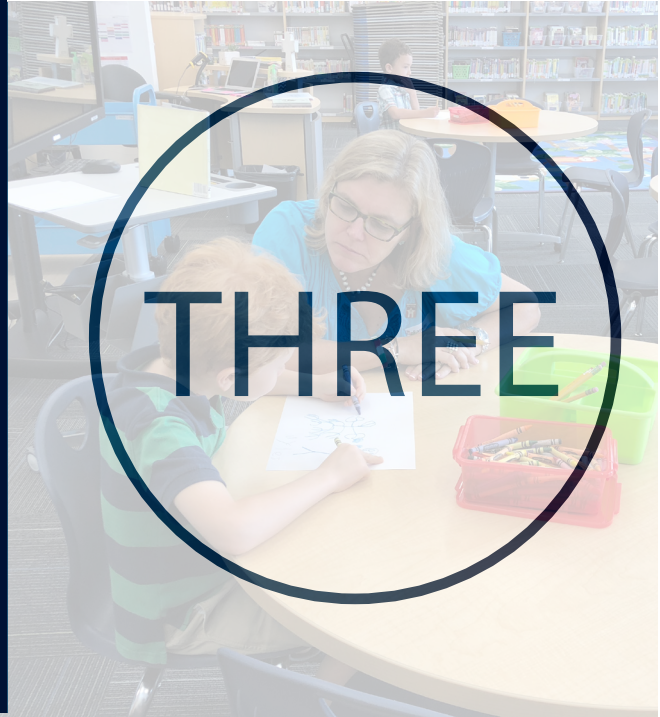


Level 3: Mandated Distance Learning

Risk: High

Campus access will be restricted. Students in 1st -12th grades will transition to distance learning.

PreK, Kindergarten, Pre1st grade students will remain on campus (if allowed by law).



- PreK, Kindergarten, and Pre-1st students remaining on campus will eat lunch in their classrooms.
- 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.



SECTION 3 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.

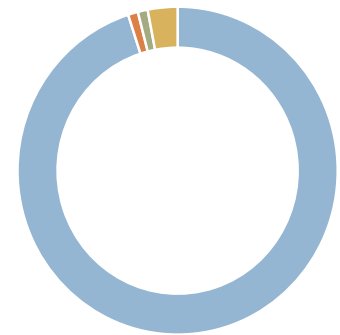
Expenses

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.

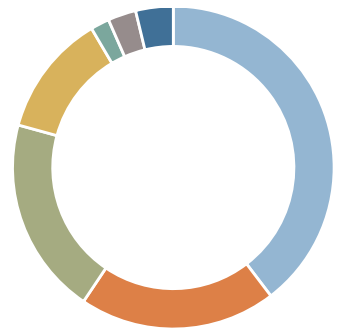
Facilities, reserves, and debt, as well as admin and support staff, each receive 20% of overall revenue. The remaining expenditures are as follows: 12% for student activities and services, 3% for advancement, 2% for general and administrative, and 1% for technology.

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%



Section Three

Impact of COVID-19: School Response

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

Full Capacity Return on August 11

ONE

In response to the financial uncertainty many of our families currently face, we will 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

TWO

Though we look forward to our August 11 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 11, families choosing to leave FCS will be eligible for a refund of their June, July, and August tuition payments.

2020/2021 Adjusted Distance Learning Tuition Rate

Off-Campus Distance Learning

THREE

Even when executed perfectly, distance learning cannot offer our students the full FCS experience. With classrooms structured around project-based learning and small group interactions, it is difficult to replicate that experience when required to be physically distant.

Therefore, we are creating what we feel are fair and equitable tuition rates to be enacted in the event we face prolonged future disruptions (one continuous month or longer) from on-campus learning. If we are again forced to transition to distance learning, we will charge a discounted distance learning rate. This rate takes into consideration what we can offer with excellence during distance learning, as well as what savings we are able to pass on if we are not on campus. If we need to implement adjusted rates for Covid-19 scenarios, the on-campus tuition rates will be modified and credited back to families.



Financial Summary

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.



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 taskforces 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

Chairs: Dr. Joseph Morecraft,
Associate Head of School

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

Chairs: 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.



In Closing

While continuing to monitor health trends, reviewing government guidelines, and seek counsel from our healthcare professionals, we remain prayerful and intentional making decisions regarding the reopening of Fellowship's campus. We hope this document has answered many of your questions and ultimately provided you with peace as you prepare your children to return to school.

Please be assured that we will continue to prepare with purpose so we can complete the task God has set before us. We thank you for your partnership and commitment to Fellowship.



FELLOWSHIP
CHRISTIAN SCHOOL
COLOSSIANS 1: 9-12

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