
Radcliffe Creek School's Commitment to Educational Excellence

— 2020-2021 School Year —

Decision Making Process

CDC / Maryland Department of Health / Kent County Health Department Guidelines - all guidelines for mitigating risk presented by coronavirus will be considered when making decisions about school re-opening

State mandates - Radcliffe Creek School will follow all mandates from the state of Maryland with regard to school closure. Careful consideration will be given to the state's three stages of "Safe Reopening Plans" outlined in the *Maryland Strong: Roadmap to Recovery*.

Association of Independent Maryland and DC Schools - suggested best practices from our accrediting body.

National Association of Independent Schools - suggested best practices from NAIS

State of Maryland Reopening Phases

Phase 1

Began 5/15/20

“Safer at home”, with essential travel to acquire necessities and to essential jobs permitted. More businesses open with social distancing and masking still mandated. “Low risk” activities (small religious gatherings, outdoor recreation, etc.) permitted.

No gatherings of more than 10.
No sit down restaurant service.
No non-essential businesses.

Phase 2

As of Friday, 6/5

Certain businesses open with social distancing, masking, and additional guidelines.

Gatherings of more than 10 people permitted.

Childcare centers open.

Possible partial opening of RCS

Phase 3

“No realistic timeline”

Large social gatherings permitted. Full service at all businesses and entertainment venues.

Schools reopen

MSDE Considerations for Reopening Schools

Source: Maryland Together - Maryland's Recovery Plan for Education

These are some of the suggestions for local school systems to make informed decisions about reopening.

Scheduling Considerations:

1 Day, 2 Day rotations

A / B weekly rotations

in person for elementary / distance learning

“phase in” by grade level

Considerations for Remote Learning:

Instruction

Devices

Staffing (IT / Teaching faculty)

Accessibility

Scenario Timeline

The National Association of Independent Schools and The Association of Independent Maryland and DC School recommendations include evaluating different timelines for a return to school.

Potential timeline of return to Radcliffe Creek School include the following possibilities:

- 1. September return to RCS with CDC and MSDE guidelines in place for safety and health**
- 2. Return to RCS after Trimester 1.**
- 3. Return to RCS after Trimester 2.**
- 4. Return to RCS in the Summer of 2021.**

Scenario 1-

Return to full school schedule and instruction

- All students and teachers on campus
- Five days / week
- Student school hours: 8:00 - 3:10
- Following the full school calendar

Scenario 2-

Hybrid style learning

- One half of the students on campus, the other half at home participating through an online portal two days / week; inverse on two other days.
- Odd day, teachers on campus, deep cleaning
- Social distancing and risk mitigation strategies in place (see considerations)

Scenario 3-

Robust distance learning program

- Full scale online learning implementation
- 5 periods / day
4 days / week
- Transition time built in between classes
- Weekly pick-up / delivery of all necessary materials

Scenario 4 - Staggered or mixed implementation of the above scenarios

It is very likely that we will experience a delay in opening or additional school closure due to a reemergence of the COVID-19 threat. The need to implement some version of each of the above scenarios in any particular order may arise at some point during the 20/21 school year.

Examples of potential procedures and guidelines for returning to campus:

Social distancing restrictions:

- 6' distance between individuals
- Traffic patterns in the hallways to avoid close proximity

Face coverings

Temperature checks

Handwashing stations

Scheduled handwashing efforts

Scheduled bathroom visits

Daily sanitization procedures

Minimized student transitions between rooms

Alternative rooms / class locations

RCS 2020-2021: Cohesive, adaptable and predictable

- School expectations, procedures, and processes will be as uniform as possible
- Executive functioning skills and the development of independent work skills will be taught explicitly to children at school and at home during tutorials
- Streamlined approaches will be created to ensure consistency both at school and at home

Working together is key

Students, families, and staff will review together to ensure everyone is on the same page:

- Online etiquette
- Google Classroom procedures
- Google Calendar
- Workspace organization
- Writing and following daily schedules
- Utilizing Learning Templates
- Accessing additional resources and supplements
- Seesaw
- Safety online
- School rules as they extend to online learning

Customized learning in our distance learning model.

- Curriculum will be customized and tailored to each child's learning needs
- Students will be matched with the staff members who are most qualified to help them optimize their potential
- Students will continue to be assessed through formative assessments, summative assessments, and benchmarks to ensure they are continuing to make progress
- Class time and instruction can continue to be flexible depending upon family needs; instruction will be recorded
- Staff will continue to provide one on one time in the afternoons for students who are struggling in a "larger" classroom setting or to provide additional materials to accelerate learning
- Class materials can be differentiated on what works well for that child (i.e. paper activities versus Chromebook work)
- Parents will be provided with support and assistance (technology, educational, IEP's etc.).

The RCS Distance Learning Makes the Difference

2020-2021

Connections and Community

1. Each student will have a 20-minute homeroom period to start their day that will involve organization, building independence, and team-building components
2. Every student is assigned an advocate who checks in with parents weekly
3. Students will eat snacks “together” each day
4. Students will be in small classes of no more than 5 for core classes
5. Each student will have up to a ½ hour per week (Wednesdays) to meet with a teacher to work on executive functioning skills or a subject they struggle in
6. Students will have weekly Enrichment experiences that cater to their passions
7. Community events will be scheduled so students connect even if they aren’t together

Distance / Hybrid Sample Schedule: Kindergarten - 2nd Grade

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:20	Homeroom	Homeroom	Community Event	Homeroom	Homeroom
9:30-10:00	Reading	Math	Community Event	Reading	Math
10:10-10:40	Math	Discovery	One on one tutoring scheduled	Math	Discovery
10:40-11:00	Snack and get your wiggles out	Snack and get your wiggles out	One on one tutoring scheduled	Snack and get your wiggles out	Snack and get your wiggles out
11:00-11:30	Discovery	Reading	One on one tutoring scheduled	Discovery	Reading
11:40-12:00	Writing	Writing	One on one tutoring scheduled	Writing	Writing
12:00-1:00	Lunch/ Recess	Lunch/ Recess		Lunch /Recess	Lunch/ Recess
1:00-1:45 (optional)	PE	Art		Music	STEAM/ TECHNOLOGY

Distance / Hybrid Learning Sample Schedule: 3rd - 5th Grade

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:20	Homeroom	Homeroom	Community Event	Homeroom	Homeroom
9:30-10:15	Math	Reading	Community Event	Math	Reading
10:15-11:00	Reading	Discovery	One on one tutoring scheduled	Reading	Discovery
11:00-11:30	Snack and Brain Break	Snack and Brain Break	One on one tutoring scheduled	Snack and Brain Break	Snack and Brain Break
11:30-12:15	Discovery	Math	One on one tutoring scheduled	Discovery	Math
12:15-12:40	Writing	Writing	One on one tutoring scheduled	Writing	Writing
12:45-1:30	Lunch/ Recess	Lunch/ Recess	One on one tutoring scheduled	Lunch /Recess	Lunch/ Recess
1:30-2:00 (optional)	ART	PE	One on one tutoring scheduled	STEAM/ TECHNOLOGY	MUSIC

Distance / Hybrid Learning Sample Schedule: 6th - 8th Grade

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:20	Homeroom: Executive Functioning Coaching	Homeroom: Executive Functioning Coaching	Community Event	Homeroom: Executive Functioning Coaching	Homeroom: Executive Functioning Coaching
9:30-10:30	Discovery	Math	Community Event	Discovery	ELA
10:30-11:00	Snack and Brain Break	Snack and Brain Break	One on one tutoring scheduled	Snack and Brain Break	Snack and Brain Break
11:00-12:00	ELA	Discovery	One on one tutoring scheduled	ELA	Discovery
12:15-1:15	Math	ELA	One on one tutoring scheduled	Math	Math
1:15-1:45	Lunch/ Recess	Lunch/ Recess		Lunch/ Recess	Lunch/ Recess
2:00-3:00	ART	PE	One on one tutoring scheduled	STEAM/ TECHNOLOGY	MUSIC

Time in online class will be customized based on your student's needs and development

1. Students join the class
2. Warm-up and reconnection as needed
3. Teacher checks in with students regarding expectations and structure for the class
4. Teacher presents a mini-lesson (this can be recorded)
5. Students practice the skill together with the teacher
6. Students practice skills independently while online with the teacher there providing feedback
7. Students are dismissed from class with teacher permission

If we need to be working in a distance learning platform, your child will receive:

- Curriculum customized to their level and needs
- An advocate overseeing their programming and providing direct parent support
- Increased small group instruction (440-720 minutes per week)
- Executive function help and coaching (80 minutes per week)
- One to one tutoring on Wednesdays (20-30 minutes per week)
- Daily time with their peers in Homeroom and during Snack (160 minutes per week)
- Access to office hours with a teacher should they be struggling (2 hours per day)
- Community events (45 minutes per week)
- Specials (Art, Music, STEAM, PE or Enrichment) (160 minutes per week)
- Continued access to Speech and Language Services (\$50 per session)

Summer preparation will include:

- Digital folders will be created for each student that include a schedule, Distance Learning Plan; weekly “big picture” plan that includes progress of the child, digital communication forms, resources (One Stop Shop).
- Advocate lists are created and parents are notified of this service.
- Teachers will engage in training over the summer in advanced training modules for Google and Seesaw.
- Student “workboxes” are prepared which include necessary tools and technology (printing capabilities)
- An online library of RCS guidelines and directions will be created so parents and children will have access in case there is any confusion (that can be accessed from the RCS website).
- Every child will be issued a Chromebook for instruction.
- School handbook will include online etiquette, expected behaviors, school rules as they extend to online activity

Additional Services Provided by RCS

- Monitoring and overseeing the Distance Learning Education of students following the programs of other schools (public and private)
- Individualized Tutoring for General Academics
- Specialized Instruction in Specific Subject Areas (for example: Orton-Gillingham, Speech and Language, etc.)
- After-School onsite Enrichment Programs
- Radcliffe's Options for Homeschool Children
- Consultative Services
- Special Education Services (testing, IEP consultation)
- Onsite Summer programs for ages 2 through 8th grade
- Radcliffe's Individualized Summer Distance Learning Courses for Grades K-8
 - Including: specific reading instruction, novel studies, middle school math concepts, targeted writing skills, environmental STEM, organization and study skills

Financial Considerations

- The cost of a Radcliffe Creek School education is valued at \$28,7000
- The majority of our tuition revenue pays salaries and benefits
- To do online learning well, it actually takes increased teacher time to reinvent what to do with students and how to do the Radcliffe Way
- For the 2020-2021 School Year, if we should be unable to be present on the physical campus, we will do the following if you pay above the \$15,000 cost of RCS online learning:
One Trimester: 10% credit for Special Services or a discount for the 2021-2022 school year
Two Trimesters: 20% credit for Special Services or a discount for the 2021-2022 school year
Three Trimesters: 30% credit for Special Services or a discount for the 2021-2022 school year

The Value of a Radcliffe Education

The Radcliffe Way

Connection
Growth Mindset
Multi-Sensory
Feedback
Personalization

Excellence in Teaching

Caring Professionals
Trained in online instruction
Dedication to craft

Distance Learning

Regular classroom meetings
Continued customization
Ongoing academic support
Low student to teacher ratios
Important Learning Materials
Provided Weekly Community
connection

Contact

Please feel free to contact us at any time. We would be happy to help you.

Radcliffe Creek School: 410-778-8150

Meg Bamford, Head of School - mbamford@radcliffecreekschool.org

Ben Joiner, Assistant Head of School - bjoiner@radcliffecreekschool.org

Debbie Cohee-Wright, Learning Specialist - dwright@radcliffecreekschool.org

Thank you for being part of the Radcliffe Family!

Please email any questions to Meg Bamford regarding next year.

This information will be shared with the larger community over the weekend in a document for your review.



**RADCLIFFE CREEK
SCHOOL**