

Example Learning Extension Center Handbook

Creating Learning Environments for our kids

You can do this! This guide seeks to help you start the journey in thinking through components of a Learning Extension Center and what would be needed to help students with remote learning during this continued COVID crisis.

Executive Summary

What is a Learning Extension Center?

A Learning Extension Center (LEC) is a computer-based learning environment for students provided by partners through offering internet, computers, and oversight to create a safe and good experience for all.

Why are LECs needed?

With the closure of school buildings this fall semester (and students required to learn from home remotely), young people need a well-equipped and safe environment in which to engage in their school day. Internet connection, meals, and consistent interactions with dedicated LEC staff and volunteers will be meeting mental, physical, social, and emotional needs of students.

What are the costs for an LEC?

(NOTE: THIS IS ONLY AN EXAMPLE OF COSTS FROM ONE ORGANIZATION. YOUR COSTS MAY VARY DEPENDING ON THE SIZE OF YOUR LEC AND HOURS OF SERVICE)

Numbers based on meeting 3 days a week with 10 students (for approximately 3.5 months)

- Meals: \$1,400* (\$3.50/meal)
- Tablets: \$3,000** (\$300/tablet)
- Internet/Filters: \$400 (\$100/month)
- PPE & Volunteer Background Checks: \$500
- Total Cost for One Semester: \$900-5,300 based on needs.

*Children's Hunger Alliance can provide free meals but you must apply a month in advance.

**Columbus City Schools has equipped students with Chromebooks.

Schedule:

Days and times vary site by site. It is recommended that lower elementary students have 2-3 hours online daily and high school students have up to 6-7 hours online.

Currently the plan is to meet with students in 3 hour increments for 3 times a week for the same group of students.

Volunteer Roles:

- Site Coordinator
- On-site Student Support
- On-site Presence
- Specializations possible: Meals, Tech Lead, Counselor

Timeline:

- ASAP – Get Governing Board approval to make an LEC
 - Then contact your insurance and add LEC to policy
- ASAP - Start recruiting volunteers for your LEC or another site for your organization to work at via announcements and talking to partners
 - Background checks are running slow right now so get them in as soon as you can
 - See Executive Summary for options
- August 7th - Deadline for first wave of [Children's Hunger Alliance application](#) (takes a month to process) – send to kaston@childrenshungeralliance.org 614.927.0316
 - Estimates of numbers are okay, they know this is unprecedented
- August 10th – Start building the bundle of paperwork for volunteers and parents
 - Start thinking about logistics and supplies (desks, cleaning supplies, internet service, etc.)
- August 17th – Site Coordinators orientation
- August 24th – General volunteer orientation
- September 1st - Family/Student orientation
- September 8th week - Soft open of LEC centers
- September 15th - LECs open

Volunteer Onboarding Resources:

Online Application and Sign-Ups:

- [Airtable.com](#) - creating application forms for both volunteers and students, free features
- [Brushfire.com](#) - creating events for open sign-ups, free features
- [Planningcenter.com](#) - all-inclusive site for registrations and schedules

Background Checks:

- [Checkr.com](#)
- [FieldPrintUSA.com](#) -\$50
- FBI/BCI background check through Columbus City School district -\$47
 - 3700 S. High Street

A Day at a Glance

What a typical day will look like at each center will vary based on a number of factors including: staffing capabilities, students' schedules (synchronous vs asynchronous learning), age of students, academic level of students, size of learning center.

There are a lot of different philosophies of how a day at a glance should go. It seems a consensus for elementary kids that they will be in the centers for about 3 hours, with pickup before and after, and some venues being able to offer mornings and afternoons, and others only one of these.

Three possible models for a day at a glance:

Synchronous - this model follows the school's synchronous schedule of learning so that students will be joining the rest of their class while they are in session. It takes breaks together when it fits the class and is focused around a 3 hour window of learning and breaks.

Adaptive - this model attempts to identify the particular needs of each child for their online academic experience and respond effectively to those needs as much as possible. Core elements include:

- meeting with family/child prior to initiating program, working with them to determine mandated class schedules or education goals, family barriers, commitment level and self-identified primary need;
- determining a schedule for child's attendance at LEC and resources that will be needed at that time;
- Engagement with family that fosters equipping them to increase skills for at home education. Provide schedules, contact information and resources available at LEC before initiating classes

Drop-in with Asynchronous - This asynchronous/drop-in model acts like a homework help center where kids can drop in and work on their schoolwork. This is a supplementary center that does not expect a daily attendance or a set number of hours.

Synchronous LECs Example

Varying length of time needed for different age groups

*(NOTE: COLUMBUS CITY SCHOOLS IS ASKING LECs TO PROVIDE ALL-DAY SERVICE,
IF POSSIBLE, TO MATCH THE FULL SCHOOL DAY FROM 9:00AM - 3:00PM)*

It is proposed that there be two sets of elementary students, one in the morning Mon-Fri, and one in the afternoon Mon-Fri. Each group would be blocked for academics over 3 hours.

- 8:00 AM** Doors open at LEC buildings
- 8:30 AM** Students start arriving for breakfast & morning devotion
- 9:00 AM** Morning session school begins
- 9:00 AM** Synchronous Language Arts
- 9:30 AM** Brain break & Potty Break - possible "Go Noddle" or physical activity
- 10:00 AM** Synchronous Math
- 10:30 AM** Brain break & Potty Break
- 11:00 AM** Specialty time (Art, History, Science, Physical Activity)
- 11:30 AM** Lunch?
- 12:00 PM** Student pickup begins
- 12:15 PM** All students gone
- 12:15 PM** Clean bathrooms, desks, computers

- 12:45 PM** Afternoon students arrive
- 1:00 PM** Lunch
- 1:30 PM** Synchronous Language Arts
- 2:00 PM** Brain break & Potty Break - possible "Go Noddle" or physical activity
- 2:30 PM** Synchronous Math
- 3:00 PM** Brain break & Potty Break
- 3:30 PM** Specialty time (Art, History, Science, Physical Activity)
- 4:00 PM** Pickup begins & Break & Snack
- 4:15 PM** After-school Club*
- 5:00 PM** Pickup begins

*on selected days

Adaptive LECs Example

Varying length of time needed for different age groups

Example of a LEC that runs Mon-Thurs. 9:30am to 12:30pm

9:15 – 9:30 am Welcome/Snack
9:30 – 10:30 Online Class Time
10:30 – 11:00 Recess, Activities
11:00 – 12:00 Online Class Time
12:00 – 12:30 Lunch

Tuesday and Thursday, from 1:00 to 3:00pm, enrolled students can choose to attend one of several Afterschool Clubs: Drama club, Science Club, Music class, Art Club, etc.

SAMPLE

Volunteer Opportunities

Site Coordinator - This person is responsible for the LEC in overseeing the whole function of the LEC. They will coordinate volunteers, make sure that the guidelines are being met, and make this a success for the LEC and for the community.

On-site Student Support - Provide on-site support to students who need help. This adult's role assists multiple students in the learning "pod" as they have questions and guides them along in their work. They also help students transition on breaks and draw boundaries for students who are having trouble staying on task.

Requirements: at least a morning (8:30-12:30) or afternoon (12:30-4:30pm) four-hour chunk of time available. Adult. Great with kids!

Backup On-site Student Support - Provide a backup to **On-Site Student Support** in their inability to be there due to an emergency or planned unavailability.

On-site Presence - Provide on-site presence to make sure that things are running well. Listens for signs that the **On-site Student Support** needs backup, makes sure that kids are going to the bathroom unassisted, and provides secondary support to the facility.

Requirements: at least a morning (8:30-12:30) or afternoon (12:30-4:30pm) four-hour chunk of time available. Adult.

Preferred: Mature, good people skills, can work out of space more than one day a week.

Backup On-site Presence - Provide a backup to **On-site Presence** in their inability to be there due to an emergency or planned unavailability.

COVID-19 Procedures

SCREENING AND POSITIVE TEST PROTOCOL FOR RETURNING TO LEC

- All students, Your LEC Staff, and volunteers will have their temperature checked when they enter the LEC. Everyone must self-screen before coming to our LEC, being mindful of the following:
 - If the individual is experiencing any of the following symptoms, they will not be allowed to attend the LEC until they are symptom free for 48 hours.
 - Body temperature of 100+ degrees in the previous 24 hours
 - Persistent cough
 - Shortness of breath or difficulty breathing
 - Nausea, vomiting or diarrhea
 - Chills
 - Loss of taste or smell
 - Body aches
 - Headache
 - Sore throat
 - Runny nose or congestion
 - If symptoms persist, it is encouraged to be tested for COVID-19 and to follow this protocol:
 - Notify the site leader immediately.
 - If test comes back negative, but fever or multiple other symptoms persist, do not return to the LEC until symptoms have cleared for 48 hours without the assistance of medication.
 - If test comes back positive, continue to self-quarantine and follow the CDC's current guidelines for when to return to school:
 - At least 10 days have passed since symptoms FIRST appeared AND
 - At least 48 hours have passed since last fever without the use of fever-reducing medications AND
 - Symptoms (cough, shortness of breath) have improved

POSITIVE TEST EXPOSURE PROTOCOL FOR RETURNING TO LEC

- Your LEC Staff, volunteer or student who has been exposed to someone who tested positive for COVID-19 must not return to the LEC for 10 days from the date of exposure.
- Your LEC Staff will communicate to parents/guardians if their child has been exposed to an individual with COVID-19.
- “Exposure” is defined as being within 6’ of an infected person for more than 15 minutes. (Source: cdc.gov)
- Your LEC Staff has the authority to trace who has been exposed to COVID-19 while at an LEC.

FACE COVERINGS

- Students will wear a cloth mask on their first day of attending the LEC. Masks will be stored in individual bags in the LEC when students leave for the day. These masks will be cleaned regularly and ready for students to use the next day the LEC meets.
- Masks are required to be worn upon entrance/check-in to the LEC and until leaving except for meal and snack times.
- Your LEC Staff and volunteers are required to wear a cloth face mask, medical mask or plastic face shield while inside the LEC.

HYGIENE AND SANITIZING

- Regular hand washing will be practiced at every LEC during activity changes in the schedule (upon entrance to the LEC, before and after meal/snack times, games, etc.). This instruction will be provided and modeled by Your LEC Staff and volunteers.
- Daily cleaning and sanitizing will take place by Your LEC Staff and volunteers (before and after meal time, after students leave, etc.). Your LEC Staff and volunteers will pay close attention to cleaning high touch surfaces (door handles, desks, shared materials, etc.).
- Every LEC will have soap, hand sanitizer and disinfectants available.

PHYSICAL DISTANCING

- 6' distance between LEC Staff and volunteers will be adhered to as much as possible.
- When LEC Staff and volunteers are working with students on class work, it may be difficult to maintain 6' distance at all times. Staff and volunteers will also adhere to physical distancing as much as possible.

ASSIGNED SEATS

- Every student will have an assigned desk or table to complete schoolwork at while attending an LEC to help decrease exposure should someone in attendance be infected with COVID-19.
- Students will be seated 3'-6' apart. "Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet of space, particularly if students are wearing face coverings and are asymptomatic."

FOOD

- Meals and/or snacks will be provided at an LEC. As discussed under the hygiene protocols, LEC Staff and volunteers will ensure all safety precautions are adhered to for clean eating surfaces and frequent handwashing.

PICK-UP AND DROP-OFF

- Drop-off will happen at the LEC entrance doors in the following manner:
 - Student wears their mask at entrance to building
 - Student arrives into the building one at a time
 - Temperature checked
 - Verbal symptom check (“We’re so glad you’re here! How are you feeling today?” “Ready for a good day!”)
 - Enters the LEC classroom area
- Pick-up will happen at the LEC entrance doors in the following manner:
 - Students are dismissed one at a time

VISITORS

- Your LEC Staff and volunteers are the only adults permitted to be in the LEC.
- Parents and siblings will not be allowed to enter the building during drop-off and pick-up.
- Should Your LEC Staff need to communicate with parents in person, it will be done before or after students are in the building, or outside the LEC.

Columbus City Schools has a video on the District’s own COVID-19 Health Safety Protocols. All LEC staff are encouraged to watch the training (as it was shared with CCS staff in October 2020).

CCS TRAINING VIDEO: <https://youtu.be/o-Wu74PLszY>

Security Procedures

Due to the nature of supporting vulnerable kids with a small staff, it will be vital for LEC's to implement some basic security procedures. Following standard school procedures:

1. The doors to the building will stay locked outside of drop-off and pick-up hours.
2. Only a designated guardian or contact can pick up students, or by guardian's permission in writing this can be amended.
3. Students and supervisors will only leave premises with prior written release of parent/guardian. Such as a nearby school playground.
4. No students will be transported by a volunteer except with written release.
5. Do not open doors to bystanders, or others who may request access into the building that are not expected.

SAMPLE

Discipline Procedures

We understand that sometimes people do not behave the way they should and do not follow rules. When that happens, we want to help people correct their wrong choices and learn from them. Here is our six step plan that helps us see that happen

Step 1 Warning (unless severe)

Step 2 Time out

Step 3 Sent home for the day

Step 4 Call home, 2 week suspension

Step 5 Meeting with Parent(s)/Guardian, suspended until meeting

Step 6 Suspended from program

Context/Background: We rarely get past step 2 because part of the process is helping the child determine what is causing them difficulty and looking for ways we can work together to come up with a solution. This gives the child the power to make a change.

If we do get to step 2, we usually have a quick conversation with the parent about how we (child & adult) solved the problem.(maybe involving multiple attempts!) This also helps the parent see discipline, rather than punishment, modeled. It might plant a seed for change.

Here are some thoughts behind how I deal with misbehavior

~A child isn't giving you a hard time, they are having a hard time.(and might not know why)

~All behavior is communication

~Life is relationships!

~Anger/aggression is a secondary emotion to fear/anxiety

Technical Requirements & Support

For a functioning lab environment, wireless internet that reaches to the centers will need to be provided. Technical assistance can be given to LEC's that need help in setting up WiFi to the labs, and/or connecting up Chromebooks to the network.

Supplies & costs may also be supplemented or covered by partners if a LEC is not able to raise the funds themselves.

All labs will function with the following items, per student:

Table/desk

Chair

Chromebook

Space on a power strip plug

Mouse

Headset

WiFi

Technical recommendations for LECs:

10-30 simultaneous students - Internet speed recommended: 300/20mbps

31-100 simultaneous students - Internet speed recommended: 600/50mbps

100+ simultaneous students - Talk to a expert

It is recommended that LECs implement a web filter for their lab. A cheap method that will cover the bases is to use a service such as SafeDNS which will filter sites according to requested standards.

Legal Requirements

All of this should be checked with your LEC insurance and legal team. This is to point you in the right direction, but you'll have to check with your own legal advice.

There are two types of LECs being created:

Confirm the Learning Extension Center is:

1. Approved and listed in your board minutes as a LEC.
2. Verified with your insurance and let them know that you are going to be starting this LEC and answer any questions they may have
3. Following the cleaning & health policies of your LEC as far as masks, social distancing, cleaning, etc.
4. Following the recommendations of your state
5. Following the screening and background checks used in your LEC policies
6. Creating and validating with a legal team a participant agreement. A sample agreement is found [here](#).

If the Learning Extension Center is acting on its own and wants to use/rent a facility:

- Be sure to have a Certificate of Insurance.
- Get a Facility Use Agreement signed, including infectious disease language.
- Require the same social distancing and cleaning protocol as the facility's owner has established for their building.

LEC FAQs

1. How can a Partner sign up to become an LEC?

- a. Each partner that creates a LEC, may have different guidelines for those who partners with them.
- b. To be an official Columbus City Schools partner and to be listed on the Columbus City Schools LEC Locator website (www.ccssoh.us/Page/8685), email CCS Chief Engagement Office Alesia Gillison at agillison3938@columbus.k12.oh.us.
- c. To join a collaborative cohort of smaller LEC's thinking through this together, email [here](#).

2. How many volunteers are needed to staff an LEC?

- a. On a daily basis two, depending on size.
- b. There is also a site director. This person oversees all operations that are happening at the LECs.
- c. LECs can have more complex arrangements to specialize in roles such as coordinating meals, tech, volunteers, cleaning, tutoring, etc.

3. How many children per LEC?

- a. The guidelines now seem to be maxing out rooms at 1 student per 36 ft with a max class size of around 15 students.

4. How do families & children get connected to an LEC?

- a. Columbus City School is promoting LECs. The District's Department of Engagement has created an interactive map at www.ccssoh.us/Page/8685.

5. How are LECs different from childcare?

- a. LECs are designed as a space where kids who need the resources can do their schoolwork. This is only a three-hour program possibly a few days a week. Parents interested in childcare should look for other latchkey programs.

6. What risk do LECs cause for large gatherings?

- a. From what we know about COVID-19 it is [usually caught person to person](#). There are also risks by surfaces, [outlined here](#). It does not seem likely that LEC in centers on weekdays will affect be affected if surfaces are cleaned.

7. If a student or volunteer tests positive, how will quarantining happen?

- a. In the event that a student or volunteer tests positive, follow CDC guidelines.