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Overview/Procedure description

The Expanded Learning Protocol is a tool to assist building administrators and community based organizations in planning and implementing any expanded learning opportunities that take place in a Seattle Public Schools building. Expanded learning will cover any learning opportunity that takes place outside of normal school hours and/or during school breaks and summer. By using this protocol, SPS will be able to support the learning and be aware of any issues that may impact district compliance. This protocol references several documents that are provided to make the implementation of an expanded learning opportunity more systematic and standardized. In addition, the use of these documents will make the data collection and analysis more accessible for SPS to conduct a collective impact study to celebrate the outcomes of our expanded learning opportunities.

Procedure Details/Forms

The Expanded Learning Protocol order of operations is as follows:

1. Building administrator initiates the building reservation
2. Building rental agreement is completed by the program administrator
3. Human Resources is given the names of staff who will be working
4. Registration of students and development of a student data sheet (attached to the protocol)
5. Student Data Sheet is submitted via email to spsummerprograms@seattleschools.org. Once the Student Data Sheet is received, it will be disseminated to the following departments:
 - a. Department of Technology
 - b. Special Education
 - c. English language Learners and International Programs
 - d. Security
 - e. Nutrition Services
 - f. Health Services
 - g. Transportation (if necessary)

See attached documents for a comprehensive overview of the above referenced outline.

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Explanation of forms associated with this protocol

1. Expanded Learning Planning Template (page 8): To be used when the program is in its planning phase. This will be shared with the Executive Director of the school building, the Summer Program Coordinator, Health Services, Nutrition Services, and the Security Department.
2. Optional Registration Form (page 9): Can be used to collect all the necessary data for the Student Data Sheet. This form is provided as an option to creating a registration form and can be attached to your invitation to students. If this form is not used, the program lead should be aware that that they will need to design a registration form that captures this student information.
3. Staff Excel Sheet: This sheet will be shared with the Human Resources Department and will ensure that SPS is aware of all staff working and their role. If non-district staff are working for SPS, then they will need to fill out the [Hourly Hiring Packet](#). If non-district staff are working in the program and not being paid by SPS, then this sheet will only need their names, date of birth, and role they will serve in the program. This excel sheet should have the following column headings in this exact order: Staff Name (last, first), SPS ID #, Grade level to be taught, Subject, IA/Cert, Sped/ELL
4. Student Data Sheet (provided as an excel sheet): This sheet takes the information from the registration form and puts it in a format that is used to communicate with various departments at SPS that will support the learning opportunities.

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Process for the Implementation of an Expanded Learning Opportunity

- Submit for approval a Expanded Learning Planning Template (see page 8) to your Executive Director and John Hughes (Summer Program Coordinator) 45 days prior to the start date. If a community based organization is using an SPS building for an expanded learning program, they should submit this planning template through the building principal.
- Human Resources (See Board Policies No. 5005, No. 5010)
 - For current SPS employees,
 - 45 days prior, provide an Excel sheet with: Staff Name (last, first), SPS ID #, Grade level to be taught, Subject, IA/Cert, Sped/ELL.
 - For out of district personnel being paid through SPS,
 - Have perspective employees complete the [Hourly Hiring Packet](#) 45 days prior to the start date and return the completed packet to the Human Resources Department. This process can take up to four weeks, so please allow enough lead time so that individuals can be staffed prior to the start date.
 - For out-of-district personnel not being paid by SPS but working with SPS students,
 - Obtain proof of background clearance through the Washington State Patrol 45 days prior to the start date.
- Registration of students (See Board Policy No. 3127)
 - A registration form is provided (see page 9) that will capture all the necessary information that needs to be submitted to the various departments listed below. Information from the registration form will be developed into the Student Data Sheet.
- Building rentals (See Board Policy No. 4260 and Superintendent Procedure No. 4260 SP)
 - Contact building rentals, buildingrental@seattleschools.org to make sure the building, and rooms within the building, are available during your dates and times.
 - Fill out building use agreement and submit your program dates, times, and rooms 45 days prior to the start date. (The room and phone numbers should be consistent with the submission to technology.)

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- Follow the SPS/Local 609 regulations for custodial services and make sure that all compensated work be assigned to bargaining unit staff and that all hiring processes and protocols be made in conjunction with each respective central department; contact Bruce Skowyra (Director of Facilities and Operations) for more information.
- Submit the Student Data Sheet to spsummerprograms@seattleschools.org 20 days prior to the start date.
 - The Student Data Sheet and email should have a title that incorporates the building and program name (i.e. Roosevelt, credit retrieval).
 - Once received by the spsummerprograms@seattleschools.org inbox, this Student Data Sheet will be sent to the following departments. Other requirements associated with various departments can be found under the department name found below.
 - Department of Technology Services (See Board Policies No. 2022, No. 3540)
 - Provide a list of rooms to be used and the corresponding telephone numbers to telecomm@seattleschools.org 45 days prior to the start date.
 - Special Education (See Board Policy No. 2161)
 - English Language Learners and International Programs (see Board Policy No. 2110)
 - Security (See Board Policy No. 6800)
 - Complete a Summer Program Planning Template (page 8) and remit to the Safety and Security Office (Security_Office@seattleschools.org) for review 45 days prior to the start date.
 - Follow the SPS/Local 609 regulations for security and make sure that all compensated work be assigned to bargaining unit staff and that all hiring processes and protocols be made in conjunction with each respective central department.
 - Nutrition Services (See Board Policy No. 6700 and Superintendent Procedure No. 6700 SP)
 - School districts offering any sort of academic, enrichment, or remedial program during the summer months at qualifying sites **must** offer a food program. Qualifying sites are defined as those schools that have 50 percent or more of the children enrolled during the regular school year who qualify for free

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and reduced-price meals. School districts intending to operate the Summer Food Service Program (SFSP) at a site where an academic summer school program is in session must ensure the meal service is open to children in the community as well as summer school children. For more information on the SFSP, contact the City of Seattle at 206-386-1001.

- Follow the SPS/Local 609 regulations for nutrition services and make sure that all compensated work be offered to bargaining unit staff and that all hiring processes and protocols be made in conjunction with each respective central department.
 - Transportation (See Board Policy No. 6600)
 - If you do not plan to provide transportation, you do not need to submit anything to the Transportation Department.
 - Health Services (See Board Policies 3413-3420)

For more information on the Expanded Learning Protocol, please email John Hughes at jehughes@seattleschools.org.

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Checklist for the Implementation of an Expanded Learning Opportunity

- Submit for approval a Expanded Learning Planning Template (see page 8) to your Executive Director and John Hughes (Summer Program Coordinator) for approval 45 days prior to the start date.
- Human Resources
 - For current SPS employees,
 - 45 days prior to the start date, provide an Excel sheet with: staff name, assigned job title for summer, and ID number to Human Resources Department.
 - For out of district personnel being paid through SPS,
 - Have perspective employees complete the [Hourly Hiring Packet](#) 45 days prior to the start date and return the completed packet to the Human Resources Department. This process can take up to four weeks, so please allow enough lead time so that individuals can be staffed by the start date.
 - For out-of-district personnel not being paid by SPS but working with SPS students,
 - Obtain proof of background clearance through the Washington State Patrol 45 days prior to the start date.
- Student data sheet submitted 45 days prior to the start date to spssummerprograms@seattleschools.org, once submitted, this excel sheet will be sent internally to the following departments:
 - Department of Technology
 - Special Education
 - English language Learners and International Programs
 - Security
 - Nutrition Services
 - Health Services
 - Transportation (if providing)
- Building rentals
 - Contact building rentals, buildingrental@seattleschools.org to make sure the building, and rooms within the building, are available during your program dates and times.

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- Fill out building use agreement and submit your program dates, times, and rooms into School Dude 45 days prior to the start date. (The room and phone numbers should be consistent with the submission to technology.)

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Expanded Learning Planning Template

(This attachment is provided as a tool to be used in planning your program)

Title of the program

District Sponsored (yes or no)

Goal/Mission of the program

Curriculum resources

Location (building and rooms to be used)

Dates and times (for both students and staff)

Targeted students (grade, demographic)

Subject matter and curriculum resources

Lead contact

Number of students

Are you providing transportation/meals?

Names of staff and what they are teaching/supporting (excel format)

Notification given to:

- Your Executive Director-Summer Program Planning Template
- Summer Program Coordinator- Summer Program Planning Template
- Human Resources-Excel sheet of staff and what they will teach/support
- spsummerprograms@seattleschools.org

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Optional registration form (Students Data Sheet information)

Student Name: _____ Student ID: _____

Phone: _____ School/Grade: _____

Home Address:

Email address:

Emergency Contact (name, relationship and number):

I understand the requirements and if accepted I commit to fully participate.

Student Signature: _____ Parent/Guardian Signature:

Does your child have an IHP, IEP or 504? (please circle)

Health concerns? (please list)

Nutrition concerns? (please list)