



Emergency Instructional Time Template

Section 520.1

As [communicated to chief school administrators on July 6, 2020](#), Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. The Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6 guidance. Such LEAs must provide PDE with the following information:

1. LEA's Proposed Calendar and Schedule(s) for SY 2020-21
 - a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum 180 days

- b. A sample weekly academic schedule as approved by the LEA's governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.) Example schedules are provided in Appendix A.

2. If the proposed schedule includes remote learning (*i.e.*, learning outside the school building), describe how the LEA will ensure access to remote learning opportunities for all students.

3. The Chief School Administrator and Board President affirm the following:

The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.

The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.

The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)

The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)

Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.

The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.

The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.

Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency:

Signature of Chief School Administrator

Date

Signature of Governing Body President

Date

Date Approved at Board Meeting:

Please submit this signed form to RA-EDContinuityofED@pa.gov along with the following attachments: the proposed weekly schedule and a copy of the board minutes at which such schedule was approved.

Any questions can be submitted to RA-EDContinuityofED@pa.gov.

Appendix A: Sample Weekly Schedules

Below are two examples of weekly schedules and the format in which they may be submitted to PDE. Any difference in plans by school or grade level should also be noted.

50% Return - Hybrid Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Group A: In-School/ In-Person	Group A: In-School/ In-Person	Groups A & B - Remote Learning	Group A: Remote Learning	Group A: Remote Learning
Group B: Remote Learning	Group B: Remote Learning	Groups A & B - Remote Learning	Group B: In-School/ In-Person	Group B: In-School/ In-Person

Note: Wednesdays are remote learning with teachers allowed to teach from home or school.

50% Return – Split Schedule

Session	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Group A: In-School Group B: Remote Learning	Group A: In-School Group B: Remote Learning	Groups A & B: Remote Learning (or Alternating by Week)	Group B: In-School Group A: Remote Learning	Group B: In-School Group A: Remote Learning
PM	Group B: In-School Group A: Remote Learning	Group B: In-School Group A: Remote Learning	Groups A & B: Remote Learning (or Alternating by Week)	Group A: In-School Group B: Remote Learning	Group A: In-School Group B: Remote Learning

Note: Wednesdays are remote learning with teachers allowed to teach from home or school.