



# Emergency Instructional Time Template

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## 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
8/31/20	6/4/21	180

- 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.

Sylvan Heights Science Charter School distributed i-Pads to all students prior to the start of the 2020-2021 school year. The school also has additional devices available should there be technical difficulties with the student's assigned device. According to responses on a Phased School Reopening Survey sent out to parents, responders indicated that their child had access to Internet connectivity. Should there be a family who, for any reason, loses Internet access, the school is prepared to provide hot spots/Internet connectivity device to accommodate the families in need. Families experiencing technical difficulties during remote learning will be offered technical support to include, but not be limited to, assistance by phone, videoconferencing, and/or on-site support. As per the parent survey requests, students will also receive pencil and paper assignments that may be dropped off at the school, placed in the school's drop-box, faxed, emailed or uploaded to the child's teacher. During i-Pad distribution, all students received a set of at-home school supplies including, but not limited to, paper, pencils, erasers, pencil sharpeners, glue sticks, scissors, pencil pouch and crayons. Students will have the opportunity to participate live, via Google Classroom directly with their classroom teacher during regular school hours. Teachers will record and upload lessons, allowing students who are not able to access lessons during real time instruction opportunities to view lessons in the evening or on weekends. Making lessons available on-line during the school day and during the evening hours will help to ensure equal access to the curriculum.

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: Sylvan Heights Science Charter School

**Susan Roth** Digitally signed by Susan Roth  
Date: 2020.09.29 07:45:36 -04'00' 9/29/20

Signature of Chief School Administrator

Date

**Laura Kurtz** Digitally signed by Laura Kurtz  
Date: 2020.10.07 15:01:01 -04'00' 10/7/20

Signature of Governing Body President

Date

Date Approved at Board Meeting: 9/21/20

*Please submit this signed form to [RA-EDContinuityofED@pa.gov](mailto: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](mailto:RA-EDContinuityofED@pa.gov).*

**Appendix A: Weekly schedule for Sylvan Heights Science Charter School: First Day of School began August 31, 2020**

**Initial Appendix A- Board Approved: August 11, 2020; Effective August 31, 2020**

**Revised Appendix A- Board Approved: September 21, 2020; Effective October 19, 2020**

*On September 21 2020, the Sylvan Heights Science Charter School Board of Trustees approved the transition from a 100% Online Model to the 25% Return- Split Schedule/online model.*

**25% Return – To begin Hybrid Schedule for students considered at-risk beginning October 19, 2020: 5 students per classroom (50 students total per day/ 100 students over the course of the week) on either M/Th or T/F. All students will continue to participate via online learning on Wednesday.**

Note: If COVID-19 cases increase from Moderate to Substantial in Dauphin County, or there are more than 5% confirmed positive cases within the school building, Sylvan Heights will follow the PDE/DOH recommendation to for all students to return to online instruction as warranted. Note: Sylvan Heights does not have any COVID-19 cases currently.

Monday	Tuesday	Wednesday	Thursday	Friday
Group A: In-School/ In-person	Group B: In-School/ In-person	All groups learning on online	Group A: In-School/ In-person	Group B: In-School/ In-person
Group B: Remote Learning	Group A: Remote Learning	All groups learning online	Group B: Remote Learning	Group A: Remote Learning
Group C: Online/remote learning for students not participating in the Hybrid Model	Group C: Online/remote learning for students not participating in the Hybrid Model	All groups learning online	Group C: Online/remote learning for students not participating in the Hybrid Model	Group C: Online/remote learning for students not participating in the Hybrid Model

Note:

\*This plan allows for in-person student evaluations, screenings and benchmark testing, parent meetings and technology support.

\* Parents may opt to have their child participate via online instruction only for the remainder of the 2020-2021 school year.

\* The Board will discuss increasing the percentage of students returning to in-person instruction at the October 19, 2020 Board of Trustees Meeting.

\*All teachers will continue to provide instruction from the school's brick and mortar school building.