



# 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 currently has devices available on a 1:1 basis for every student enrolled. The school also has additional devices available should there be technical difficulties with the students' assigned device. According to responses on a Phased School Reopening Survey sent out to parents, respondents 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 family's needs. 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 onsite means. As per parent survey requests, students will also receive pencil and paper assignments that may be dropped off to the school in a "drop-box," faxed, or emailed/ uploaded to the child's teacher or other school personnel. All students will receive a set of "at home" school supplies including, but not limited to, paper, pencils, erasers, pencil sharpener, scissors, glue stick, 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 to students both online during the school day and during evening hours will help to insure 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: 2020.08.17 07:17:54 -04'00'

8/17/20

Signature of Chief School Administrator

Date

**Laura Kurtz**

Digitally signed by Laura Kurtz  
Date: 2020.08.17 10:52:37 -04'00'

8/17/20

Signature of Governing Body President

Date

Date Approved at Board Meeting: 8/11/20

*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: Proposed Weekly schedule for Sylvan Heights Science  
Charter School starting on August 31, 2020**

**100% Online**

<b>100% Students Online/remote</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
All students participating in online/remote instruction	All students participating in online/remote instruction	All students participating in online/remote instruction	All students participating in online/remote instruction	All students participating in online/remote instruction
All classroom teachers reporting to School building-delivering online instruction from their classrooms	All classroom teachers reporting to School building-delivering online instruction from their classrooms	All classroom teachers reporting to School building-delivering online instruction from their classrooms	All classroom teachers reporting to School building-delivering online instruction from their classrooms	All classroom teachers reporting to School building-delivering online instruction from their classrooms

**25% Return- Split Schedule/online**

<b>25% Return –Move to Hybrid Schedule for students most at-risk if approved by Board of Trustees at the September 21, 2020 Board Meeting. All parties will receive two weeks notice before moving to Hybrid Instructional Model.</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Group A: In-School/ In-person	Group B: In-School/ In-person	Group A: In-School/ In-person	Group B: In-School/ In-person	Groups A & B: Online/Remote Learning
Group B: Remote Learning	Group A: Remote Learning	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	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	Group C: Online/remote learning for students not participating in the Hybrid Model