

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 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 <i>Must meet minimum 180 days</i>
August 24, 2020	May 27, 2021	180

- b. A sample weekly academic schedule as approved by the LEA’s governing body. (Recognizing the need for flexibility and that circumstance 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.

- Many Parkway West CTC students come from school districts, which provide one-to-one electronic devices. Parkway West CTC has gained permission for these students to utilize these devices for PWCTC instruction.
- The Schoology system allows students to receive instruction via their personal cell devices.

- Students in each class will be assigned work to be completed using an electronic device. Students who do not have an electronic device available at home will be provided a PWCTC Chromebook and will be expected to complete these assignments during the event. Students will not be penalized for failure to complete work if sufficient supports have not been provided. Information regarding free internet service will also be provided to those that lack the funds. If these provisions do not work, the student will be provided paper copies of all assignments.

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

- X 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.
- X 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.
- X 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 **360 Hours of instruction Career and Technology Education.**
- X 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.
- X Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- X The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- X The proposed school calendar and academic schedule(s) ensures ESL services for English Learners provided by sending district.
- X 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: **Parkway West Career and Technology Center**

Signature of Chief School Administrator: **Dr. Darby Copeland**

Date:

Signature of Governing Body President: **Angela Peterson**

Date:

Date Approved at Board Meeting:

Please scan and submit this entire signed document, the proposed weekly schedule, and a copy of the board minutes at which such schedule was approved to RA-EDContinuityofED@pa.gov.

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

Appendix A
Weekly Schedules in 3 Scenarios

PWCTC 2020-2021 Program Schedule Methods

Parkway West Career and Technology Center (PWCTC) receives students from twelve school districts that make up the Parkway West Jointure. In addition, PWCTC receives students from seven out of jointure school districts. Therefore, PWCTC's schedule must remain flexible in order to meet the needs of all students in a variety of instructional delivery manners.

Scenario #1 – Traditional Method – Instruction will be delivered in person Monday through Friday following traditional school schedule and calendar.

Scenario #2 – Blended Method – Students will attend PWCTC according to their home school district assigned rotation (For example Monday/Tuesday or Thursday/Friday) and participate in traditional in person instruction. On days when students are not physically present at PWCTC, instruction will be delivered virtually via the Schoology Learning Management System. Virtual instruction will be provide in both the synchronous and asynchronous manners in order to provide a high quality student experience.

Scenario #3 – Full Virtual Method - Instruction will be delivered via the Schoology Learning Management System. Virtual instruction will be provide in both the synchronous and asynchronous manners.

Synchronous Learning

Will be utilized in a manner that leverages being together with the students. Collaboration, discussions, inquiry, and the skills that go with them. It should not be focused on delivering basic contents, directions or summative assessments. (Some summative assessments may need to be done, but should not be a frequent activity).

Asynchronous Learning

Will begin with students logging into Schoology for class announcements, attendance, and then may include live virtual meetings utilizing a service such as Teams, Zoom or Google. It should allow for peer interactions by creating structures that allow them to interact and connect as if in a traditional classroom.

Other Suggestions for this Method of Instruction

Project-based learning as a way to allow learning and assessment to happen differently. Live webinar sessions with full-class instruction and interaction.

Follow up communication to all students and parents will be returned within 24 hours.