



# 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
August 26, 2020	June 3, 2021	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.

The school has developed a multitude of phases and learning processes.

Our remote delivery will be planned accordingly to student grade level and needs. Grades 7-12 will attend their classes following their daily schedule and participate in their classes through online formats. Classes will be recorded to allow students who are not able to participate at that time to at least watch the class at a later time. Grades 4-6 will have a modified school schedule to follow, but will be similar to the grades 7-12 format. Grades K-3 will have daily sessions online for the core subject areas.

Students in all grades will have a district provided device to access work online. By recording sessions, the families with limited bandwidth can participate at different times. For those families without internet access at home, but access to public hot spots work will be formatted to allow for remote download and the ability to work offline. If no internet access is viable, the district is looking at various solutions through providing individual Wi-Fi hot spots to families.

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.

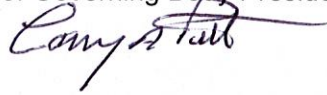
Name of Local Education Agency: Clearfield Area School District

  
Signature of Chief School Administrator

July 27, 2020

Date

Signature of Governing Body President



July 27, 2020

Date

Date Approved at Board Meeting: July 27, 2020

*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).*

**Clearfield Area School District**  
**Emergency Instructional Time Template as per Section 520.1**

**Board Approved July 27, 2020**

**Attachment A** – Day and Hour Accounting

In class attendance, as per the district calendar, instruction begins on August 26, 2020 and concludes on June 3, 2021 providing for 180 days of instruction.

When we are in face to face instruction the following hours are being met:

Elementary School: Student day begins at 8:50 am and concludes at 3:30 pm for a total of 6 hours and 40 minutes. Less lunch (30 minutes) and recess (20 minutes), the students near 5 hours and 50 minutes daily. If in session each of the 180 days students would accumulate up to 1050 hours, exceeding the 900 hour minimum.

Secondary School: The students are scheduled for nine 40 minutes classes, or a total of 6 hours of daily instruction. If in session each of the 180 days students would accumulate 1080 hours, exceeding the 990 hour minimum.

When we will be providing remote or virtual instruction the following will be met:

Elementary School: The minimum daily hour requirement is 5 hours per day to meet the 900 hours. Teachers will plan to deliver between online instruction and planned work for the students, a minimum of 5 hours daily. Students will be required to participate in class and/or complete assignments on a daily basis to be considered present within the class.

Secondary School: The students will be expected to follow their schedule remotely and will be provide the same amount of instructional time through online and virtual platforms as if they were in the classroom. Students will be required to participate in class and/or complete assignments on a daily basis to be considered present within the class.

At all times students with IEP's or other learning needs will be provided modifications and adaptations as needed to meet their individual needs.