



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 <i>Must meet minimum 180 days</i>
09/07/2021	06/09/2022	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.

It is the goal of the Lehigh Area School District that its students have the opportunity to maintain and develop skills while away from the customary school environment. This will be provided through eLearning, Canvas, other software platforms and traditional (paper and pencil) opportunities during any mandated school closures due to state or federal orders, typically in response to the COVID-19 Pandemic.

The Lehigh Area School District staff and administration is committed to offering a good faith effort for access and equity for ALL students. Some examples of how Lehigh Area School District is implementing good faith efforts include, but are not limited to, providing either a laptop or iPad (1 per family household) for ALL students in the District, where needed. The District will offer several opportunities for students and families to pick up a device. To ensure every student that wants a device can receive one, even if they cannot pick one up, the District will make arrangements for a personal pick-up. Additionally, a list of internet service providers will be shared with families who do not have internet access.

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)

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.

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

Assignment Guidance

- Be cautious of how much work you are assigning daily and weekly. Don't assign work if you can't provide feedback to students. Consider meaningful work versus busy work.
- **Daily attendance must be taken based on engagement of learning. Completion of work will continue to drive our attendance based on PDE guidelines.**
- All classroom teachers must Zoom the homeroom/first period class in order to take daily attendance and record it as present sync. or unverified sync. in Power School between 8:40 am and 8:55 am. Follow in school daily schedule for first class.
- For attendance throughout the day, each teacher should provide a simple type of engagement or give some type of assignment that is due by 2:30 pm.
- Teachers may do a bell ringer, an exit ticket, a response a classroom chat, and/or have students log-on during the lesson or just have a small assignment that is due to show engagement.
- If this is completed or turned in by 2:30, students are marked present sync. for that class.
- If a teacher needs to call out for any reason, assign asynchronous work using Canvas with a message for families.

Full Virtual Schedules:

It is our sincerest hope that these measures will not be necessary; however, should we be directed to revert to a virtual program we must be proactive so that the District will be prepared.

To: All Elementary Staff:

Re: Full Virtual Learning Expectations for Elementary Teachers

Below are requirements for Elementary staff for the eventuality of converting to a fully virtual model. We are planning on having more accountability for staff, parents, and students. It is our expectation that you will adhere to the following guidelines.

- Teachers and students are expected to connect virtually every day and follow your typical daily schedule (it may not be for a full “period”, but some “live” instruction/connection daily). This is best practice for all instructional models.
 - Whole Group Reading Lesson: A portion of each ELA block should be spent addressing the key daily/weekly skill(s) in a whole group setting.
 - Small Group Reading Lessons (at least 3 times per week for each student or in small group)
 - Whole Group Math Lesson: A portion of each Math block should be spent addressing the key weekly skill(s) in a whole group setting. (exceptions apply such as reviewing for assessments).
 - Small Group Math Lessons (at least 3 times per week for each student or in a small group)
 - Science/Social Studies Lesson (3 times per week for grades 3-5)
 - I/E: Tier 2 & 3 students continue accessing intervention programs through Title support during the scheduled I/E time slots. Tier I students will connect with homeroom teachers as directed for targeted skill instruction.
 - If students are not present in the whole group or small group lesson, record the session and post link to Canvas. On a case by case basis, interventions may need to be recorded for students to access asynchronously.
- Teachers and staff are strongly encouraged to report to their assigned building daily to utilize the resources, team collaboration time, technology and other necessary materials. However, teachers have the option to work from home if necessary. Teachers should contact their building principals, for prior approval, if they need to work from home. Provide the Principal’s secretary with a weekly schedule (working from home or school). Teacher’s work day will be from 7:30 am to 3:00 pm. Teachers are expected to be available during those times.
- PD/Team meeting time will be held 1 day per week via Zoom from 7:45-8:45 am. Follow your typical “in school” days for team meetings. Teachers will continue to have their lunch/recess block and encore times for themselves. These times should follow your typical “in school” schedule.
- Weekly Agendas need to be posted by Sunday at 5:00 PM. Weekly agendas should include:
 - Synchronous meeting links and times for all subjects/lessons for the upcoming week.
 - An outline of general assignments for the week should be posted with recurring links (assignments don’t have to be open for students to begin, but families should have a general idea of what the upcoming week will look like). Include links for Encore classes according to your daily schedule.

- Assignments do not have to be open for students to begin work. Rather, this outline/calendar will give families a general overview of the week ahead.
- Assignment Guidance
 - Student work should be completed in an average of a 45-minute period, with live instruction, classwork and homework included in that time frame. Digital Assignments must be related to current instructional topics.
 - Be cautious of how much work you are assigning; Don't assign work if you can't provide feedback to the students. Consider meaningful work versus busy work. You may not get to all content for your course this year. Choose the most essential content for your course.
 - Due dates for assignments should be defined for work completion, while still maintaining a policy of open communication with families who present challenges during the school day. Due dates for assignments should be defined within the school day. We would like to get away from assignments being due at 11:59 PM or 12:01 AM. For example: Teacher assigns an assignment on Monday during period 2; it is due on Tuesday period 2
 - Teacher assigns a longer project on Monday with a due date for Friday period 2
- Daily attendance must be taken based on engagement of learning. Completion of work will continue to drive our attendance based on PDE guidelines.
- All teachers who have a homeroom must Zoom the homeroom in order to take daily attendance and record it as present sync. or unverified sync. in Power School between 8:10am and 8:30am.
- For attendance throughout the day, each teacher should provide a simple type of engagement or give some type of assignment that is due by 2:30.
- Teachers may do a bell ringer, an exit ticket, a response a classroom chat, and/or have students submit a copy of their notes for the day or just have a small assignment that is due to show engagement.
- If this is completed or turned in by 2:30, students are marked present sync. for that class.
- If they are marked present sync. in at least 3 out of 4 core classes they are marked present sync. for the day. If a team notices that a student is less than 3 out of 4 core classes they should contact Mr. Ebbert and their attendance will be changed to unverified sync. for the day.
- If a teacher needs to call out for any reason, assign asynchronous work using CANVAS with a message for families.

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content for your course. Digital Assignments must be related to current instructional topics.

- Due dates for assignments should be defined for work completion, while still maintaining a policy of open communication with families who present challenges during the school day. Due dates for assignments should be defined within the school day. We would like to get away from assignments being due at 11:59 PM or 12:01 AM.
- For example: Teacher assigns an assignment on Monday during period 2; it is due on Tuesday period 2
- Teacher assigns a longer project on Monday with a due date for Friday period 2

- **Daily attendance must be taken based on engagement of learning. Your daily attendance task will still be due by 2:15 PM, in order to track students blocks 1-4 attendance. Completion of work will continue to drive our attendance based on PDE guidelines.**

- Every student will need to be marked Present Synchronous (Present SY) or Unverified Synchronous (UNV SCYNC) by you daily.
- If a teacher needs to call out for any reason, assign asynchronous work using CANVAS with a message for families. Please continue to notify Ann Shoenberger and the building principal.

It is our sincerest hope that these measures will not be necessary; however, should we be directed to revert to a virtual program we must be proactive so that the District will be prepared.

To: All Middle School Staff:

Re: Full Virtual Learning Expectations for Teachers

Below are requirements for MS staff for the eventuality of converting to a fully virtual model. If this should occur, it is our expectation that you will adhere to the following guidelines.

- Teachers and students are expected to connect virtually via Zooming every day. It may not be for a full period, but some 'live' instruction / connection daily. This is best practice for all instructional models.
- Teachers and staff are strongly encouraged to report to their assigned building daily to utilize the resources, team collaboration time, technology and other necessary materials. However, teachers have the option to work from home if necessary. Teachers should contact their building principals if they need to work from home.
- Teachers and staff are to report to their assigned building daily to utilize the resources, team collaboration time, technology and other necessary materials.
- Weekly Agendas need to be posted by **Sunday at 5:00 PM** and must include:
 - Synchronous meeting links that follow the period schedule.
 - Outline of assignments for the week

Appendix A: Sample Weekly Schedules

Below are examples of schedules and the format in which we provided and will provide “remote Learning” opportunities to our students.

To: All High School Staff:

Re: Full Virtual Learning Expectations for Teachers

Below are requirements for High School staff for the eventuality of converting to a fully virtual model. If this should occur, it is our expectation that you will adhere to the following guidelines.

- Teachers and students are expected to connect virtually every day. You will follow our same schedule, and are expected to be on zoom by first block: 8:01 AM. This is best practice for our instructional models.
- Schedule:

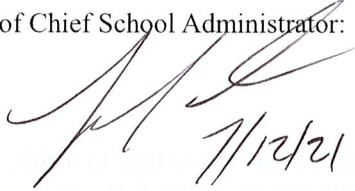
Block 1	8:01-9:16
Block 2	9:19-10:34
Block 3	10:37-12:22
A Lunch	10:37-11:07
Instruction	11:07-12:22
B Lunch	11:12-11:42
Instruction 1	10:37-11:12
Instruction 2	11:42-12:22
C Lunch	11:52- 12:22
Instruction	10:37-11:52
Block 4	12:25 -1:40
Enrichment	1:43-2:00
- Teachers and staff are strongly encouraged to report to their assigned building daily to utilize the resources, department collaboration time, technology and other necessary materials. However, teachers have the option to work from home if necessary. Teachers should contact their building principals if they need to work from home.
- Weekly Agendas need to be posted on your Canvas platform by **Sunday at 5:00 PM** and must include:
 - Synchronous zoom meeting links should be posted on your Canvas calendar.
 - Outline of assignments for the week
 - Assignments do not have to be open for students to begin work. Rather, this outline/calendar will give families a general overview of the week ahead.
 - Use of the CANVAS calendar is recommended to list assignments/tasks even if that assignment is in another digital tool.
- Assignment Guidance
 - Student classwork should be completed during your block, with live (zoom) instruction. There may be time for homework to be included in that time frame.
 - Be cautious of how much work you are assigning; Don't assign work if you can't provide feedback to the students. Consider meaningful work versus busy work. You may not get to all content for your course this year. Choose the most essential

Name of Local Education Agency:

Lehigh Area School District

Signature of Chief School Administrator:

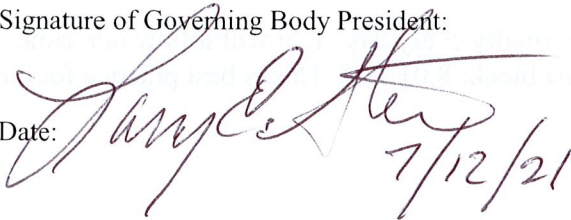
Date:



7/12/21

Signature of Governing Body President:

Date:



7/12/21

Date Approved at Board Meeting:

7/12/21

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.