



# Emergency Instructional Time Template

## Section 520.1 - 2022-23 School Year

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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. As occurred for the 2020-21 and 2021-22 school year, 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 for the 2022-23 school year. Nothing in Section 520.1 of the School Code should be construed to extend beyond the 2022-23 school year.

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 May 23, 2022, guidance. Such LEAs must provide PDE with the following information specific to the 2022-23 school year:

**1. LEA's Proposed Calendar and Schedule(s) for SY 2022-23**

**a. School Year Calendar**

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum 180 days
August 25, 2022	June 2, 2023	180

- b. Should a school need to use remote learning at either the student or school level, LEAs should submit a sample weekly schedule reflecting remote learning 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.)

See attached for Remote Learning: Sample Weekly Schedule

- 2. When using remote learning (i.e., learning outside of the school building), describe how the LEA will ensure access for all students.**

See attached for Remote Learning Plan

- 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: West Branch Area School District

  
Signature of Chief School Administrator

6-20-22  
Date

  
Signature of Governing Body President

6/20/22  
Date

Date Approved at Board Meeting: June 20, 2022

*Please scan and submit this entire signed document, the proposed weekly schedule, and a copy of the board meeting minutes at which such schedule was approved to to [RA-EDContinuityofED@pa.gov](mailto:RA-EDContinuityofED@pa.gov).*

*Questions can also be submitted to this email address.*

## Remote Learning Plan

**Step 1:** Every student in Grades PreK - 12 will receive a computer device for use at home (iPad for Grades PreK -1 & Chrome Book for Grades 2 - 12). Instruction will be provided through both synchronous and asynchronous means.

**Step 2:** The District will establish 10 community hotspots to increase the number of families able to access the internet from their residence or a nearby community building.

**Step 3:** Students with no internet access will receive weekly packets for all instructional lessons

**Step 4:** Grading will be addressed through standard district procedures.

**Step 5:** Attendance will be tracked via online access or packet completion.

## Weekly Schedules

<b>Total Reopening (Green Phase)</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>All Students: In-School / In-Person</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>All Students: In-School / In-Person</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>All Students: In-School / In-Person</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>All Students: In-School / In-Person</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>All Students: In-School / In-Person</b>  MS / HS Hours: 6.2 Elem Hours: 5.5
<b>Group D: In-House Cyber</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>Group D: In-House Cyber</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>Group D: In-House Cyber</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>Group D: In-House Cyber</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>Group D: In-House Cyber</b>  MS / HS Hours: 6.2 Elem Hours: 5.5

**Note:** 180 Days = 1,116 Hours (Middle School / High School) & 990 Hours (Elementary School)

<b>Scaffolded Reopening (Yellow Phase)</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Group A &amp; C: In-School / In-Person</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>Group A &amp; C: In-School / In-Person</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>Group A &amp; B: Remote Learning</b>  MS / HS Hours: 5 Elem Hours: 4.5*	<b>Group A: Remote Learning</b>  MS / HS Hours: 5 Elem Hours: 4.5*	<b>Group A: Remote Learning</b>  MS / HS Hours: 5 Elem Hours: 4.5*
<b>Group B: Remote Learning</b>  MS / HS Hours: 5 Elem Hours: 4.5*	<b>Group B: Remote Learning</b>  MS / HS Hours: 5 Elem Hours: 4.5*		<b>Group C: In-School / In-Person</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>Group B &amp; C: In-School / In-Person</b>  MS / HS Hours: 6.2 Elem Hours: 5.5
<b>Group D: In-House Cyber</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>Group D: In-House Cyber</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>Group D: In-House Cyber</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>Group D: In-House Cyber</b>  MS / HS Hours: 6.2 Elem Hours: 5.5	<b>Group D: In-House Cyber</b>  MS / HS Hours: 6.2 Elem Hours: 5.5

**Note: 180 Days = 1,008 Hours (Middle School / High School) & 900 Hours (Elementary School)  
180 Days - Group C & D: = 1,116 Hours (In-House Cyber) & 990 Hours (Elementary School)**

**\* Denotes Grades 2 – 4 Only (Grades PreK – 1 & Select IEP Students will attend daily)**

<b>Total Remote (Red Phase)</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>All Students: Remote Learning</b>  MS / HS Hours: 5.5 Elem Hours: 5	<b>All Students: Remote Learning</b>  MS / HS Hours: 5.5 Elem Hours: 5	<b>All Students: Remote Learning</b>  MS / HS Hours: 5.5 Elem Hours: 5	<b>All Students: Remote Learning</b>  MS / HS Hours: 5.5 Elem Hours: 5	<b>All Students: Remote Learning</b>  MS / HS Hours: 5.5 Elem Hours: 5

**Note: 180 Days = 990 Hours (Middle School / High School) & 900 Hours (Elementary School)**