



Emergency Instructional Time Template

Section 520.1 - 2021-22 School Year

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 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 2021-22 school year. Nothing in Section 520.1 of the School Code should be construed to extend beyond the 2021-22 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 July 6, 2020, guidance. Such LEAs must provide PDE with the following information specific to the 2021-22 school year:

1. LEA's Proposed Calendar and Schedule(s) for SY 2021-22

a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum 180 days
8/30/21	6/13/22	180 days

- 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.)

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

All students have a district-issued chromebook for both in-school and remote learning. Hot spots are provided to students without internet access.

Teachers will post learning activities in See-Saw (K-1) and Google classroom (grades 2-12) that all students can access. Students are accustomed to logging into either their See-Saw and Google classroom accounts on a regular basis to access their assignments and submit work. The software Kami is provided allowing students to complete assignments and assessments. Screencastify is widely used to create video clips of instruction. Live instruction occurs through Zoom to introduce lessons before students complete independent assignments. The teacher remains available for questions and to support students during remote learning. The transition from in-person to remote learning will be a seamless process.

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: Whitehall-Coplay School District

Signature of Chief School Administrator



Date

8/9/21

Signature of Governing Body President



Date

8/9/2021

Date Approved at Board Meeting: 8/9/2021

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.

Questions can also be submitted to this email address.

Gockley Elementary School

Sample Kindergarten Virtual Schedule - Times subject to change.

Kindergarten	Day 1	Day 2	Day 3	Day 4	Day 5
8:15-9:00	Office Hours Prep	Office Hours Prep	Office Hours Prep	Office Hours Prep	Office Hours Prep
9:00-9:30	Pledge Calendar Mini-lesson - ELA	Pledge Calendar Mini-lesson - ELA	Pledge Calendar Mini-lesson - ELA	Pledge Calendar Mini-lesson - ELA	Pledge Calendar Mini-lesson - ELA
9:45-10:15	Group 1 Guided Rdg.	Group 3 Guided Rdg.	Group 1 Guided Rdg.	Group 3 Guided Rdg.	Mini-lesson Science
10:30-11:00	Group 2 Guided Rdg.	Group 4 Guided Rdg.	Group 2 Guided Rdg.	Group 4 Guided Rdg.	*Whole Class/ Small Group
11:15-12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:00-12:30	Mini-lesson-Math	Mini-lesson-Math	Mini-lesson-Math	Mini-lesson-Math	Mini-lesson-Math
12:45-1:15	Group 3 Guided Math	Group 1 Guided Math	Group 3 Guided Math	Group 1 Guided Math	Mini-lesson - SS
1:30-2:00	Group 4 Guided Math	Group 2 Guided Math	Group 4 Guided Math	Group 2 Guided Math	*Whole Class/ Small Group
2:15-3:00	Specials** PM time schedule will vary depending on when specials are.	Specials** PM time schedule will vary depending on when specials are.	Specials** PM time schedule will vary depending on when specials are.	Specials** PM time schedule will vary depending on when specials are.	Specials** PM time schedule will vary depending on when specials are.
3:05-3:35	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours

***The guided learning times will be used by the teacher to provide additional small or whole group lessons as determined by student and class needs.**

- Schedule is for 5 days with guided reading and math groups at least 2x in a week with Friday offering an additional small group meeting time.

Gockley Elementary School

Sample First-Grade Virtual Schedule - Times subject to change.

First Grade	Day 1	Day 2	Day 3	Day 4	Day 5
8:15-9:00	Office Hours Prep	Office Hours Prep	Office Hours Prep	Office Hours Prep	Office Hours Prep
9:00-9:30	Pledge Calendar Mini-lesson-Math	Pledge Calendar Mini-lesson-Math	Pledge Calendar Mini-lesson-Math	Pledge Calendar Mini-lesson Math	Pledge Calendar Mini-lesson-Math
9:45-10:15	Group 1 Guided Math	Group 3 Guided Math	Group 3 Guided Math	Group 1 Guided Math	Mini-lesson Science
10:30-11:00	Group 2 Guided Math	Group 4 Guided Math	Group 4 Guided Math	Group 2 Guided Math	*Whole Class/ Small Group
11:15-12:00	Specials** AM time schedule will vary depending on when specials are.	Specials** AM time schedule will vary depending on when specials are.	Specials** AM time schedule will vary depending on when specials are.	Specials** AM time schedule will vary depending on when specials are.	Specials** AM time schedule will vary depending on when specials are.
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:45-1:15	Mini-lesson - ELA	Mini-lesson - ELA	Mini-lesson - ELA	Mini-lesson - ELA	Mini-lesson - ELA
1:30-2:00	Group 3 Guided Rdg.	Group 1 Guided Rdg.	Group 1 Guided Rdg.	Group 3 Guided Rdg.	Mini-lesson - SS
2:15-3:00	Group 4 Guided Rdg.	Group 2 Guided Rdg.	Group 2 Guided Rdg.	Group 4 Guided Rdg.	*Whole Class/ Small Group
3:05-3:35	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours

***The guided learning times will be used by the teacher to provide additional small or whole group lessons as determined by student and class needs.**

- Schedule is for 5 days with guided reading and math groups at least 2x in a week with Friday offering an additional small group meeting time.

Steckel Elementary School

Sample Second-Grade Virtual Schedule - Times subject to change.

Second Grade	Day 1	Day 2	Day 3	Day 4	Day 5
8:15-9:00	Office Hours Prep	Office Hours Prep	Office Hours Prep	Office Hours Prep	Office Hours Prep
9:00-9:30	Pledge Calendar Mini-lesson - ELA	Pledge Calendar Mini-lesson- ELA	Pledge Calendar Mini-lesson - ELA	Pledge Calendar Mini-lesson- ELA	Pledge Calendar Mini-lesson - ELA
9:45-10:15	Group 1 Guided Rdg.	Group 3 Guided Rdg.	Group 1 Guided Rdg.	Group 3 Guided Rdg.	*Whole Class/ Small Group
10:30-11:00	Group 2 Guided Rdg.	Group 4 Guided Rdg.	Group 2 Guided Rdg.	Group 4 Guided Rdg.	Mini-lesson Science
11:15-12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:00-12:30	Mini-lesson-Math	Mini-lesson- Math	Mini-lesson-Math	Mini-lesson- Math	Mini-lesson- Math
12:45-1:15	Group 3 Guided Math	Group 1 Guided Math	Group 3 Guided Math	Group 1 Guided Math	*Whole Class/ Small Group
1:30-2:00	Group 4 Guided Math	Group 2 Guided Math	Group 4 Guided Math	Group 2 Guided Math	Mini-lesson - SS
2:15-3:00	Specials** Time schedule will vary depending on when specials are.	Specials** Time schedule will vary depending on when specials are.	Specials** Time schedule will vary depending on when specials are.	Specials** Time schedule will vary depending on when specials are.	Specials** Time schedule will vary depending on when specials are.
3:05-3:35	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours

***The guided learning times will be used by the teacher to provide additional small or whole group lessons as determined by student and class needs.**

Steckel Elementary School

Sample Third-Grade Virtual Schedule - Times subject to change.

Third Grade	Day 1	Day 2	Day 3	Day 4	Day 5
8:15-9:00	Office Hours Prep	Office Hours Prep	Office Hours Prep	Office Hours Prep	Office Hours Prep
9:00-9:30	Pledge Calendar Mini-lesson- Math	Pledge Calendar Mini-lesson- Math	Pledge Calendar Mini-lesson- Math	Pledge Calendar Mini-lesson- Math	Pledge Calendar Mini-lesson- Math
9:45-10:15	Group 1 Guided Math	Group 3 Guided Math	Group 3 Guided Math	Group 1 Guided Math	Mini-lesson Science
10:30-11:00	Group 2 Guided Math	Group 4 Guided Math	Group 4 Guided Math	Group 2 Guided Math	*Whole Class/ Small Group
11:15-12:00	Specials** Time schedule will vary depending on when specials are.	Specials** Time schedule will vary depending on when specials are.	Specials** Time schedule will vary depending on when specials are.	Specials** Time schedule will vary depending on when specials are.	Specials** Time schedule will vary depending on when specials are.
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:45-1:15	Mini-lesson- ELA	Mini-lesson- ELA	Mini-lesson- ELA	Mini-lesson- ELA	Mini-lesson- ELA
1:30-2:00	Group 3 Guided Rdg.	Group 1 Guided Rdg.	Group 1 Guided Rdg.	Group 3 Guided Rdg.	Mini-lesson - SS
2:15-3:00	Group 4 Guided Rdg.	Group 2 Guided Rdg.	Group 2 Guided Rdg.	Group 4 Guided Rdg.	*Whole Class/ Small Group
3:05-3:35	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours

***The guided learning times will be used by the teacher to provide additional small or whole group lessons as determined by student and class needs.**

Zephyr Elementary School

Sample Zephyr Virtual Learning Schedule - Times subject to change.

Grades 4 & 5	Day 1	Day 2	Day 3	Day 4	Day 5
8:15-8:30	Prep Morning Announcements	Prep Morning Announcements	Prep Morning Announcements	Prep Morning Announcements	Prep Morning Announcements
8:30-9:30	ELA/Math	ELA/Math	ELA/Math	ELA/Math	ELA/Math
9:40-10:40	ELA/Math	ELA/Math	ELA/Math	ELA/Math	ELA/Math
10:40-11:30	Office Hours for ELA/Math	Office Hours for ELA/Math	Office Hours for ELA/Math	Office Hours for ELA/Math	Office Hours for ELA/Math
11:40-12:30	Science/SS	Science/SS	Science/SS	Science/SS	Science/SS
12:30-1:15	Lunch	Lunch	Lunch	Lunch	Lunch
1:15-2:00	Specials will be scheduled from 10:40-3:00 and times of other classes/lunch will be adjusted accordingly.	Specials will be scheduled from 10:40-3:00 and times of other classes/lunch will be adjusted accordingly.	Specials will be scheduled from 10:40-3:00 and times of other classes/lunch will be adjusted accordingly.	Specials will be scheduled from 10:40-3:00 and times of other classes/lunch will be adjusted accordingly.	Specials will be scheduled from 10:40-3:00 and times of other classes/lunch will be adjusted accordingly.
2:15-3:00	MTSS - I/E	MTSS - I/E	MTSS - I/E	MTSS - I/E	MTSS - I/E
3:00-3:30	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours

****ELA/Math teacher partners will teach 2x in the morning -- once to each of their classes.**

Whitehall-Coplay Middle School

Sample Middle School Virtual Learning Schedule - Times subject to change.

Time	Day A	Day B
7:40-8:15	Team Time/ Study for Students	Dept Time/ Study for Students
8:20-9:00	Period 1	Period 1
9:10-9:50	Period 2	Period 2
10:00-10:40	Period 3	Period 3
10:45-11:15	Lunch	Lunch
11:20-12:00	Period 4	Period 4
12:10-12:50	Period 5	Period 5
1:00-1:40	Period 6	Period 6
1:50-3:00	Office Hours, Flex time, Music lessons? Clubs	Office Hours, Flex time, Music lessons? Clubs

****Schedule alternates between Days A and B to accommodate classes that meet on alternating days.**

Whitehall High School

Sample High School Virtual Learning Schedule

High School	Day A All Students - Remote Learning	Day B All Students - Remote Learning	Day A All Students - Remote Learning	Day B All Students - Remote Learning
7:45 - 8:00	Prep	Prep	Prep	Prep
8:00 - 9:27	Daily Attendance Announcements Period 1	Daily Attendance Announcements Period 2	Daily Attendance Announcements Period 1	Daily Attendance Announcements Period 2
9:30 - 10:55	Period 3	Period 4	Period 3	Period 4
10:58 - 11:33	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
11:38 - 1:03	Period 5	Period 6	Period 5	Period 6
1:06 - 2:30	Period 7	Period 8	Period 7	Period 8
2:30 - 3:05	Prep	Prep	Prep	Prep

**Days will continually alternate A/B.