



## 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>
August 31, 2020	June 21, 2021	Minimum of 180 Days; varies dependent on school district served by Bucks IU

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 Bucks IU is committed to a 1:1 technology initiative for all students. For families who do not have internet service, we are working with them to identify free hotspot zones they can access. We are also working with Comcast Internet Essentials for free or reduced cost internet services. The Bucks IU employs social workers who will work with families to identify and troubleshoot barriers to accessing educational programming.

Student attendance will be taken by completing learning platform(s) activities. Attendance will be recorded daily and documented in each student information system.

**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

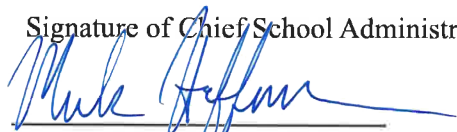
time necessary for content mastery and provide instructional blocks for each grade level and content area.

- 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:

**Bucks County Intermediate Unit (Bucks IU)**

Signature of Chief School Administrator:



**Mark Hoffman, Ed.D.**

**Executive Director**

Date:

August 18, 2020

Signature of Governing Body President:

**John D'Angelo**

**President, Bucks IU Board of School Directors**

Date:

August 18, 2020

Date Approved at Board Meeting:

**August 18, 2020**

*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](mailto:RA-EDContinuityofED@pa.gov).*

*Any questions can be submitted to [RA-EDContinuityofED@pa.gov](mailto:RA-EDContinuityofED@pa.gov).*

**Appendix A: Sample Bucks IU Weekly Schedules for Alternate Instruction (The Bucks IU operates many programs throughout districts in Bucks County and must be flexible to meet their changing needs).**

Hybrid Model				
Monday	Tuesday	Wednesday	Thursday	Friday
Cohort 1 attends in-person full day	Cohort 1 attends in-person full day	All Students Virtual	Cohort 2 attends in-person full day	Cohort 2 attends in-person full day
Cohort 2 attends virtually full day	Cohort 2 attends virtually full day		Cohort 1 attends virtually full day	Cohort 1 attends virtually full day

Sample Schedule for Full Virtual Instruction:

TIME	MONDAY – FRIDAY
8:00 AM – 8:45 AM	PREP
8:45 AM – 9:05 AM	Synchronous Group Instruction: Morning Meeting
9:05 AM – 9:40 AM	Synchronous Group Instruction: Reading
9:40 AM – 9:45 AM	BREAK
9:45 AM – 10:15 AM	Synchronous Group Math Instruction
10:15 AM – 10:45 AM	Synchronous Group Instruction Science/Social Studies
10:45 AM – 11:45 AM	Asynchronous Support for Students
11:45 AM – 12:15 PM	LUNCH
12:15 PM – 12:45 PM	Electives/Individual Related Services/Group Related Services
12:45 PM – 1:15 PM	Synchronous Group Social Skills Instruction
1:15 PM – 1:45 PM	Synchronous Group Instruction: Reading
1:45 PM – 2:00 PM	Synchronous Group Math Instruction
2:00 PM – 3:00 PM	Synchronous Individual Progress Monitoring: 30 minutes per students – rotate students daily
3:00 PM – 3:30 PM	Synchronous Group Instruction: Review of Daily Assignments and Lesson/Wrap Up