



# Emergency Instructional Time Template

## Section 520.1 - 2021-22 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 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
<b>9/7/21</b>	<b>6/15/22</b>	<b>182</b>

- 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 Attachment A**

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

**See Attachment B**

**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: **Delaware County Technical Schools**  
**Aston, Folcroft, and Marple Campuses**



Signature of Chief School Administrator

7/8/21

Date



Signature of Governing Body President

7/8/21

Date

Date Approved at Board Meeting: 7/7/21

*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.*

## Attachment A

### **Weekly Schedules DCTS Aston, Folcroft, and Marple Campuses**

DCTS has created and revised a Health and Safety Plan for the 2021-2022 school year to serve as our guideline for our schools to remain open safely. Our guidelines are tailored to the needs of our students and the specialized technical training that DCTS provides.

Due to educating students from 15 participating school districts and 6 additional LEAs/other school entities, DCTS has developed multiple weekly schedules that will address the various emergency instructional time requirements depending on the circumstances of individual students, instructional staff, and participating school entities. DCTS is a county-wide half-day technical high school system with multiple campuses and with an expected enrollment of over 1250 students.

Groups are flexible depending on the specific medical needs of students/staff members, transportation needs of participating districts, and the necessary response to the Coronavirus pandemic.

DCTS will provide at minimum the required 495 hours of technical instruction as a part-time half-day career and technical center with the greatest amount of In-school/In-Person instruction as possible on a weekly basis.

If possible, DCTS intends to provide in-person technical instruction throughout the 2021-2022 school year similar to the in-person technical instruction provided during the last nine months of the 2020-2021 school year.

The follow remote learning possibilities may happen due to the pandemic.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Group A</b>	In-school/In-Person	In-school/In-Person	In-school/In-Person	In-school/In-Person	In-school/In-Person
<b>Group B</b>	Remote Learning	In-school/In-Person	In-school/In-Person	In-school/In-Person	In-school/In-Person
<b>Group C</b>	In-school/In-Person	Remote Learning	In-school/In-Person	In-school/In-Person	In-school/In-Person
<b>Group D</b>	In-school/In-Person	In-school/In-Person	Remote Learning	In-school/In-Person	In-school/In-Person
<b>Group E</b>	In-school/In-Person	In-school/In-Person	In-school/In-Person	Remote Learning	In-school/In-Person
<b>Group F</b>	In-school/In-Person	In-school/In-Person	In-school/In-Person	In-school/In-Person	Remote Learning
<b>Group G</b>	In-school/In-Person/Remote Learning as needed				
<b>Group H</b>	Remote Learning				

## **Attachment B**

**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.**

To ensure equity and access for all students, CTC teachers will ensure that all students have access to internet and a computer system. If a device or internet access is unavailable, DCTS and/or sending district will provide device early in the term. All class materials for remote learning will also be available through a hard copy as needed to address the unique situation of a student when no internet access/technology resources are available.

The expectation is that the remote learning lesson plans and processes will be reviewed by teachers and students at the beginning of each term/marking period to make sure that the remote learning process for the next term will effectively provide technical instruction in the approved program of studies and competency task lists of the career and technical program for the upcoming term.

Student services staff and paraprofessionals will contact by email, text message (Remind app), and telephone any student who has not logged in at the required times to ensure access to materials and awareness of class activities/requirements for the remote learning opportunity. The remote learning plan includes planned instruction and students are expected to be in attendance. DCTS will monitor remote learning days attendance using a work completion model. With a work completion model, technical instructional activities will be both synchronous and asynchronous. Attendance will be determined on a “completion” or “non-completion” model determined on the basis of work submitted by the student. Teachers mark students present for a technical program if they have participated in the days Zoom/other technical platform activities and turned in required assignment per learning activity as defined by the teacher. Any student without access to the Zoom/other technical platform is required to complete the assessment of learning activity which must be turned in the next in-person day of school or as designated by the teacher.

As indicated above, DCTS Student Services will reach out to parents if students are non-participatory about the student being marked absent for the remote learning day. If extenuating circumstances warrant, a teacher and administrator can develop an alternative way to document active participation of a student in the classroom activities and required assignments which would allow for an individual student to be marked present for the remote learning day.

All attendance will be reported on our regular attendance system.

