CHARTER ARTS
Emergency Instructional Time Template
2022-2023

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 180 Requirement
August 29, 2022	June 12, 2023	181

School Calendar 2022-2023 - CLICK HERE

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.)

SAMPLE SCHEDULES

REGULAR WEEKLY SCHEDULE

Day 1 MONDAY
Day 2 TUESDAY
Day 3 THURSDAY
Day 4 FRIDAY

WEDNESDAY
Rotate Cycle Days (Starting 9/1)

HOMEROOM	7:40 AM	7:47 AM
PERIOD 1	7:47 AM	8:38 AM
PERIOD 2	8:41 AM	9:32 AM
PERIOD 3	9:35 AM	10:26 AM
PERIOD 4	10:29 AM	10:54 AM
PERIOD 5	10:57 AM	11:22 AM
PERIOD 6	11:25 AM	11:50 AM
PERIOD 7	11:53 AM	12:18 PM
PERIOD 8	12:21 PM	1:12 PM
PERIOD 9	1:15 PM	2:06 PM
PERIOD 10	2:09 PM	3:00 PM

HOMEROOM	7:40 AM	7:47 AM
PERIOD 1	7:47 AM	8:23 AM
PERIOD 2	8:26 AM	9:04 AM
PERIOD 3	9:07 AM	9:45 AM
PERIOD 4	9:48 AM	10:13 AM
PERIOD 5	10:16 AM	10:41 AM
PERIOD 6	10:44 AM	11:09 AM
PERIOD 7	11:12 AM	11:37 AM
PERIOD 8	11:40 AM	12:18 PM
PERIOD 9	12:21 PM	12:59 PM
PERIOD 10	1:02 PM	1:40 PM

COVID-related BUILDING CLOSURE PROCEDURES AND EXPECTATIONS 2022-2023	• **Covid-related building closures are to be 5 days in length or otherwise determined by the School Administration.** • Families will be notified with an Administration Letter via SwiftReachK12, which will include comprehensive instructions, the start date of closure, and the end date of closure. • On Day 1 of the building closure, students will follow the FID plan, although these days will not officially be FID days. The schedule is outlined below^. • For the remaining days of the building closure (i.e. day 2 and after), students will participate in their classes synchronously. In other words, they will utilize Google Meet links provided by their teachers on Google Classroom to log in for each class they have that day. If students do not log into the live Google Meet sessions, they will be marked absent from class. • Daily attendance for students will be taken during first period while in Modified Plan A. Students must sign into the live Google Meet session in order for daily attendance to be counted. If a student has study hall first period, they must sign into the Google Meet session provided by their study hall teacher for daily attendance to be recorded. • On the synchronous learning days, students do NOT need to log in for study hall periods, with the exception of first-period study halls, as noted above. • Teachers and departments may discuss specific learning plans, needs, and expectations of students depending on their subject-specific curriculum as needed. • Unless otherwise communicated to students by their teachers, students will be expected to have their cameras ON during synchronous learning. • Students that have technology access questions, challenges, or concerns should complete THIS Google Form found on the Charter Arts Technology Resource Website. Student needs will be addressed in the order they are received by our technology department. • **Performances will be held either in person or virtually at the discretion of the school administration.** *This plan may be implemented due to a recommendation by the Bethlehem Health Bureau or because of staffing, sub, and/or transportation shortages. To ensure students can stay in school, in person, and prior to implementing this Modified Plan A and closing down the entire building, Administration will consider moving a specific department or grade level into remote asynchronous or synchronous learning for a specified time period. Should an alternate strategy be implemented, the Administration would provide additional information to students and families impacted.*

Asynchronous Days to accommodate distancing mitigation measures during testing or other school wide events (Keystone Exams, PSAT, AP)	- Teachers will post asynchronous lessons to their Google Classrooms and provide information to students earlier, if applicable, since these asynchronous days are planned in advance. - Teachers will host Office Hours from 1:00-3:00pm as testing usually occurs in the morning. Links will be available on their Google Classroom pages. - Students must submit their daily attendance through a Google Form, which will be posted to their grade-level Google Classroom page. Attendance must be submitted daily by 11:59 PM to be considered present. - Teachers will be available to schedule 1:1 appointments with students during Office Hours and as applicable throughout the day. Students interested in this should communicate with their teachers to set up this support/check-in time. - District transportation will be provided on these days as regularly scheduled. - Students participating in testing will be required to come to school to participate in the scheduled exams, i.e. Keystones, PSAT, AP, etc. Students will be permitted to leave after their testing block per parent permission and an attendance note submitted to attendance@charterarts.org but will need to provide their own transportation home. Students selecting to stay at school will work asynchronously in the Commons, or another assigned location, until the end of the school day. - Students who are not scheduled to test will participate remotely and asynchronously by completing work provided by teachers in their Google Classrooms. - Students with IEPs/504s may need differentiated activities provided based on their individual needs and will have access to Academic Support from 8:00 AM -3:00 PM. This Google Meet will be monitored by a special education teacher and/or a paraprofessional all day in the event students need to access support. - Teachers will track participation based on completion of assignments in Google Classroom. - All assignments will be due by 8:00 AM on the next school day or as otherwise assigned by their teacher. Any assignment provided should take students no longer than 30-45 minutes to complete. - Families of students should communicate with the Director of Admissions, PSAT Coordinator, Main Office, and/or the Attendance Coordinator via email at attendance@charterarts.org to ask questions and/or report the absence and provide documentation. - Should Charter Arts offer other learn from home days to ensure distancing for events other than standardized testing, parent permission will be required to opt into learn from home days. More information would be provided to families should that be offered to students and families.

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

> Charter Arts Health and Safety Plan for the 2022-2023 school year includes a full return to in-person instruction five days per week. However, all Charter Arts students are

provided with chromebooks so that they can work remotely from home should the need arise for any COVID related reason (i.e. school closures due to staffing shortages, transportation issues, etc.). Charter Arts is also aware of families that may be in need of additional resources, such as hotspots, to connect to their education remotely, and we provide that access, if needed.

Teachers utilize Google Classroom to post assignments, notes, and class projects, and students have the ability to access this information if they need to learn from home for any COVID related reason (i.e. school closures due to staffing shortages, transportation issues, etc.). Should Charter Arts need to provide hybrid or remote instruction, synchronously or asynchronously, or close for any reason, school administrators would communicate those changes directly with students, families, and employees using SwiftReachK12 through our school information system, PowerSchool. Further, students would submit their daily attendance remotely via a Google Survey link on asynchronous days. On synchronous days, attendance will be taken by teachers in the first period.

At the discretion of school Administration, Charter Arts may provide optional learn from home days (per parent approval) throughout the year to ensure spacing within our school for standardized testing to take place with social distancing (Keystones, PSAT, AP, SATs etc.).

Should employees need to teach or work from home, they may provide synchronous and/or asynchronous instruction for students depending on the nature of their absence and personal situation as approved and discussed with school Administration. Employees may also offer to host student and family 1:1 conferencing should they need to be out of the building for any duration of time (if they are able to work/learn).

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	
Signature of Chief School Administrator Date _12/8/22_	_Diane [signature]_
Signature of Governing Body President Date _12/8/22_	_[signature]_
Date Approved at Board Meeting	

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.