

**Administrative Procedures for School Day**  
(Attachment for Policy No. 804)

**Purpose:**

This Administrative Procedure outlines requirements for district and school administrators on the school day.

**Procedures for exceptional conditions or extreme weather:**

In the event of exceptional conditions or extreme weather, the Superintendent and/ or designated administrators, has outlined the following procedures:

- Closed: transportation to and from school will not be provided by the District or its vendors.
- Early dismissal: all buses will run on an early dismissal schedule.
- Two-hour delay: all buses for all schools will run on a two-hour delay.

You can call the District's hotline at 215-400-INFO or visit the District's website ([www.philasd.org](http://www.philasd.org)).

In the event that schools are closed due to extreme weather, a decision will be made in each instance as to whether administrative offices, including regional offices, will remain open.

Unless it is announced that administrative offices are closed, assume they will be open.

Details will also be made available via Facebook and Twitter. Follow us on [Twitter](#)

@PHLSchools.