

THE SCHOOL DISTRICT OF
PHILADELPHIA

No. 804

Section: Operations

Title: School Day

Adopted: April 27, 1981

Revised: March 28,
2019

804 SCHOOL DAY

Purpose

State law and Board Policy shall determine normal school day for the instruction of pupils in the School District of Philadelphia.

Definitions:

For the purposes of this policy, the terms below are defined as follows:

School Term - Public pre kindergartens, when offered, and kindergartens, elementary and secondary schools shall be kept open each school year for a minimum of 180 days of instruction for students. Days may not be counted as days taught on which the schools are closed, and time may not be counted as a student session for an activity to which admission is charged. However, when a meritorious educational program warrants, the Secretary may, upon request, approve a school term containing a minimum of 990 secondary or 900 elementary and 450 kindergarten hours of instruction as the equivalent of 180 school days. A Prekindergarten Program may be exempted from this requirement when approval as a meritorious prekindergarten is granted as provided in § PA Code 4.20(8).

School Day - Instruction time for students shall be time in the school day devoted to instruction and instructional activities provided as an integral part of the school program under the direction of certified school employees. The beginning and ending hours for student attendance each day inclusive of both instructional and non-instructional time.

Instructional Time - as required by the PA School Code for 180 days is 900 hours at the elementary school level and 990 hours at the secondary school level.

Minimum required hours - Minimum hours of instruction time for students shall be as follows:

Grade Hours

PreK—K 2 hours, 30 minutes, each day of the school term, unless exempted from the minimum hours of instructional time under § PA Code 11.1 (relating to school term)

K 2 hours, 30 minutes, each day of the school term

1—6 900 hours for the school term

7—12 990 hours for the school term

Schools with grade level configurations that differ from those outlined in subsection (for example, K-8), are required to meet the minimum annual hourly requirements for each specified grade level.

Non-instructional time - lunch, recess, and student transition.

Delegation of Responsibility:

The Superintendent is authorized to determine, in accordance with this policy and applicable laws, the configuration of the school day. [1][2][3][4][5]

Mandatory Regulatory Procedures:

The school day will be established by the Superintendent in accordance with the following: A school day includes instructional and non-instructional time, defined as such lunch, recess and student transition. The minimum instructional time required by the PA School Code for 180 days is 900 hours at the elementary school level and 990 hours at the secondary school level. [4]

- A. The normal school day may be altered temporarily by the Superintendent when such alteration is in the best interests of the students and the District. [1][2][3]

- B. The Superintendent may close the schools, delay the opening of schools, or dismiss schools early for emergency reasons in order to protect the health and safety of students and staff. The Superintendent or his/her designee shall prepare procedures for the proper and timely notification of concerned persons in the event of such an emergency closing. [1][2][3][5]

The regular school session may be temporarily altered when such alternation is in the best interest of the District by the Superintendent with the approval of the Board president. [1][2]

The Superintendent shall develop administrative procedures which allow students to enter schools, and to leave schools, under exceptional conditions so that variances with the normal school schedule may be accommodated.

Legal References:

1. 24 P.S. § 15-1501
2. 24 P.S. § 15-1504
3. 24 P.S. § 15-1502
4. 22 Pa. Code § 11.2
5. 22 Pa. Code § 11.3