

# THE SCHOOL DISTRICT OF PHILADELPHIA

No. 804

Section: 800 Operations

Title: Mandatory  
Instructional Time

Adopted: April 27, 1981

Revised: January 25, 2024

## 804 MANDATORY INSTRUCTIONAL TIME

### **Purpose**

The Board of Education (“Board”) recognizes that upholding the legal requirements for instructional hours is necessary for the efficient operation of the School District of Philadelphia (“District”) and that the organization of the school day promotes a well-rounded education for all District students. The purpose of this Policy is to provide the necessary guidance to meet instructional time requirements provided by Pennsylvania law.

### **Authority**

The Pennsylvania School Code directs that the Board keep all District public schools, including public kindergartens, open in conformity with law and directs the Board to fix the date of the beginning of the school year and duration of daily sessions. [1][2]

### **Delegation of Responsibility**

The Board directs the Superintendent or their designee, through the Division of Academic Services and in conjunction with other appropriate District departments, to determine, in accordance with this Policy and applicable laws, the configuration of the school day and maintain Administrative Procedures that define instructional and non-instructional time. [1][2][3][4][5]

The Superintendent or their designee, through the Division of Academic Services, 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.

### **Mandatory Procedures**

The school day will be established by the Superintendent in accordance with the following:

- A. A school day includes instructional and non-instructional time, as explained in the Administrative Procedures. The minimum instructional time required by the

Pennsylvania School Code for 180 days is 900 hours at the elementary school level and 990 hours at the secondary school level. [4]

- B. 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][6]
- C. 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 their designee shall prepare procedures for the proper and timely notification 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 and as allowed by law.

**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
6. Policy 805 - Emergency Preparedness