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Term of Instruction for School Days and the School Year
Policy Series: 4000 Curriculum, Instruction and Assessment

Policy No. 4210

Purpose:

The purpose is to provide clarity for instructional time requirements and calendaring processes for Provo City School District. [1]

Length of School Year

~~The schools of the District shall be in operation for at least 180 instructional days. The school year shall consist of at least 990 instructional hours during each school year, except as follows:~~

- ~~1. 1st Grade must have a minimum of 810 hours and 180 days.~~
- ~~2. The Board (and the district) from time to time may receive flexibility alternatives from the state. The board will review those from time to time as they may be relevant to the overall instructional program in of the district. Examples may include the number of waiver days, varied school schedules, etc.~~

The schools of the District shall provide educational services over a minimum of 180 school days during each school year, except as follows:

1. The Board may reallocate up to 32 instructional hours or 4 school days for teacher preparation time or professional development by a two-thirds majority vote of the Board in a properly noticed and held public meeting.
2. If a reallocation is made, parents and guardians shall be notified of the school calendar at least 90 days before the beginning of the school year.
3. Unless the day is (1) one which has been reallocated in this way, (2) a day on which educational services are being provided to the school's students through distance learning, or (3) a day when there is an emergency closure for weather or other emergency, a school that participates in the National School Lunch Program must provide school meals on each day that is scheduled toward the 180 school day requirement.

The required days of instruction may be provided at any time during the school year as determined by the Board. The Board will approve school calendars providing for instructional time and days in an open meeting.

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42 **Semester basis**

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44 The District shall operate on a quarter or semester basis and shall adhere to the requirements
45 of the appropriate curriculum prepared by the State Board of Education.

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48 **Beginning date**

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50 Student attendance for the first semester of the regular school term shall be established by the
51 Board pursuant to a calendar adopted annually as prescribed in Board Policy 2900 District
52 Calendar Development. ~~The first and last days of school as well as the identification of terms
53 and semesters are established through this process.~~

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56 **Emergency/Activity Days**

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58 The annual school calendar adopted by the Board shall include [exigency](#) time for closures for
59 emergencies, activities, or extreme weather conditions. If school is closed for these or any other
60 reason, the instructional time missed shall be made up [under the exigency time so that the
61 minimum school program instructional requirements are met.](#) However, the Board may request
62 [a waiver from the State Superintendent from the instructional day requirement as provided for in
63 Utah Administrative Rules R277-121-5.](#)

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66 **Parent-Teacher and Student Plan Conferences**

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68 With Board approval, schools may conduct parent-teacher and student Plan for College and
69 Career Readiness conferences during the day and the time for those conferences may be
70 counted as instructional time up to the equivalent of three full school days during a school year.
71 [If conferences are scheduled and held beyond contract time, compensatory hours will be
72 provided to employees, and these compensatory hours/days will be counted as instructional
73 time.](#)[2]

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76 **Kindergarten Assessment**

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78 The Board may designate up to ~~12~~ [five \(5\)](#) instructional days at ~~either/or both~~ the beginning ~~or~~
79 ~~end~~ of the school year for assessment of students entering ~~or completing~~ kindergarten.
80 Assessments shall be conducted by qualified school employees. The assessment time per
81 student must be adequate to justify the amount of instructional time used for assessment.
82 Parents /guardians of these students shall receive information during the summer about the

83 start-up processes for kindergarten. The number of days allotted for Kindergarten assessment
84 will be approved by the Board of Education in an open meeting when it formally adopts the
85 calendar for the school year.

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89 **Length of Day and Schedule**

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91 A normal school day is not less than 6.5 hours, including intermissions and recesses, of which
92 not less than 4 hours shall be devoted to instruction. Kindergarten sessions shall have at least 2
93 hours per instructional day of instructional time. The primary grades may be dismissed
94 somewhat earlier than the other grades.

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97 **Exceptions for Students With Unusual Problems** ~~Specific Needs~~

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99 At the Board's discretion, the length of the time an individual student is required to be in school
100 on instructional days may be varied for students **needing specific accommodations**. ~~unusual~~
101 ~~problems~~. Such variance will be established on an individual basis according to the student's
102 particular needs.

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105 **After School/Evening Sessions**

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107 ~~The Board shall provide late afternoon and evening sessions and determine which students~~
108 ~~shall be admitted or assigned to such school programs. Eligibility requirements, as defined by~~
109 ~~the policies of the State Board of Education, shall be applicable to those students attending late~~
110 ~~afternoon and evening sessions.~~

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113 **Legal References**

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115 [Utah Admin. Rules R277-419-4\(1\) \(November 7, 2023\)](#)

116 [Utah Code § 53F-2-102\(4\)\(d\) \(2022\)](#)

117 [Utah Code § 53F-2-205](#)

118 [Utah Admin. Rules R277-419-4\(2\), \(6\)\(e\) \(November 7, 2023\)](#)

119 [Utah Admin. Rules R277-121-5 \(October 10, 2022\)](#)

120 [Utah Admin. Rules R277-419-4\(3\) \(November 7, 2023\)](#)

121 [Utah Administrative Rules R277-121-5](#)

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125 Revised: March 11, 2025

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