

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 6025-1</b>
<b>SUBJECT:</b>  <b>INSTRUCTIONAL SCHOOL DAY</b>	<b>DATE OF ISSUE: 06/16/80</b> <hr/> <b>REVISIONS: 08/16/02; 07/01/04; 06/19/08; 08/01/19; 12/19/19; 4/15/21</b> <hr/> <b>PREPARING OFFICE:</b> <b>INSTRUCTION AND LEARNING</b>

**I. PURPOSE:**

To establish guidelines for organizing the instructional day to be in compliance with regulations and standards of the Kansas State Department of Education and the Professional Agreement.

**II. PERSONNEL AFFECTED:**

- A. Building administrators
- B. All building personnel
- C. All students

**III. TIME SCHEDULE:**

- A. The following starting and ending times shall be observed for each instructional school day:

Elementary (K-5).....8:30 a.m. - 3:40 p.m.  
 Elementary (K-5).....9:20 a.m. – 3:40 p.m.  
 Middle School ..... 7:50 a.m. - 2:45 p.m.  
 High School..... 7:55 a.m. - 3:00 p.m.

- 1. Exceptions to the above starting and ending times of the school day must be requested in writing and have the prior approval of the general directors of elementary or secondary learning before implementation.
- 2. Special education students may be dismissed at a time recommended through the IEP (Individual Education Program) process and approved by the building principal.

- B. Instructional Time:

A minimum of 390 minutes instructional time as defined by the Kansas State Department of Education (with the exception of kindergarten) must be included in each school day.