



**REQUEST FOR EXCEPTION TO 180 SCHOOL DAYS (PDE-3130)
INSTRUCTIONS FOR COMPLETION**

For the purposes of determining instructional hours, the Department of Education has defined the following:

Activities which may be counted as pupil instruction time:

1. Instruction of curriculum.
2. Pupil personnel services, such as guidance and counseling services, psychological services, speech pathology and audiology services, and pupil health services conducted during school hours
3. Opening exercises, homeroom periods, and supervised study halls
4. Assemblies, clubs, student councils, and similar activities conducted during school hours
5. School, group or class educational trips, if accompanied by the school's instructional staff
6. Civil defense, fire and other similar drills
7. Kindergarten orientation activities, snack-time and play-time if they are an integral part of the kindergarten curriculum (NOTE: "Recess" time conducted with the same parameters as primary grade recess is not counted as instructional time)
8. Early dismissal and delayed opening due to inclement weather
9. For pupils in graduation classes, up to three days for graduation preparation under the supervision of the school's instructional staff.

Activities which may not be counted as pupil instruction time:

1. Lunch period, however, an exception is made for special education students identified as moderately to severely handicapped if their Individualized Education Program includes teaching social and motor skills related to meal-time activities such as the use of eating utensils
2. Recess and time for passing from class to class
3. Early dismissal or delayed opening for reason other than inclement weather
4. Teacher meetings dealing with routine matters, such as record keeping responsibilities, and other similar activities
5. Transportation of pupils, for example, time spent transporting students to an are vocational-technical school
6. Celebrating, picnicking, hunting, fishing, or harvesting crops
7. Any activity for which admission is charged to students
8. Viewing or reviewing material that has as its purpose the marketing of commercial products