

**Elementary School
Schedules**

The Superintendent shall establish guidelines for instructional schedules and classroom assignments on elementary campuses.

Recess

“Recess” is defined as a break period, typically outdoors, for children to play. During recess, appropriate employees shall assist in orchestrating play to encourage healthy student-to-student interactions, but shall not provide structured instruction.

The Superintendent shall ensure that all elementary campuses offer recess a minimum of 30 minutes each instructional day for all students in prekindergarten–grade 5. Physical education shall not be substituted for recess. When a student misses physical education, he or she shall be provided additional recess time that meets the state requirements.

Students shall not be barred from recess as a form of discipline for any minor/moderate offense, and administrators are discouraged from limiting access to recess as a form of discipline generally.

**Secondary Schools
Schedules**

The Superintendent shall establish guidelines for instructional schedules and classroom assignments on secondary campuses.

Prior to each fall semester, middle schools and high schools shall schedule classes for the entire school year. Only necessary changes, as determined by the campus principal, shall be made to the class schedules during the school year.