

(I) DEFINITIONS

- (A) Instructional time – all portions of the day when instruction or instruction-related activities based on the state curriculum are provided by or coordinated by a certified teacher or substitute teacher.**

 - 1. Rest periods, recesses, breaks, class change time, and lunch periods are not considered to be instructional time.**
 - 2. A maximum of ten clock hours of early dismissal time for parent-teacher conferences may be counted as instructional time.**
- (B) School day – as specified by the local board of education, the period between the time students are required to be present and their dismissal.**
- (C) Full-time equivalency (FTE) count day – the specified school day for recording FTE as a picture of the scheduled instructional services provided at each school for students.**
- (D) Core Areas – The academic subjects in which the students shall receive instruction: Language Arts, Mathematics, Science, and Social Studies.**

The Columbia County Board of Education has established an instructional day for grades 1-8 that exceeds the minimum number of hours required by the SBOE. Hours of instruction, K-12, are defined as all portions of the day when school is in session with the exception of class changes, breaks, recesses, and lunch periods.

(II) REQUIREMENTS

- (A) Kindergarten shall have a minimum of 270 minutes of daily instruction in the core areas.**
- (B) The instructional day for grades 1-3 shall be scheduled for not less than 290 minutes of daily instruction in the core subjects and 40 minutes of daily instruction in physical education, art or music for a total of 330 minutes.**

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- (C) The instructional day for grades 4-5 shall be scheduled for not less than 300 minutes of daily instruction in the core subjects and 40 minutes of daily instruction in physical education, art, or music for a total of 340 minutes.
- (D) The instructional day for grades 6-8 shall be scheduled for not less than 300 minutes of daily instruction in the core subjects and 90 minutes of daily instruction in physical education or Connections for a total of 390 minutes.
The instructional day for grades 9-12 shall be scheduled for not less than 360 minutes (six 55-minute net segments) of daily instruction.
- (E) **For students in any grade 1-12, only days in which students are present for at least half of the instructional time required at each grade level shall be counted in the 180 days of school as specified by law.**
 - 1. **In the Columbia County School System, a school must petition the Board of Education for a waiver from the above time requirements, by submitting an alternative proposal that outlines rationale for the waiver request and carries the support of teachers and parents.**
 - 2. **Regardless of a school's daily schedule on FTE count days, the FTE count shall be taken in accordance with provisions in Rule 160-5-1-.07 Student Data Collection.** A school cannot count a student for more than six segments per day for FTE earnings.

(III) RECESS

Recognizing that unstructured break time is an important component in an elementary student's academic day, the Columbia County Board of Education (CCBOE) establishes that a daily recess will be a part of the K-5 school day. The following guidelines shall apply to unstructured break time or "recess" at the elementary level. Students in middle school shall not be provided a scheduled unstructured break time.

- (A) Certified teachers and/or administrators are authorized to decide the length, timing, and location of recess utilizing it as a support for academic learning and ensuring that it is within the guidelines of the CCBOE academic time requirements.
- (B) Recess may be withheld from students for disciplinary or academic purposes at the discretion of principal and/or teachers. The

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frequency and length of such withholding of recess should be reasonable.

- (C) Safety and supervision of students will be the responsibility of the CCBOE personnel assigned to duty during the time of the break. Each school will determine the guidelines as each school playground is different.

Authority O.C.G.A. § 20-2-151; 20-2-160; 20-2-168; **160-5-1-.02**

ADOPTED: 09/08/87

REVISED: 04/11/89, 19/01/97, 8/10/99, 2/14/02, 3/7/02, 7/9/02, 11/23/04

PROCEDURE: YES

Columbia County Board of Education