

## **CLASS TIME AND BREAK SCHEDULE**

The purpose of providing breaks within a period of instruction is to facilitate the retention of student interest and motivation. Thus, it is highly recommended that the allocated break time listed below be utilized at or about the midpoint of the instructional period. Instructors are discouraged from using break time to shorten the instructional period by continuing class without a break and using it instead as means to achieve early dismissal. There are no bells on campus. Each instructor is responsible for starting and ending each class at the designated time. Each classroom has a clock, which is controlled by the master clock.

<b>Length of Time</b>	<b>Amount of Break Time</b>
50 minutes - 1 hr. 35 minutes	No Break
1 hr. 50 minutes - 2 hrs. 35 minutes	10 minutes
2 hrs. 50 minutes - 3 hrs. 20 minutes	20 minutes
3 hrs. 50 minutes - 4 hrs. 30 minutes	30 minutes
4 hrs. 50 minutes - 5 hrs. 30 minutes	40 minutes
6 hrs. 5 minutes - 6 hrs. 10 minutes	50 minutes
7 hrs. 50 minutes	1 hr. 10 minutes

## **OFF-CAMPUS CLASSES**

Follow the above class time and break schedule. Depending upon the place where off-campus classes are held, the instructor is generally held responsible for the condition and security of the classroom. Check with the off-campus coordinator regarding parking procedures and security of classrooms. Your school office will provide you with the names and phone number of the person you are to contact prior to teaching off campus classes.