

## ARTICLE 8 - CLASS SIZE

- 8.1 The average class size for each department will be calculated by dividing the maximum student contacts per teacher listed in Section 8.3 of this article by five (5). In the Spring of each year, the principal or designee will meet with department chairpersons as needed to review each department's needs and allocations. The principal or designee, together with department chairpersons, will develop the school schedule. The school schedule is subject to the final approval of the principal.
- 8.2 If there is insufficient enrollment to maintain a course, or if there are not enough sections allotted to a department to maintain the average departmental class size, the principal and department chairperson will meet to resolve the problem.
- 8.3 Department student contact limits shall be as follows:

<u>Department</u>	<u>Maximum Student Contacts Per Teacher</u>
Art	140
Technology	150
English (Journalism, Yearbook)	145
Home Economics	150
Industrial Arts	140
Foreign Language	150
Mathematics	155
Math A/B	125
Music	
Instrumental	200
Choral	275-300
English Language Development	120
Drama	145
Physical Education/Health	225
Science	150
Social Studies	155
Special Education	
Learning Center	24-28
Speech Therapist	54
Special Day	12-15

- 8.4 AEA and the District mutually support the goals of the American School Counselor Association in the area of counselor-student ratio (currently 1:250). Additional local, state and federal counseling funding opportunities will be pursued when available to enhance counseling services.

- 8.5 Class Size Reduction Classes: Classes participating in the District’s Class Size Reduction Program shall have on average no more than 20:1 school wide but in no case more than 22 students in 2 out of 3 classes. A unit member with 4 or more Class Size Reduction classes may be given one additional Class Size Reduction Class of 22. The implementation of the CSR program shall not result in enrollment overages in classes not included in the CSR program. (Education Code 52084.)
- 8.6 Blended Schedules: The maximum student contacts of teachers teaching in multiple departments or special programs with limited enrollments (“blended schedules”) shall be calculated proportionately. In cases of blended schedules no individual class shall exceed the average class size for the department by more than 10%.

<p><u>Maximum Enrollment Example:</u>  Contract limits for someone teaching 3 sections of math and 2 sections of science:  Math (31) x 3 classes = 93  Science (30) x 2 classes = 60  Total Contacts = 153</p>	<p><u>Actual Enrollment Example:</u>  Math (No section exceeds 34) x 3 = 102  Science – 43 students in 2 classes = 43  Total Contacts = 145*</p>
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\*Falls within maximum contact limit of 153 students and the 10% provision of Article 8.5 of the collective bargaining agreement.

- 8.7 Contact Overages
- 8.7.1 If potential overages are identified during the master scheduling process in the spring, and no potential solution presents itself in a particular case, AEA and the District may mutually agree in advance on mitigations to address that overage during the following year.
- 8.7.2 The principal shall have five (5) working days from the first instructional day of school to address contact limit overages.
- 8.7.3 On the 6<sup>th</sup> instructional day, or any day thereafter, an AEA representative or the affected unit member will notify the principal of any outstanding contact overages. The principal shall have five (5) working days to address contact overages identified on the 6<sup>th</sup> instructional day or any thereafter.
- 8.7.4 After five (5) days from the date of notification of an overage, an AEA representative or the affected unit member(s) may request a meeting of the site standing committee composed of the head counselor, the AEA representative, and the Principal and/or designee. The standing committee shall meet with the affected unit member and department chair to attempt to resolve the student contact limit overage problem within five (5) working days.

8.7.5 An agreement that obviates the need to file a grievance must be in writing and signed by the Principal, affected unit member(s) and AEA representative at the site. If such signatures are obtained, the matter will not be grievable.

8.7.6 If the process set forth in 8.6 does not result in a resolution of the identified student contact limit overage problem(s), the matter will be referred to the AEA Grievance Chairperson within five (5) working days. The Grievance Chairperson shall notify the Director of Human Resources or designated district administrator in writing or by e-mail of the overage problem(s). The Grievance Chairperson and the Director of Human Resources or designated district administrator will meet to review and attempt to resolve the contract overage problem(s) within five (5) working days of the notification.

8.8 If the processes stated in 8.6 have been completed, and the overage problem is not addressed to the satisfaction of the affected unit member and AEA, the association may file a grievance regarding the overage problem(s).

#### 8.9 Master Scheduling Process

By May 15, each department member will have an opportunity provided by the department chair to give written input regarding his/her teaching assignment for the next school year. Requests for the period of an offering or a prep period may be made, but cannot be guaranteed due to possible school-wide scheduling conflicts. Copies of these documents should be kept on file by the department chair.

By May 15, a site administrator will distribute to department chairs each department's section allocation by period for the next school year.

By May 26 during a Wednesday morning meeting, departments will collaboratively create a proposed schedule for each department member including room assignments preferences.

By June 1, department chairs will submit a proposed schedule to the site administrator in charge of the master schedule.

By the last teacher work day in June, a site administrator will inform each teacher of his/her tentative teaching assignment including course and prep periods for the next school year.

The principal has the final decision on the master schedule. Should a change in a teacher's schedule and/or room assignments become necessary during the summer, a site administrator will attempt to contact the teacher at the most current contact phone number on file with the district/school.