##### Article VIII CLASS SIZE - CLASS LOAD

* 1. Class size shall not be used as a punitive measure against an employee. Within a given site, the administration shall provide equitable teaching loads to employees, consistent with considerations of scheduling, curriculum, teacher concerns and preferences, student needs and preferences, and physical space constraints.
  2. Any high school or middle school employee whose assignment consists primarily of student instruction shall have an instructional supervisory load during the student day that does not exceed five (5) hours and fifteen (15) minutes of pupil- teacher contact time and that includes a preparation/conference period. Teachers assigned primarily to traditional instruction shall have no more than three (3) different course preparations; Other high school and middle school employees whose assignments do not consist primarily of instruction (such as guidance counselors and media specialists) shall be provided the opportunity in their normal workday to schedule time in which interaction with students and parents is limited to facilitate planning and preparation. Supervised study periods (study halls) or other supervisory assignments shall be considered a part of the instructional supervisory load except where such assignments constitute the majority of the employee’s assigned duties. Individual employees may agree in writing to instructional supervisory loads that differ from those above.
  3. Elementary art, music, and P.E. employees shall not be required to teach more than eight (8) instructional periods per day. In addition, reasonable travel time shall be included in the scheduling of instructional periods which shall not be considered as planning time.
  4. All elementary instructional employees shall have no more than twenty-five (25) clock hours of pupil-contact teaching assignments per week, not including individual student conferences that may be scheduled by the employee on relief periods, with the exception of the schools that are on an extended day schedule.
  5. When an employee believes that class size is a problemin their class, or has a concern regarding the number of course preparations (see Section 8.02 above), the employee and the administrator shall meet about the concern and explore alternative solutions. If the concerns of the employee are not addressed to his/her satisfaction, the employee may request in writing a meeting with the site administrator and a district-level administrator; the employee may also request that an LCTA representative be present at the meeting. The meeting shall be scheduled within five (5) days of the written request. The site administrator will forward the decision to the employee within five (5) days of the meeting.

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| 1. **When class size exceeds the number of students provided by the state** | **Number of extra Students** | **Comp Time Provided** |
| **Grades K – 3 of 18** | 3 | 7.5 Hours of Comp Time each 9 weeks |
|  | 5 | 12 Hours of Comp Time each 9 weeks |
| **Grades 4 – 8 of 22** | 3 students per course code | 1 Hour per course code each 9 weeks |
|  | 5 students per course code | 2 Hours per course code each 9 weeks |
| **Grade 9 – 12 of 25** | 3 students per course code | 1 Hour per course code each 9 weeks |
|  | 5 students per course code | 2 Hours per course code each 9 weeks |
| *This table applies to ALL classes that sit at a desk and primary instruction is through a book or computer. Including but not limited to core courses, vocational courses, and non-traditional courses.* | | |
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| **8.06 Teacher Class Size LimitationsWhen Prep load exceeds 3 course codes as provided by the state** | **Number of Additional Preps** | **Comp Time Provided** |
| **Grades 6 - 12** | 1 | .5 Hours of Comp Time each Week |
|  | 2 | 1 Hour of Comp Time each Week |
|  | 3 | 2 Hours of Comp Time each Week |
| *This table applies to ALL classes that sit at a desk and primary instruction is through a book or computer. Including but not limited to core courses, vocational courses, and non-traditional courses.*  *This also includes combined sections (ex. A level 1 and 2 class in the same period) and various levels of instruction (ex. Honors to Regular to AP of Biology).*  *Comp Time is to be given out once a 9 weeks in a cumulative total, comp time earned is not impacted by a teachers time off throughout the year (ex. Maternity leave or illness lasting a week)* | | |

**8.07 ESE Teacher Caseload Limitations**

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| **Caseload Limits Based on Least Restrictive Environment** | **Number of extra students** | **Comp Time Provided** |
| PreK ESE Teachers (Regular class and/or Separate Class): 12 | ≥ 5 | 13.5 hours of Comp Time each 9 weeks limit is exceeded |
| ESE Teachers Regular Class or Resource Room: 24 students | ≥ 5 | 13.5 hours of Comp Time each 9 weeks |
| ESE Teachers Separate Class, Special Day School/Exceptional Education Center, or Other Separate Setting: 16 students as determined by the following weighted system based on Matrix Cost Factor:   * 251 shall count as 1 student * 252 shall count as 1.5 students * 253 shall count as 2.0 students * 254 shall count as 2.5 students * 255 shall count as 3.0 students | ≥ 3 students on the weighted system | 18 hours of Comp Time each 9 weeks |

**8.08 ESE Service Provider Caseload Limitations**

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| **Caseload Limits Per Professional Area (full-time)** | **Number of extra students** | **Comp Time Provided** |
| Speech-Language Pathologists: 40 students as determined by the following weighted system based on Matrix Communication Domain Level:   * Level 1 shall count as 0 students * Level 2 shall count as 0.25 student * Level 3 shall count as 1 student * Level 4 shall count as 2 students * Level 5 shall count as 3 students | ≥ 10 | 13.5 hours of Comp Time each 9 weeks for every set of  10 students above 40 |
| Occupational Therapists/Physical Therapists:60 students as determined based on the following weighted system determined by Frequency of Services:   * 2 times a week shall count as 2 students * 1 time a week shall count as 1 student * 2 times a month shall count as 1 student * 1 time per month shall count as 0.5 students * 1 time per quarter shall count as 0.5 students * Program Support shall count as zero students * If an OT or PT is assigned to more than 5 schools, one weighted point is added per school to cover travel time between sites. | ≥ 10 | 13.5 hours of Comp Time each 9 weeks for every  set of 10 students above 60 |
| School Psychologists: 3 schools, including no more than 1 elementary school | 1 school | 13.5 hours of Comp Time each 9 weeks for every additional school added to a caseload assignment |
| Social Workers: 3 schools, including no more than 1 elementary school | 1 school | 13.5 hours of Comp Time each 9 weeks for every additional school added to a caseload assignment |
| Local Assistive Technology Specialist (LATS): 80 students | ≥ 10 | 13.5 hours of Comp Time each 9 weeks for every set of  10 students above 80 |
| Program Specialists for Behavior: 2 schools | 1 school | 13.5 hours of Comp Time each 9 weeks for every additional school added to a caseload assignment |
| Program Specialist for Compliance: 2 schools | 1 school | 13.5 hours of Comp Time each 9 weeks for every additional school added to a caseload assignment |
| All other ESE Service Providers not specifically named here: an equitable workload compared to their cohort, not to exceed 5% of such comparable caseload limits | Greater than 7% difference between comparable caseload limits | 13.5 hours of Comp Time each 9 weeks when the difference between comparable caseloads exceeds 7% |