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Article VIII  
CLASS SIZE - CLASS LOAD

- 8.01 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 teaching identical courses, consistent with considerations of scheduling, curriculum, teacher concerns and preferences, student needs and preferences, and physical space constraints.
- 8.02 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; those assigned to use other instructional delivery models such as computerized instruction may have more than three (3) course preparations depending upon the delivery model and what is entailed as a "preparation" under that model. 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. ~~Beginning with FY 2017 Leon County Schools and Leon Classroom Teachers Association will establish a committee to develop an implementation plan that may transition all instructional employees, whose primary assignment is student instruction, to a supervisory load consistent across all grade levels. This plan may be implemented during that year or subsequent years.~~
- 8.03 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.
- 8.04 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.
- 8.05 When an employee believes that class size is a problem in 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.