

§5.9 CLASS SIZE. The following guidelines will be utilized in determining annual staffing:

A. Elementary.

Kindergarten: Class size range from 15-25 is sought.

Primary Grades: An average primary classroom size of twenty-five (25) is sought. The total grade 1, 2, 3 enrollment divided by twenty-five (25) will determine the approximate number of primary classrooms in the building.

Intermediate Grades: An average intermediate classroom size of twenty-seven (27) is sought. The total grade 4, 5 enrollment divided by twenty-seven (27) will determine the approximate number of intermediate classrooms in the building.

Elementary Special Area Classes: Sizes of art, vocal music and the physical education classes will reflect the above elementary averages.

B. Middle School.

Grade 6: An average grade 6 class size of twenty-seven (27) is sought. The total grade 6 enrollment divided by twenty-seven (27) will determine the approximate number of grade 6 classrooms in the building.

<u>Middle School Subject Areas</u> <u>Averages Sought</u>	<u>Building</u>
English, Social Studies, Math,	
Science, Foreign Language and Art per section	25
Home and Careers per section	20
Technology, classroom per section	25
Technology, shop-related per section	20

Health per section	30
Physical Education per section	32

C. Senior High School Course Offerings Criteria.

Minimum Class Sizes

Non-sequential elective courses require a minimum enrollment of eighteen (18).
Exceptions may be approved by the Superintendent of Schools.

General Academic Courses

English, Social Studies and Math Science	25 per section average Sought: 24 per section Maximum: 28 per section
Foreign Language	Sought: 25 per section

(Stipulations: Initial levels of sequenced courses will be offered for a minimum of twenty [20] enrollees. Offering through level three [3] will be guaranteed once initiated. Levels four [4] and five [5] will be offered with a minimum of ten [10] students enrolled at a level, or in a combination of 4/5 class).

Art

Studio in Art and Crafts	Sought: 20 per section
All Other	Maximum: 25 per section
	Sought: 18 per section
	Maximum: 20 per section

Technology

Mechanical Drawing	Sought: 24 per section Maximum: 20 per section
Shop related	Sought: 16-18 per section Maximum: 20 per section

Business

Average Sought: 25 per section

Family and Consumer Science:

Sought: 16-18 per section

Maximum: 20 per section

Health

25 per section

Physical Education

Sought: 32 per section

NOTE: Elective program in grades 11-12 is more effectively implemented with pupil/section ratio of 24:1.

§3.2 TEACHER ASSIGNMENT.

A. The daily assignment for a high school teacher will be:

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| Five (5) | forty-four (44) minute instructional periods |
| Two (2) | forty-four (44) minute preparatory periods |
| One (1) | duty of no more than forty-four (44) minutes |
| One (1) | duty-free lunch period |

Planning periods may be utilized for common planning, interdisciplinary planning, conferences with students, parents, guidance counselors, or administrative personnel. No duties that previously would be compensated will be done in that time period.

By mutual agreement of the teacher and administrator, an extra instructional period may be substituted for the duty. Notification of the President of the Association in writing must be made of this agreement.

B. The daily assignment for a middle school teacher will be:

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| One (1) | eleven (11) minute homeroom assignment |
| Five (5) | forty-one (41) minute instructional time or equivalent |
| One (1) | forty-one (41) minute preparation time |
| One (1) | forty-one (41) minute lunch time |
| One (1) | forty-one (41) minute assigned team planning |

(Maximum of two hundred five (205) minutes per week of supervisory assignments).

Any teacher not assigned to an academic team can be assigned an additional instructional period and will then have no home room assignment, but may be assigned a.m. or p.m. duty before or after the instructional day but within the working day (example: bus, hall, playground). Teachers with six (6) teaching assignments will have a maximum of one hundred (100) minutes of supervisory assignments per week and an uninterrupted preparation period.

C. The elementary teacher's daily assignment shall include a forty (40) minute scheduled lunch period to assure that each receives a thirty (30) minute duty free lunch period and three (3) hours weekly of duty free and meeting free preparation time in minimum blocks of thirty (30) minutes. This preparation time will be made available prior to the beginning of the students' day or at the close of the students' day. This time is exclusive of teaching preparation time available when related arts teachers assume responsibility for the elementary teacher's class. Physical Education, Art and Music classes shall meet for a minimum of thirty (30) minutes per session in grades K - 5. When planning a schedule for an elementary school, every effort should be made to have at least one (1) special per day for every elementary teacher. Substitutes must be hired to provide equivalent planning time when a related arts teacher is absent.

D. Pre-kindergarten teacher's daily assignment shall include at least a forty (40) minute duty free lunch period per day and a forty-five (45) minute preparation period per session per week.

E. The daily assignment of related arts and special education teachers shall include a scheduled lunch period and preparation time similar or equivalent to that of classroom teachers within the building.

F. The daily assignment of traveling Pupil Personnel positions shall include a scheduled lunch period and preparation times similar or equivalent to that of classroom teachers at the same level.

G. Whenever teachers are assigned to more than one (1) school any day, they will be given twenty-five (25) minutes travel/adjustment time between schools. Pupil Personnel Staff are entitled to adequate travel time.

H. Scheduling of duties should be equitable among all teachers and Pupil Personnel positions assigned to each building. The duties of any teacher assigned to more than one building shall be in proportion to the times spent at each school.

I. Related arts area teachers will have a minimum of four (4) minutes between the end of one (1) class and the beginning of another.

J. If band, chorus and intramurals are regularly scheduled outside of the contractual work day, they shall be incorporated within Section 8.5 (COMPENSATION), and compensation rates will be mutually determined.

K. At the secondary level, if one (1) of the five (5) regularly scheduled instructional periods is for the purpose of Academic Intervention Services (AIS), the maximum enrollment shall be fifteen (15).

§3.3 PROFESSIONAL TEACHING HOURS.

A. The working day shall be seven and one-half hours (7.5) for all teachers. These hours shall be interpreted to mean at the teacher's assigned building. A single beginning and ending time shall be established at the discretion of the building principal with input from the Association building representative.

B. Professional time can be extended beyond the work day and teachers (PreK-12) can receive in-service clock hours (up to twelve [12] per school year) as compensation for this time. The purpose of this opportunity is to encourage the utilization of data to improve student achievement, or to facilitate required reports to be completed in a timely manner. Recognizing the importance of direct instruction during the regular work day, teachers often choose to work on other professional assignments outside the work day. The teacher should initiate the request and be granted time upon the approval of the supervisor or building principal. The supervisor or building principal may restrict the work's location and the timeframe. If the supervisor or building principal denies the request, the teacher may pursue review of the request with the CTA President. The Superintendent or designee has the sole discretion to approve or deny the review request.

C. During Regents week, secondary teachers are to be in school for assigned duties. Duties will be equitably distributed and time for correcting examinations shall be given consideration. All non-scheduled time will be used for professional responsibilities.

§3.4 AFTER SCHOOL MEETINGS. Except in emergency situations, required building meetings outside regular working hours will not exceed three (3) per month.

§3.5 EVENING ASSIGNMENTS. Evening assignments will be voluntary. Teachers who provide instruction to student and/or parents at District sponsored events approved by the Instructional Office shall be compensated at the supervisory rate in accordance with Section 8.5 (C). In the event of insufficient volunteers, assignments will be made

as far in advance as possible and in an equitable manner, taking into account personal commitments of the teacher.

§3.6 CONTRACTUAL DUTIES AND RESPONSIBILITIES. The building principal will discuss the extra-curricular assignments with the building representative.

As a part of contractual obligation, teachers will accept responsibility for supplementary assignments such as intramurals, attendance at curriculum and departmental meetings, grade level meetings, and an open house.

Supervision of student groups at school athletic events, social events, and concerts will be voluntary.