

ARTICLE VI
Class Size, Class Load and Specialized Instruction

- 6.1 Students shall be assigned to classes in a way that ensures class size equity for all teachers within a school site. Class size in each grade level and subject area of each school shall be equalized within eighteen (18) student days after the opening of school. Advertisement shall be reduced to three (3) days for positions created by the mini FTE count. New students should be assigned in a manner that maintains equity in each grade and subject level.

Every effort will be made to assign district level personnel/resource persons on an equitable basis. Factors such as the student population of the school and the number of schools assigned will be considered.

- 6.2 Student/teacher ratio shall not exceed maximum limits as prescribed by standards of the State of Florida and its class size calculation standards. ~~In the event the state standards do not apply to a particular case, standards of the Southern Association of Colleges and Schools will apply.~~

~~When individual class or subject area maximums must be exceeded, the principal and teacher(s) involved shall submit a written proposal to resolve the problem. The Board and/or Superintendent will respond with an approval or an alternative plan with a specified time for resolution of the problem.~~

- 6.3 Beginning with 2015-2016 school year, all teachers, except those working at Tom P. Haney Technical College, shall have an instructional load not to exceed three hundred minutes. The student school day shall be no longer than six hours thirty (30) minutes. The instructional loads of secondary teachers on block scheduling will not exceed 105 students per day.

- 6.4 ~~Secondary~~ **Middle and high school** teachers shall not have more than three (3) different course preparations per day except with mutual consent of the teacher and principal. This consent must be in writing. ~~A regularly scheduled teacher/adviser program shall not be considered a part of the three (3) different preparations per day.~~ Principals will make every effort to ensure that high school teachers on block scheduling do not have more than two (2) preparations per term/semester.

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~~Secondary~~ Middle and high school teachers will have one (1) preparation period during the student class day for planning and conferences. The preparation period shall not be preempted for any required student supervisory duties.

- 6.5 Middle school teachers at schools utilizing a six-period day shall have an instructional load not to exceed five (5) regular class periods. Middle school teachers at schools utilizing a seven period day shall have an instructional load not to exceed six (6) regular class periods. Teachers shall not have more than three (3) different course preparations per day without mutual consent of the teacher and principal. This consent must be in writing. A regularly scheduled teacher/advisee program shall not be considered a part of the three (3) different preparations per day.
- ~~6.6 Teachers in elementary schools which have classes of music and art shall have no more than the number of students specified in 6.2 for regular self-contained classroom teachers.~~ Every effort shall be made to provide each special area teacher with his/her classroom.
- 6.7 All elementary teachers will have no less than forty-five (45) ~~thirty (30)~~ minutes during the student class day for planning and conferences. Such time will be exempt from any required student supervisory duties. Teachers shall not be required to have regular daily supervisory duties of students before and after the student day.
- 6.8 Scheduled records workdays will only be used for teacher planning and to review/update student records.
- 6.9 School administration may use up to one hour each day of the three pre-planning days for faculty meetings. An administrator's designee may use one additional hour on one of the pre-planning days. The remainder of the pre-planning day shall be for the teachers to work in their classrooms to prepare for their students. Any additional meetings shall be considered voluntary.

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6.10 ~~Any teacher may recommend in writing to the School's Problem Solving Team (PST) the testing and evaluation of any student believed to be eligible for Exceptional Student Education Services. The school's PST will meet at least monthly to review the progress of those students in the Response to Intervention Process. Upon the recommendation of the PST, the referral will be forwarded to the district Exceptional Student Education office. Testing will be completed within sixty (60) school days of which the student is in attendance.~~

~~The sixty (60) day timeline begins once the following condition has been met:~~

- ~~• Receipt of parental consent for evaluation~~

~~Students eligible for special services as determined by the Individualized Educational Planning team and with parent/guardian approval for such initial placement shall be placed in the appropriate program without undue delay.~~

Prior to the initial placement of a student in a special education class or mainstreamed to a regular education program, a copy of the current Individualized Educational Plan will be made available to teachers servicing the student.

In the event that legal counsel is present to represent other parties attending the meeting, the Board will immediately upon becoming aware, notify the teacher that legal counsel will be present.

6.11 It is recognized that teachers must meet the individual needs of all students. Therefore, **instructional** ~~text~~ materials **approved by** ~~that~~ the Board ~~considers appropriate~~ will be furnished for each student's use.

6.12 Special area teachers at the school level who have students scheduled each period shall have relief and preparation time to the same extent as other teachers, **forty-five minutes which may or may not be consecutive blocks of time**. ~~The fifteen (15)-minute break and thirty (30)-minute planning period will be consecutive, uninterrupted blocks of time.~~

6.13 School budget(s) will be made available online. Prior to the budget submission deadline, each school/worksites administrator will conduct a voluntary faculty meeting specifically to allow teacher input into the formulation of the school/worksites budget proposal. Teachers will be provided an opportunity during the meeting to comment and offer

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proposals about how the school budget is spent.

- 6.14 Each cost center manager will gather teacher input regarding staffing of the school via a voluntary faculty meeting or a survey of teachers solicited from the entire faculty. If input is gathered via an electronic medium, then the results shall be made available to all teachers electronically.
- 6.15 Prior to the implementation of schedule changes for special events or programs that could possibly affect the provisions of the Master Contract that relate to planning time, teacher work-day or duty-free lunch, the administration of the cost center will work collaboratively with the cost center Association Representative and reach agreement regarding the changes. Cost center managers will also work with cost center Senior Association Representatives to plan and implement special projects and programs that will alter the normal daily schedule.

Teachers whose planning time is reduced due to schedule changes will be provided compensatory time equal to the lost planning time.

The District and the Association agree that decisions made as a result of the activities described above will be based upon anticipated maximum student benefits.

- 6.16 Pre-K ESE teachers shall have one and one half (1 ½) duty free planning days per month. This time shall be used for planning purposes and shall be at the direction of the teacher. This time shall not be preempted for any required student supervisory duties or administrative assignments.
- 6.17 Teacher's preparation period shall not be pre-empted more than once a week for training. Consideration for a teacher's planning period should be given when scheduling conferences. Except in the case of an emergency, teachers will not lose both planning periods (common and individual) during the same day for mandatory meetings.
- 6.18 ~~For the 2024-2025 school year, T~~teachers providing direct instruction to students with disabilities and managing an exceptional education caseload greater than 15 students in grades K-12 or ~~10~~ **6** students in grades K-12 at an alternative school will be provided one day of planning time each semester to accomplish ESE related administrative work. **Teachers in the following types of classrooms will be provided one day of planning time each semester to accomplish ESE related administrative work: Resource, Self-Contained, Variable**

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Exceptionality (VE), ASD, and SSE.

TA'D on _____

Holly Buchanan, BDS Chief Negotiator

Aubrey Davey, ABCE Chief Negotiator

Michael Petty, ABCE Executive Director

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