

## 1. What are the limits?

### Class size

#### Grades K–3

##### Cannot exceed:

- K = 22
- 1–3 = 24

#### Grades 4–7

##### Must not exceed 30, unless:

- teacher consents; and
- superintendent's and principal's opinions are that more students are appropriate.

#### Grades 8–12

##### Must not exceed 30, unless:

- principal has consulted teacher; and
- superintendent's and principal's opinions are that more students are appropriate.

### Class composition

#### Grades K–12

##### Students for whom IEPs must be designed

##### Must not exceed 3 in each class, unless:

- principal has consulted teacher; and
- superintendent's and principal's opinions are that more students are appropriate.

## 2. The consultation process

- Ensure that the principal has provided all relevant information, including IEPs and designations, at the beginning of the consultation process for any class that exceeds 30 students or any class with more than 3 students with IEPs.
- You are entitled to at least two days to review the information and to then have a consultation meeting.
- Schedule a consultation meeting at a reasonable time (not at recess or lunch).
- Inform your staff representative that you want her or him to attend the meeting.
- Complete the BCTF consultation form with the staff representative during the course of the consultation process.
- The principal should inform you when the consultation process is over and of her or his decision.
- If you disagree with the final organization of the class, inform the principal and provide some basis for that opinion.

### 3. Organizing and timetabling classes

- Teachers, including counsellors, should not engage in timetabling, arranging, or rearranging classes or class groupings (including platooning) that result in classes of over 30 students or classes with more than 3 IEP students, unless directed to do so by an administrator.
- Participate in organizing classes for September as you normally would.
- If it becomes evident that classes cannot be organized within the legislative limits, or are in any other way not appropriate for student learning (safety issues for example), document and advise the principal of your opposition to the proposed organization.
- Submit to the principal a simple and general statement of what is needed for an organization that is appropriate for student learning (for example: 90 Grade 4 students, 12 with IEPs to be organized into two classes of 22 and two classes of 23, with 3 students with IEPs in each class). You may also include information regarding where students should be placed, which students should be separated, the distribution of students with IEPs, and any additional pertinent concerns.
- Withdraw from the process of organizing classes unless ordered to continue, and, if so, contact the staff rep in your school and notify your local president.

### 4. What to do if you have a problem?

- Immediately contact your school union rep or local president.
- Seek advice about a possible grievance.
- Do not attend any meetings with the employer without first getting advice or without taking a union rep with you.



**What teachers need to know about class size and composition**