



British Columbia Teachers' Federation

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MEMO TO: Staff Reps

FROM: Irene Lanzinger

DATE: May 25, 2010

SUBJECT: What teachers need to know about class size and composition

Please distribute the enclosed wallet-size brochures to all BCTF members of your staff. There should be enough brochures for every staff member, but if not please contact your local association office or Lise West at the BCTF (lwest@bctf.ca or 1-800-663-9163) for additional brochures.

The brochure is a handy guide for teachers with regard to grievances and *School Act* requirements for class-size and composition issues.

Members will be able to refer to the brochures during the spring class-building, timetabling and organizing period, and during the fall consultation period.

If possible, staff reps should call school union meetings to distribute the brochures and explain the requirements and pitfalls of the spring and fall processes.

Please ensure that your staff is advised that:

1. Members should not organize or timetable classes that exceed the *School Act* standards for class size or composition unless directed to do so by an administrator.
2. Members whose classes contain more than 30 students or more than 3 students with IEPs should request the relevant information for students with IEPs as well as a consultation meeting with the principal. The consultation period for 2010 is from September 7–28.

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Enclosure