

## SAC Workload Protocol (Applies in 2021-22 school year)

### Class Size Guidelines

In accordance with Sections L.E.3.1 and L.E.3.2 of the Collective Agreement, the SAC Workload Protocol is designed to promote a positive learning environment in our secondary schools by specifying the maximum class sizes and related implementation to be used for staffing.

The following table outlines the class size maximums for the eight (8) types of regular (Ministry defined) course types (Collective Agreement defined) as well as the classifications and class size provisions for Program/Facility Based (SAC defined) classes.

<b>Regular Ministry Course Types (Collective Agreement, Defined)</b>	<b>Maximum Class Size (CA Defined) Applies in 2017-18</b>
Academic	29
Applied	22
College	28
Open	28
Locally Developed	16
University	30
University/College	30
Workplace	20
Destreamed Math (21-22 only)	25

### SAC Defined – Program/Facility Based Course Category

Program/Facility Based Classifications (SAC Defined)	Maximum Class Size (SAC Defined) Applied in 2017-18
BBT Computers	28
BBT Shops	22
CBE	27
Credit Recovery	16
Drama	28
ESL Intensive	16
ESL/D Core & Subject Groupings	20
Family Studies Labs	28
IEP Learning Strategies	16
Music	34
PAE non-CBE	16
PAE with CBE	27
Physical and Health Education	29
Science Labs	29
Visual Arts	28
Weight Room (Stand Alone)	25

## Implementation of Protocol – Expectations and Information

1. SAC shall decide the class size for any course that appears not to fit in the chart during the workload protocol review each year before courses are scheduled.
2. Divisors used for staffing allocations are determined by SAC.
3. SAC will review timelines established in the Workload Protocol.
4. Subject to the conditions in L.E.3.4, the principal and the In-school Staffing Committee (ISC) in every school shall identify discrepancies between actual class sizes and the class size maxima. This process shall be completed as determined by SAC and the results reported to SAC.

Any class sizes that continue to exceed the maxima shall be reported to SAC, which will make any necessary adjustments or exceptions.

5. No room will exceed code occupancy.
6. If a class fits in more than one category, the lowest class size maximum will be used, except for CBE and PAE classes (*Collective Agreement L.E.3.5*).
7. The maximum for any stacked class will be the lowest class size maximum for any of the classes included (*Collective Agreement L.E.3.6*).
8. A repertoire course occurs outside the regularly timetabled day with no class size maximum. Repertoire course assignments:
  - a. are limited to music, and in ARTs schools (Alexander Mackenzie HS, Huron Heights SS, Unionville HS, Westmount CI) and related ARTs program course;
  - b. shall be subject to the written agreement of the teacher.

Except as noted above any school wishing to run a repertoire course must apply to SAC annually for permission to do so and include the rationale.

9. For purposes of determining class size maxima, Broad Based Technology (Shop) classes include classes whose first character in the Ministry of Education course code is a 'T' with the exception of Communications Technology courses (TGJ).
10. For purposes of determining class size maxima, computer courses shall include Communication Technology courses (TGJ) and Computer Studies courses (ICS).
11. CBE and PAE with CBE class size maxima shall be based on the total number of credits rather than the number of students in the class. The formula for determining class size maxima is (# of CBE/PAE with CBE sections on the teacher timetable) times (the maximum

number of credits allowed by section) = the maximum aggregate number of credits the teacher is allowed to deliver.

12. PAE non-CBE courses include SAL, Intensive and group work experience programs as well as specialty apprenticeship programs (non-OYAP).
13. Locally Developed and Workplace courses may not be combined with any other course type except with SAC approval.
14. Grade 11 and 12 Quadmastered courses shall adhere to the maximum class sizes as specified by course type or program/facility based courses.
15. The following criteria must be followed when staffing for Special Education credit courses:
  - a. No Special Education teacher shall exceed the maximum of four (4) Special Education Credit classes.
  - b. Part-Time Special Education teachers will have at least one YREM period if they have fewer than four Special Education credit classes.
  - c. Resource/Monitoring load will be adjusted to reflect the number of YREM periods per teacher in such a manner as the fewer YREM periods the fewer students to resource/monitor per YREM period (i.e., teachers with more YREM periods should have more students per period to monitor than a teacher with 1 YREM period. The case load should not be divided equally amongst periods, but rather take into account the teacher's entire timetable; this also applies to the timetables of the POR(s)).
  - d. Schools shall report the YREM load to SAC annually when requested.

#### **Class Size Flex Factors (CA L.E.3.4 and L.E.3.4.1)**

16. No class may exceed the maxima except using school or system flex as approved by SAC. Consider the divisors in the following chart in the context of courses, pathways and available seats per period in the timetable as decisions are made about maintain, cancelling or stacking courses.

Notwithstanding L.E.3.4 the parties agree to allow a number of system class-size bearing sections (system flex) to exceed the maxima as set out below:

- a. two (2) such sections may exceed the maximum in each school;
- b. no section shall exceed the maximum by more than two (2) students;
- c. an additional thirty (30) sections may exceed the maximum, to meet specific school needs. SAC shall determine the distribution of the system flex.

**Only compulsory courses shall be allowed to exceed the maximum as described above.** The In-school staffing Committee (ISC) shall assist the principal in the allocation of the school flex and system flex provided to the school.

Exceptions to the above will be determined as needed by SAC.

### Class Size Parameters

Credit Programs	Divisor	Maximum	Comments
<b>a) Regular Credit Program</b>			
Applied	18	22	
College	24	28	
Open	25	28	
Academic	25	29	
University/College	27	30	
University	27	30	
Locally Developed	12	16	
Workplace	16	20	
Destreamed Math (21-22 only)	21	25	
<b>b) Facility/Program Based</b>			
Broad-Based Technology (Shops)	18	22	
CBE	23	27	
Computers	24	28	
Credit Recovery (PAE/Guidance credit course)	12	16	
Drama	24	28	
ESL/D Core & Subject Groupings	16	20	
ESL Intensive	12	16	
Exploring Opportunities Program	12	16	
Family Studies (Labs)	24	28	
IEP Learning Strategies	12	16	
Music	24	34	
On Site Alt Ed/No CBE	12	16	Use as assigned
On Site Alt Ed/With CBE	23	27	Use as assigned
Off Site Alt Ed/No CBE	12	16	Use as assigned
Off Site Alt Ed/With CBE	23	27	Use as assigned
Physical Education	26	29	
Weight Room (PAF)	21	25	
Senior Division Quadmastered Subject Classes	20	Regular	
Science (Labs)	26	29	
Visual Arts	24	28	
<b>Special Education (S/C)</b>			<b>Use as assigned</b>
Developmentally Delayed	Manual	10	
Autistic	Manual	6	
Language/Learning Disabled	Manual	8	
Aspergers	Manual	6	
Multiple Exceptionality	Manual	6	
Mild Intellectual Disability (MID)	Manual	16	
ABI	Manual	10	
IRS	Manual	8	
<b>Student Services</b>			
Guidance Counselling	1/425		Round to nearest section
Library	1.67		10 sections/school

IEP Resourcing/Withdrawal	1/10		Use as assigned/Round to nearest section – may be packaged with IEP Monitoring
IEP Monitoring/Gifed	1/35		Use as assigned – may be packaged with IEP Resourcing
Student Success Teachers	Manual		See Appendix; teachers appointed must be approved by SO
Itinerant	Manual		
<b>Non-Collective Agreement</b>			
School Leadership	Manual		Selection must be approved by SO
Literacy	Manual		See Appendix; teacher appointed approved by SO
Section 23	Manual		Use as assigned – selected schools only