

### **Purpose/Background**

The allocation of certificated staffing is set annually through the budget development process. Guidelines are established for class sizes for various grade levels and communicated to schools. Principals are to organize their student groups to generally fit within the guidelines where practicable given the unique circumstances of the school.

### **Procedures**

1. The Principal shall review the annual RVS Allocation Formula for staffing and class size guidelines.
2. The Principal shall ensure that class size, student groupings and classroom organization are reflective of sound pedagogical practice with a focus on providing students with quality learning opportunities.
3. Class sizes may vary from school to school based on local circumstances. Principals shall review their class sizes with their Area Director before finalization. Discussion must occur in advance with Area Director for high school classes to exceed 35 students.
4. Principals shall ensure discussion with teachers takes place prior to the finalization of teaching assignments. Recognizing the Principal is responsible for timetabling and the development of teaching assignments, it is important the Principal consider the training and expertise of all teachers in order to provide the best possible instructional organization for the school. The deployment of staff is the responsibility of the Principal, subject to the approval of the Superintendent or designate (refer to Article 20.1 of the Collective Agreement).
5. When alternate spaces are assigned as classrooms (i.e., stage, gym, computer lab, etc.), approval by the Superintendent must occur in advance of non-traditional rooms being converted into classrooms.
6. CTS Classes: The number of students in CTS classes are to be set by the principals in consultation with the teacher, after consideration of factors, which include:
  - 6.1. physical size of the shop or laboratory;
  - 6.2. individual student needs;
  - 6.3. amount and type of equipment;
  - 6.4. type of programming;
  - 6.5. type of course; and
  - 6.6. training and experience of teacher.

#### *Reference:*

- RVS AF421-A Human Resources Contingency Fund Application
- School Act
- Freedom of Information and Protection of Privacy Act
- Teaching Profession Act
- Ministerial Order 001/2013 – Student Learning
- Ministerial Order 016/97 – Teaching Quality Standard
- Guide to Education – ECS to Grade 12
- Collective Agreement