Article 5-15
Class Size Appeal Process Form

5-15 Class Size Appeal Process

The following process is to be utilized by any certificated employee who, in his or her professional judgment, believes that the number of students or the composition of students assigned to that certificated employee to be educationally improper. The certificated employee confers with his or her principal regarding the problem. In the event that the certificated employee and principal are unable to agree on a mutually acceptable solution, the certificated employee and principal shall refer the matter to the Associate Superintendent for Instruction. The Associate Superintendent shall respond in writing to the parties within seven (7) working days after the referral. The decision of the Associate Superintendent is not grievable.

Step 1: Brainstorm solutions to your class size/composition problems and list in priority order.

Step 2: Make an appointment to discuss your solution with your building principal.

Step 3: If you and your principal agree to a solution, congratulations! If not, move to step 4.

Step 4: Contact the LEA Office and let us know you are now ready to discuss your solution with the Associate Superintendent for Instruction. The LEA staff will assist you in setting the meeting with the Associate Superintendent for Instruction.