

Before April 30 of each year, the school administration shall inform the school-level participating body of teachers and the teachers of the provisional needs in staff for the following school year

The principal shall, after consulting the teachers of the school and based on the services offered, inform the board of its teaching staff needs required to implement the school's educational project, while taking into account the subject-time allocation.

## **SCHOOL ORGANIZATION PLAN**

In order to better meet the specific needs of the school, the teachers and the school administration shall draw up an organization plan for the following school year and the school principal shall submit it to the board and the union for verification.

The school organization plan includes, in particular, projects designed for all or some of the teachers in the school, such as those, among others, of the same grade or cycle or multiple grades.

For the purposes of implementing the organization plan, the teachers and the school administration may modify or replace all or some of the provisions of the clauses and articles mentioned below and, where applicable, the appendices to which they refer:

### **8-4.00 RULES GOVERNING THE FORMATION OF STUDENT GROUPS**

#### **8-4.01**

The rules governing the formation of groups must be such that the average number of students per group for each student group defined in this article cannot exceed the numbers prescribed.

The board may exceed the maximums indicated only for one of the following specific reasons: the lack of premises in the school, the limited number of groups in the school, a shortage of qualified available personnel or the geographic location of the school.

The maximums do not apply to student groups in which organizational teaching methods such as, among others, "team teaching" and "conference courses" are used.

Moreover, the maximum and average number do not apply to a group of students in a special class identified as having profound intellectual handicaps, pervasive developmental disorders, psychopathological disorders or serious language disorders, if the board provides visible aid other than a teacher.

A teacher whose class exceeds the maximum prescribed is entitled to a monetary compensation.

## **Multigrade classes**

### **Elementary school**

- a) When the board forms multigrade classes, it shall attempt to group the students in such a way as to ensure the best teaching possible, while complying with the provisions of this clause.
- b) The board shall forward to the union at the time and in the manner determined by the board information concerning multigrade classes that the board intends to form for the next school year. The union may make recommendations to the board concerning the classes.
- c) When the board forms a multigrade class in a school that has 100 students or more, it shall try to group together, whenever possible, students of the same cycle.
- d) When a school has 65 students or more at the elementary level, a multigrade class shall be limited to two grades, unless there is an agreement to the contrary between the board and the union.

Notwithstanding the preceding paragraph, a multigrade class may contain a maximum of three grades, unless the board and the union agree otherwise, if the number of students in a two-grade class that the board could form under subclause a) is less than:

- 18, if there are one or more grade-1 students in the class;
- 20, if there are no grade-1 students but one or more grade-2 students;
- 21, if there are one or more grade-3 students;
- 23, if there are only grade-4, -5 or -6 students in the class.

In each of these cases, the multigrade class shall be limited to three grades.

- e) Subject to subclause f), in a school where there are fewer than 65 students at the elementary level, a multigrade class shall be limited to three grades, unless there is an agreement to the contrary between the board and the union.
- f) In a school where there are fewer than 25 students at the elementary level, a multigrade class may contain more than three grades.
- g) The excess number of students in a multigrade class shall be established on the basis of the average and not the maximum number of students and the compensation shall be determined accordingly.

## **Preschool**

- i) If the board forms a multigrade class in a school that has 100 students or more, it shall try, whenever possible, to form such classes, excluding preschool students.

### **8-7.07 Supervision of the arrival and dismissal of students and the movement of students not included in the workload**

- a) This includes supervision of each teacher's students during entry to class, exit from class and of students during location changes.
- b) The Principal shall, after consultation with the School Council, establish a policy for the types of supervision outlined in paragraph a).
- c) The policy shall ensure continual supervision of the movement of all students during the students' presence at school.

## **APPENDIX XXXIII                      PROGRESSIVE                      ENTRY                      OF                      PRESCHOOL STUDENTS**

After consulting the union, the board shall determine the terms and conditions for organizing the progressive entry of preschool students over three days, taking into account the characteristics of each milieu.

### **8-10.03**

The maximums prescribed in sub-clause a) of clause 8-7.02 may, under no circumstances, be exceeded without the consent of all the teachers concerned.

#### **8-7.02**

- a) The board or school principal shall respect the following maximums in assigning teachers' workload:
  - i) 23 hours per week or the equivalent for full-time teachers at the preschool or elementary level;
  - ii) 20 hours per week or the equivalent for full-time teachers at the secondary level.

The teacher's workload shall consist of services to which he or she is assigned by the board or the school principal and which he or she provides directly to students. The workload includes the presentation of courses and lessons, developmental and cognitive learning activities, student activities, support, remediation, homeroom and supervision, with the exception of the supervision of the arrival and dismissal of students and the passing time of students at recess and between periods.

**8-10.05**

Changes agreed to cannot have the effect of increasing or decreasing the number of teachers assigned to the school according to the rules prescribed in the collective agreement.

**8-10.09**

The modification or replacement of the provisions or articles prescribed above must be approved by 75% of the teachers directly involved in the project and present when the school organization plan is adopted.