

classes with fewer than twenty-five (5) students shall receive an annual stipend of \$3000. Teachers of AP classes may make recommendations to the principal for allocating AP additional conference/preparation periods.

8. Parent-Teacher Conferences

8.1 Elementary

- 8.1.1 There shall be five (5) mandated minimum days during the fall semester and five (5) mandated minimum days during the spring semester. The regular instructional day shall be shortened by sixty (60) minutes for each of the ten (10) days designated for parent conferences, and state mandated requirements defining a minimum day shall be met.
- 8.1.2 These minimum days require extended instructional minutes on other days throughout the school year to meet the state mandated annual instructional minutes to receive state apportionment money.
- 8.1.3 Situations differ from site to site in terms of staff preference and program requirements. Decisions on how to make up the minutes for minimum days are best determined on a site-by-site basis and shall become a part of the shared decision making process involving the site administration and UBC. Each plan must be approved by the District for conformance with minimum instructional requirements and compatibility with bus schedules. A copy of the plan, including UBC sign-off, shall be sent to the union.

8.2 Small necessary high schools

- 8.2.1 Two conference days shall be provided at each of the following time periods:
 - 8.2.1.1 mid Fall semester
 - 8.2.1.2 end of Fall semester
 - 8.2.1.3 mid Spring semester
 - 8.2.1.4 end of Spring semester
- 8.2.2 Students shall be included in at least one of the two conferences scheduled for each of the time periods.
- 8.2.3 Classrooms, such as computer labs and typing rooms, shall be made available for independent practice for students by other certificated personnel not involved in parent conferences designated above.

9. Class Size

- 9.1 The Union and District recognize both the desirability and the importance of classes being maintained at sizes which aid effective teaching.
 - 9.1.1 The Union and District agree to work together to create a process which, in consideration of limited monetary resources, produces the lowest class size possible.
 - 9.1.2 The District and Union agree that the process of reducing class size requires accurate, verifiable, and timely reports of current and projected enrollment and attendance, coordination and cooperation between District Office and school sites in assigning students, and participation of the UBC with the principal in the shared decisions determining utilization of allocated staff.
- 9.2 The Union and the District agree on the following definition of terms and processes in order to describe the process of determining class size:
 - 9.2.1 Class Size is the number of students enrolled in and attending a given class.
 - 9.2.2 Class Size Goals for a given class are those listed in Section 9.5.

9.2.3 Staffing allocation ratio

- 9.2.3.1 The Staffing Allocation Ratio is that of teachers to students for a given grade or level. This ratio is used by the District to determine the number of classroom teachers assigned to a given site based upon enrollment.
- 9.2.3.2 When determining staffing ratios, the following will not be included:
 - 9.2.3.2.1 special education
 - 9.2.3.2.2 nurses
 - 9.2.3.2.3 special counseling personnel
 - 9.2.3.2.4 district, state, or federal compensatory education personnel
 - 9.2.3.2.5 library / media personnel
 - 9.2.3.2.6 administrators
 - 9.2.3.2.7 other special personnel
- 9.2.3.3 The total number of basic staff in Section 9.2.3.1, above, shall be assigned to regular teaching duties.
- 9.2.3.4 Any new programs added to a site shall include appropriate staff allocation.

9.2.4 Elementary student assignment

- 9.2.4.1 The Student Assignment Number represents the number of students assigned to a given class and should be equal to the integer portion of the student number in the Staffing Allocation Ratio.
 - 9.2.4.2 If the assignment of a student after the tenth (10th) day of school causes this number to be exceeded, the UBC shall be provided documentation describing the efforts made to place the student in a less crowded class.
 - 9.2.4.2.1 If the assignment is the result of an assignment by the Student Assignment Officer, or the District, the documentation of efforts to place the student at a school which is less crowded will be provided by the Educational Placement Office.
 - 9.2.4.2.2 If the assignment is the result of a student assigned within the school, the documentation shall be provided by the principal.
 - 9.2.5 The Union and the District agree to develop a process for verifying and documenting actual enrollment figures to be used in calculating class sizes as listed in this article. Furthermore, it is agreed that these numbers be a unique set which is to be used by the Union and District at all levels of the District.
- 9.3 The Union and District agree to work cooperatively to reduce class size and determine the focus of such class-size reductions.

9.3.1 Transitional Kindergarten (TK) through Grade 3

- 9.3.1.1 Class size for grades TK through 3 will be determined by current or future state laws and regulations.

Grade Level	Students per teacher
TK, Grades 1, 2 & 3	*22.0
* This class size may be adjusted pursuant to sections 9.3.1.1 and 9.3.1.4	

- 9.3.1.2 Due to exceptional circumstances an individual TK-3 class may, on occasion, be required to go one (1) over the limit specified in section 9.3.1.1. Prior to making the one-over student placement assignment, the District shall consult with the Union and explain all efforts that have been made to keep within the limit and why it was not possible to do so.
- 9.3.1.2.1 The teacher assigned the additional students shall receive \$1,000 (\$500 per semester) for the following activities:
- Classroom materials and supplies
 - Professional development including registration and related costs (e.g. substitutes, travel, etc.)
 - Other approved uses
- 9.3.1.2.2 The principal at the site shall review and approve the expenditures proposed by the teacher.
- 9.3.1.2.3 Each teacher shall also receive two (2) days per semester of relief time as defined in contract section 7.2.6.1.5 for duty-free preparation. The designated schedule for such relief time shall be by mutual agreement with the principal.
- 9.3.1.3 The one-over placement shall be for that school year only unless in the subsequent year there is not sufficient attrition within the class or school to return to the class size limit specified in section 9.3.1.1.
- 9.3.1.3.1 If the one-over student placement remains for the succeeding school year the next grade level teacher to receive the one-over student placement shall receive the same support as specified in section 9.3.1.2.1.
- 9.3.1.4 If the District determines to adjust TK-3 class sizes pursuant to section 9.3.1.1 due to a reduction or elimination of TK-3 grade level funding by a change in state law or regulations, the District and the Union shall meet and confer to determine appropriate K-3 class-size limits.
- 9.3.2 **Notification**
- 9.3.2.1 After the initial enrollment verification, the principal shall meet with the UBC periodically to make every reasonable effort to balance class sizes. If the situation cannot satisfactorily be resolved at the site, the District and the Union shall be alerted for possible resolution.
- 9.3.2.2 **Special Education**
- 9.3.2.2.1 The Union Special Education Committee and the Assistant Superintendent of Special Education or designee shall meet periodically to review the class size and the caseload numbers, and utilization of the assigned staff to service students in the least restrictive environment.
- 9.3.2.2.2 Every thirty (30) workdays during the school year the District will report to the Union the size of each class.
- 9.3.2.2.2.1 When a class is below or more than one above the given range, the Assistant Superintendent of Special Education or designee will make every effort to make adjustments to the situation. The District will include this information in its regular class size reports to the Union.

9.4 Balanced Classes

- 9.4.1 Classes shall be balanced within ten (10) to fifteen (15) working days of the first day of instruction. The Assistant Superintendent, in consultation with the site and program administrators, will give due consideration to the possibility of capping school and class enrollments; the UBC shall have input on such decision.
- 9.4.2 After the initial enrollment verification, the principal shall meet with the UBC periodically to make every reasonable effort to balance class size. If the situation cannot satisfactorily be resolved at the site, the District and the Union shall be alerted for possible resolution.
- 9.4.3 If during the term of this agreement additional money becomes available for class size reduction or additional support staff, the parties agree to identify hiring priorities to be funded therefrom.
- 9.4.4 The Union and the District will pursue possibilities for the reallocation of existing moneys, resources, and personnel to assist class size reductions.
- 9.4.5 Other possibilities will be explored including State and Federal allocation, newly enacted or one time monies.
- 9.4.6 If, during the term of the current Contract, the State provides the District with additional funding that is specifically designed to reduce the pupil/teacher ratio (class size), the District and the Union shall reopen negotiations within thirty (30) to sixty (60) days of enactment on said subject.

9.5 Class size goals

9.5.1 Elementary Schools

- 9.5.1.1 TK – Grade 3 22 (per section 9.3.1.1)
- 9.5.1.2 Grades 4-5 30
- 9.5.1.3 Other combinations will have the lower class size of the component grades.
- 9.5.1.4 Class sizes enumerated above also apply to bilingual classes.
- 9.5.1.5 Music pullout program (weekly student contacts, except for special choral programs) 500

9.5.2 Middle Schools

- 9.5.2.1 English 25
- 9.5.2.2 World Language 30
- 9.5.2.3 Mathematics 30
- 9.5.2.4 Science 30
- 9.5.2.5 Social Studies 30
- 9.5.2.6 Art 28
- 9.5.2.7 Business Education 30
- 9.5.2.8 Homemaking/Culinary Arts 28
- 9.5.2.9 Industrial Arts 28
- 9.5.2.10 Music (excluding choir, band, orchestra) and performing arts 28
- 9.5.2.11 Physical Education 37
- 9.5.2.12 Core Program 28
- 9.5.2.13 English Language Development 25

9.5.2.14	Reading, Reading Lab, Math Lab	25
9.5.2.15	Health Education.....	30
9.5.2.16	Career and Technical Education	28
9.5.2.17	Any other	30
9.5.2.18	Class sizes enumerated above also apply to bilingual classes.	
9.5.3	High Schools	
9.5.3.1	English	25
9.5.3.2	World Language.....	30
9.5.3.3	Mathematics	30
9.5.3.4	Science	30
9.5.3.5	Social Studies.....	30
9.5.3.6	Art	28
9.5.3.7	Business Education	30
9.5.3.8	Homemaking/Culinary Arts.....	28
9.5.3.9	Industrial Arts	28
9.5.3.10	Music (excluding choir, band, orchestra) and performing arts	28
9.5.3.11	Physical Education	37
9.5.3.12	Trade and Industry Classes	25
9.5.3.13	Drivers' Education	30
9.5.3.14	English Language Development.....	25
9.5.3.15	Reading, Reading Lab, Math Lab	25
9.5.3.16	Health Education.....	30
9.5.3.17	Career Education.....	30
9.5.3.18	Career and Technical Education (e.g., Academies)	28
9.5.3.19	Any other	30
9.5.3.20	Class sizes enumerated above also apply to bilingual classes.	
9.5.4	Small Necessary High Schools	
9.5.4.1	class size.....	25
9.5.5	EL Pull -Out Program	
9.5.5.1	Contacts per day.....	60
9.5.6.	Early Education Department	
9.5.6.1	Early Education Department teachers shall have teacher/child ratios permitted by law, which are currently as shown below. It is agreed that the District will meet and consult with the Union before implementing any changes in the ratio.	

- 9.5.6.1.1 Infants
0 through 18 months of age 18 per teacher
- 9.5.6.1.2 Toddlers 18 to 36 months of age..... 16 per teacher
- 9.5.6.1.3 3 years to Pre-Kindergarten 24 per teacher
- 9.5.6.1.4 4 years to TK..... 22 per teacher
- 9.5.6.2 Early Education Department teachers shall have adult/child ratios which are currently as shown below and maximum group sizes permitted by law. It is agreed that the District will meet and consult with the Union before implementing any changes in the ratio.
- 9.5.6.2.1 Infants and toddlers
0 through 2 years of age..... 3 per adult
- 9.5.6.2.2 Toddlers 18 to 36 months of age..... 4 per adult
- 9.5.6.2.3 3 years to Pre-Kindergarten 8 per adult
- 9.5.6.2.4 4 years of age to TK..... 14 per adult
- 9.5.6.3 Out-of-School
- 9.5.6.3.1 TK to 5th Grade 14 per adult
- 9.5.7 Special Education Class Size Ranges – A Special Day Class exists when there are students who receive special education instruction greater than 50% of their school day.
- 9.5.7.1 Mild Moderate 8-12*
- 9.5.7.2 Moderate Severe 6-10*
- 9.5.7.3 Visually Impaired (VI)..... 6-10
- 9.5.7.4 Orthopedically Impaired (OI) 6-10
- 9.5.7.5 Deaf & Hard of Hearing 6-12
- 9.5.7.6 Pre-K..... 8-12 per session or 16 per day**
- 9.5.7.7 Resource Specialists
(Caseload as permitted by State law)..... 28***
- 9.5.8 Related Service Provider Caseloads
- 9.5.8.1 Adaptive PE 45-55
- 9.5.8.2 Deaf & Hard of Hearing 20-30
- 9.5.8.3 Orientation and Mobility Instruction 10-15
- 9.5.8.4 Speech Pathologist..... 55
- 9.5.8.4.1 Pre-K Speech Pathologist 40
- 9.5.8.5 Visually Impaired..... 10-30
- 9.5.9 Court Schools class size..... 10
- 9.5.10 Community Day Schools class size 22
- 9.5.11 Psychologists shall serve a total school population at a ratio of 1:1000 students within SFUSD in TK through age 22. This ratio does not include students in private school, preschool, and ERMHS (Educationally Related Mental Health Services).
- 9.5.12 Counselors..... 1:450
- 9.6 The Union and District agree to monitor the effort to reduce class size. The process of reducing class size and the reporting procedures established herein will be evaluated periodically, and, by mutual agreement, this article may be modified during the term of this contract.

- *Note: In the instance of heterogeneous classes, class size ranges shall be determined on the basis of the most severe disability.
- **Note: Two separate sessions are held within the seven hour workday with no more than twelve (12) students per session for a total of sixteen (16) students per day.
- ***Note: Part-time teachers' caseloads shall be pro-rated.

10. Leaves

10.1 Unpaid leaves for tenure-track teachers

10.1.1 Long-term personal or professional leave

- 10.1.1.1 A leave of absence for one (1) semester or one (1) year may be taken at the request of the teacher, provided said request is received by Human Resources not later than March 15th, preceding the subsequent school year, subject to arrangements for repayment of any funds owed to the District in accordance with Section 10.1.9 of this article and Section 11.10.7. If an unpaid leave expires during the school year, the teacher may extend it to the end of that semester.
- 10.1.1.1.1 Leave requests submitted after March 15th of a given year will not be honored except in documented cases of family or medical emergency, or in the case of military transfer leave or any other extraordinary circumstances that the member could not have known prior to March 15th.
- 10.1.1.2 Except as otherwise provided, a teacher returning to duty from long term leave of absence shall normally be assigned to a position similar to the one previously held.
- 10.1.1.3 A long-term personal or professional leave may be extended for a second or subsequent years by mutual agreement between the teacher and the District.
- 10.1.1.4 See Section 11.10.2 for salary payment schedule upon return from leave.
- 10.1.2 **Long-term public service leave** — A teacher elected to a public office shall be granted a leave of absence from his/her duties as a teacher in the District.
- 10.1.2.1 During the term of such leave of absence, the teacher may be employed by the District to perform part-time service with salary pro-rated.
- 10.1.2.2 Within six (6) months after the term of office expires, a teacher elected to a public office pursuant to Ed. Code 44801 shall be entitled to return to the position held by him/her at the time of his/her election at the salary to which he/she would have been entitled had he/she not absented himself/herself from the service of the District under this section.
- 10.1.3 **Long-term military leave** — Teachers shall receive leaves of absence when inducted or called to extended active duty in any branch of the armed forces of the United States or the State of California. Teachers shall have all rights granted under the U.S. Military and Veteran's Code relating to military leaves.
- 10.1.4 **Short-term personal business leave** — A teacher shall receive, upon application, unpaid leave of up to twenty (20) school days per year.
- 10.1.5 **Substitute work during leave** — A teacher while on leave of absence without salary may serve as a day-to-day substitute unless on leave for illness.
- 10.1.6 **Assignment upon return from leave**
- 10.1.6.1 Except as otherwise provided, a teacher returning to duty from long term leave of absence shall normally be assigned to a position similar to the one previously held. If a teacher notifies the Human Resources Department, Leaves and Separation Unit, of