

Greater Albany SD 8J Administrative Regulation

Code: **IHB-AR**
Adopted: 1/92
Revised: 3/12/01, 8/13/07
Orig. Code(s): AR 6103, AR 6103-
A

Class Size Appeals Procedure

The following details relating to committee membership, procedures and timelines apply to the appeals process of Board policy IHB, Class Size.

1. When a teacher recognizes a class overload problem, he/she can appeal for intervention by submitting a **Greater Albany Public Schools Class Overload Intervention Request** form. The request form shall be submitted to the building principal.
2. The principal shall involve a building level committee in reviewing the intervention request and determining an appropriate response. Some options for solving overcrowded classes include hiring additional teachers, transferring students or teachers, making boundary changes, splitting classes, providing more support staff and hiring substitutes for additional preparation time for teachers. This committee can be either a standing committee or an ad hoc committee. It may be the 21st Century School Council at the school. Membership on the committee will include licensed staff, an administrator and may include classified staff and/or parents or guardians¹. Teacher members will be chosen by the teaching staff of the school. The committee will decide for itself such matters as term of office, how decisions will be made and committee leadership. Within 10 working days of the receipt of the form, the principal shall return a copy of the form to the teacher with a written explanation of the actions taken or the justification for lack of action on the problem.
3. Upon receipt of the response from the principal, the teacher can accept the actions of the building committee or can file the original appeal, including the response, with the district class size committee.
4. The district class size committee will be composed of a building administrator, two teachers and a representative from the district human resources office. The teacher representatives will be chosen by the district teaching staff through an election conducted by the Greater Albany Education Association. Administrative representatives will be appointed by the superintendent. Alternate building representatives will be chosen in case of a conflict of interest in a particular appeal. The duty of the committee will be consider the request for intervention, review the building committee's response and explore available options. The district committee must respond to the teacher's appeal within 10 working days. The district committee will either reject with written notification or make a recommendation to the superintendent.

¹As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student whom rights have transferred and foster parent as defined in OAR 581-015-0005(18).

5. The superintendent or designee will review the recommendation of the district committee and will approve or reject it. If the request and proposed solution are approved, they will be implemented or forwarded to the Board when appropriate for final review and action. If the request is rejected it will be sent back to the district committee for further consideration. District committee recommendations that are rejected by the superintendent can be appealed to the Board of the committee so chooses.

Class Overload Intervention Request

Part I: Teacher Information

Date: _____

Teacher Name: _____

School: _____

The class overload situation occurs in grade(s) (elementary) or periods (secondary):

Subject area(s): _____

Class count(s): _____

Describe Problem:

Describe what has been done so far:

Possible Solutions to the problem:

Part II: Building Class Size Committee Response

Proposed Action:

Justification:

Part III: Teacher Response

_____ Proposed action and justification accepted

_____ Please route request to district class size committee

Signed: _____

Part IV: District Class Size Committee Response

Proposed Action:

Part V: Superintendent's Response

_____ Proposal rejected/Intervention denied

_____ Proposal rejected/Referred back to district committee

_____ Proposal approved/Implemented or referred to Board

Part VI: School Board Response

_____ Proposal rejected/Intervention denied

_____ Proposal rejected/Referred back to district committee

_____ Proposal approved/Implementation solution