

Class Cap Calculation Sheet

To Be Completed by All Teachers (full-time, part-time)

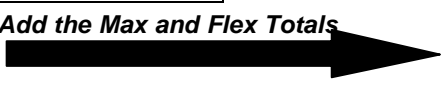
- STEP 1:** On the table below, enter your assignments for the semester in the “**Type of Course**” column. Do not enter MSIP periods (they are capped at 33 students – inform your Steward immediately if not the case).
- STEP 2:** On the table below and using this chart, enter the corresponding “**Max**”, “**Flex**”, and “**Class Cap**” values for each assignment. For Multi-level or Multi-grade courses (combined courses), use the course that has the lowest “**Max**” value and enter those “**Max**”, “**Flex**” and “**Class Cap**” values.

Course Type (with code)	Max	Flex	Class Cap	Course Type (with code)	Max	Flex	Class Cap
Academic (D) / University (U)	31	+2	33	Workplace (E)	19	+1	20
University&College (M)	29	+2	31	Essential, Pathways, Workways, Literacy, Learning Strategies	15	+1	16
College (C)	28	+2	30	Technical Shops & Family Studies practical classes where equipment being used poses a safety hazard	19	+1	20
Applied (P)	26	+1	27				
Open (O)	27	+2	29	Co-op (each 1.0 credit assigned to a co-op teacher shall be deemed equivalent to a 1.0 pupil)	25	+1	26

Grade 9 Integrated Technology courses where students use stationary powered equipment, compressed air tools, torches, hand-held power tools (designed to shape, cut, grind, or bore holes into materials), and/or equipment required by the Employer to have a “Stop” sign affixed to them shall be considered a class where “equipment being used poses a safety hazard”, regardless of the frequency and regularity of use of such tools or equipment

- STEP 3:** On the table below, total the “**Max**” column and “**Flex**” column. If the sum of the “**Flex**” column is greater than 3, enter 3. Add the Max and Flex totals. As of Oct 1st (sem 1) or Mar 1st (sem 2) this is the maximum total number of students allowed (aka “**Max + 3**” criteria)...**AND**...each individual class cap is still in effect.



Semester in the school year					AND.... As of Oct 1st (or Mar 1st) to end of the respective semester, each individual class cap is still in effect AND your maximum number of students in this semester, cannot exceed...
	Type of Course	Max	Flex	Class Cap (always in effect)	
1					
2					
3					
	Total “Max” column and “Flex” column for Semester.		(max 3)	Add the Max and Flex Totals	




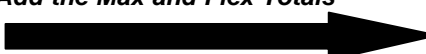
COMPARE what you calculated above with your actual class sizes
Count ALL students in your classes (registered, integrated, peer tutors, etc.)
INFORM your Steward immediately of any violation

Verify your class sizes on a regular basis
Class caps (“Max” + “Flex”) are in effect every day of the semester
As of Oct 1st (or Mar 1st), class sizes are also restricted by the “**Max + 3**” criteria

Example 1: Full-time teacher assigned 6 of 8. Assignment contains classes, Co-op, Guidance

		Type of Course	Max	Flex	Class Cap (always in effect)	AND....
Sem 1	1	<i>Eng 4U</i>	31	2	33	As of Oct 1 st to the end of the first semester your individual class caps are still in effect for each class AND your maximum number of students in this semester, cannot exceed...
	2	<i>MAT 3E/3M combined</i>	19	1	20	
	3	<i>TTI 10 (non-hazard eq.)</i>	27	2	29	
		Total "Max" column and "Flex" column for Sem 1	77	3 (max 3)	Add the Max and Flex Totals  80	
Sem 2	1	<i>TTI 10 (hazard eq. being used)</i>	19	1	20	As of Mar 1 st to the end of the second semester your individual class caps are still in effect for each class AND your maximum number of students in this semester, cannot exceed...
	2	<i>Co-op</i>	25	1	26	
	3	<i>Guidance (non-credit)</i>	-	-	-	
		Total "Max" column and "Flex" column for Sem 2	44	2 (max 3)	Add the Max and Flex Totals  46	

Example 2: Part-time teacher assigned 5 of 8 (0.83 FTE). Assignment contains classes, Spec Ed, Library

		Type of Course	Max	Flex	Class Cap (always in effect)	AND....
Sem 1	1	<i>Literacy Course (Gr 12)</i>	15	1	16	As of Oct 1 st to the end of the first semester your individual class caps are still in effect for each class AND your maximum number of students in this semester, cannot exceed...
	2	<i>Spec Ed Resource (no curriculum delivery)</i>	-	-	-	
	3					
		Total "Max" column and "Flex" column for Sem 1	15	1 (max 3)	Add the Max and Flex Totals  16	
Sem 2	1	<i>Library</i>	-	-	-	As of Mar 1 st to the end of the second semester your individual class caps are still in effect for each class AND your maximum number of students in this semester, cannot exceed...
	2	<i>GPP 30 (Leader/Peer Support)</i>	27	2	29	
	3	<i>Learning Strategies</i>	15	1	16	
		Total "Max" column and "Flex" column for Sem 2	42	3 (max 3)	Add the Max and Flex Totals  45	