

## Education Programs

### Class Size and Staffing

#### I. Purpose

This policy shares the process used by the district to determine class size guidelines.

#### II. General Statement of Policy

The elementary and secondary staffing process is guided by procedures established by the school board. The director of human resources supervises the implementation of staffing based on guidelines established for the schools.

Class size and staffing may vary depending on the subject being taught, the objectives to be learned, the approach of the instruction, and the age or need of the students being taught.

#### III. Definition

Nonresident upper limit – The nonresident upper limit identifies the class size at which nonresident students will no longer be enrolled into that classroom section.

#### IV. Staffing Guidelines

##### A. Elementary Staffing Guidelines

1. Elementary class size guidelines for the district are calculated on the basis of educator/student ratio. A desired class size range is established for each elementary grade level, including the elementary choice programs. Ideally, each classroom class size would fall within this range.
2. Adding an elementary classroom section is considered when the average class sizes significantly exceed the desired class size range. Limiting factors may include, but are not limited to, financial considerations, lack of an available classroom, time at which knowledge of the overage occurs, and lack of student/parent interest to make such a change after the school year has started.
3. In the event that an additional elementary classroom section is added, students will be reassigned into the new classroom making efforts to balance class sizes in all of the classrooms.

## B. Secondary Staffing Guidelines

Secondary school staffing is determined by an allocation of staffing hours per building, based on an average class size for middle school and high school. Building administrators determine the size of individual classes based on enrollment data and needs of student learning. Class sizes can vary based on the type of class and the number of hours that the class is taught. If the principal perceives class size difficulties exist, the issue may be discussed with the superintendent and, ultimately, the school board for additional hours to be added to the allocation of staffing hours.

## V. Establishment of Class Size and Staffing Guidelines

- A. The school board will establish the class size and staffing guidelines. The administration will use these guidelines to establish staffing plans and recommendations.
- B. Modifications in the class size and staffing guidelines may occur during the school year. The administration may use short-term staffing solutions if an immediate action is required.

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