

INSTRUCTIONAL ARRANGEMENTS  
CLASS SIZE

EEB  
(REGULATION)

LEVELING AND  
TRANSFER STUDENT  
EFFECT ON LEVELING

When an elementary classroom exceeds the Board-approved staffing ratio, class leveling will occur to meet the state standard within a reasonable amount of time, not to exceed 30 days.

The procedures for leveling will be as follows:

1. An examination of all classes of the given grade level will be conducted to determine if movement can occur from one class to another. If movement can occur, the student who has most recently enrolled in the school and in the specific class where the numbers exceed the Board-approved staffing ratio will be moved to another classroom.
2. When all other classes in a grade are already at the Board-approved staffing ratio:
  - a. The principal will examine the other grade levels in the school to see if it is possible to collapse a class with fewer students so an additional class can be created in the affected grade level. The principal will decide which teacher moves based on legal requirements and the best interest of the students.
  - b. If the process in item 2a has been reviewed and other options such as team teaching have been considered and a classroom(s) still exceeds the Board-approved staffing ratio, an additional teacher unit may be acquired and an additional class created if space is available.
  - c. Transfer children of District employees who work in the affected school shall be treated the same as children living in the attendance zone.

Pending a determination of item 2a and/or 2b, the principal may request a substitute to assist in the classroom until the class can be balanced or leveled if the numbers in prekindergarten–grade 5 exceed the Board-approved staffing ratio.