

## Class Size – I-240

### Overview

This policy outlines guidelines regarding class size and are based on the Core Values, Mission Statement and Budget Priorities established by the School Committee and represent a target range per grade level. We continue to celebrate our tradition of offering a neighborhood school model at the K-5 level. This policy applies to all subjects in grades K-8.

Families moving into the Town of Northborough should contact the Superintendent's Office to determine which elementary school their children are assigned. A listing of assigned streets by school is available upon request. Families are encouraged to register their child(ren) as soon as possible.

### Criteria

It is important to note that the following class sizes are guidelines and do not represent the absolute class size enrollments. There may be times when classes are below or above desirable class sizes. In such cases, the Principal, working with on-site staff, makes recommendations to the Superintendent as to what additional supports may be necessary to best meet the needs of the students. These are some of the criteria taken into account when determining class size:

- Class composition (defined by Academics, Behaviors, Emotional, Language, Social)
- Class enrollments
- Educational philosophy
- Facility constraints
- Financial constraints
- Legal mandates

### Recommendations

Target class size ranges recommended by the School Committee are:

Level	Grades	Target Class Range
1	K, 1, 2	16-20
2	3, 4, 5	16-22
3	6, 7, 8	18-24

### Process

Each year during the budgetary process, Principals, working in collaboration with staff, will develop and recommend to the Superintendent their staffing needs consistent with this policy.

There may be times when the School District closes specific grade levels within a school(s) and works with the families of new students to reassign them to nearby schools where additional capacity exists and transportation is accessible. The factors that will be considered prior to designating a grade closure include:

- Time of year when sections at a grade level reach guideline targets.
- Forecast of incoming enrollments that potentially exceed grade level targets.
- Facility constraints for additional sections.

- Capacity of nearby schools to enroll additional students.

An *initial* decision to close a grade level at any school will be made by June 30th of the current school year. However, enrollments may require additional grades to be closed prior to or during the school year. Grade closures will be communicated through a variety of media including, but not limited to, personal notification, District and school websites, cable access and email.

Once a grade level is closed, it is possible for enrollments to decline. Should this occur **PRIOR** to the start of school, the District will contact parents of previously reassigned students and offer them the choice to return to their neighborhood school. Families will be contacted in the same order as the reassignment. This option is available only before the **START** of a school year.

The District understands the importance of siblings attending the same school. If one child in a family is reassigned, additional children in the same family will have the option to be reassigned to the same school should class sizes allow.

Adopted:	September 1, 2004
Revised:	May 4, 2016