

Education Programs

Class Size Guidelines and Teacher Staffing

I. Purpose

This policy sets forth the process used by the school district to determine class size guidelines and teacher staffing.

II. General Statement of Policy

The executive director of human resources supervises the implementation of teacher staffing based on the class size guidelines established by the school board.

Class size and teacher 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. Class Size and Teacher Staffing Guidelines

A. Elementary Schools

1. Elementary class size guidelines and teacher staffing for the district are calculated on the basis of teacher/student ratio within the individual homeroom classroom. Specialist teachers and support staff are not calculated into the formula for determining average homeroom class size. A desired class size range is established for each elementary grade level, including the elementary choice programs. Ideally, each homeroom classroom class size would fall within this range.
2. Adding an elementary homeroom 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, and time at which knowledge of the overage occurs.
3. In the event that an additional elementary homeroom 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 Schools

Full-time equivalent (FTE) allocations are used to determine teacher staffing levels for secondary schools. The number of FTE allocated to each secondary school is 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 or designee and, ultimately, the school board for additional FTE to be added to the school's staffing allocation.

IV. Establishment of Class Size and Teacher Staffing Guidelines

- A. The school board will establish the class size and teacher staffing guidelines. The administration will use these guidelines to establish staffing plans and recommendations. (Class size guideline information is contained in Appendix I.)
- B. Modifications in the class size and teacher 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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INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 617

Class Size Guideline Information
(all elementary classes including SDL unless otherwise noted)

Elementary Class Size Guidelines	Desired Class Size Range
Kindergarten	20-22
Grade 1	22-24
Grade 2	22-25
Grade 3	24-26
Grades 4-5	25-27
Grades 1-5 (CP)	28
Grades 1-5 (FI)	27

Secondary Class Size Guidelines	Desired Average Class Size
Grades 6-8	28.15
Grades 9-12	30.85
Options Program	19-25

Appendix
adopted: 03/03/25