

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 7.25
CLASS SIZE**

(1) GENERAL GUIDELINES

The following guidelines shall be used when staffing schools.

(a) In high schools, the teaching staff shall be determined by dividing the total daily student periods by 140.

(b) In middle schools, staffing allocations are determined by dividing the total regular enrollment by 116 (students) and then multiplying by 5.6 (teachers). This is based on the premise that students are enrolled in 7 classes (class periods) per day.

(c) In elementary schools, the following staff formulas shall be used:

1. Four-year-old-kindergarten classes shall be organized, as nearly as practicable, on the basis of 25 students per half-day session. It is understood that a lower staff level may be implemented. To the extent possible, classes shall be established in the afternoon on a daily basis and be taught by the teacher who teaches the five-year-old-kindergarten class in the morning.
2. Five-year-old-kindergarten classes shall be organized, as nearly as practicable, on a basis of 25 students for each half-day session or full-day session.
3. In elementary schools, the teaching staff shall be determined by dividing the total enrollment (grade 2-grade top) by 27, the quotient being rounded off to the nearest whole number.
4. In elementary schools where space and facilities do not permit every teacher allowed under staffing formulas to be assigned to a classroom, teachers without classrooms shall be designated as floating primary, intermediate, or upper-grade teachers. The determination of the type of such personnel shall be made by the building principal and the staff. The superintendent shall designate persons at Central Services to assist the principal and staff in determining the manner in which such personnel shall be used.
5. Where extenuating circumstances prevail, the staffing formulas may need to be revised downward to protect the interests of the individual student and the total school program.

(2) SPECIALTY TEACHERS

(a) Elementary teachers in art, music, or physical education shall be hired within the budgeted limits. Such teachers shall not be figured in the staffing formula of the school.

(b) Where specialists conduct a regular program in the school, exceptional education students shall be scheduled for art, music, and physical education classes consistent with their individualized education plan (IEP).

(c) Where appropriate and feasible, specialty teachers should be programmed into separate rooms.

(3) REDUCTION IN CLASS SIZE

The Board affirms its commitment to reduction in class size. Priority shall be given to early childhood levels; therefore, as a beginning:

- (a) There shall be a maximum class size of 25 in grades kindergarten through five in the P-5 schools.

- (b) A staffing ratio of 25 to 1 shall be implemented in kindergarten and grade one in all remaining elementary schools. The Administration shall study the feasibility of providing teacher support when classes go above the intended student/teacher ratio.

(4) CITY-WIDE SCHOOLS

Beginning in September 1988, all city-wide schools shall have a class ratio of 27:1 in second grade, with an additional grade added each year within budgetary limitations.

(5) FACILITIES MASTER PLAN

Facilities standards three and four of the facilities master plan (adopted November 4, 1992) specify a reduction in the student/teacher ratio in four-year-old kindergarten, five-year-old kindergarten, grade 1, and grade 2 to 19:1 maximum. The implementation of the facilities master plan is dependent upon space and funding availability.

History: Adopted 1-4-77; revised 5-25-82, 2-29-84, 1-6-86, 5-27-87, 12-87, 2-22-95

Previous Coding: Admin. Policy IHB, prior to May 1995; Admin. Policy 9.25, May 1995-August 1996

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