Adopted: January 11, 2016

630 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

A. 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 schools.

B. 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. 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 size would fall within this range.

2. Adding an elementary classroom section is considered when the average class size significantly exceeds 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

1. Secondary school staffing is determined by an allocation of staffing hours per building, based on an average class size for grades 6-8 and grades 9-12. Building administrators determine the class 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 for staffing hours.

C. Special Education Staffing Guidelines

1. Special education staffing guidelines for the district are calculated on the basis of educator-to-student ratio within the identified program area. A desired staffing target and nonresident upper limit will be established within the program areas. The administration will determine the identified program areas for targets on an annual basis.

IV. ESTABLISHMENT OF CLASS SIZE AND STAFFING GUIDELINES

A. The school board will establish class size and staffing guidelines. The administration will use these guidelines to establish staffing plans and recommendations. The guidelines will be available on the district website.

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.