

Class Size Procedure

1. We will attempt to maintain an average teacher pupil ratio of 1:24 in elementary grades 1-5 and in middle school core classes (Language Arts, Math, Science and Social Studies) with the following pupil maximums in each class:

Grade	Maximum Number of Students
Preschool*	8
K	20
1	24
2	25
3	26
4	28
5	28
6	28
7	28
8	28

*Preschool teacher pupil ratio shall be 1:8, but in accordance with state guidelines up to 16 preschool students may be in one classroom with 2 teachers.

Only classroom teachers are included in determining this teacher pupil ratio. Librarians, counselors, Title 1, special education, P.E., and music teachers are not included in the calculation of the teacher pupil ratio.

2. In order to average a teacher pupil ratio of 1:24 in grades 8, the intent shall be that the primary grades (1, 2) have a lower teacher pupil ratio with grades 3, 4, 5, 6, 7 and 8 having a higher teacher pupil ratio.
3. No later than March 15 of each year, the staff, through the advisory committee(s), will be involved in reviewing anticipated class sizes and commending numbers of teachers per grade level for the next school year. Estimated numbers of retentions will be considered in anticipating class sizes.
4. A review of the recommendations made in step 3 will be held prior to the end of the school year.
5. During the week following Labor Day numbers of students per grade level will be checked and teacher pupil ratio per grade level compared with the maximums stated in step 1 of the procedure. In the event that teacher pupil ratio meets or exceeds the maximum stated, action will be taken to alleviate the problem. Special circumstances, such as an influx of students for a limited time only, will be considered by the administration and staff in determining the need for additional personnel.
6. If, after the time specified in step 5, a class enrollment exceeds the maximum number of students the hiring of teacher aides will be encouraged.
7. The administration and staff will consider economic conditions, facilities, and program effects of any recommendations.

8. In the event that a teacher must be reassigned or transferred in order to meet these procedural guidelines, policy GCI (professional Staff Assignments and Transfers) will be followed.

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