

## Education Programs

### Class Size Guidelines and Teacher Staffing

#### I. Purpose

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

#### II. General Statement of Policy

~~The elementary and secondary staffing process is guided by procedures established by the school board. The executive director of human resources supervises the implementation of teacher staffing based on the class size guidelines established by the school board for the schools.~~

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. Definition~~

~~“Nonresident upper limit” — The nonresident upper limit identifies the class size at which nonresident students will no longer be enrolled into that classroom section.~~

#### III.V. Class Size and Teacher Staffing Guidelines

##### A. Elementary Schools Staffing Guidelines

1. Elementary class size guidelines and teacher staffing for the district are calculated on the basis of educator 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.  ~~, and lack of student/ or parent/guardian interest to make such a change after the school year has started.~~

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 Staffing Guidelines**

Full-time equivalent (FTE) allocations are used to determine teacher staffing levels for secondary schools. The number of FTE allocated to each secondary school ~~staffing is determined by an allocation of staffing hours per building, 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 hours** to be added to the **school's staffing** ~~allocation of staffing hours.~~

#### 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)

<b>Elementary Class Size Guidelines</b>	<b>Desired Class Size Range</b>
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

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

Appendix  
adopted: \_\_\_/\_\_\_/25