

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: March 13, 2018

REVISED:

126-AR-0. CLASS SIZE

Variances in class size are necessary and feasible due to difference in grade levels, planned instruction, course intensity and content, required laboratories and activities, physical facilities, etc.

The administration will strive to maintain class and course size ranges that are optimal for the learning environment. Maintenance of class size requires both educational and financial decisions. The Superintendent and administrative team will consider class sizes when developing current and future budgets.

Principals will inform the Superintendent of foreseeable, unusual circumstances and/or conditions that could affect class sizes so that planning can begin in a timely manner.

When questions or issues arise regarding class size, the Principal will discuss the learning environment and physical conditions with the staff involved and submit an appraisal of conditions and their present or future impact on student achievement to the Assistant Superintendent.

A thorough discussion and review of available options will be completed prior to determining a course of action. Options that may be considered include:

1. Divide the class and employ an additional teacher.
2. Assign a paraprofessional or instructional aide.
3. Develop a team teaching situation.
4. Reassign individual students.
5. Adjust class schedules.
6. Adjust District attendance boundaries.
7. Enlist aid of classroom volunteers.
8. Transport some students to a different building.
9. Other options that address specific situations.

A recommendation for an adjustment in class size must be justified in terms of the educational advantage for students and the impact on student achievement, with consideration given to the financial resources required.

After receiving the Principal's report and consulting with relevant administrators, the Superintendent will present a recommendation to the Board for its approval if the recommendation involves the addition of staff.

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126-AR-1. ELEMENTARY STAFF ASSIGNMENTS

Teacher assignment to a grade level will be determined by June 1 of the prior school year based on the projected enrollment for the subsequent school year. Teacher assignments are based on the enrollment of students in the regular education program and students with IEPs who are included in the regular education setting. Teachers may be assigned based on the following student enrollment.

1. Kindergarten

to 25	1 Teacher
26 to 50	2 Teachers
51 to 75	3 Teachers
76 to 100	4 Teachers
101 to 125	5 Teachers
126 to 150	6 Teachers
151 to 175	7 Teachers

2. Grade 1

to 25	1 Teacher
26 to 50	2 Teachers
51 to 75	3 Teachers
76 to 100	4 Teachers
101 to 125	5 Teachers
126 to 150	6 Teachers
151 to 175	7 Teachers

3. Grades 2 and 3

to 27	1 Teacher
28 to 54	2 Teachers
55 to 81	3 Teachers
82 to 108	4 Teachers
109 to 135	5 Teachers
136 to 162	6 Teachers
163 to 189	7 Teachers

4. Grades 4 and 5

to 29	1 Teacher
30 to 58	2 Teachers
59 to 87	3 Teachers

88 to 116	4 Teachers
117 to 145	5 Teachers
146 to 174	6 Teachers
175 to 203	7 Teachers

Elementary Enrollment Changes After June 1

The Assistant Superintendent will monitor the elementary enrollment throughout the summer. An enrollment report will be run on the following days prior to the beginning of the school year:

1. 50 days prior to the teacher in-service day.
2. 40 days prior to the teacher in-service day.
3. 35 days prior to the teacher in-service day.

At the 35th day prior to the teacher in-service day, if the elementary enrollment in a grade level at a school exceeds the class size guidelines, an additional section may be added after the Assistant Superintendent has received confirmation that the students currently enrolled for the grade level will remain enrolled for the upcoming school year.

4. 25 days prior to the teacher in-service day.
5. 15 days prior to the teacher in-service day.

At the 15th day prior to the teacher in-service day, if the elementary enrollment in a grade level at a school exceeds the class size guidelines, an additional section may be added after the Assistant Superintendent has received confirmation that the students currently enrolled for the grade level will remain enrolled for the upcoming school year.

6. 12 days prior to the teacher in-service day.
7. 10 days prior to the teacher in-service day.
8. 8 days prior to the teacher in-service day.

At the 8th day prior to the teacher in-service day, if the elementary enrollment in a grade level at a school exceeds the class size guideline by one additional student per section, an additional section may be added after the Assistant Superintendent has received confirmation that the students currently enrolled for the grade level will remain enrolled for the upcoming school year.

If the number of students enrolled for a grade level exceeds the class size guidelines, but is less than one additional student per section, an instructional aide will be assigned to the classroom. The instructional aide will be assigned to each classroom that has exceeded the class size guideline for 2.5 hours per school day.

The Assistant Superintendent may determine, based on the educational needs of the students, that an additional section should be added at or after the 8th day prior to the teacher in-service day if the educational needs of the students justify a smaller class size.

Principals will make every effort to balance the number of students assigned to a class.

Homeroom Teacher Notification to Parents/Guardians

Principals will notify parents/guardians of the student's homeroom teacher on the 8th day prior to the teacher in-service day.

Elementary Enrollment Changes During The School Year

After the first student day, the Principal shall notify the Assistant Superintendent if the enrollment in a grade level exceeds the class size guidelines.

In order to avoid disruption to the instructional program through splitting of classes, instructional aides shall be assigned where increases in enrollment after the first student day exceeds the class size guidelines.

Decreases in enrollment after the first student day shall not result in the loss of a teacher for that grade level.

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126-AR-2. SECONDARY STAFF ASSIGNMENTS

Staffing assignments for Grades 6-12 will be determined by enrollment and course requests.

Secondary courses with an enrollment of less than 15 students will not be scheduled unless the following criteria are met:

1. The course is a requirement to provide Free and Appropriate Public Education (FAPE) for a student with an Individual Education Plan (IEP) and/or English Learner (EL) students.
2. The course is an Advanced Placement course that occurs every other school year.
3. The course is part of the Centennial Satellite School and Cyber Academy (CSSCA) program.
4. The Principal may request a special exception from the Assistant Superintendent.

The Principal will make every effort to balance the number of students assigned to a section on a proportional basis with other sections of that course.

The class size for each course will be determined by the number of available seats. The Principal will determine the maximum number of students assigned to a course section based the physical space of the classroom, availability of specialized equipment, and access to laboratories and learning stations.

Teachers of courses that meet on a daily basis and/or are the equivalent of 1.0 credits shall not exceed 150 students per marking period, as per the collective bargaining agreement. Teachers of courses that meet two to three times a week and/or are the equivalent of 0.5 credits shall not exceed 150 students per marking period, as per the collective bargaining agreement.