

## ADMINISTRATIVE RULE 343.2

### AR 343.2 - Class Size

#### **CLASS SIZE TARGETS**

The following class size targets are to be used as a guide by the district administration representing an ideal environment for instruction, not maximum class size. Multiple variables determine when a class section should be eliminated or an additional class section added. Variance of class size from grade-to-grade and building-to-building may occur as deemed appropriate by administration. These target numbers assist in determining number of spaces available annually for open enrollment students per 118.51(5)1 of Wisconsin State Statutes. Approval of open enrollment students shall be made according to the guidelines outlined in Open Enrollment Policy 423 and Administrative Rule 423.

Early Childhood = 6

4K = 16

5K and Grade 1 = 20

Grades 2 and 3 = 22

Grades 4 and 5 = 23

Grades 6 through 12 = Department average of 18 to 25 students where special considerations do not apply

Alternative Programming = Addressed individually

#### **ANNUAL PROCESS of DETERMINING CLASS SIZE**

##### **A. Early Childhood (EC)**

1. Director of Special Education/Pupil Services will meet annually with the District Administrator and/or designee(s) to examine projected birth to 3-year-old enrollments in Spring prior to State of Wisconsin certified staff non-renewal deadlines.
2. At the time of such meeting, projected early childhood class sizes will be reviewed. Total Early Childhood sections will be established by administration. The Board of Education will approve contracts, confirming total sections. The following considerations will be used by the District Administrator when making final determinations:
  - a. age and specific needs of the students
  - b. programs as determined by Individualized Education Plans (IEP)
  - c. available physical facilities
  - d. projected enrollments and enrollment trends
  - e. fiscal responsibilities of the District
3. Additional instructional support may be provided through the assignment of educational assistants and/or specialists as deemed instructionally necessary and fiscally possible by the District Administrator and/or designee(s) in consideration of class size and/or student need.
4. Director of Special Education/Pupil Services will provide a summary report of steps 1 through 3 and associated rationales to the District Administrator and Board of Education annually prior to the start of each school year.

##### **B. 4-Year Old Kindergarten (4K)**

1. Annually, in December, the Board of Education approves community partner contracts for the following school year.

2. In Spring, after 4K registration and prior to State of Wisconsin certified staff non-renewal deadlines, Director of Special Education/Pupil Services and the 4K Principal will meet with the District Administrator and/or designee(s) to examine 4-year old kindergarten enrollments.
3. At the time of such meeting, projected 4K class sizes will be reviewed. Total 4K sections will be established by administration. The Board of Education will approve contracts, confirming total sections where applicable. The following considerations will be used by the District Administrator when making final determinations:
  - a. age level of the students
  - b. nature of the educational program being provided
  - c. available physical facilities
  - d. projected enrollments and enrollment trends
  - e. consideration of community partnerships
  - f. fiscal responsibilities of the District
4. Additional instructional support may be provided through the assignment of educational assistants and/or specialists as deemed instructionally necessary and fiscally possible by the District Administrator and/or designee(s) in consideration of class size and/or student need.
5. Director of Special Education/Pupil Services and 4K Principal will provide a summary report of steps 1 through 4 and associated rationales to the District Administrator and Board of Education annually prior to the start of each school year.

**C. Grade Levels K-5**

1. Elementary school principals will meet annually with the District Administrator and/or designee(s) to examine projected enrollments in Spring prior to State of Wisconsin certified staff non-renewal deadlines.
2. At the time of such meeting, all projected class sizes will be reviewed. Total elementary sections will be established by administration. The Board of Education will approve contracts, confirming total sections. The following considerations will be used by the District Administrator when making final determinations:
  - o age level of the students
  - o nature of the educational program being provided
  - o available physical facilities
  - o projected enrollments and enrollment trends
  - o fiscal responsibilities of the District
3. In August, after elementary registration, elementary principals will meet to review resident enrollments and Intra-District Transfer requests. Recommendations regarding Intra-District Transfers (IDT) will be made at this time using the guidelines in Board Policy 432.1 and associated Administrative Rule. After tentative placement of IDT students, elementary principals will prepare a class size summary report for the District Administrator and/or designee(s) including projected class size by grade level across the District.
4. Elementary principals meet with the the District Administrator and/or designee(s) to review resident enrollment, Intra-District Transfer requests and overall balance of class size per grade level across the District. At that time, with the intent of balancing class sizes at the grade levels where minimum class size policy provisions and/or equity of instruction would be in question, the team will finalize IDT placements and, as necessary, determine additional steps to honor the intent of the class size policy. These decisions will also be made in light of the strategic plan and the District's fiscal constraints as applicable.
5. Additional instructional support may be provided through the assignment of educational assistants and/or specialists as deemed instructionally necessary and fiscally possible by the District Administrator and/or designee(s) in consideration of class size and/or student need.

6. Elementary principals will provide a summary report of steps 1 through 5 and associated rationales to the District Administrator and Board of Education annually prior to the start of each school year.

**B. Grade Levels 6-12**

1. Following annual course enrollment (early spring), the middle school and high school principals will meet with the District Administrator and/or designee(s) to examine enrollments at the middle school and high school by department and course.
2. At the time of such meeting, all section sizes will be reviewed by the District Administrator and/or designee(s), with the intent of providing the best utilization of the staff within the District. This meeting will occur annually prior to State of Wisconsin certified staff non-renewal deadlines. Total sections will be established by administration. The Board of Education will approve contracts, confirming total sections.

The following special considerations will be used by the District Administrator and/or designee(s) when making final determinations:

- Consideration will be given to those courses which are sequential in nature.
  - Characteristics of specific classes and/or needs of students will be considered. This includes, but is not limited to, capstone courses, dual credit courses, AP offerings, single class course offerings, laboratory classes, intervention classes, areas where considerable capital outlay has been invested, etc. These classes are most common for consideration of running less than 15 students per section as referenced in the class size policy.
  - Effort, guided by the District's fiscal constraints, will be made to maintain existing full-time staff FTE in years where course requests experience variations in enrollment.
3. Additional instructional support may be provided through the assignment of educational assistants and/or specialists as deemed instructionally necessary by the District Administrator and/or designee(s) in consideration of class size and/or student need.
  4. Secondary principals will provide a summary report of steps 1 through 3 and associated rationales to the District Administrator and Board of Education annually prior to the start of each school year.