

# ADDISON NORTHWEST SCHOOL DISTRICT

## CLASS SIZE PROCEDURES

K-8 Governing Rules:

ANWSD Class Size Chart (Minimal and Optimal)			
Grade Cluster	Instructional Area	Minimum Average per Grade Cluster	Optimal Average Range per Grade Cluster
K-2	All	15	15-18
3-4	All	15	15-20
5-6	All	15	15-20
7-8	All (except PE)	15	15-22
7-8	PE	15	15-22

9-12 Course/Content Area Enrollment Parameters (This is NOT meant to be used to determine individual class size unless specifically stated)				
Grade Cluster	Instructional Area	Minimum Average per Content Area	Optimum Average per Content Area	State Board Maximum per SBE Rule 2120.8.2
9-12	All Content Areas (with the exception of those listed below)	18	20-24	30 (≤150 students/teacher)
9-12	English Composition	18	20	20 (≤100 students/teacher)
9-12	Physical Education Personal Fitness	20 10	20-25 12-15	Not specified (can exceed 150 students/teacher)
9-12	Band/Chorus	18	20-24	Not specified (can exceed 150 students/teacher)
Grade Cluster	Course Type	Minimum Average per Course	Optimum Average per Content Area	Maximum # of empty seats per Course
9-12	“Singleton” Course	15	20-24	N/A
9-12	“New” Course	1 <sup>st</sup> Year: 10 2 <sup>nd</sup> Year: 12		N/A
9-12	“Advanced” Course	12	20-24	25
9-12	“Terminal” Course	12	20-24	25

1. By November 30th each year, the Superintendent will analyze school enrollment data and determine the number of teachers and support staff needed to support our elementary programs.
2. The minimum and optimal enrollment numbers specified above is the average of all classes within the particular grade cluster
  - a. **Example:** If there is one K class with 15 students, one K class with 17 students, one Grade 1 class with 19 students, one Grade 1 class with 18 students, one Grade 2 class with 20 students, and one Grade 2 class with 19 students, the average for this grade cluster would be 18, which is within the optimal average range for this grade cluster. (108/6 = 18)

3. Adding a class within a grade cluster or grade level will not be considered unless the maximum optimal average is exceeded for the corresponding grade cluster.
4. For purposes of considering elementary class reductions in K-8 classrooms, the average class size will be below the minimum number set.

### **9-12 Governing Rules:**

1. The minimum, optimal, and maximum enrollment numbers specified above is the average of all classes within the particular content area (or course for singleton, new, advanced, terminal or core courses). This means that some classes or courses may exceed the stated maximum.
  - a. **Example:** In Social Studies, if there are two US History classes with enrollments of 17 and 21; two World History classes with enrollments of 23 and 18; and three Elective classes with enrollments of 22, 20, and 16, then the average for this content area is 19.6, which is optimal for this content area.
2. If a course meets the minimum enrollment average enrollment stated in the chart, there is no guarantee that the course will continue to be offered. Courses and/or sections may be dropped as a result of program changes or budget restrictions as well a student registration outcomes.
3. Staffing levels during the budgeting process shall typically be done at or around the optimal level for each content area based on anticipated enrollment. Staffing allocation or reallocation between content areas may be necessary as a result of registration outcomes. The Principal in consultation with the Superintendent will decide how many sections of each course to offer within each content area within budgetary constraints. However, Core Courses shall be given precedence over Elective Courses when it comes to section distribution.
4. For purposes of considering class reductions, the Principal needs to have some discretion even if the minimum number of students is below the stated number. During course registration many times the class sizes are larger than when the course actually starts. AP courses may have smaller class sizes even if they are offered every other year. When some class sizes are smaller the administration attempts to combine (Spanish 2-3) instead of not running them.
5. When two teachers co-teach one class (e.g., humanities), the class will be counted as two classes for the purpose of determining class size averages.
6. The Principal's decision to approve or not approve a new course shall be final provided the provisions of this procedure are adhered to. Requests for new courses must be received by November 15<sup>th</sup>, with final approval prior to the development of the *Course of Studies* for the corresponding school year.
7. Increasing the number of classes offered in any course will not be considered unless the optimum average range is exceeded for the corresponding course.
8. In the event a singleton, new, advanced, or terminal course falls below the minimum, the course may be offered every-other year at the principal's discretion.
9. In general, courses offered for a subsequent school year will be published in the annual *Course of Studies*, with the understanding that some courses may not be offered due to insufficient enrollment, budgetary constraints, staffing changes, or other administrative reasons. Furthermore, it may not be possible to schedule students for all courses sought, nor are there guarantees that schedule changes may accommodate students' changes in course selections or levels once met.