

INSTRUCTION

Instructional Arrangements

Certified Library Staff

This administrative regulation will be followed by the administrative personnel responsible for examining present and projected enrollments and reviewing staffing needs for the District.

Staffing Ratios

Ratio computation will be determined by using the third Friday in September pupil enrollment data and identifying the certified regular classroom staff on this same date by using the appropriate account in the budget. For projected staffing, the enrollment on the second Friday in January will be used along with projected data for the next school year to determine appropriate ratios.

The derived staffing ratio (D.S.R.) is computed by dividing the number of students in each building by the full-time equivalency (F.T.E.) of library staff.

A derived staffing ratio of 300 - 600 will be maintained in each elementary building.

A derived staffing ratio of 550 - 900 will be maintained in each secondary building.

Certified Guidance Staff

This administrative regulation will be followed by the administrative personnel responsible for examining present and projected enrollments and reviewing staffing needs for the District.

Staffing Ratios

Ratio computation will be determined by using the third Friday in September pupil enrollment data and identifying the certified regular classroom staff on this same date by using the appropriate account in the budget. For projected staffing, the enrollment on the second Friday in January will be used along with projected data for the next school year to determine appropriate ratios.

The derived staffing ratio (D.S.R.) is computed by dividing the number of students in each building by the full-time equivalency

(F.T.E.) of guidance staff.

A derived staffing ratio of 500 - 800 will be maintained in each elementary building.

A derived staffing ratio of 300 - 500 will be maintained in each secondary building.

Certified Special Education Staff

This administrative regulation will be followed by the administrative personnel responsible for examining present and projected enrollments and reviewing staffing needs for the District. The state minimum and maximum range regulations for each E.E.N. area of instruction will be given serious consideration when any adjustments in staffing are being contemplated.

Certified Regular Classroom Staff

This administrative regulation will be followed by the administrative personnel responsible for examining present and projected enrollments and reviewing staffing needs for the District.

Staffing Ratios

Ratio computation will be determined by using the third Friday in September pupil enrollment data as well as adjustments deemed necessary by the principal as a result of a thorough study completed by February of each year which will examine appropriate projections for the successive school year. All certified regular classroom staff will be determined by using the appropriate account number in the budget. All derived staffing ratios (D.S.R.) will be used as guidelines in the determination of the allocation of staff.

Elementary

The derived staffing ratio (D.S.R.) is computed by dividing the number of students in each appropriate grade level by the ideal student/teacher ratio, i.e.; K-4 (2 sections), 1-2 (20.7) 3-4 (22.7), 5-6 (24.7), which results in the number of teachers needed for each grade level within each building. Totals of all buildings will be added to determine the total district staff. The total of all grade levels by building will be rounded off to the next full number when the tenths equal or exceed .7, and the total will be rounded to .5 when the hundredths equal or exceed .25. This will result in the total allowable teaching staff per building.

Aides or interns may be used as additional staff when enrollment distribution is uneven, providing the total staff allowable FTE is not exceeded.

When enrollment distribution is uneven within a building creating a large class, the principal may elect to request the assignment of an instructional aide or intern based upon an aide equivalency of .4 FTE and an intern equivalency of .2 FTE when appropriate with approval of the Superintendent/designee.

This staffing guideline will be adhered to, however, special circumstances that may warrant special consideration will be evaluated on an individual basis.

Secondary

The derived staffing ratio (D.S.R.) is computed thus: The student enrollment by grade level as described in Staffing Ratios is multiplied by the minimum credits required for each grade level to determine the number of seats available for classes at the respective grade level. Using an ideal pupil/teacher ratio at the Junior High level of 23.1 and the Senior High level of 21.7 taking into account the normal five (5) period class assignment for a regular teacher, the available seats amounts to 115.5 at the Junior High School and 108.5 at the Senior High School per teacher. To determine the number of teachers allowed by grade level the available seats by grade level is divided by the maximum seats allowable per teacher. The difference between the total of the teachers allowed and the actual teachers on staff at the building level will be used as a guideline to determine any adjustments in staffing.

Special Factors:

Consideration will be given to those courses which are sequential in nature, such as Spanish I, II, III and IV.

Characteristics of special classes or special needs of students shall be considered prior to recommending that they not be taught. Examples of special needs of courses are capstone vocational courses, advanced mathematics courses, mathematics or other courses designed for low ability students, and music instruction geared for small group or individuals.

It may be fruitless to recommend a section of a class be eliminated if there is no other way to utilize the time of an instructor who might be freed up by reducing the number of sections; however, principals should be encouraged to combine sections, to place sections at strategic points within the school day and to recommend deletion of courses where low enrollment is consistent from one year to another.

The minimum class size shall be an enrollment of 15 students. No class should be permitted to operate with less than 15 students enrolled unless prior approval has been granted by the Superintendent of Schools. In order to operate classes with less than 12 students enrolled, permission of the Board of Education is required.