

## IIB - CLASS SIZE

The Cape Elizabeth School Board recognizes that a relationship exists between class size and pupil achievement. This relationship varies across grade levels, among subjects, and by methods of instruction. Therefore, class size in grades K-6 and student loads in grades 7-12 shall be determined by several different variables, including grade level, subject, particular needs of the student, learning objectives, instructional methods, input of staff, budgetary constraints, and available space.

Class size/student loads that rise above acceptable levels put at risk both educational quality and the School Department's ability to attract and retain the best possible teachers for Cape Elizabeth's young people. The board seeks to balance this interest with the cost of the education of our students.

Keeping these variables in mind, the following recommendations shall serve as the general guide for class sizes K-12:

<u>Grade</u>	<u>Recommended Size</u>
Kindergarten	18
1-2	20
3-12	22

The Board recognizes that student load, not class is a more meaningful measure of the work for teachers grades 7-12. Therefore, school administrators of these grade levels will seek to maintain average full-time teacher loads of between 75 and 90 students.

Higher class sizes/student loads will occur for large group instruction in grades 1-12 for special classes, including physical education and instrumental and/or choral music.

If a class/student load exceeds the recommended size, the superintendent shall consult with the appropriate building administrator and review the situation before deciding whether to take such steps as hiring additional personnel or using other resources.

If a high school or middle school class enrollment falls below 10, the superintendent shall consult with the principal and decide whether to continue or eliminate the course.

The superintendent will inform the School Board of any decision in this area.

ADOPTED: June 16, 1987  
 Revised: August 11, 1992  
 June 1998  
 May 11, 1999  
 May 13, 2003  
 September 13, 2005  
 May 13, 2008

Reviewed: September 10, 2013



# Yarmouth School Department Policy Manual

"Empowering All Students to Create Fulfilling Lives in a Changing World"

POLICY MANUAL    DISTRICT INFORMATION    DEPARTMENTS    STAFF INTRANET    PARENTS-STUDENTS    SCHOOLS

## TABLE OF CONTENTS

- A - FOUNDATIONS AND BASIC COMMITMENTS
- B - SCHOOL COMMITTEE GOVERNANCE AND OPERATIONS
- C - GENERAL SCHOOL ADMINISTRATION
- D - FISCAL MANAGEMENT
- E - SUPPORT SERVICES
- F - FACILITIES DEVELOPMENT
- G - PERSONNEL
- I - INSTRUCTION
- J - STUDENTS
- K - SCHOOL-COMMUNITY-HOME RELATIONS

## Class Size

NEPN/NSBA CODE: IHB

The goal of the Yarmouth School Committee is to provide class sizes that are well within the suggested maximum limits set by the State of Maine (25:1).

Research shows that a lower teacher/student ratio enhances the educational process, particularly in the lower elementary grades. Primary grade (K-2) students require more individual attention than students in the upper elementary grades. Therefore, the recommended class size in the elementary and secondary schools shall be determined by grade level with exceptions made for classes in certain subject areas, the need for specialized instruction, and the availability of classroom space and equipment for the particular course.

It is the intent of the Yarmouth School Committee to observe the following class size guidelines:

GRADES	TARGET CLASS SIZE	MAXIMUM CLASS SIZE AVG	MINIMUM CLASS SIZE AVG
Kindergarten	16:1	18:1	14:1
1-2	18:1	20:1	16:1
3-5	21:1	23:1	19:1
6-8	23:1	25:1	20:1
9-12	23:1	25:1*	**

## I - INSTRUCTION

- ID SCHOOL DAY
- IE ORGANIZATION OF INSTRUCTION:
- IGA CURRICULUM DEVELOPMENT
- IGA-R CHANGE MODEL
- IHAM OBSERVANCE OF ALCOHOL AWARENESS DAY
- IHB CLASS SIZE
- IHBA INDIVIDUALIZED EDUCATION PROGRAMS
- IHBAA REFERRAL AND USE OF GENERAL EDUCATION INTERVENTIONS
- IHBAA-R REFERRAL AND USE OF GENERAL EDUCATION INTERVENTIONS ADMIN. PROCEDURE
- IHBAC CHILD FIND
- IHBAG PROGRAMMING IN THE LEAST RESTRICTIVE ENVIRONMENT
- IHBAG-R PROGRAMMING IN THE LEAST RESTRICTIVE ENVIRONMENT ADMINISTRATIVE PROCEDURE
- IHBAI INDEPENDENT EDUCATIONAL EVALUATIONS
- IHBAK LIFE-SUSTAINING EMERGENCY CARE
- IHBAL GRIEVANCE PROCEDURE FOR PERSONS WITH DISABILITIES
- IHBEA PROGRAMS FOR ENGLISH LANGUAGE LEARNERS
- IHBEA-E LAU PLAN
- IHBG HOME SCHOOLING

\*A higher ratio may be allowed for non-traditional scheduling or large group instruction for certain classes, including, but not limited to, fine arts, physical education, health, band, and chorus.

\*\*Class sizes below 10 are sometimes unavoidable due to either a schedule accommodation issue or a curriculum sequence need. Due to the scheduling of other courses in combination with the needs of individual students, a course section may have to be scheduled at two different times, resulting in smaller class sizes. Other courses may be offered despite small class because the course is part of a sequence of requirements. For example, a sudden drop in interest for French 3 may result in fewer students taking this course yet these students, having committed to French for 2 years, should be assured access to the next level of instruction.

When any high school course falls below a 10:1 ratio or above a 25:1 ratio, or any elementary or middle school class fails to meet the ratios listed above, the principal shall notify the superintendent. In addition to each class size, the superintendent and principal will consider the total class load for the individual teacher assigned to the particular class. The superintendent, in consultation with the principal, shall consider options to resolve the issue. Options may include, but are not limited to:

1. Maintaining class size;
2. Assigning additional staff;
3. Transferring some students to a different class; or
4. Canceling the course.

The superintendent's decision will be communicated to the School Committee each October with the understanding that School committee approval will be required to hire any additional staff.

Legal References:

IHBGA EQUIVALENT INSTRUCTION

20-A M.R.S.A. § 4552

IHBGB SUPPLEMENTAL STATEMENT OF  
RIGHTS FOR PRIVATE SCHOOL STUDENTS  
WITH DISABILITIES

Adopted: January 13, 2011

IHBHD STUDENT PARTICIPATION IN ADULT  
EDUCATION PROGRAMS

IHCA SUMMER SCHOOLS

IHCDA POST-SECONDARY ENROLLMENT  
OPTIONS

IHD ADULT EDUCATION PROGRAMS

IHDB HIGH SCHOOL EQUIVALENCY DIPLOMA

IJJ ACADEMIC ASSISTANCE

IJJ MEDIA MATERIALS SELECTION AND  
ADOPTION

IJJ-E MEDIA RECONSIDERATION REQUEST  
FORM

IJNDB STUDENT TECHNOLOGY AND INTERNET  
USE

IJNDB-E1 MULTI LAPTOP HOME USE  
PROCEDURES

IJNDB-R STUDENT TECHNOLOGY AND  
INTERNET USE ADMINISTRATIVE PROCEDURE

IJNDC SCHOOL SYSTEM WEBSITE/WEB PAGES

IJNDC-R SCHOOL SYSTEM WEBSITE/WEB  
PAGES ADMINISTRATIVE PROCEDURE

IJOA FIELD TRIPS AND OTHER STUDENT  
TRAVEL

IJOA-E OVERNIGHT FIELD TRIPS: PERMISSION

IJOC - SCHOOL VOLUNTEERS

IJOC-E PHILOSOPHY/AGREEMENT STATEMENT  
FOR YARMOUTH SCHOOL VOLUNTEERS

IK REPLACEMENT POLICY

IKAB GRADING SYSTEM-REPORTING STUDENT  
PROFICIENCY

IKB HOMEWORK

IKE PROMOTION, RETENTION, AND  
ACCELERATION OF STUDENTS

IKF GRADUATION REQUIREMENTS

IL EVALUATION OF INSTRUCTIONAL  
PROGRAMS

ILA LOCAL ASSESSMENT SYSTEM

ILD EDUCATIONAL RESEARCH

IMB TEACHING ABOUT  
CONTROVERSIAL/SENSITIVE ISSUES

IMBA USE OF POTENTIALLY OBJECTIONABLE  
FILMS

IMBA-E POTENTIALLY OBJECTIONABLE FILM:  
PARENT NOTIFICATION FORM

IMBB - EXEMPTION FROM REQUIRED  
INSTRUCTION

IMD SCHOOL CEREMONIES AND  
OBSERVANCES

IMDB FLAG DISPLAYS

IMG ANIMALS IN SCHOOL

IMGA SERVICE ANIMALS IN SCHOOL

CLASS SIZE

The goal of the Falmouth School Department is to provide class sizes that are well within the suggested maximum limits set by the State of Maine (25:1).

Research shows that a lower teacher/student ratio enhances the educational process, particularly in the lower elementary grades. Primary grade (K-2) students require more individual attention than students in the upper intermediate grades; therefore, it is the intent of the Falmouth School Board to observe, whenever possible, the following suggested class size guidelines.

- K - Grade 2    Maintain a student : teacher ratio of 20 : 1 or less
- Grades 3-5    Maintain a student : teacher ratio of 24 : 1 or less
- Grades 6-8            Maintain a student : teacher ratio of 25 : 1 or less
- Grades 9-12    Maintain a student : teacher ratio of 25 : 1 or less

A higher ratio may be allowed for non-traditional scheduling or large group instruction. The recommended class size may be exceeded to meet the academic needs of individual students.

In the event a class size exceeds the above limit, the School Department will notify the Board. The Board has the option of adding an additional teacher or teacher assistant depending on:

- A.    The degree of excess above prescribed grade level guidelines;
- B.    The availability of space; and
- C.    The availability of financial resources.

Adopted:    April 1988  
Revised:    March 16, 1998

# GUIDELINE - - NOT formal policy

## MSAD #51 Recommendations for Class Size

Grades	Minimum	Goal	Maximum
Early K	12	14/15	18
Kindergarten	16	18	20
1 - 2	18	20	22
3-6	18	20	22
7 - 8	18*	22	25
9 - 12	see * below		

\*Some classes IA, HE, Art, G/T, Sp. Ed., French IV, Spanish IV, Latin III and IV, maybe less than minimum, due to class space and/or number electing course.

If a grade exceeds a maximum (K – 6) a request would be made to the Board of Directors to hire a new teacher (i.e. If there were 5 divisions of grade 5 with 4 divisions having 25 and 1 division at 26, a new teacher would be hired to make 6 divisions of 21 each.)

In grades 7-12, the hiring of a new staff member would be used as a last resort. When certain classes are needed, such as an additional period of Spanish or Math, the school district has provided these, once there is a proven need. This is usually done early in the school year.

\*On Monday, July 17, 1989, the board of Directors accepted the report of the Class Size Study Committee establishing administrative guidelines on class size goals.