

## BOARD PROCEDURE

Descriptive Code: IEC

### CLASS SIZE

Date: August 7, 2000

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Responsibility for ensuring adherence to class size regulations shall be jointly shared by the Associate Superintendent and the school principal.

The Administrative Assistant to the Superintendent will:

1. Review class enrollments daily for the first ten days of school.
2. Review class enrollments on 20-day reports.
3. Report exceptions to the class size rule to the Associate Superintendent.

The Associate Superintendent will:

1. Monitor class size compliance throughout the year.
2. Work with school exceptions in a timely manner.

The school principal will:

1. Run Report of Active Enrollment every 20 days, verify class size, and submit to the Administrative Assistant to the Superintendent.
2. Maintain class size compliance and report exceptions to the Associate Superintendent.
3. Send signed verification to the Associate Superintendent on the 12<sup>th</sup> day of school, that all classes are within the class size maximum.
4. Maintain class size compliance and report exceptions to the Associate Superintendent.
5. Inform staff of class size rule and require them to report any problems immediately.

The Special Education Director will:

1. Verify that all special education classes are within the class size maximum.
2. Send signed class size verification to the Associate Superintendent prior to the 15<sup>th</sup> day of school. A copy will also be sent to the school principal.

Maximum class size exceptions must be approved by the Georgia Board of Education; minimum class size exceptions must be approved by the Superintendent of Schools or designee.

#### VARIANCES IN ACTUAL VERSUS PROJECTED ENROLLMENTS:

Teacher allocations will be awarded based on an established pupil/teacher ratio at each level of funding and using the Board of Education approved projected enrollment. Substantial variances for the projected enrollment will be addressed as follows:

##### I. Enrollment Exceeds Projection

- A. Grades K-8, additional staff will be allotted when enrollment exceeds the maximum for grade level.
- B. Grades 9-12, additional staff will be allotted based on local Board of Education maximum class size guidelines.

##### II. Enrollment Under Projection

- A. Grades K-8, professional staff will be reduced when enrollment (per grade level) would not place school above the system's allocation formulas.
- B. Grades 9-12, a minimum of 18 students will be required for a class to be offered.

(Variance from these guidelines may be necessary as applied to REP, KEIP, EIP, Chapter I, ESOL, and other special programs.)

ADOPTED: 04/11/89

REVISED: 06/22/93

Columbia County Board of Education