

ADMINISTRATIVE PROCEDURE FOR CLASS SIZE POLICY

(Attachment for Policy No. 126)

Designee

The Superintendent recognizes principals as designees to monitor and enforce class sizes.

Principals shall make every effort to ensure that class sizes in K-3 do not exceed (30) students and in all other grades class sizes should not exceed (33) students, except as noted in the policy.

Should class sizes exceed the maximum size, the Principal must notify the teacher in writing within 5 days of the reason for the larger class.

Additionally, the Principal must notify their Assistant Superintendent in writing, within 5 days of any oversized class identification and state the reason for exceeding maximum class size and any attempted remedies to bring the class size to the recommended size.