

**RECOMMENDED CLASS SIZE/LOAD STANDARDS**

THE RESPONSIBILITIES AND DUTIES OF THE INSTRUCTIONAL STAFF AND ALL INSTRUCTIONAL PROGRAMS SHALL CONFORM TO FLORIDA STATUTES, FLORIDA STATE DEPARTMENT REGULATIONS, THE STANDARDS OF THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS) PERTAINING TO CLASS SIZE AND CLASS LOAD\*, AND SUCH POLICIES, RULES AND REGULATIONS AS ARE RECOMMENDED BY THE SUPERINTENDENT AND APPROVED BY THE BOARD.

\* NOTE: The following standards of service pertaining to class size and class load are currently required by SACS:

A. Elementary Schools and Middle Schools:

1. The pupil-professional staff ratio shall not exceed 22:1. Guidelines for computing this ratio are as follows:
  - (a) Teachers, guidance personnel, librarians, principals and other professional personnel assigned to the school may be included in the computation. All part-time members of the school's professional staff may be included in the computation, but they must be considered on the appropriate fractional part of full-time equivalency.
  - (b) Superintendents, curriculum directors, supervisors, and other systemwide personnel shall be excluded from the computation.
  - (3) Pupils in self-contained classes for handicapped children (such as the mentally handicapped, emotionally disturbed, the deaf, the partially-sighted), and their teachers -223-shall be excluded from the computation.
2. Membership in any self-contained classroom shall not exceed the number of pupils listed below:

<u>Classes</u>	<u>Enrollment</u>	<u>Teacher(s)</u>	<u>Aide(s)</u>
Kindergarten	1-25	1	0
	26-30	1	1
Primary Level (Grades 1-3)	1-28	1	0
	29-33	1	1
Intermediate Level 1-32 (Grades 4-8)		1	0

Pre-first class size and classroom aide distribution shall be the same as kindergarten.

3. The class load of teachers in nonself-contained classes shall average no more than 30 pupils in grades 1-3, or 32 pupils in grades 4-8. The class load will be determined by dividing the total number of pupils taught by the number of classes taught. The teacher's daily pupil contacts should not exceed 150 students in grades 1-3 and should not exceed 160 students in grades 4-8. Exceptions may be made in art, music, and physical education classes.
  4. Nonprofessional and/or paraprofessional assistants who help with instruction may be included in computing the pupil-professional staff ratio. Such assistants may be substituted for no more than ten (10) percent of the professional positions for the purpose of computing the pupil-professional staff ratio. Two such full-time assistants shall be the equivalent of one professional.
- B. High School:
1. In assigning teaching loads and developing teacher schedules, each school shall consider such factors as the number of classes taught, number of preparations required, class size, total number of students taught daily, library or instructional media center and study hall duties, and supervision of student activities.
  2. Each classroom teacher's daily schedule shall include at least one period for planning that is unencumbered by instructional or supervisory responsibilities. Exceptions may be made with prior approval of the State Committee. The unencumbered planning period shall be scheduled during the teacher's school day.

3. All classroom teachers shall be counted in the student/professional staff ratio. Paraprofessionals assisting a classroom teacher with instruction may be counted in the ratio of two full-time paraprofessionals equal to one classroom teacher. Paraprofessionals counted in the ratio shall not exceed ten percent of the total number of teachers.
  4. The school's overall student/professional staff ratio shall not be greater than 21:1. All part-time or special teachers shall be computed as a fractional part of full-time equivalency.
  5. The maximum student periods per week per classroom teacher shall be 750 except that classroom teachers of ROTC, typing, physical education and musical performing groups may teach 1,000 student periods per week.
  6. Traditionally larger classes not mentioned in (2) above and experimental classes may also have a class load per week in excess of 750 students.
- C. Certain factors such as budget restraints, physical space limitations, scheduling, program policies, and so forth, may require exceptions to the requirements listed above as determined by the Superintendent.
- D. The Superintendent will report to the Board quarterly indicating those schools that he has allowed to go above the restraints of the policy.

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