

## R 2312 ELEMENTARY CLASS SIZE

1. Registrations are conducted in each elementary school and the count of completed registrations held by the ~~Assistant Superintendent~~ **Superintendent or designee** is the actual count of enrollments for all class-size-determination purposes.
2. Registrations will be reported weekly from March 1 to October 30<sup>th</sup>.
3. Registration-report spreadsheets will be dated prominently so that all decision makers can be sure they are looking at the same document.
4. All students who attend a class homeroom, including those otherwise assigned to self-contained classrooms for special education, will be considered members of the class for class-size calculations. If students assigned to a self-contained, special education classroom do not attend regular classrooms, including homeroom, they will not be counted and will not be included in the numbers on the spreadsheet.
5. Special education students included in the class size count, as specified in 4. above, will be included in the calculation of class size averages for the grade level on the spreadsheet.
6. In determining the number of sections required per grade in a school, the ~~Assistant Superintendent~~ **Superintendent or designee** will set the section numbers to the lowest number that retains class sizes within the range appropriate to the grade.
7. Decisions to establish class sizes outside policy guidelines are reserved to the Board, acting on the Superintendent's recommendation.

adopted: 15 January 2013  
Revised:

