

## INSTRUCTION

File: IHB

### CLASS SIZE

The Charlottesville City School Board recognizes that new forms of school organizations and innovations will govern the number of students assigned to a group. The basic concern of the Board is that the size of the class be educationally sound and suited the needs of the students. Other factors that may enter into determining class size are flexibility, available facilities, age of the students, grade level, and the subject to be taught.

The Charlottesville City School Board assigns licensed instructional personnel in a manner that produces divisionwide ratios of students in average daily membership to full-time equivalent teaching positions, excluding special education teachers, principals, assistant principals, counselors, and librarians, that follow the staffing guidelines below:

K-4 Staffing Formula:

- Projected enrollment divided by targeted class size
- Maximum class sizes as established by the Virginia Department of Education Class Size Reduction Requirements for grades K-3 and set by Charlottesville City Schools for grade 4 (class size maximum of 24)

Staffing in grades 5 through 12 is based on the staffing formula plus established minimum and maximum class sizes in core content—English/Language Arts, Math, Science, Social Studies, and World Languages. Generally, in grades 5 through 12, the targeted minimum is 14 students and the targeted maximum is 25 students. English classes in grades 6-12 should have a class size maximum of 24.

After September 30 of any school year, anytime the number of students in a class exceeds the class size limit established by this policy, the school division will notify the parent of each student in such class of such fact no later than 10 days after the date on which the class exceeded the class size limit. The notification shall state the reason that the class size exceeds the class size limit and describe the measures that the school division will take to reduce the class size to comply with this policy.

In addition, the Charlottesville City School Board shall assign instructional personnel in a manner that produces schoolwide ratios of students in average daily memberships to full-time equivalent teaching positions of 21 to one in middle schools and high schools.

When determining the assignment of instructional and other licensed personnel for purposes of this policy, full-time students of approved virtual school programs are not included.

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Average and maximum class sizes will be consistent with the accreditation requirements of the State Board of Education and within staffing formulas approved by the School Board during the annual budget process. School staffing formulas shall establish the number of classroom teaching positions based on school-wide ratios and other positions approved annually during the budget process. The formulas will reflect the needs of the students and the requirements of the instructional program.

### Staffing Preschool – Grade 4

Preschool staffing will be based on requirements established by legislative guidelines.

Elementary classroom teaching positions will be determined by establishing building level class averages and maximum class sizes. The percent of disadvantaged students served in the school, as determined by the free and reduced lunch count, will be used in establishing targeted school wide ratios and support program staffing, such as Title I.

Other elementary positions will be assigned based on building, student and instructional needs.

### Staffing Grades 5 - 12

Staffing for grades 5 – 12 will include a classroom teacher allotment based on school-wide class size averages and required staffing based on building, student and instructional needs. The total daily student load of the teacher will be considered in staffing.

Adopted: June 19, 2008  
Revised: June 17, 2010  
Revised: June 30, 2015  
Revised: June 27, 2016

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Legal Reference: Code of Virginia, 1950, as amended, § 22.1-253.13:2.C.