



## Class Size Administrative Procedure 1.A.20

1.0 School Administration  
1.A. Foundations

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**Board Governance Policy Cross Reference:** 1, 2, 3, 16

**Legal Reference:**

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**Date Adopted:** August 1976

**Date Amended:** October 2006, September 2016, June 2018

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The Superintendent assigns staffing according to the Board's formula which is reviewed annually at budget time.

Principals will develop staffing assignments based on the allocation.

If a Principal requires additional staffing, he / she must make their budget request in writing to the Superintendent with accompanying rationale.

If a class is scheduled to be below 15 or over 30 the Principal must request permission of the Board to offer that class using **1.A.20A: Class Size Report**.

If after the school year starts, a class or course falls below or goes above the minimum, then the Principal is to notify the Superintendent using **1.A.20A: Class Size Report**.

High Schools need to submit it again at the beginning of Semester 2 (February).