

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 6010-1
SUBJECT: MAXIMUM CLASS SIZE	DATE OF ISSUE: 01-17-13 <hr/> REVISIONS: <hr/> PREPARING OFFICE: TEACHING AND LEARNING

I. PURPOSE:

To establish guidelines for determining maximum class size at the elementary schools using the Special Needs Index.

II. CALCULATING THE SPECIAL NEEDS INDEX

- A. The Special Needs Index will be calculated on a yearly basis by the Director of Demographics for use by the Executive Director of Teaching and Learning and the Executive Director of Administration in calculating staffing needs for each elementary school.**
- B. The Special Needs Index for each elementary school shall be determined by adding the percentage of low socio-economic students, the percentage of English language learners, the percentage of special education students, and the percentage of mobility (based on the prior year) for each elementary school.**

III. DETERMINING MAXIMUM CLASS SIZE

- A. Except as provided in Section IV, class size should not exceed nineteen (19) in grades K-1 or twenty-two (22) in grades 2-5 in an elementary school with a Special Needs Index of 145 or higher.**
- B. Except as provided in Section IV, class size should not exceed twenty (20) in grades K-1 or twenty-three (23) in grades 2-5 in an elementary school with a Special Needs Index between 126 and 144, inclusive.**
- C. Except as provided in Section IV, class size should not exceed twenty-one (21) in grades K-1 or twenty-four (24) in grades 2-5 in an elementary school with a Special Needs Index between 110 and 125.**
- D. Except as provided in Section IV, class size should not exceed twenty-two (22) in grades K-1 or twenty-five (25) in grades 2-5 in an elementary school with a Special Needs Index of 110 or lower.**

MAXIMUM CLASS SIZE (CONTINUED)

**Regulation 6010-1
(2)**

IV. EXCEPTIONS

- A. The principal of each elementary school may allow enrollment in any classroom to exceed the maximum number established in Section III by no more than two (2) students.**
- B. In special or emergency circumstances, the superintendent may authorize the enrollment of additional students.**