

202 - STAFFING GUIDE

Background

Determination of the number of certificated and support staff at the school level is the responsibility of the Principal, subject to the approval of the Superintendent. Care will be taken to ensure that the needs of students are met and that the program requirements are fully addressed. The Principal is responsible for the deployment of certificated and support staff within the school.

The following class sizes reflect the targets established by Alberta Education through the Class Size Initiative.

Guidelines

Class Size

1. Regular Program

- | | | | |
|-------|---|---------|----|
| 1.1 | Kindergarten | Maximum | 17 |
| 1.2 | Grades One, Two, Three | Maximum | 17 |
| 1.3 | Grades Four, Five, Six | Maximum | 23 |
| 1.4 | Grades Seven, Eight, Nine | Maximum | 25 |
| 1.5 | Grades Ten, Eleven, Twelve – It is recognized that upper and lower limits may be difficult to achieve due to the nature of programs offered, and the needs of certain students to graduate. As a guideline, however, it is recommended: | | |
| 1.5.1 | That where courses are offered two or more times during the school year, classes should maintain an enrollment minimum of 20 and maximum of 27, and where the course is offered only once, a minimum of 15. | | |

2. Special Needs Students

- 2.1 It is recommended that the needs of the child(ren) receiving special programming determine the level of certificated and support staff required in a particular school.

School Capacities

1. In determining the number of classes, programs, staff, etc., Principals should be cognizant of the net capacity of the school. As a general guideline, total enrollments should not exceed eighty-five per cent (85%) of net capacity. Enrollments in excess of this should be brought to the attention of the Superintendent, in writing.

2. Non-resident students (those whose parents/guardians are not residents of the Wild Rose School Division for educational purposes) may be admitted to Divisional schools:
 - 2.1 Where space permits; and
 - 2.2 On a year-to-year basis
3. Where space no longer exists in a school, non-resident students may be asked to return to their home jurisdiction or transfer to another school in the Division where space is available. Such changes would only occur at the beginning or end of a school year.

Reference: Section 60, School Act
Administrative Procedure 302 Foreign and Non-Resident Students
Revised: December 15, 2005