M.S.A.D. NO. 75
TOPSHAM, MAINE

GUIDELINES
CLASS SIZE, TEACHING LOAD, AND COURSE ENROLLMENT

The Board of Directors will strive to maintain the class size, teaching load, and course enrollment that it deems appropriate for the effective instruction of pupils, recognizing financial constraints. The Board of Directors recognizes that greater direct teacher contact with pupils contributes to the educational growth of children. The Board of Directors seeks to balance class size with its ability to finance a higher level of instructional expenditures.

GRADE GROUPING	OPTIMUM CLASS SIZE	MAXIMUM CLASS SIZE AVERAGE	MINIMUM CLASS SIZE AVERAGE
K	16:1	18:1	14:1
1-3	18:1	20:1	14:1
4-5	22:1	25:1	18:1

GRADE GROUPING	OPTIMUM TEACHING LOAD	MAXIMUM AVERAGE TEACHING LOAD	MINIMUM AVERAGE TEACHING LOAD
6-8	85	90	80
9-12	A minimum of ten (10) students is to be enrolled in one (1) single class or course.		

Class size, teaching load, and course offerings averages exceeding minimum and maximum ranges are subject to review on October 1 and April 1 of each year.

Principals are to provide the Superintendent of Schools and Board of Directors with a written notification and recommendation in instances when class sizes, class loads, and course enrollments exceed ranges.

A written projection of Kindergarten and Grades 9-12 course enrollments is to be submitted to the Superintendent of Schools and Board of Directors by May 1 of each year.

ADOPTION (ORGINAL):	**April 11, 1991**
FIRST READING OF AMENDMENTS:	**December 11, 2003**
SECOND READING OF AMENDMENTS:	**March 24, 2004**
ADOPTION OF AMENDMENTS:	**March 24, 2004**

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