



CLASS SIZE

The School Committee recognizes the importance of maintaining appropriate class sizes in order to sustain a high quality school system. This policy establishes recommended and/or maximum average class sizes for each grade in the Lincoln Public Schools. For all schools and grades, the recommended and maximum averages should include all students who are enrolled and integrated into regular classrooms.

I. Lincoln Schools (Lincoln School)

A. Lincoln School Grades 6-8: Maximum = 24

In grades 6-8, the average class size may not exceed 24, except with the approval of the School Committee, at the recommendation of the Superintendent, to provide for special circumstances.

B. Lincoln School Grades K-5: Recommended Average Class Sizes

Kindergarten: 18
1st grade: 20
2nd and 3rd grades: 21
4th and 5th grades: 22

For grades K-5, this policy establishes recommended average class sizes, which may not be exceeded, both as specified below and with the approval of the School Committee:

- * A given cohort of students may only exceed the recommended average class size a total of two times during grades K-5, and then by not more than 2 students (as measured by the average class size for the cohort, not by individual classrooms).
- * If a cohort has exceeded the recommended average class size two times, and is projected to exceed it a third time, the Superintendent must add, and the School Committee must fund in the Base Budget, another section of the grade for that cohort.
- * A determination of whether or not a grade has exceeded the recommended class size will be based on the enrollment figures reported to the Department of Education on October 1st.

In no case can the average class size of a K-5 grade exceed the recommended average size for that grade plus two students.

This policy does not preclude the Superintendent from recommending, nor the School Committee from approving, smaller class sizes than the largest ones permitted by this policy, when it is believed that smaller classes will better meet the learning needs of a particular cohort of students. It is also important to note that individual class sizes within a grade may vary at the discretion of the Principals, provided that the average class size does not exceed the recommended class size in grades K-5 (except as described above), or the maximum in grades 6-8.

II. Hanscom Schools

Class size for Hanscom is established through the contract negotiations process with the DoDEA. Currently, DoDEA has established a class size policy for the Hanscom Campus with an average of 18 students for grades Pre-K through 3 and an average of 23 students for grades 4-8.

Timing Considerations

The number of classroom sections and resulting average class sizes should be established as a part of the budgeting process in the fall and early winter, preceding each school year. This practice is necessary in order to submit the schools' budgets to the town for a vote in the spring of each year.

Post-Planning Period Financial Contingencies

In recognition of the fact that children come in and out of the district throughout the year, by May 1 of each school year, the Superintendent of Schools will submit updated enrollment projections and a staffing report to the School Committee in which he/she outlines the staffing requirements for the following school year. In instances when the arithmetic average for class size based upon these enrollment projections would exceed the recommended average class size +2 in grades K-5, or result in a cohort exceeding the recommended average class size for a third time, or exceeds the maximums in grades 6-8, he/she shall: (1) recommend a date for deciding whether or not to add a new section or teacher; (2) prepare a financial plan to demonstrate what impact the cost of a new section will have on the following year's budget; and (3) whenever warranted, appear before the Finance Committee or confer with DoDEA to request additional funding to carry out this policy. As a general rule, the entire process should be completed before July 1.

In the event of an unusually large number of new students enrolling over the summer, the Superintendent shall notify the Chairperson by August 15 of the need for additional staffing and will use his/her professional judgment to determine how best to maintain class size. Nothing will preclude the School Committee from adding new sections at any time during the year.

Approved at School Committee Meeting of November 2, 1981
Revised at School Committee Meeting of February 11, 1985
Revised at School Committee Meeting of October 26, 1987
Revised at School Committee Meeting of September 21, 1992
Revised at School Committee Meeting of June 5, 2000
Revised at School Committee Meeting of December 6, 2007