




WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

CLASS SIZE	Section	Classroom and Student Management
	Number	5.7
	Effective Date	01-30-16
	Revision Date	03-30-16
	Revision No.	1
	Approval:	

1.0. PURPOSE:

To maintain minimum and maximum class sizes (teacher/student ratios) for all educational programs within WVSDT Facilities.

2.0 APPLICABILITY:

Procedure applies to all Diversion and Transition Programs.

3.0 POLICY STATEMENT:

Diversion and Transition Programs will maintain minimum and maximum class sizes (teacher/student ratios) for all educational programs.

4.0 DEFINITIONS:

“Class size” means the number of students assigned to a teacher during a class period.

5.0 PROCEDURES:

5.1 Maximum and minimum class sizes for specific types of Diversion and Transition Programs:

- a. Adult Education program classes/general education development program classes shall not have fewer than 8 students and shall not exceed a maximum class size of 15 per period;
- b. Special needs program classes will be dictated by the individual student needs to meet the goals and objectives of the Individualized Education Plan (IEP) or 504;
- c. Career and Technical education program and occupational training classes shall not have fewer than 10 students and shall not exceed a maximum class size of 15 students per period;
- d. Transition Skills education program classes shall not have fewer than 10 students and shall not exceed a maximum class size of 20 students per period;
- e. Advanced Transition Skills classes shall not have fewer than 8 students and shall not exceed a maximum class size of 15 students per period.
- f. K-12 core content area classes within treatment facilities shall have a minimum of 6 and a maximum of 12 per period, with a cap of 15 per period with a waiver.

- 5.2 Maximum class sizes for Juvenile Diversion and Transition Programs shall not exceed 15 students per period.
- 5.3 Numbers of students in special education program classes for juveniles shall be in compliance with State Board Policy 2419: Regulations for the Education of Students with Exceptionalities.
- 5.4 Exceptions to establish minimum and maximum class requirements must be approved.
- 5.5 The principal/lead teacher is responsible for ensuring compliance with established minimum/maximum class size requirements.
- 5.6 Instructors shall maintain class attendance records.
- 5.7 In order to insure efficient use of resources, classes that consistently have less than the minimum number of students will constitute the need to discontinue or combine classes and may result in program review and/or re-evaluation of the programs.
- 5.8 It may be appropriate to grant blanket approval or variances for classes that are consistently under or over the standards of this procedure. This would be done on a class-by-class basis.

6.0 AUTHORITY

Employee Handbook for WV Schools of Diversion and Transition.