



**WINDHAM SCHOOL
DISTRICT**

NUMBER: SD-09.19 (rev. 1)
DATE: October 16, 2014
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SUPERSEDES: SD-09.19
August 18, 2009
and OP-09.19 (rev. 1)
August 20, 2009

SUPERINTENDENT DIRECTIVE

SUBJECT: CLASS-SIZE REQUIREMENTS

AUTHORITY: Texas Education Code, Chapter 19; WBP-03.02, “Windham School District Superintendent Responsibilities and Authority”

APPLICABILITY: Windham School District (WSD)

POLICY:

WSD shall establish class-size requirements based on sound instructional practices. Minimum and maximum enrollment requirements shall be designed to enable students to derive optimal educational benefit from each educational program.

PROCEDURES:

- I. Class-Size Requirements
 - A. Class size is determined by the average daily enrollment for each month.
 - B. The campus shall maintain at least the minimum enrollment and not exceed the maximum enrollment for each class, as defined in Attachment A, based on class type.
 - C. Classes with combined student types (to include dual rosters) shall maintain enrollment consistent with lowest student enrollment requirements, as in the following examples:
 1. Literacy 1, 2 should observe enrollment levels for Literacy 1 (22-25);
 2. English as a Second Language (ESL) combined with Literacy 1 (dual rosters) shall observe enrollment levels for ESL (16-22); and
 3. Special Education combined with Literacy 1 (dual rosters) shall observe

enrollment levels for Special Education (12-16).

II. Class-Size Waivers

- A. All class-size waiver requests shall be submitted to the Division of Operational Support using waiver request forms available on the WSD share drive.
- B. Class-size waivers must be requested or renewed at the beginning of each school year, unless otherwise stated.

Signature on file

Dr. Clint Carpenter, Superintendent
Windham School District

Class Type	Minimum Enrollment	Maximum Enrollment
Literacy		
Literacy I	22	25
Literacy II	22	28
Literacy III	22	28
Literacy I-Reading	18	25
ESL	16	22
Special Education	12	16
Title I	12	14
Life Skills		
CHANGES	22	28
Cognitive Intervention	22	25
Parenting & Family Wellness	22	28
Career and Technical Education		
Full Length*	19	22
Short Course**	20	22
Truck Driving	15	15

* Includes 300-hour Business Computer Information Systems (BCIS) I

** Minimum number required to begin class; new enrollees not permitted after class has begun.