

# **Secondary Average Class Size**

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**Guide to Reporting**

**Spring 2008**

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## Section 1

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### Class Size Legislation

#### Background

Class Size legislation was introduced in 1997 as an amendment to the Education Act. The legislation, which took effect in the 1998-1999 school year, allows a maximum average class size of 25 in the board's elementary schools and a maximum average class size of 22 in the board's secondary schools.

In June 2000, the legislated maximums were reduced to 24.5 at elementary and 21 at secondary for the 2000-2001 school year. Boards were also required to ensure that the maximum average class size in the primary division did not exceed 24. In June 2001, boards were allowed to increase their secondary class size maximum up to 22 by board resolution.

Changes to the Education Act and Regulations in 2006 removed the legislated maximums from the Act and allows for regulations to establish maximum class sizes, how to calculate the class sizes, and reporting both to the Ministry and to the public. In the same time period, the requirement for boards to adopt a resolution to increase its secondary class size maximum to 22 was repealed.

In 2007-08, the Ministry continues to fund secondary classes at an average of 22:1.

[Regulation 399/00, Class Size](#) and [Regulation 275/01, Amending O. Reg. 399/00](#) provide instructions on how boards are to calculate average class size. The forms for reporting class size and this guide are available to the boards on the Financial Reporting website at <http://tpfr.edu.gov.on.ca>.

## Records for Audit Purposes

Boards are requested to retain class size reports and supporting documentation for ministry audit purposes.

**For a secondary class size audit, boards should retain:**

- OnSIS summary reports used for Average Class Size reporting purposes
- Teaching Staff Allocation Report, as of October 31<sup>st</sup>
- Full-time and part-time enrolment registers for the current school year
- Class attendance lists as of October 31<sup>st</sup> and March 31<sup>st</sup>
- Pupil timetables as of October 31<sup>st</sup> and March 31<sup>st</sup>
- Average class size working documents
- School Course Calendar

## Guidelines for Reporting

- Class is a group of pupils scheduled to be together for instruction in a course for which a credit may be earned during a scheduled part of the day school program provided on instructional days. The pupils must be taught by a teacher responsible for the instruction of the course, for evaluation of the pupils, and reports to the principal on the progress of the pupils. It also includes co-op classes.
- Class Size is, essentially, the number of pupils in the classroom, regardless of the number of teachers or support staff who may be in the classroom. In other words, the full time equivalency (FTE) of the teachers in the classroom is not used in the calculation of average class size. (See [How secondary average class size is calculated.](#))
- Boards must ensure that the enrolment, classes, pupil credits

and classroom credits that the board reports in the secondary average class size reports, for regular classes and for classes established for exceptional pupils, are consistent with enveloping provisions in Financial Statements, in particular for special education.

- With respect to the special education envelope, boards must ensure that classes taught by teachers that are reported as special education expenditure in the enveloping provision are reported in the class size report as classes established for exceptional pupils.

Table 1, below, provides specific direction to the boards on the classes and courses to exclude from the class size calculation and how specific classes and courses are counted in the board's average class size.

**Table 1: Directives for Reporting**

<b>Type of Class or Course</b>	<b>How to report</b>
<b>Adult Students</b>	<p>Adult students who are enrolled in continuing education programs are not included in the class size calculation, regardless of whether the students are in classes during the day or during the evening.</p> <p>Adult students who are reported in day school registers and who are in regular secondary school classes with adolescents are included in the board's calculation of average class size.</p> <p>Adult students who are in an adult-only secondary school operated as part of the board's day school program are also included in the board's average class size.</p>
<b>Classes Established for Exceptional Pupils</b>	<p>Classes established for exceptional pupils are excluded from the average class size calculation.</p> <p>In this context, classes established for exceptional pupils means self-contained special education classes that are described under section 31 of Regulation 298.</p>

<b>Type of Class or Course</b>	<b>How to report</b>
	<p><b>Exceptional Students in Regular Classes and Resource Withdrawal</b></p> <p>A student with special needs who is integrated into a regular classroom for more than 50% of his or her instructional time in that classroom is counted in the enrolment of the class.</p> <p>A student with special needs who is withdrawn from the regular class for more than 50% of his or her instructional time is not counted as part of the enrolment of the class.</p>
<p><b>Combined Courses in a Class at Secondary</b></p>	<p>When pupils, together in a class, are enrolled in different courses in the class, and the courses are of the same credit value, each pupil in the class is counted towards the total enrolment of the class.</p> <p><b>Combined Courses of Different Credit Value</b></p> <p>When pupils, together in a class, are enrolled in different courses and the courses are of different credit value, pro-rate the credit value of the class.</p> <p>For example, a class has 21 pupils. 12 are enrolled in a course with a credit value of 1; 9 are enrolled in a course with a credit value of 1.5. Divide the total number of pupil credits, 25.5, by the total number of pupils, 21. The credit value of the class is 1.21. The pupil credits are 25.5.</p>
<p><b>Continuing Education Classes</b></p>	<p>Adult students and adolescent students who are enrolled in continuing education programs are not included in the class size calculation, regardless of whether the students are in classes during the day or during the evening.</p>

<b>Type of Class or Course</b>	<b>How to report</b>
<b>Co-operative Classes</b>	<p>Co-op classes are included in the class size calculation. Regulation 399/00, Class Size, defines a co-operative education class as,</p> <ul style="list-style-type: none"> <li>a group of pupils <ul style="list-style-type: none"> <li>a) who are enrolled in a co-operative education program,</li> <li>b) who are scheduled to spend some instructional time together in school during the school year in connection with the co-operative education program, and</li> <li>c) who are each eligible to earn the same number of credits on successfully completing the course that he or she is taking in the co-operative education program.</li> </ul> </li> </ul> <p>When determining the pupil credits and the credit value of the class, use the credit value that the pupil will receive on completion of the course.</p> <p><b>Co-operative Classes with Courses of Different Credit Value</b></p> <p>If pupils in a co-operative class are receiving different credit values for the courses they are taking, the co-operative class is excluded from the class size calculation.</p>
<b>Correspondence Courses</b>	<p>A student enrolled in a course offered through the Independent Learning Centre (ILC) is not considered a class or part of a class for the purposes of the class size calculation.</p>
<b>K Courses</b>	<p>K courses are non-credit courses and, therefore, are not included in the class size calculation.</p> <p>If, however, a pupil is integrated into a regular class and is not earning a credit in that class, the pupil is counted in the enrolment of the class.</p>
<b>Non-credit Courses</b>	<p>All classes in which pupils cannot earn credits, such as non-credit ESL/FFL, Teacher Advisor Program and remedial classes or programs are excluded from the average class size calculation. See also K-Courses.</p>
<b>'Quadmester' Courses</b>	<p>A 'quadmester' course is considered a class for the purposes of the class size calculation.</p> <p>For example, four courses are organized in the following quadmasters:</p>

<b>Type of Class or Course</b>	<b>How to report</b>
	<p>1: Sept.1 to Nov.15  2: Nov.16 to Jan.31  3: Feb.1 to April 15  4: April 16 to June 30</p> <p>Report the enrolment and the credit value of the courses as of October 31 for quadmester 1, December 31 for quadmester 2, March 31 for quadmester 3 and May 31 for quadmester 4. For the December 31 and May 31 count date, report projected enrolment.</p>
<b>Other Non-traditional Programs</b>	<p>For classes that are not semestered or 'quadmestered' and are not offered over the October 31<sup>st</sup> and March 31<sup>st</sup> count dates, the count date, for purposes of class size calculation, will be the last day of the month closest to the middle of the term of the course. When a course spans two count dates, such as October 31 and March 31, use the October 31 count date. For further information on count dates, contact the ministry.</p>
<b>Section 23 Classes</b>	<p>Students enrolled in section 23 programs are not included in the class size calculation.</p>



<b>Type of Class or Course</b>	<b>How to report</b>
<b>Supervised Alternative Learning for Excused Pupils (SALEP)</b>	A student enrolled in a SALEP program is not considered a class or part of a class for the purposes of the class size calculation.
<b>Transfer Courses</b>	Transfer courses are not included in the class size calculation. For information on transfer courses, see <i>Ontario Secondary Schools Grade 9-12, Program and Diploma Requirements, 1999</i> , and <i>The Ontario Curriculum, Grades 10 and 11, Transfer Courses, 2001</i> .
<b>Independent Study Day School Courses</b>	Courses recorded in the Independent Study Register for Day School Pupils are not included in the calculation of Average Class Size.
<b>Programs for Expelled Pupils or Pupils on Long Term Suspension.</b>	These programs are not included in the calculation of Average Class Size.
<b>Credit Recovery Courses</b>	These classes are not included in the calculation of Average Class Size.
<b>Multi-Subject Instructional Periods (MSIP)</b> <b>A typical school on a semester timetable has four 75 minute teaching blocks (periods). A 60 minute MSIP period is created by taking 15 minutes from each of these four teaching blocks. The learning activities in the MSIP period are linked to each of the courses taken by the pupils in the other four 60 minute periods.</b>	MSIP classes are not included in the calculation of Average Class Size. The teacher assigned to the MSIP period may not be responsible for the instruction and evaluation of the related credit courses.
<b>Dual Credit Courses</b>	These classes are included in the calculation of Average Class Size. Where these courses are college delivered, the number of pupil credits is determined by the number of secondary school pupils assigned to the dedicated secondary school teacher for the course.
<b>e-learning courses</b>	E-learning courses recorded in the full time or part-time day school enrolment registers are included in the calculation of Average Class Size. E-learning courses recorded in the Independent Study Register for Day School Pupils is not included in the calculation of Average Class Size.

## Section 2

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### Calculating Secondary Average Class Size

The average class size report for secondary is due at the Ministry on or before April 30<sup>th</sup>, 2008. You will be reporting:

- actual pupil credits and classroom credits, as of October 31<sup>st</sup>, for first semester classes.
- actual pupil credits and classroom credits, as of March 31<sup>st</sup>, for second semester classes.
- Actual pupil credits and classroom credits, as of October 31<sup>st</sup> and March 31<sup>st</sup> for full year classes.

#### How secondary average class size is calculated

1. For each class, multiply the number of pupils enrolled in the class by the credit value of the class. The result is the pupil credits for the class.
2. Add the pupil credits for all classes.
3. Add the credit values for all classes. The result is the classroom credits.
4. Divide the total number of pupil credits for the board by the total number of classroom credits for the board. The result is the average class size for the board.

#### **1** Downloading the Excel File

- Log on to the Financial Reporting website at <http://tpfr.edu.gov.on.ca>.
- On the Home page, choose Class Size.
- Click on the form, Secondary Schools.
- Save the file to your hard drive or network directory.

## 2 Opening the Workbook

The file you have downloaded is an Excel spreadsheet containing three worksheets:

- Summary Report April 30
- School Report April 30
- Pupil Credit Calculation
- Open the workbook.
- Click on Enable Macros.

**The Pupil Credit Calculation** is provided for your use as the working paper to develop the class size information for an individual school. There is no requirement to either complete or submit this worksheet.

**The School Report April 30** is used to enter the actual pupil credits and the actual classroom for each school in your board. The average class size for each school is calculated automatically. Classes established for exceptional pupils are excluded from the average class size calculation. Report these classes in columns 10 and 11 on the School Report.

**The Summary Report April 30** is populated with information from the School Report showing the total pupil credits, the total classroom credits and the resulting average class size for the board. The Director of Education must certify, by checking the box, that the report has been prepared in accordance with the Act and the Regulations. This worksheet is also to report the name of a contact, telephone number and email address of a board contact.

## 3 Adding the Schools to the Workbook

- In the top left corner of the **Summary Report**, click on Select Board.
- Select your board from the list. Click Populate.

The list of secondary schools for your board is added to the School Report.

### **If the list of schools for your board is not up-to-date...**

- If you will not be reporting class size for a school that is listed because the school has closed or the school does not apply to the panel you are reporting, do not enter any numbers for the school.

- If a school for which you need to report is not in the list, you can add it. Go to the first blank line at the end of the list of schools. Enter the identification number of the school and the name of the school. Enter the class size numbers as you have done for the other schools in the list.
- You will need to notify the Information Management Branch (IMB) at the Ministry of Education of a school that is opening or closing. For school openings, contact IMG and provide the name of the school, address of the school (if a postal office, an actual location must be supplied), postal code, phone and fax numbers, email address, name of principal, grade level and municipality of the school. For school closings, provide the name of the school and the school's identification number. You may fax the required information to 416-325-2361 or send an email to [IMGDATA@edu.gov.on.ca](mailto:IMGDATA@edu.gov.on.ca)

#### **4 Reporting Regular Classes**

- Go to the **School Report** by clicking on the tab at the bottom of the screen.
- Enter the actual pupil credits and the actual classroom credits for each school in your board.
  - Enter full-year classes, using a count date of October 31<sup>st</sup>, in columns 1 and 6.
  - Enter full-year classes, using a count date of March 31<sup>st</sup>, in columns 2 and 9.
  - Enter semester 1 classes, using a count date of October 31<sup>st</sup>, in columns 3 and 8.
  - Enter semester 2 classes, using a count date of March 31<sup>st</sup>, in columns 4 and 9.

The average class size for each school is calculated automatically.

#### **5 Reporting Classes for Exceptional Pupils**

Classes established for exceptional pupils are excluded from the average class size calculation. Report these classes in columns 12 and 13 on the School Report.

- For each school of the board, enter the total number of pupil credits in exceptional classes and the total number of classroom credits for exceptional pupils.

For courses with a credit value of 0, use the credit equivalent

of 1.

### Note

Classes for exceptional pupils reported on the Secondary Average Class Size Report must be consistent with class data reported to the ministry through the Ontario School Information System (OnSIS) and in the board Estimates, Revised Estimates and Financial Statements.

## 6

### Summarizing the Secondary Average Class Size

- Go to the **Summary Report** by clicking on the tab at the bottom of the screen.

The Summary Report shows the total pupil credits, the total classroom credits and the resulting average class size for the board.

- The Director of Education must certify, by checking the box, that the report has been prepared in accordance with the Act and the Regulations.
- Enter the name of a contact at the board, his or her telephone number and email address.

### Submitting the Report to the Ministry

The Secondary Average Class Size Report must be received at the Ministry on or before April 30<sup>th</sup>, 2008.

To submit the report:

- Log on to the Financial Reporting website at <http://tpfr.edu.gov.on.ca>.
- On the Home Page, choose Class Size.
- Click on the email address [ClassSize.TeachingAssignment@edu.gov.on.ca](mailto:ClassSize.TeachingAssignment@edu.gov.on.ca), attach the report to the email and send it to the ministry. You will receive confirmation of your submission from the Ministry.

## **Responsibilities of the Director of Education/Secretary of the Board**

### **Making the Average Class Size Report Public**

Boards are required to make the average class size reports available to the public. By April 30<sup>th</sup> boards must ensure that the Secondary Average Class Size report is:

- Available to the public at the head office of the board and at each school of the board; and
- Submitted to the Chair of the school council of each school.