

# **Secondary School Average Class Size**

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**Guide to Reporting**

**Winter 2010**

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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time period, the requirement for boards to adopt a resolution to increase its secondary class size maximum to 22 was repealed.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 2008-09, the Ministry continues to fund secondary school 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 secondary school average class size.

## Records for Audit Purposes

Boards are requested to retain class size reports and supporting documentation, for ministry audit purposes, for a minimum period of the current plus prior school year. Retention beyond this minimum period is as specified in paragraph 38 of subsection 171(1) of the Education Act.

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

- OnSIS board and school verification 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
- 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

- A 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. A class for Average Class Size purposes also includes co-operative education 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.
- 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 the Board Financial Statements, in particular for special education expenditures.
- With respect to the special education envelope, boards must ensure that classes taught by teachers whose salaries are reported as special education expenditure in the enveloping provision are reported in the class size report as classes established for exceptional pupils.
- Ministry common course codes or codes for approved locally developed courses rather than placeholder codes must be recorded in the OnSIS School October and March data submissions.

## Section 2

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### OnSIS Secondary School Average Class Size Report

As part of the Government Open for Business initiative the ministry has developed and implemented a Secondary School Average Class Size (SSACS) report. This report will be generated and automatically filed with the ministry through the OnSIS data collection upon the sign off of all board secondary school October and March data submissions.

Commencing with the 2009-10 school year the OnSIS SSACS will be the official report for Average Class Size reporting purposes. The new SSACS reporting deadline is May 31<sup>st</sup> to coincide with the March Data submission deadline. Consequently school boards will no longer be required to file SSACS reports using the ministry Excel forms. The SSACS OnSIS and supporting reports are shown on Appendix A.

The SSACS report has been programmed in the OnSIS application to incorporate requirements of the Class Size Regulation and ministry SSACS reporting policy. Details of the ministry SSACS reporting policy are outlined in the Table below.

## Ministry SSACS Reporting Policy

<b>Type of Class/Course/Pupil</b>	<b>Inclusion or Exclusion from the Calculation of SSACS</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>Classes for which the teacher salary is charged to Special Education expenditure for financial Statement purposes must be recorded as Classes Established for Exceptional Pupils for Average Class Size purposes.</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>These classes are not included in the calculation of Average Class Size regardless of whether the classes occur during the day or the evening.</p>



<p><b>Co-operative Education Classes</b></p>	<p>Co-operative Education classes are included in the class size calculation in the same manner as regular classroom classes.</p> <p>When determining the pupil credits and the credit value of the class, use the credit value that the pupil will receive upon completion of the course.</p> <p><b>Combined Co-operative Education Classes 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>Correspondence/Self-Study Courses</b></p>	<p>Courses recorded in the Continuing Education Correspondence/Self Study registers are excluded from calculation of Average Class Size.</p>
<p><b>K Courses</b></p>	<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>	All courses in which pupils do not earn credits such as non-credit English as a Second language and remedial classes are excluded from the average class size calculation. (See also K-Courses)
<b>'Quadmester' Courses</b>	<p>A 'quadmester' course is considered a class for the purposes of the class size calculation.</p> <p>Quadmester courses generally start and end on the following dates:</p> <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>However only quadmester courses that include the October or March 31<sup>st</sup> count dates are reported for Average Class Size purposes. Hence only Quadmester 1 and 3 courses are included for Average Class Size purposes.</p>
<b>Courses with non-traditional start and end dates (classes which are not full-year, semester or quadmester)</b>	Only courses with non-traditional start and end dates that include the October or March 31 <sup>st</sup> count dates are included for Average Class Size purposes.
<b>Care, Treatment and Correctional Facilities Classes</b>	These classes are not included in the Calculation of Average Class Size,

<b>Supervised Alternative Learning for Excused Pupils (SALEP)</b>	A SALEP program is not considered a class or part of a class for the purposes of the Average Class Size calculation. Pupils enrolled in part-time SALEP programs are still included Average Class Size for the regular (non-SALEP) classes that they attend.
<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 classes</b>	Classes, other than e-learning classes, 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 Classes</b>	These classes are not included in the calculation of Average Class Size.
<b>Multi-Subject Instructional Periods (MSIP) classes</b>	MSIP are a timetable solution designed to improve student performance, literacy, and decision-making skills and post secondary success. For example in a school on a semester system with four 75 minute teaching blocks, 15 minutes are taken from each period to create a 60 minute MSIP. MSIP are evenly distributed through out the day and provide pupils with the opportunity to access school resources such as teachers, computers, science labs and the school library. These classes are not included in the calculation of Average Class Size.
<b>Dual Credit Courses</b>	Advanced Standing and team teaching Dual credit Classes are included in the calculation of Average Class Size.  Where dual credit courses are college delivered, the classes are excluded from the calculation of Average Class Size.
<b>e-learning classes</b>	E-learning courses/pupils recorded in the full time, part-time or Independent Study Day School enrolment registers are included in the calculation of Average Class Size.
<b>Majority Rule</b>	Where a class consists of both pupils earning credits and those who are not (for example non-credit K courses), the class will be included or excluded from the Average Class Size calculation on the basis of which type of pupils form the class majority. Where there are an equal number of pupils earning and not earning credits than the class is included in the Average Class Size calculation.
<b>Pupils that audit classes</b>	Pupils that audit classes (students stay for a short period of time and do not intent to earn credits) are

	not included in the calculation of Average Class Size
<p><b>Alternative Programs</b></p> <p><b>Individualized Self paced Learning Classes that include the following elements:</b></p> <p><b>i) Courses are delivered primarily using Independent Learning Centre (ILC) or other Correspondence/Self Study materials;</b></p> <p><b>ii) Pupils progress through the course material at their own pace and</b></p> <p><b>iii) Pupils may concurrently take one or more courses and qualified teachers are available during the entire instructional period to provide instruction, guidance and evaluation on an individualized basis;</b></p>	<p>These classes are excluded from the calculation of Average Class Size.</p>