

Average Class Size

Guide to Reporting

October 2004

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Section 1

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.

Each district school board and school area board is required to submit an elementary and a secondary average class size report to the Ministry for and in the current school year. Elementary class size reports, using a count date of October 31st, are due on or before December 15th. Secondary average class size reports, using count dates of October 31st and March 31st, are due on or before April 30th.

[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>.

Resolution to Increase Secondary Average Class Size

Boards are required to pass a resolution for the 2004-05 school year if they intend to increase the secondary average class size up to 22. [Regulation 276/01, Increase in Secondary School Class Size by Resolution](#), outlines the requirements for the board.

In summary, the resolution must:

- specify the amount by which the average class size will exceed 21;

- include a good faith estimate of the financial, human and other resources that will become available to the board; and
- provide for how the board will use the resources that will become available.

Boards must pass the resolution before the start of the school year. Within 15 days of passing the resolution, the board must make copies of the resolution available to the public at the head office of the board, to each school of the board and to each school council. Also, within 15 days, the board must provide a copy to its District Office of the Ministry.

Publication of Average Class Sizes

The Ministry publishes the average class sizes for each district school board in Ontario on the ministry's public website as part of the [Board Profiles](#).

Records for Audit Purposes

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

For an elementary class size audit, boards should retain:

- Copy of Elementary School October Report, 2004
- Teaching Staff Allocation Report, as of October 31st
- 2004-2005 Register of Daily Attendance for Elementary Schools or computer alternative
- Home Room Pupil Attendance Lists , as of October 31st, for computer alternative registers only
- Pupil Timetables, as of October 31st, for pupils on a rotary schedule
- Average class size working documents

For a secondary class size audit, boards should retain:

- Copy of Secondary School October Report, 2004
- Copy of Secondary School March Report, 2005
- Copy of School October Report, Course/Class Enrolment, 2004
- Copy of School March Report, Course/Class Enrolment, 2005

- Teaching Staff Allocation Report, as of October 31st
- Full-time and part-time enrolment registers for the current school year
- Class attendance lists as of October 31st and March 31st
- Pupil timetables as of October 31st and March 31st
- Average class size working documents
- School Course Calendar 2004-05

Guidelines for Reporting

- 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 elementary average class size is calculated](#) and [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 elementary and secondary average class size reports, for regular classes and for classes established for exceptional pupils, are consistent with the enrolment, classes, pupil credits and classroom credits that the board reports for those purposes in the:
 - Elementary School October Report,
 - Secondary School October and March Reports,
 - School October and March Reports for Course/Class Enrolment,
 - Secondary School Teaching Assignment Report, and
 - enveloping provisions in the 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

Type of Class or Course	How to report
Adult Students	<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>
Classes Established for Exceptional Pupils	<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> <p>Exceptional Students in Regular Classes and Resource Withdrawal (Elementary and Secondary)</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>
Combined Courses in a Class at Secondary	<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>Combined Courses of Different Credit Value</p> <p>When pupils, together in a class, are enrolled in</p>

Type of Class or Course	How to report
	<p>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>Combined Grades and Classes at Elementary</p>	<p>When pupils in different grades are together in a class, each pupil in the class is counted towards the total enrolment of the class.</p> <p>Combined Grade 3 and 4 Class</p> <p>In a combined Grade 3 and Grade 4 class, the Grade 3 portion of the class is pro-rated and reported in the JK-3 category. The entire combined class is reported in the JK-8 category.</p> <p>For example, a combined 3/4 class has 23 pupils—13 in Grade 3 and 10 in Grade 4.</p> <p>Report the number of pupils in the Grade 3 class as 13. To pro-rate the Grade 3 class, divide the number of pupils in Grade 3 by the total number of pupils in the class ($13 \div 23$). Report the Grade 3 class as .6. Report the enrolment in the combined class in the JK-8 category as 23 and the class as 1.</p> <p>Combined Kindergarten and Grade 1 Class</p> <p>In a combined part-time kindergarten class and Grade 1 class, count the class as 1 and each part-time kindergarten pupil as .5.</p> <p>For example, if the combined class has 14 kindergarten pupils and 10 Grade 1 pupils, report the enrolment for the combined class as 17 and the class as 1.</p>
<p>Continuing Education Classes</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>

Type of Class or Course	How to report
Co-operative Classes	<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"> a group of pupils <ul style="list-style-type: none"> a) who are enrolled in a co-operative education program, 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 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. <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>Co-operative Classes with Courses of Different Credit Value</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>
Correspondence Courses	<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>
Independent Study Courses	<p>A student taking an independent study course is not considered a class or part of a class for the purposes of the class size calculation.</p>
K Courses	<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>

Type of Class or Course	How to report
<p>Kindergarten and Junior Kindergarten Classes</p>	<p>A pupil enrolled in a part-time junior kindergarten program or a part-time kindergarten program is counted as .5. A part-time junior kindergarten or a part-time kindergarten class is counted as .5.</p> <p>A full-time junior kindergarten or kindergarten pupil is counted as 1. A full-time junior kindergarten or kindergarten program is counted as 1.</p> <p>Combined Program (JK and SK)</p> <p>In a combined program at JK and SK where the JK class is 600 minutes and the SK class is 900 minutes, the JK class and the SK class are deemed part-time and are each counted as .5.</p> <p>On the Financial Statements and Section C of the School October Report, the combined program is reported according to the actual split. In the above example, the JK class would be reported as .4 and the SK class as .6.</p>
<p>Non-credit Courses</p>	<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>
<p>'Quadmester' Courses</p>	<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 quadmesters:</p> <ul style="list-style-type: none"> 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>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>

Type of Class or Course	How to report
Other Non-traditional Programs	For classes that are not semestered or 'quadmestered' and are not offered over the October 31 st and March 31 st 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.
Rotary Programs at Elementary	In a rotary program at elementary where the same group of elementary pupils are dispersed throughout the day, report the enrolment of the group's homeroom.
Section 20 Classes (formerly Section 19 Classes)	Students enrolled in section 20 programs are not included in the class size calculation.
Supervised Alternative Learning for Excused Pupils (SALEP)	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.
Transfer Courses	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> .

Section 2

Calculating Elementary Average Class Size

You will be reporting two average class sizes for the elementary schools in your board—one for the primary division (JK-3), and one for the elementary division as a whole (JK-8).

Report enrolment and classes as of October 31st, 2004.

Note that a “class, in relation to elementary schools, means a group of pupils who are scheduled to spend more than 50% of

their instructional time together during the cycle that includes October 31st, but does not include a class established for exceptional pupils.” For information on reporting elementary classes in rotary programs, see [Guidelines for Reporting](#).

How elementary average class size is calculated

For the primary division (JK-3)

1. Add the number of pupils in all classes in JK-3.
2. Add the number of classes in JK-3.
3. Divide the total number of pupils by the total number of classes. The result is the average class size for the JK-3 division.

For elementary overall (JK-8)

1. Add the number of pupils in all classes in JK-8 (include JK-3).
2. Add the number of classes in JK-8 (include JK-3).
3. Divide the total number of pupils by the total number of classes. The result is the average class size for the elementary division overall.

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, Elementary 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 two worksheets—a School Report and a Summary Report.

Boards complete the School Report. Information on the School Report is automatically summarized up to the Summary Report.

- Open the workbook.
- Click on Enable Macros.
- Make sure you are on the Summary Report by clicking on the tab at the bottom of the workbook.

3**Adding the Schools to the Workbook**

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

The list of elementary 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 Group (IMG) 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

4**Reporting Regular Classes**

- Go to the **School Report** by clicking on the tab at the bottom of the screen.
- Enter the enrolment and the number of classes for each school. For the primary division of the school, this includes JK through Grade 3. For the elementary division overall this includes JK through Grade 8.

The average class size for each school is calculated automatically.

Note

For directions on how JK and SK kindergarten classes, combined kindergarten programs and split Kindergarten/Grade 1 classes are counted, see [Guidelines for Reporting](#).

5

Reporting Classes for Exceptional Pupils

Classes established for exceptional pupils are excluded from the class size calculation.

- For each school of the board, enter the total pupil enrolment in exceptional classes in the school (column 7) and the total number of exceptional classes in the school (column 8).

Note

Enrolment and number of classes for exceptional pupils reported in the Average Class Size Report must be consistent with those reported in the board's Elementary School October Report and the Revised Estimates.

6

Summarizing the 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 number of classes, total enrolment and the average class size for the primary division and the elementary division overall.

- 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 Elementary Average Class Size Report must be received at the Ministry on or before December 15th.

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, 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 December 15th boards must ensure that the Elementary 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.

Section 3

Calculating Secondary Average Class Size

The average class size report for secondary is due at the Ministry on or before April 30th, 2005. You will be reporting:

- actual pupil credits and classroom credits, as of October 31st, for full year classes and first semester classes, and
- actual pupil credits and classroom credits, as of March 31st, for second semester 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 two worksheets—a School Report and a Summary Report.

Boards complete the School Report. You do not need to complete the Summary Report. Information on the School Report is automatically ‘rolled up’ to the Summary Report.

- Open the workbook.
- Click on Enable Macros.
- Make sure you are on the Summary Report by clicking on the tab at the bottom of the workbook.

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 Group (IMG) 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

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 31st, in columns 1 and 5.
 - Enter semester 1 classes, using a count date of October 31st, in columns 2 and 6.
 - Enter semester 2 classes, using a count date of March 31st, in columns 3 and 7.

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 10 and 11 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 those reported in the board's Secondary School October and March Reports, the School October and March Reports for Course/Class Enrolment and the Revised Estimates.

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.

- If your board passed a resolution, under Regulation 276/01, to increase its secondary average class size, check the appropriate box.
- 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 30th, 2005.

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, 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 30th 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.

Making the Board Resolution Public

If your board passed a resolution, under Regulation 276/01, to increase secondary average class size, the board must ensure that within 15 days of passing the resolution, copies of the resolution are available to the public at the board's head office and at the office of each school of the board.

[Français](#)

Education Act

ONTARIO REGULATION 399/00

Amended to O. Reg. 275/01

CLASS SIZE

Notice of Currency:* This document is up to date.

*This notice is usually current to within two business days of accessing this document. For more current amendment information, see the [Table of Regulations \(Legislative History\)](#).

This is the English version of a bilingual regulation.

Interpretation

1. (1) In this Regulation,

"class", in relation to elementary schools, means a group of pupils who are scheduled to spend more than 50 per cent of their instructional time together during the cycle that includes October 31, but does not include a class established for exceptional pupils; ("classe")

"class", in relation to secondary schools, means,

(a) a group of pupils,

(i) who are scheduled to be together for the purposes of instruction in a course for which a credit or part of a credit may be earned, during a scheduled part of the day school program provided on instructional days,

(ii) who are each eligible to earn the same number of credits on successfully completing the course that he or she is taking during that scheduled part of the

day school program provided on instructional days, and

(iii) who are taught the course by a teacher who is responsible for the instruction of the course, the evaluation of the progress of the pupils in that course and the reporting to the principal of the progress of the pupils in that course, or

(b) a co-operative education class,

but does not include,

(c) a transfer course class, or

(d) a class established for exceptional pupils; ("classe")

"co-operative education class" means a group of pupils,

(a) who are enrolled in a co-operative education program,

(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

(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; ("classe d'éducation coopérative")

"course" means a course at the secondary school level that is assigned a common course code in the list of common course codes published by the Ministry; ("cours")

"cycle" means the number of days for which a schedule of classes in a school continues before the schedule is repeated; ("horaire")

"instructional day" has the same meaning as in Regulation 304 of the Revised Regulations of Ontario, 1990; ("journée d'enseignement")

"part-time", in relation to an elementary school class, means a class scheduled to meet,

(a) on half-days, or

(b) on average, on three or fewer days per week; ("temps partiel")

"transfer course" means a transfer course as described in the Ministry publication entitled "Ontario Secondary Schools Grades 9 to 12 - Program and Diploma Requirements - 1999". ("cours de transition") O. Reg. 399/00, s. 1 (1); O. Reg. 275/01, s. 1.

(2) For the purposes of determinations under this Regulation in relation to elementary schools,

(a) pupils include pupils enrolled in a full-time or part-time junior kindergarten or kindergarten;

(b) a class can consist of pupils enrolled in the same grade or in different grades; and

(c) kindergarten and junior kindergarten are to be considered grades. O. Reg. 399/00, s. 1 (2).

(3) For the purposes of determinations under this Regulation in relation to secondary schools,

(a) a class can consist of pupils enrolled in the same grade or in different grades and in the same course or in different courses;

(b) a pupil taking a course as an independent study course shall not be considered a class or a part of a class; and

(c) the credit value of a class is the number of credits that each pupil in the class is eligible to earn on successfully completing the course that he or she is taking in connection with the class. O. Reg. 399/00, s. 1 (3).

Elementary School Classes

2. (1) For the purposes of section 170.1 of the Act, the average size of a board's elementary school classes in the primary division, in the aggregate, shall be determined for each school year, as of October 31 in the school year, as follows:

1. Determine the number of pupils enrolled in classes in the primary division in all elementary schools of the board.
2. Determine the number of classes in the primary division in all elementary schools of the board.
3. Divide the number determined under paragraph 1 by the number determined under paragraph 2. O. Reg. 399/00, s. 2 (1); O. Reg. 275/01, s. 2 (1).

(2) For the purposes of section 170.1 of the Act, the average size of a board's elementary school classes, in the aggregate, shall be determined for each school year, as of October 31 in the school year, as follows:

1. Determine the number of pupils enrolled in classes in all elementary schools of the board.
2. Determine the number of classes in all elementary schools of the board.
3. Divide the number determined under paragraph 1 by the number determined under paragraph 2. O. Reg. 399/00, s. 2 (2); O. Reg. 275/01, s. 2 (2).

(3) Where a class consists of pupils enrolled in the primary division and pupils not enrolled in the primary division, the following rules apply:

1. For the purposes of paragraph 1 of subsection (1), only the pupils in the class who are enrolled in the primary division shall be counted.
2. For the purposes of paragraph 2 of subsection (1), the class shall be counted as the number obtained by dividing the number of pupils in the class who are enrolled in the primary division by the total number of pupils in the class. O. Reg. 399/00, s. 2 (3).

(4) For the purposes of subsections (1) and (2),

- (a) a pupil enrolled in a part-time junior kindergarten or kindergarten class shall be counted as one-half and every other pupil shall be counted as one;

(b) a part-time junior kindergarten or kindergarten class shall be counted as one-half and, subject to subsection (3), every other class shall be counted as one. O. Reg. 399/00, s. 2 (4).

Secondary School Classes

3. For the purposes of section 170.1 of the Act, the average size of a board's secondary school classes, in the aggregate, shall be determined for each school year, as follows:

1. For each non-semestered class in each secondary school of the board, multiply the number of pupils enrolled in the class as of October 31 in the school year by the credit value of the class. Total the results obtained.
2. For each semestered class held in the first semester in each secondary school of the board, multiply the number of pupils enrolled in the class as of October 31 in the school year by the credit value of the class. Total the results obtained.
3. For each semestered class held in the second semester in each secondary school of the board, multiply the number of pupils enrolled in the class as of March 31 in the school year by the credit value of the class. Total the results obtained.
4. Total the totals obtained under paragraphs 1, 2 and 3. The result is the number of pupil credits for the board.
5. Determine the credit value of each non-semestered class in each secondary school of the board. Total the numbers obtained.
6. Determine the credit value of each semestered class held in the first semester in each secondary school of the board. Total the numbers obtained.
7. Determine the credit value of each semestered class held in the second semester in each secondary school of the board. Total the numbers obtained.
8. Total the totals obtained under paragraphs 5, 6 and 7. The result is the number of classroom credits for the board.
9. Divide the number of pupil credits for the board, determined under paragraph 4,

by the number of classroom credits for the board, determined under paragraph 8. O. Reg. 399/00, s. 3; O. Reg. 275/01, s. 3.

Reporting - Elementary

4. (1) By December 15 in each school year, each board shall submit a report for the school year on class size in its elementary schools to the Minister, in a format acceptable to the Minister. O. Reg. 399/00, s. 4 (1).

(2) The board shall ensure that, by December 15 in each school year,

(a) copies of the report are available to the public at the head office of the board and at the office of each school of the board; and

(b) a copy of the report is submitted to the chair of the school council for each school of the board. O. Reg. 399/00, s. 4 (2).

(3) The report shall include the following:

1. The average size of the board's elementary school classes in the primary division, in the aggregate, as determined under section 2.

2. The average size of the board's elementary school classes, in the aggregate, as determined under section 2.

3. The average size of the classes in the primary division in each elementary school of the board, determined in accordance with section 5.

4. The average size of the classes in each elementary school of the board, determined in accordance with section 5.

5. The following numbers, as of October 31 in the school year:

i. The total number of classes in the primary division in elementary schools of the board and the total number of pupils enrolled in those classes.

ii. The total number of classes in elementary schools of the board and the total

number of pupils enrolled in those classes. O. Reg. 399/00, s. 4 (3).

5. (1) For the purposes of paragraph 3 of subsection 4 (3), the average class size in the primary division of an elementary school shall be determined for each school year, as of October 31 in the school year, as follows:

1. Determine the number of pupils enrolled in classes in the primary division in the elementary school.
2. Determine the number of classes in the primary division in the elementary school.
3. Divide the number determined under paragraph 1 by the number determined under paragraph 2. O. Reg. 399/00, s. 5 (1).

(2) For the purposes of paragraph 4 of subsection 4 (3), the average class size of an elementary school shall be determined for each school year, as of October 31 in the school year, as follows:

1. Determine the number of pupils enrolled in classes in the elementary school.
2. Determine the number of classes in the elementary school.
3. Divide the number determined under paragraph 1 by the number determined under paragraph 2. O. Reg. 399/00, s. 5 (2).

(3) Subsections 2 (3) and (4) apply with necessary modifications for the purposes of this section. O. Reg. 399/00, s. 5 (3).

6. Revoked: O. Reg. 275/01, s. 4.

7. Revoked: O. Reg. 275/01, s. 4.

Reporting - Secondary

8. (1) By April 30 in each school year, each board shall submit a report for the school year on class size in its secondary schools to the Minister, in a format acceptable to the Minister. O. Reg. 275/01, s. 4.

(2) The board shall ensure that, by April 30 in each school year,

(a) copies of the report are available to the public at the head office of the board and at the office of each school of the board; and

(b) a copy of the report is submitted to the chair of the school council for each school of the board. O. Reg. 275/01, s. 4.

(3) The report shall include the following:

1. The numbers determined for the board under each of the paragraphs of section 3.
2. The average size of the classes in each secondary school of the board, determined in accordance with section 9. O. Reg. 275/01, s. 4.

9. For the purposes of paragraph 2 of subsection 8 (3), the average class size of a secondary school shall be determined for each school year as follows:

1. For each non-semestered class in the secondary school, multiply the number of pupils enrolled in the class as of October 31 in the school year by the credit value of the class. Total the results obtained.
2. For each semestered class held in the first semester in the secondary school, multiply the number of pupils enrolled in the class as of October 31 in the school year by the credit value of the class. Total the results obtained.
3. For each semestered class held in the second semester in the secondary school, multiply the number of pupils enrolled in the class as of March 31 in the school year by the credit value of the class. Total the results obtained.
4. Total the totals obtained under paragraphs 1, 2 and 3. The result is the number of pupil credits for the school.
5. Determine the credit value of each non-semestered class in the secondary school. Total the numbers obtained.

6. Determine the credit value of each semestered class held in the first semester in the secondary school. Total the numbers obtained.
7. Determine the credit value of each semestered class held in the second semester in the secondary school. Total the numbers obtained.
8. Total the totals obtained under paragraphs 5, 6 and 7. The result is the number of classroom credits for the school.
9. Divide the number of pupil credits for the school, determined under paragraph 4, by the number of classroom credits for the school, determined under paragraph 8.
O. Reg. 399/00, s. 9.

Transition

10. This Regulation, as it read immediately before the coming into force of Ontario Regulation 275/01, continues to apply in respect of the 2000-2001 school year. O. Reg. 275/01, s. 5.

11. Omitted (revokes other Regulations). O. Reg. 399/00, s. 11.

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