

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

## PERSONNEL

## General

**STAFF RATIO FOR SCHOOL SITES**

**PURPOSE:** To establish general guidelines for class size and staffing for school sites.

A. Introduction

The Board recognizes that class size is a major factor as it relates to the effectiveness of the educational program. Class size directly affects teaching efficiencies and budgetary practices and reflects the Board's philosophy toward its educational program.

This policy's primary objectives are to:

1. Establish a realistic working ratio between educational efficiency and the District's ability to support and develop a quality educational program,
2. Place children into classrooms at all grade levels both in the local school and throughout the District, and
3. Provide basic guidelines for the District administration in administrative planning.

The primary objectives outlined above may be modified because conditions and circumstances may vary from school to school and from year to year.

However, it is the intent of the Board to maintain overall general averages throughout the District insofar as possible. The Superintendent or designee is hereby charged with the primary responsibility for carrying out this policy as part of the basic administrative responsibilities.

B. Class Size

Class sizes will be established after consideration of the students, teachers, and school community, as well as the parameters of the Local Control Funding Formula legislation and related provisions.

C. Staffing

The staffing of each school in the District will be determined by Allocated Personnel Units (APU). The APU are derived by utilizing a Budget Standards formula adopted annually by the Board.

Student enrollment as of the end of the second school month, plus projected growth, will be utilized in projecting enrollment for each succeeding school year.

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A Personnel Unit has been established for each position in the Management, Certificated and Business Support units for the process of determining a school's Personnel Units in relation to the APU.

The Areas, which include the high schools and the elementary and intermediate schools that feed into those high schools, have the option of utilizing their Personnel Units at their discretion as long as they stay within the APU, meet the class size requirements as stipulated in the Education Code and Board Policy, and have approval of the Associate Superintendent of School Leadership.

Adopted: 07/25/1975

Reviewed: 10/09/2007, 01/15/2009

Amended: 12/12/1979, 07/22/1981, 05/25/1985, 05/13/1992, 11/18/1992, 05/12/1993,  
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4000.2)

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