

# **POLICY 6151**

## **YOLO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)**

### **CLASS SIZE AND STAFFING RATIOS FOR SELPA-WIDE PROGRAMS**

#### **POLICY**

While neither the California Education Code, nor the California Code of Regulations mandate class size or caseload, with the exceptions of for Resource Specialist (RSP), Preschool Teacher, and Speech/Language Pathologist, the Program Administrators' Committee (PAC) recognizes the need for a policy that guides decisions, remains fiscally responsible, and provides students and staff with a positive and safe learning environment. This policy applies to any regionalized class operated either by the Yolo County Office of Education (YCOE) or a district. Both the limitations of facilities, and the safety and the needs of individual students must be taken into consideration in all program and staffing decisions.

Reference: EC 56362 (c)  
56362.1  
56363.3  
56441.5  
56441.7

Superintendents' Council

Adopted: March 14, 2016

First Reading: March 14, 2016

Second Reading: March 14, 2016

# PROCEDURES 6151

## YOLO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

### CLASS SIZE AND STAFFING RATIOS FOR SELPA-WIDE PROGRAMS

The following procedures are to be used as guidelines only. Both limitations of facilities, and the safety and the needs of individual students must be taken into consideration in all program and staffing decisions.

#### Resource Specialist

Per California Education Code, resource specialists shall not have a caseload which exceeds 28 pupils. Should this caseload limit be reached, a State waiver shall be applied for by the program operator. At least 80 percent of the resource specialists within a Local Plan shall be provided with an instructional aide.

#### Special Day Class ages 3-22

##### Mild to Moderate

A Special Day Class, for students ages 3-22 with Mild to Moderate Disabilities, may consist of a 1:10 adult to student staffing ratio. If enrollment reaches 16 students, the process of opening a new class will be explored.\*

##### Moderate to Severe

A Special Day Class, for students ages 3-22 with Moderate to Severe Disabilities, may consist of a 1:4 adult to student staffing ratio. If enrollment reaches 9 students, the process for opening a new class will be explored.\* [Class examples include, but are not limited to, Horizon, Deaf and Hard of Hearing, and district operated SDC-SH classes].

##### Severe Disabilities

A Special Day Class, for students ages 3-22 with Severe Disabilities, may consist of a 1:3 adult to student staffing ratio. If enrollment reaches 9 students, the process for opening a new class will be explored.\* [Class examples include, but are not limited to, Greengate and satellite programs for students with Severe Disabilities (including Autism)].

#### Preschool Special Day Class ages 3-5

A Special Day Class, for students ages 3-5 in Preschool, will maintain a minimum of a 1:5 adult to student staffing ratio in accordance with the California Education Code. If enrollment reaches 18 students per session, the process of opening a new class will be explored.\*

#### Inclusion Program

An Inclusion Program will maintain a 1:20 adult to student staffing ratio. Instructional aides will be assigned per Individual Education Plans.

#### Adding Instructional Aide Time

For Yolo County Office of Education (YCOE) programs, if enrollment increases above recommended guidelines, the YCOE Director of Special Education programs may authorize hiring a substitute, or temporary instructional aide, while pursuing a staffing increase through the SELPA process. The next steps are a review of the need by the SELPA Director and approval by the Program Administrators Committee/Chief Business Officials Joint Advisory Committee. Consideration for one-to-one instructional aides will follow SELPA Policy #4001 regarding special instructional support.

\*New Classes

\*New classes would only be considered if the ages and disabilities of the students enrolled indicated the class size would remain stable over an extended period of time, i.e. a year. Otherwise, an instructional aide would be added to reduce student-adult ratio.

Reference: EC 56362.1  
56362(c)  
56363.3  
56441.5  
56441.7

Superintendents' Council

Adopted: March 14, 2016

First Reading: March 14, 2016

Second Reading: March 14, 2016