

BOARD APPROVED STAFFING RATIOS FOR 2018-19 OPTIONS SCHOOLS – March 1, 2018

MAJOR CHANGES

There are no major changes for the 2018-19 school year. The staffing ratios for norm teacher, administrator, counselor, and clerical positions at Middle Schools will be the same as those in place for the 2017-18 school year.

GUIDELINES

TEACHERS

- The teacher staffing ranges will be the same as those in place for the 2017-18 school year.
- Norm Enrollment Adjustments - As in the past, the following adjustments will be applied to FY 2017-18 School Month 6 enrollment:
 - Students with more than one enrollment record (duplicate students)
 - The classification report provides counts of students with scheduled class(es) in their school of enrollment. For norm purposes, the classification report counts will be reduced to count only those students who are scheduled in two or more credit-bearing courses. Therefore, school should ensure that each student's complete schedule is entered into MiSiS in time for the Norm capture. Refer to Attachment E for the list of non-credit bearing/zero credit courses.
 - No Show students (students who are scheduled into classes but have not attended school, i.e., marked absent each day) who were not flagged by the school in MiSiS as No Show by Norm Day data capture will be manually deducted from the school's enrollment count.
- Secondary SDP Student Count

Secondary students with an active Individualized Education Program (IEP) where the Percent Time in Special Ed is 50% or more are counted as SDP in the Classification Report.

The total SDP counts are excluded in the calculation of General education norm teachers.

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Special education teachers are assigned to Options Schools based on the number of students with special needs and their specific disabilities. Refer to Attachment D for the Special Education norm table guide.

Opportunity Schools and Community Day Schools (CDS)

- The student teacher ratio at Opportunity, Community Day, and Pregnant Minor Schools, is based on average student teacher ratio of 21:1, with a minimum of two (2) teacher positions.
 - Opportunity, Community Day and Pregnant Minor Schools with total enrollment, including special education and work experience students, greater than 125 students, use Attachment A, Table 1 to determine the number of teachers. The enrollment used to determine the number of teachers excludes special education students.
 - Opportunity, Community Day and Pregnant Minor Schools with total enrollment, including special education and work experience students, fewer than 125 students, use Attachment A, Table 2 to determine the number of teachers. The enrollment used to determine the number of teachers excludes special education students.

Continuations Schools

- The student teacher ratio at Continuation Schools is based on average student teacher ratio of 29:1, with a minimum of two (2) teacher positions.
 - Continuation Schools with total enrollment, including special education and work experience students, greater than 125 students, use Attachment B, Table 1 to determine the number of teachers. The enrollment used to determine the number of teachers excludes special education students.
 - Continuation Schools with total enrollment, including special education and work experience students, less than 125 students, use Attachment B, Table 2 to determine the number of teachers. The enrollment used to determine the number of teachers excludes special education students.

Independent Study (City of Angels)

- The student teacher ratio at Independent Study (City of Angels) is based on average student teacher ratio of 30:1, with a minimum of two (2) teacher positions. Schools

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identified as Independent Study (City of Angels) use Attachment C to determine the number of teachers.

- Maximum number of teachers at City of Angels is 78.

ADMINISTRATORS

- The administrator staffing ranges will be the same as those in place for the 2017-18 school year.
- Administrative personnel are allocated based on total school enrollment, including special education enrollment. Administrators at schools with total enrollment, including special education and work experience students, less than 125 students will be required to teach 0.50 FTE.

Principal

1 Principal per Options School, except as noted below. However, principals at schools with total enrollment, including special education and work experience students, less than 125 students will be required to teach 0.50 FTE.

Independent Study (City of Angeles) – 1 principal

Aggeler CDS and Aggeler Opportunity School will share 1 principal

London CDS and London Continuation School will share 1 principal

Elementary CDS and Secondary CDS will share 1 principal

Central High School and Tri-C CDS will share 1 principal

Assistant Principal

The following sites will be allocated 2.0 FTE Assistant Principal and/or Assistant Principal – SCS:

- Independent Study (City of Angeles)
- Central High School/Tri-C

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Opportunity Schools, stand alone CDS, Central High School, Tri-C CDS, Elementary/Secondary CDS - Sites with enrollments greater than 200 will be assigned 1 assistant principal.

COUNSELORS

- The counselor staffing ranges for will be the same as the 2017-18 school year.
- The student to counselor ratio for counselors at Option Schools, excluding Elementary CDS, is 1 day for every 160 students. In addition, the combined enrollment of the following sites should be used to calculate norms for counselors: London CDS and London Continuation School, CDS Aggeler and Aggeler Opportunity School, and Central High School and Tri C CDS.

Table A: Counseling Norm for Options Schools

Enrollment From		Enrollment To	Counseling Positions	
1	-	160	0.20	FTE
161	-	320	0.40	FTE
321	-	480	0.60	FTE
481	-	640	0.80	FTE
641	-	800	1.00	FTE
801	-	960	1.20	FTE
961	-	1,120	1.40	FTE
1,121	-	1,280	1.60	FTE
1,281	-	1,440	1.80	FTE
1,441	-	1,600	2.00	FTE
1,601	-	1,760	2.20	FTE
1,761	-	1,920	2.40	FTE
1,921	-	2,080	2.60	FTE
2,081	-	2,240	2.80	FTE
2,241	-	2,400	3.00	FTE
2,401	-	2,560	3.20	FTE

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CLERICAL

- The clerical staffing ranges will be the same as those in place for the 2017-18 school year.

Opportunity Schools, stand-alone Community Day Schools (CDS), Central High School and Elementary/Secondary CDS

- Opportunity Schools, stand-alone Community Day Schools (CDS), Central High School and Elementary/Secondary CDS will be allocated one (1) School Administrative Assistant (Job ID 24102500).
- The work basis assignment for all clerical positions will be E basis.

Continuation Schools

- Continuation Schools will be allocated one (1) Continuation Schools Office Manager (Job ID 24102585)
- The work basis assignment for all clerical positions will be E basis.

Independent Study (City of Angels)

- Independent Study (City of Angels) will be allocated one (1) School Administrative Assistant (Job ID 24102500).
- The work basis assignment for all clerical positions is E basis.

In addition to basic clerical staffing identified above, Continuation Schools, Opportunity Schools, stand-alone CDS, and City of Angels will be allocated additional Office Technician (Job ID 24102828) positions based on total enrollment, including special day program classes (SDP) and work experience students, as displayed in Table A. The work basis assignment for additional Office Technician positions will be E basis.

The combined enrollment for the following sites should be used to calculate the additional clerical staffing: London CDS and London Continuation School, CDS Aggeler and Aggeler Opportunity School, and Central High School and Tri-C CDS.

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Table A
OPTIONS SCHOOLS CLERICAL STAFFING

Enrollment From	Enrollment To	Number of Positions
1	160	-
161	320	1.00
321	480	2.00
481	640	3.00
641	950	4.00
951	1,260	5.00
1,261	1,570	6.00
1,571	and above	7.00



ATTACHMENT A – Teacher Norm Tables Opportunity Schools (including Pregnant Minor Schools) and Community Day Schools

Table 1: Opportunity Schools (including Pregnant Minor Schools) and Community Day Schools – For Sites With Total Enrollment Greater Than 125 ¹

This table provides one position for every 21 pupils based on enrollment.

ACTIVE ENROLLMENT			NUMBER OF TEACHERS	ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
1	-	26	1	783	-	803	38
27	-	47	2	804	-	824	39
48	-	68	3	825	-	845	40
69	-	89	4	846	-	866	41
90	-	110	5	867	-	887	42
111	-	131	6	888	-	908	43
132	-	152	7	909	-	929	44
153	-	173	8	930	-	950	45
174	-	194	9	951	-	971	46
195	-	215	10	972	-	992	47
216	-	236	11	993	-	1,013	48
237	-	257	12	1,014	-	1,034	49
258	-	278	13	1,035	-	1,055	50
279	-	299	14	1,056	-	1,076	51
300	-	320	15	1,077	-	1,097	52
321	-	341	16	1,098	-	1,118	53
342	-	362	17	1,119	-	1,139	54
363	-	383	18	1,140	-	1,160	55
384	-	404	19	1,161	-	1,181	56
405	-	425	20	1,182	-	1,202	57
426	-	446	21	1,203	-	1,223	58
447	-	467	22	1,224	-	1,244	59
468	-	488	23	1,245	-	1,265	60
489	-	509	24	1,266	-	1,286	61
510	-	530	25	1,287	-	1,307	62
531	-	551	26	1,308	-	1,328	63
552	-	572	27	1,329	-	1,349	64
573	-	593	28	1,350	-	1,370	65
594	-	614	29	1,371	-	1,391	66
615	-	635	30	1,392	-	1,412	67
636	-	656	31	1,413	-	1,433	68
657	-	677	32	1,434	-	1,454	69
678	-	698	33	1,455	-	1,475	70
699	-	719	34	1,476	-	1,496	71
720	-	740	35	1,497	-	1,517	72
741	-	761	36	1,518	-	1,538	73
762	-	782	37	1,539	-	1,559	74

¹ Total enrollment, including special education and work experience students, will be used to determine which table is used for teacher staffing purposes. Principals at sites with total enrollment less than 125 students will be required to teach .5 FTE. Special education students are excluded from the enrollment used to determine the number of teachers.



ATTACHMENT A – Teacher Norm Tables Opportunity Schools (including Pregnant Minor Schools) and Community Day Schools

Table 2: Opportunity Schools (including Pregnant Minor Schools) and Community Day Schools – Total Enrollment Less Than or Equal to 125 Students ²

This table provides one position for every 21 pupils based on enrollment.

ACTIVE ENROLLMENT			NUMBER OF TEACHERS	ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
1	-	32	1	75	-	95	4
33	-	53	2	96	-	116	5
54	-	74	3	117	-	137	6

² Total enrollment, including special education and work experience students, will be used to determine which table is used for teacher staffing purposes. Principals at sites with total enrollment less than 125 students will be required to teach .5 FTE. Special education students are excluded from the enrollment used to determine the number of teachers.



Table 1: Continuation Schools – For Sites With Total Enrollment Greater Than 125 ¹

This table provides one position for every 29 pupils based on enrollment.

ACTIVE ENROLLMENT			NUMBER OF TEACHERS	ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
1	-	34	1	1,079	-	1,107	38
35	-	63	2	1,108	-	1,136	39
64	-	92	3	1,137	-	1,165	40
93	-	121	4	1,166	-	1,194	41
122	-	150	5	1,195	-	1,223	42
151	-	179	6	1,224	-	1,252	43
180	-	208	7	1,253	-	1,281	44
209	-	237	8	1,282	-	1,310	45
238	-	266	9	1,311	-	1,339	46
267	-	295	10	1,340	-	1,368	47
296	-	324	11	1,369	-	1,397	48
325	-	353	12	1,398	-	1,426	49
354	-	382	13	1,427	-	1,455	50
383	-	411	14	1,456	-	1,484	51
412	-	440	15	1,485	-	1,513	52
441	-	469	16	1,514	-	1,542	53
470	-	498	17	1,543	-	1,571	54
499	-	527	18	1,572	-	1,600	55
528	-	556	19	1,601	-	1,629	56
557	-	585	20	1,630	-	1,658	57
586	-	614	21	1,659	-	1,687	58
615	-	643	22	1,688	-	1,716	59
644	-	672	23	1,717	-	1,745	60
673	-	701	24	1,746	-	1,774	61
702	-	730	25	1,775	-	1,803	62
731	-	759	26	1,804	-	1,832	63
760	-	788	27	1,833	-	1,861	64
789	-	817	28	1,862	-	1,890	65
818	-	846	29	1,891	-	1,919	66
847	-	875	30	1,920	-	1,948	67
876	-	904	31	1,949	-	1,977	68
905	-	933	32	1,978	-	2,006	69
934	-	962	33	2,007	-	2,035	70
963	-	991	34	2,036	-	2,064	71
992	-	1,020	35	2,065	-	2,093	72
1,021	-	1,049	36	2,094	-	2,122	73
1,050	-	1,078	37	2,123	-	2,151	74

¹ Total enrollment, including special education and work experience students, will be used to determine which table is used for teacher staffing purposes. Principals at sites with total enrollment less than 125 students will be required to teach .5 FTE. Special education students are excluded from the enrollment used to determine the number of teachers.



Table 2: Continuation Schools – For Sites With Total Enrollment Less than or equal to 125 Students ²

This table provides one position for every 29 pupils based on enrollment.

ACTIVE ENROLLMENT			NUMBER OF TEACHERS	ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
1	-	44	1	74	-	102	3
45	-	73	2	103	-	131	4

² Total enrollment, including special education and work experience students, will be used to determine which table is used for teacher staffing purposes. Principals at sites with total enrollment less than 125 students will be required to teach .5 FTE. Special education students are excluded from the enrollment used to determine the number of teachers.



ATTACHMENT C – Teacher Norm Tables Independent Study (City of Angeles)

Table 1: Independent Study (City of Angeles)

This table provides one position for every 30 pupils based on enrollment.

ACTIVE ENROLLMENT			NUMBER OF TEACHERS	ACTIVE ENROLLMENT			NUMBER OF TEACHERS
FROM		TO		FROM		TO	
791		820	27	1,661		1,690	56
821		850	28	1,691		1,720	57
851		880	29	1,721		1,750	58
881		910	30	1,751		1,780	59
911		940	31	1,781		1,810	60
941		970	32	1,811		1,840	61
971		1,000	33	1,841		1,870	62
1,001		1,030	34	1,871		1,900	63
1,031		1,060	35	1,901		1,930	64
1,061		1,090	36	1,931		1,960	65
1,091		1,120	37	1,961		1,990	66
1,121		1,150	38	1,991		2,020	67
1,151		1,180	39	2,021		2,050	68
1,181		1,210	40	2,051		2,080	69
1,211		1,240	41	2,081		2,110	70
1,241		1,270	42	2,111		2,140	71
1,271		1,300	43	2,141		2,170	72
1,301		1,330	44	2,171		2,200	73
1,331		1,360	45	2,201		2,230	74
1,361		1,390	46	2,231		2,260	75
1,391		1,420	47	2,261		2,290	76
1,421		1,450	48	2,291		2,320	77
1,451		1,480	49	2,321		2,350	78
1,481		1,510	50				
1,511		1,540	51				
1,541		1,570	52				
1,571		1,600	53				
1,601		1,630	54				
1,631		1,660	55				



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ATTACHMENT D – Special Education Norm Table Guide

These do not include Related Services and their required teacher ratios.

<u>Acronym</u>	<u>Name</u>	<u>Teacher Norm for Students Up to 8 Years Old</u>	<u>Teacher Norm for Students 9 Years Old & Above</u>	<u>Notes</u>
AUT	Autism	6	6	
DHH	Deaf/Hard of Hearing	6-8	8-10	
ED	Emotional Disturbance	8	8	
EE	Early Education	10	N/A	
IDM	Intellectual Disability-Moderate	12 or 14*	12 or 14*	
IDS	Intellectual Disability-Severe	12	12	
MD	Multiple Disabilities	6	8	
MDS	Multiple Disability-Severe	10	10	
PAL	Preschool for All	10	-	
PCC	Preschool Collaborative Classroom	10	-	Also 1 GE Teacher, only at EECs.
PCC/ETK	Expanded Transitional Kindergarten	8	-	Total class norms at 24 with 8 SWD and 16 GE children. Also receives 1 GE Teacher. To replace PCC program at non-EEC locations.
PSC	Preschool Collaborative	8	-	
RSP	Resource Specialist Program	24-28	24-28	Schools may also receive Resource Specialist Teacher support through an itinerant position
SLD	Specific Learning Disability	12	12	
VI	Visually Impairment	8	10	
Special Education Centers		10	10	

*12 if a 4 year age span



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ATTACHMENT E – List of Non-Credit Bearing/Zero Credit Courses

Course Number	Course Name
102301	*G-English
102301H	H *G-English
102501	*E-Lote 1
102501H	H *E-Lote 1
102502	*E-Lote 2
102502H	H *E-Lote 2
102503	*E-Lote 3
102503H	H *E-Lote 3
102504	*E-Lote 4
102504H	H *E-Lote 4
102547	LOTE YEAR 1A EXEMPT
102548	LOTE YEAR 1B EXEMPT
102549	LOTE YEAR 2A WAIVER
102550	LOTE YEAR 2B WAIVER
102601	*G-Other
102601H	H *G-Other
103000	*Home
103101	*G-Math
103101H	H *G-Math
103149	ALGEBRA 2A WAIVER
103150	ALGEBRA 2B WAIVER
103601	*G-Bio Sci
103601H	H *G-Bio Sci
103602	*G-Phys Sci
103602H	H *G-Phys Sci
103603	*G-Integ Sci
103603H	H *G-Integ Sci
103701	*G-Hist/SocSci
103701H	H *G-Hist/SocSci
105010	*Adult Class

Course Number	Course Name
105020	*College Class
106001	*Col Class Off Campus
106010	*Col Class On Campus
106101	*F-Intro
106101H	H *F-Intro
106102	*F-Advanced
106102H	H *F-Advanced
106123	*B-English
106123H	H *B-English
106131	*C-Algebra 1
106136	*D-Bio Science
106136H	H *D-Bio Science
106137	*A-Am Govt&Civ
106137H	H *A-Am Govt&Civ
106223	*B-Eng/ELD
106223H	H *B-Eng/ELD
106231	*C-Geometry
106236	*D-Physics
106236H	H *D-Physics
106237	*A-US Hist
106237H	H *A-US Hist
106331	*C-Algebra 2
106337	*A-WHG & Cultu
106337H	H *A-WHG & Cultu
106431	*C-Statistics
106431H	H *C-Statistics
106436	*D-Chemistry
106436H	H *D-Chemistry
106531	*C-Alg 2/Trig
106536	*D-Integ Sci



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ATTACHMENT E – List of Non-Credit Bearing/Zero Credit Courses

Course Number	Course Name
106536H	H *D-Integ Sci
106631	*C-Adv Math
106631H	H *C-Adv Math
107018	*Col Comp Sci
107020	*Col Art
107021	*Col Business
107023	*Col English
107025	*Col For Lang
107031	*Col Math
107032	*Col Music Th
107033	*Col PE
107036	*Col Bio Scien
107037	*Col Soc Scien
107038	*Col Vis/Perf
107336	*Col Phys Sci
109902	PASSPORT PLACEHOLDER
110200	ELEM K-6
110201	INDPT STDY K-6
110202	ELEM K-6 SDP
110203	SELF-CONT SEC
180100	COMPUTER
200100	ART
210100	BUSINESS
230100	ENGLISH
230100C	ENGLISH
232523	ELA INTERVN 8
250100	FOREIGN LANG
250201	LOTE 1 TEST
250202	LOTE 2 TEST
250203	LOTE 3 TEST

Course Number	Course Name
250204	LOTE 4 TEST
251140	BILT AWRD ARAB
252040	BILT AWARD ASL
252540	BILT AWRD MAN
253540	BILT AWRD FRE
253740	BILT AWRD GER
254340	BILT AWRD ITAL
254540	BILT AWRD JAP
254840	BILT AWRD LAT
254940	BILT AWRD KOR
255540	BILT AWRD RUS
256040	BILT AWRD SPAN
259040	BILT ARWD OTHR
269948	HEALTH ALT
305074	ED/CAREER PLAN
305075	HS EQUIV TEST STRATEG
305077	HS EQUIV TEST PREP
305094	HS EQUIV TEST PREP DNL
310100	MATHEMATICS
320100	MUSIC
330100	PHYSICAL ED
339901	PE WAIVER DR
339949	PE REQUIRE MET
360700	BIO SCIENCE
361300	PHYS SCIENCE
370001	SOCIAL STUDIES
370100	SOCIAL SCIENCE
380100	VIS/PERF ARTS
420103	HOMEROOM
429949	SERVICE LEARN