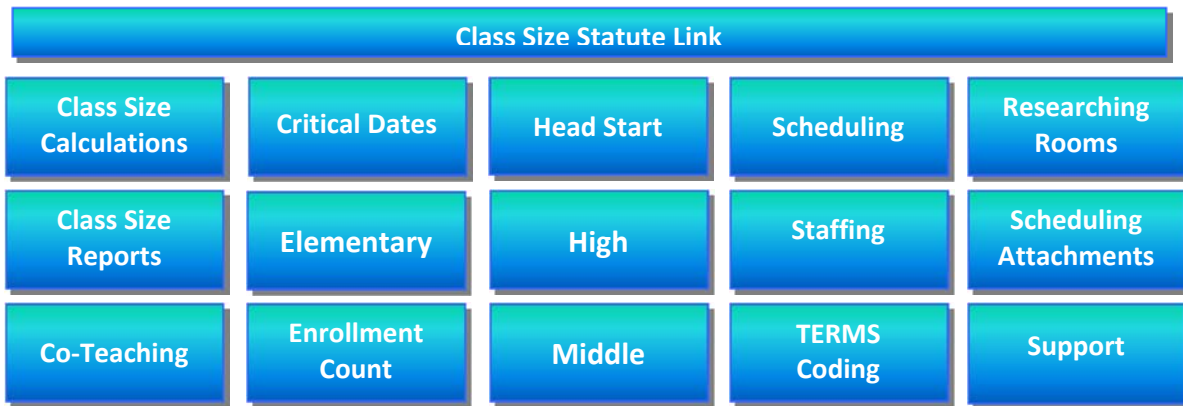


## Class Size Reduction Q&A - Charters



CSR Web Site Link for daily checking of CSR data:

<http://www.broward.k12.fl.us/casdl/csrddata/>

Category	#	Question	Answer
Class Size Calculations	1	<b>Q. The data on the Class Size Web site is wrong! Who do I call to correct my data?</b>	<p><b>A:</b> The data displayed in the Web site are pulled directly from TERMS; however, the Web site is not 'real time' and changes made in TERMS will be reflected in the CSR Web site the following day. Only schools can correct the TERMS data. IMT's may access the C16 panel to check schedule edits or the C01 panel to view changes made in the room occupancy data.</p> <p>If the data still appear to be wrong after the update, call the I&amp;T Help Desk at 321-0411 for assistance in determining the problem.</p>
Class Size Calculations	2	<b>Q: How does the class size calculation handle courses using period 0188?</b>	<b>A:</b> Any course using a period ending in 88 will be excluded from the State's class size average calculation.
Class Size Calculations	3	<b>Q: If a teacher is teaching a class with multiple course numbers, how is class size determined?</b>	<b>A:</b> If all courses in the room and period are core courses, the course with the most students will be considered the main course, but students in all the courses scheduled in that room and period will be counted. For a room and period where both core and non-core courses are scheduled and if the non-core course has the most students, the room and period will not be included in the calculation. However, if there are more students in the core course than the non-core course, the room and period will be included in the calculation and all students in all courses, both core and non-core, will be counted.
Class Size Calculations	4	<b>Q. When will the class size Web site be available and updated?</b>	<p><b>A:</b> The CSR Web site will be available and updated <b>weekly</b> after July 1<sup>st</sup> and then updated <b>daily</b> after the completion of the final TERMS rollover. Any changes made in TERMS will be reflected in the Web site by 9:30am the following day.</p> <p><a href="http://www.broward.k12.fl.us/casdl/csrddata/">http://www.broward.k12.fl.us/casdl/csrddata/</a></p>

Category	#	Question	Answer
Class Size Calculations	5	Q: Why isn't my school's class size being calculated?	A: The program calculates your class size based upon the student schedules in TERMS. You need to verify that you have scheduled core courses for your students. Contact the Help Desk if all your schedules are in TERMS but not reflecting in your school's data.
Class Size Calculations	6	Q: How do I find out why a room calculation on the class size website is higher than the actual number of students that I know to be in that room?	A: When a room's enrollment appears too high or too low, schools can use the BLD/RM field on the C16 Master Schedule Query panel in TERMS to view the scheduling for that room to make sure the room has been scheduled correctly. Enter the building number and the room number (no spaces or other characters) in the BLD/RM field and press enter. Be sure to press the F8 key until the message "No Additional Pages" appears at the bottom of the screen. This panel will show the courses scheduled in the room, the periods of the courses, the teachers teaching the courses and the number of students scheduled in each period. Additionally, the Room Occupancy report will show the classes scheduled for each room for each term. Select the school from the school listing and then select the "Room Occupancy" tab to verify the classes scheduled in a room.
Class Size Calculations	7	Q: How will I know if my schedule is meeting the class size mandate?	<p>A: Principals and IMT's must review their school's data daily on the CSR Web site to verify that changes made in enrollments and schedules do not adversely impact their class size data.</p> <p><a href="http://www.broward.k12.fl.us/casdl/csldata">http://www.broward.k12.fl.us/casdl/csldata</a></p> <p>Any changes made in TERMS will be reflected in the Web site by 9:30am the following day. The Room Occupancy report on the CSR Web site displays 'real time' data and changes made in TERMS are reflected in this report immediately. IMT's may access the C16 panel or the Room Occupancy report on the CSR Web site to check that schedule edits or changes made in data do not adversely impact their class size data.</p>
Class Size Calculations	8	Q: How does the State assign a grade for a room?	A: The State assigns grade level by period, not room. The grade level for the period will be based on the single grade with the most students. If two grades have the same number of students, the tie goes to the higher grade level. Example: If the grade distribution for a room and period is 3 students in 2 <sup>nd</sup> grade, 3 students in 3 <sup>rd</sup> grade, 3 students in 4 <sup>th</sup> grade, and 1 student in 5 <sup>th</sup> grade, 4 <sup>th</sup> grade will be the assigned grade for the room and period.
Class Size Calculations	9	Q: I have a special education classroom with Grades 2-5. How will this impact my class size?	A: Depending on which grade is assigned to each period, there is a possibility that some periods in the room will be in the PK-3 calculation and some may be in the Grades 4-5 calculation.
Class Size Calculations	10	Q: If a teacher is teaching a class with multiple course numbers, how is class size determined?	A: All students in all courses for a particular room number and period will be counted together as one class if the course with the most students is a core course.

Category	#	Question	Answer
Class Size Calculations	11	Q: Is class size reduction reducing students by 2 per teacher?	A: No, Class Size Reduction is based on room and period, not teacher. All students in all courses for a particular room number and period will be counted together as 1 class if the course with the most students is a core course.
Class Size Calculations	12	Q. How do I know if a course is a 'core' course and counts for the class size calculation?	A: The State provides a specific list of core courses. Check the CSR Web site under Core Curricular Courses for a listing of all core courses. <a href="http://www.broward.k12.fl.us/casdl/csrddata">http://www.broward.k12.fl.us/casdl/csrddata</a>
Class Size Calculations	13	Q: How is the State calculating class size for 2014-15?	A: Charter School Compliance for 2014-15 will be measured using school-wide class size averages by grade grouping. Each period is assigned into a grade level category (PK-3, 4-8, 9-12) by counting the number of unduplicated students in the period. The single grade with the most students becomes the main grade for that room and period. For grades with equal number of students, the higher grade becomes the main grade. Only rooms with periods in which a core course is scheduled will be included. If all courses in the room and period are core courses, the course with the most students will be considered the main course, but students in all the courses scheduled in that room and period will be counted. For a room and period where both core and non-core courses are scheduled, if the non-core course has the most students, the room and period will not be included in the calculation. However, if there are more students in the core course than the non-core course, the room and period will be included in the calculation and all students in all courses, both core and non-core, will be counted.
Class Size Calculations	14	Q. Is there a class size limit to non-core electives that are not counted in the CSR calculation?	A: No, however, schools should consider safety and security, when scheduling class loads.
Class Size Calculations	15	Q. How does the CSR penalty work? Is the penalty the same, if we are over several students in one class or if we are over the same number of students in several classes?	A: The CSR penalty is calculated based on the FTE generated by each student over in every period that is not in compliance. There is no difference in penalty between over loading one class or spreading students over several classes.
Class Size Calculations	16	Q. For schools on block schedules, does TERM 8 have to be in compliance with the class size reduction mandate?	A. The State of Florida reviews the class size for both TERM 6 and TERM 8. Currently, compliance with class size is only calculated on the October FTE survey (Term 6) time line. However, the State does calculate class size based on February FTE survey (Term 8) data for comparison purposes with the October Survey data.
Class Size Reports	17	Q. How will the District communicate issues relating to class size?	A: The District will use the Public CSR Web site and other media as appropriate. The Public CSR Web site is located at the following URL: <a href="http://www.broward.k12.fl.us/classsize">http://www.broward.k12.fl.us/classsize</a>

Category	#	Question	Answer
Class Size Reports	18	Q: How will the CSR process be monitored?	A: The CSR Web site will begin updating weekly after July 1 <sup>st</sup> and then daily after the final TERMS rollover. The data will provide school-wide averages by grade grouping for Charter schools. This report will provide a breakdown by school, by room and will be updated each day to allow school and district staff to monitor class size.
Co-Teaching	19	Q: Can co-teaching be used as a strategy to lower class size?	<p>A: Florida State Statute 1003.3 provides the conditions in which co-teaching may be utilized. Co-teaching is a scheduling method that can lower the class size calculation. A co-teaching classroom is by definition one in which two or more teachers share responsibility for planning, delivering and evaluating instruction for all students in a class. In order to be considered co-teaching, this delivery system is provided whenever a class/subject is taught by two or more teachers and must continue for the entire class period.</p> <p>According to State Statute, co-teaching may be used for the following purposes:</p> <ul style="list-style-type: none"> <li>➤ Pairing teachers for staff development;</li> <li>➤ Pairing new teachers with veteran teachers;</li> <li>➤ Reducing turnover among new teachers;</li> <li>➤ Pairing teachers out-of-field with teachers who are in-field;</li> <li>➤ Providing for more flexibility and innovation in the classroom; and</li> <li>➤ Improving learning opportunities for students, including students who have disabilities.</li> </ul> <p>In addition, the following FDOE restrictions apply:</p> <ul style="list-style-type: none"> <li>➤ Reasonable limits shall be placed on the number of students in a classroom.</li> <li>➤ At least one member of the team must have at least 3 years of experience.</li> <li>➤ One member of the team must be in-field.</li> <li>➤ All teachers must be trained in team-teaching, within 1 year of the assignment.</li> </ul> <p>Schools can use the co-teaching model, when appropriate.</p>
Co-Teaching	20	Q: If a Reading Specialist goes into a classroom one day per week for an hour is it considered a co-teacher situation?	A: No.
Co-Teaching	21	Q: For programmatic and facility reasons, I have 2 teachers co-teaching special education Grades 2-5. How will this impact my class size?	A: For each period in which co-teaching occurs in that classroom, the number of students will be divided by 2 if the Scheduling Method code of C is entered in the SM field on each teacher's C17 Master Schedule record. The grade for each period will be the single grade with the most students.

Category	#	Question	Answer
Co-Teaching	22	<b>Q: How do we code Team Teachers (Co-Teachers) in TERMS?</b>	<b>A:</b> All teachers must have a course and sections with students for every period that they team teach (co-teach). Use Scheduling Method C on all teachers' courses for every period in which they team teach (co-teach). Whenever Scheduling Method C is used on a master schedule record, the appropriate Team Teacher Training code must be entered in the TTT field.
Co-Teaching	23	<b>Q: How would a three-teacher team in two classrooms affect my class size?</b>	<b>A:</b> In this situation, there will always be at least one teacher in each room. Only some of the periods in each room would actually be co-teaching when there are two teachers in the room and those periods would be scheduled and calculated as described in the CSR Calculations sections.
Co-Teaching	24	<b>Q: In a co-teaching model (2 teachers in a room for a period of time) if they are both shown in the classroom will it lower the number by 50% for that period of time?</b>	<b>A:</b> For each room and period in which two or more teachers have Scheduling Method C on their courses, the total number of students in those courses will be divided by the total number of teachers marked with Scheduling Method C.
Co-Teaching	25	<b>Q. What are the certification requirements for classes that use the co-teaching model?</b>	<b>A:</b> Co-teaching must comply with ALL of the following FDOE guidelines: <ul style="list-style-type: none"> <li>• At least 1 teacher on the team will have 3 years of experience.</li> <li>• At least 1 of the teachers must be in-field. The other teacher must hold a valid Florida Educator's certificate. (i.e. A Broward Vocational Certificate would not be appropriate.)</li> <li>• The teacher who is not appropriately certified will be identified as out-of-field and must comply with those rules and procedures.</li> <li>• Teachers will have professional development in the co-teaching model within one year of assignment.</li> </ul>
Co-Teaching	26	<b>Q. Can an ESE certified teacher co-teach in a regular education classroom?</b>	<b>A:</b> A co-teaching classroom is one in which two or more teachers share responsibility for planning, delivering and evaluating instruction for all students in a class. In order to be considered co-teaching, this delivery system is provided whenever a class/subject is taught by two or more teachers and must continue for the entire class period. An ESE teacher who is certified can have both ESE and non-ESE students assigned in a co-teaching model. If the ESE teacher is not certified in-field, the co-teacher must be certified.
Critical Dates	27	<b>Q: Is there a deadline for withdrawing no-shows?</b>	<b>A:</b> I&T will withdraw from TERMS students who have not entered school by August 29, 2014. These students will not be included in the Benchmark Day Enrollment count. <b>(Not applicable for February FTE).</b>

Category	#	Question	Answer
Critical Dates	28	Q: What is deadline for entering schedules?	A: August 1 <sup>st</sup> is the suggested deadline for entering student schedules. On August 29 <sup>th</sup> , students that have not been in attendance will be dropped from the system. If these students enter school after August 29 <sup>th</sup> , they will need to be registered and have schedules entered before the Benchmark Day Enrollment Count is processed by the District. In order for this data to be accurate, ALL student registration and schedule data should be complete and correct in the TERMS system. The State provides three class size data practice runs prior to the October FTE Survey week. The schedule of these runs will be provided to schools once the dates have been established by the State. Schools will be notified of class size reduction non-compliance based on these runs in order to make corrections to data to ensure that class size compliance information is accurately transmitted to the State.
Critical Dates	29	Q: What is the absolute last date to correct CSR data?	A: <b>TERMS: October 17<sup>th</sup>, 2014</b> is the last day to add course sections in TERMS and make corrections to CSR data elements for FTE survey data. As a reminder, all data in TERMS should reflect what was occurring in your school as of <b>October 17<sup>th</sup></b> which is the last day of the <b>October FTE</b> Survey week. After that date, all corrections must be made in the External database. <b>EXTERNAL: November 14, 2014, 4:00 p.m.</b> is the deadline to correct data in External. Schools must monitor the I&T Bulletin for any changes to FTE processing dates.
Elementary	30	Q. If a school has two grade levels or two classes evenly split in one class, which class would be counted for CSR?	A: When two grade levels or two classes are in one class and the numbers are equal, compliance is measured at the highest grade level.
Elementary	31	Q. Our intermediate classes are departmentalized. How do we show that in TERMS?	A: Departmentalization models vary from school to school. However, the teacher assigned to a specific subject, must show on the student's schedule in TERMS as the teacher of record in all departmentalizing situations.
Elementary	32	Q. If an elementary school is using the 11-period scheduling model for TERMS, can a student have only 1 Science (or other core class) assigned on the student schedule?	A: Yes, depending on the 11-period model used by your school, students who are pulled out for a period will have one less core period scheduled and the pull-out class will appear on the student's schedule.
Elementary	33	Q. How should schools schedule student pull-outs that are NOT the same every day (e.g., additional reading on Monday and Wednesday)?	A: Days can be identified on the students' A10. The total minutes each week would still remain the total of any days identified.

Category	#	Question	Answer
Elementary	34	<b>Q. Can elementary schools modify special area schedules (Art, Music, PE)?</b>	<b>A:</b> Classes that are non-core courses are not included in the CSR compliance calculation. Additional students over the class size limits can be assigned. Schools should consider safety and security, when scheduling class loads.
Elementary	35	<b>Q. In the elementary 11-period schedule, do we show the lunch period?</b>	<b>A:</b> Even though the lunch period does not generate FTE for the period, as in previous years, lunch break can be included between periods, anywhere on the Bell Schedule, or omitted all together. Please call the Help Desk at 754-321-0411 for further explanation.
Enrollment Counts	36	<b>Q: How will Student Enrollment Counts be handled this year?</b>	<b>A:</b> The first day counts will be electronically reported by each school via an online application that will be available from the Demographics & Student Assignments Web site at: <a href="http://www.broward.k12.fl.us/dsa">http://www.broward.k12.fl.us/dsa</a> . All other counts will be produced from the student enrollment data in TERMS.
Head Start	37	<b>Q: Are Head Start and other PK students included in the CSR compliance calculation?</b>	<p><b>A:</b> Per the FDOE, PK students are included if they are taught in a core course. (Refer to core course listing on the Class Size web site address.) This applies to PK students who generate FTE, such as PLACE, as well as PK students in programs that do not generate FTE, such as Head Start and VPK.</p> <p>In order to exclude the Head Start and VPK courses from the class size calculation, the period for those courses should end in 88.</p> <p>If the Head Start and VPK students receive ESE services, the periods for their ESE courses should not end in 88.</p> <p>The Head Start Performance Standards requires grantees to maintain a 1 adult per 10 student ratio, not exceeding 20 students per class, throughout the day. Therefore, Head Start students cannot attend a specials class in which there are more than 20 students.</p>
High	38	<b>Q. Does Dual Enrollment count for class size?</b>	<b>A:</b> Dual Enrollment (DE) course numbers that begin with an alpha character DO NOT count in the class size calculation. Students have the opportunity to attend any public university or college with which SBBC has a dual enrollment agreement as a DE student. Schools must collaborate with Advanced Academics Department prior to implementation of an on, off and/or online dual enrollment program(s) for students each academic year.

Category	#	Question	Answer
High	39	<b>Q. Do core courses that receive college credit count for class size?</b>	<b>A:</b> No, college credit earning classes will not be included in CSR calculations. For a room and period where both college credit earning and non-college credit earning courses are scheduled and if the college credit earning course has the most students, the room and period will not be included in CSR calculations. However, if there are more students in the non-college credit earning course than the college credit earning course, the room and period will be included in the calculation and all students in all courses, both college credit earning and non-college credit earning, will be counted. Note: Schools must collaborate with Advanced Academics Department prior to implementation of an on, off, and/or online dual enrollment program(s) for students each academic year.
Middle	40	<b>Q. Is 'Introduction to Spanish' for Grade 6 students a core elective?</b>	<b>A: No,</b> Spanish is no longer a core course. Legislative changes effective for 2011-12 do not include foreign language as a core course. A summary list of core courses is available on the CSR Web site.
Middle	41	<b>Q. Do high school level courses offered at a middle school have different class size limits?</b>	<b>A:</b> Yes, high school level, credit earning core courses offered at middle schools will be calculated using the Grades 9-12 enrollment cap of 25 students. For a room and period where both middle school and high school level courses are scheduled and if the middle school course has the most students, the room and period will be calculated at 22. However, if there are more students in the high school level course, the room and period will be calculated at 25.
Scheduling	42	<b>Q. Can schools use 'TBA' to schedule students into classes?</b>	<b>A:</b> Schools must develop efficient schedules using the strategies found in the Guidelines for CSR Implementation, based on the projected budget. If there are not enough teachers to meet CSR, after using all the guidelines for your level, students must still be assigned a schedule. A 'TBA' can only be used, if the position is <u>currently funded</u> in the school's budget and the teacher's name is unknown. The TBA teacher record <b>MUST</b> be changed to reflect the actual teacher name, social security number, and personnel number before the transmission of FTE survey data on October 17, 2014.



Category	#	Question	Answer
Scheduling	43	<b>Q: Should I schedule my Math Resource teacher in one room for PK-3 and another room for Grades 4-5?</b>	<b>A:</b> Not necessarily. It's a school decision how to best use your available classroom space. You should be aware that the FDOE will assign a grade to each period in the room based on the single grade with the most students. Since the mandated class size for the PK-3 grade grouping and the 4-8 grade grouping are different, by mixing grades from these two groups in the same room during the day, you need to be aware of which grade each period will be assigned. It is possible that the room will have some periods fall under the PK-3 grade calculation and some periods fall under the 4-5 grade calculation depending on the grade grouping with the most students scheduled for that period.
Scheduling	44	<b>Q. The enrollment numbers at my school are very tentative. How can I develop a final schedule, when I don't know who is coming to school?</b>	<b>A:</b> Schools should develop an efficient schedule, based on their projected enrollment and projected budget, knowing that the enrollment may change.
Scheduling	45	<b>Q. What assistance will be available to the principal and school schedulers in developing schedules?</b>	<b>A:</b> I&T Help Desk staff will be available to assist schools with scheduling questions. TERMS training opportunities are also offered at various times throughout the year. Please check the <a href="http://instructionaltech.browardschools.com/terms/training-and-workshops/">TERMS Training</a> link regularly for an updated list of available trainings. <a href="http://instructionaltech.browardschools.com/terms/training-and-workshops/">http://instructionaltech.browardschools.com/terms/training-and-workshops/</a>
Scheduling	46	<b>Q. When do I have to have my schedule completed?</b>	<b>A:</b> August 1 <sup>st</sup> is the suggested deadline for entering student schedules. On August 29 <sup>th</sup> the students that have not been in attendance will be dropped from the system. If these students enter school after August 29 <sup>th</sup> , they will need to be registered and have schedules entered.
Scheduling	47	<b>Q. What happens when a student comes to register at my school and all my classes are full? Can I recommend an under enrolled school for that student?</b>	<b>A:</b> No. All students should be registered into their appropriate classes as usual.
Scheduling	48	<b>Q. What is 'nesting'?</b>	<b>A:</b> In some instances, courses with different course code numbers can be combined in one period with the same teacher. For example, if seats are available in a French II class, French III students could be assigned to that period using the French III course code. 'Nesting' classes should be done carefully based on the needs of the students and teachers, and only like or similar classes should be nested.

Category	#	Question	Answer
Scheduling	49	<b>Q: Will class size be counted for specials (Art, Music, Physical Education, Spanish, Media, etc.)?</b>	<b>A:</b> The special taught by the core special teacher will be the only special included in the class size calculation. All others will be excluded. To exclude these from the class size calculation, the periods for all specials (other than the core course special) should end in 88, such as 0688. If the period does not end in 88, any special that uses a core course number, such as Science, will be included in the class size calculation.
Scheduling	50	<b>Q: For elementary schools, how will we be scheduling “specials” courses?</b>	<b>A:</b> For “specials” classes, a section should be created for each group being taught. In order to exclude these classes from the class size calculation, the period being used for the specials must end in 88, such as 0688. The Scheduling Method is S. This does not apply to the core special teacher.
Scheduling	51	<b>Q: My Language Arts special only meets Monday through Thursday. Will this teacher count in my class size average?</b>	<b>A:</b> If the special is with the core special teacher, the class size calculation will not consider courses that do not have F (Friday) on the student schedule. If the special is a regular special ( <b>not</b> scheduled with the core special teacher), then the period of the special should end in 88 so that the course will be excluded from the calculation.
Staffing	52	<b>Q: What if I can’t find a teacher? Can I enter a substitute teacher into the student’s schedule? How?</b>	<b>A:</b> Yes, a substitute teacher can be used as the teacher of record if you have an advertised vacancy and no qualified applicant. A copy of the advertisement must be kept with the FTE documentation. On the C05 Staff/Faculty panel in TERMS, create a teacher number and enter the substitute teacher’s information (name, social security number, etc.).
Staffing	53	<b>Q: Can dual certified Guidance Counselors be used to provide core instruction for some periods during the day?</b>	<b>A:</b> Yes. This design is already in use.
Staffing	54	<b>Q: Can teachers be shared across levels (Ex: Reading teachers shared with elementary and middle school)?</b>	<b>A:</b> Yes, depending on their certification.
Staffing	55	<b>Q. Are schools expected to schedule ESE Support Facilitators to classes for which they are certified?</b>	<b>A:</b> ESE support facilitators may teach a class if they have the proper certification. Priority will be given to meeting the needs of ESE students whose IEP’s require classroom support.
Staffing	56	<b>Q. Can schools schedule certified Pool Substitutes or Paraprofessionals to classes or periods to reduce class size?</b>	<b>A:</b> No. Pool Substitutes and Paraprofessionals are non-instructional personnel and cannot be assigned to classes.
Staffing	57	<b>Q. When assigning support staff to specific periods for teaching, can schools assign these teachers to out-of-field positions?</b>	<b>A:</b> Support Staff should be assigned to classes or periods where they are certified.

Category	#	Question	Answer
Staffing	58	Q. If a Media Specialist is certified in another subject, should this person be assigned to a specific class period?	A: Media specialists who are certified, can be assigned specific teaching responsibilities, as appropriate for the school.
Staffing	59	Q. Can Title I and/or Title IIA funded coaches be assigned to teach a class for which they are certified?	A: No, these funds are restricted by the grant and the grant does not allow for these types of coaches to have student contact time.
TERMS Coding	60	Q: My Reading Resource teacher goes into the classroom to work with a group of students every day. Do I use Scheduling Method C for the resource teacher and the classroom teacher?	A: No, this is not a co-teach situation. When two teachers are assigned to the same room and period but only one of them is responsible for one student or a small group of students, the main classroom teacher should be coded with Scheduling Method "S" and the other teacher should be assigned to the one student or the small group of students and coded with Scheduling Method "I", provided that this teacher will be teaching the <b>entire period of the subject</b> to the small group of students. <a href="#">Please click here to see important information regarding the use of Scheduling Method I.</a>
TERMS Coding	61	Q: My school has a self-contained Gifted class serving Grades 3-5, in the same room all day. What is the best way to enter this in TERMS? How will class size be determined/calculated for this configuration?	A: Schedule it as you would normally. If there are multiple periods in the room, there is a possibility that some periods in the room will be in the PK-3 grade calculation and some may be in the 4-5 grade calculation depending on which grade grouping for that period has the majority of students. If there is a tie between grades compliance will be measured at the highest grade level.
TERMS Coding	62	Q: What homeroom course do we use for PK?	A: Use whatever course you have used for these PK students in the past. Refer to the list of Core Curricular Courses found at the class size web site to determine if the course will be part of the class size calculation.
TERMS Coding	63	Q: When using more than one bell schedule, sometimes a teacher winds up with two of the same period, each with different starting and ending times and a different group of students. How would that be coded for class size calculation?	A: When using multiple bell schedules, it may be possible for a room to show two of the same periods, each having different start/end times and different groups of students. For instance, Bell 1, period 03 may be 9:00-10:00 and Bell 3, period 03 may be 10:00 – 11:00. A classroom could, therefore, have two different classes of students meeting at different times but both scheduled in period 03. If this occurs with the same teacher, use Scheduling Method code "A" on the courses with the duplicate period.
TERMS Coding	64	Q: For purposes of meeting CSR, can I add a teacher after October FTE survey week?	A: No. The State is calculating CSR compliance as of the FTE survey week; any staff or course sections added to the school's schedule in TERMS after the date certain ( <b>October 17, 2014</b> ) will not be included the State's calculation.

Category	#	Question	Answer
TERMS Coding	65	<b>Q: How should I schedule a class that has a resource teacher assigned to it?</b>	<b>A:</b> If the resource teacher is in the classroom for the entire time that the subject is being taught and is sharing responsibility for the delivery of instruction to <b>all</b> the students in the class, enter Scheduling Method “C” for Co-Teaching on the C17 Master Schedule panel for each teacher’s courses scheduled in that room and period. If the resource teacher will only be working with a small group of students in the class, refer to the instructions for Scheduling Method “I”. <a href="#">Please click here to see important information regarding the use of Scheduling Method I.</a>
TERMS Coding	66	<b>Q: If there are multiple classes in the library, what “scheduling method” do you use on the C17?</b>	<b>A:</b> If each teacher is responsible for his/her own group of students and may or may not be teaching the same subject, for every teacher teaching in the library during the same period, Scheduling Method “M” should be used on each course and section. The total number of students for each period that this occurs will be divided by the number of teachers coded with Scheduling Method M.
TERMS Coding	67	<b>Q: How will CSR data entry changes be communicated to the Information Management Technicians (IMT)?</b>	<b>A:</b> This Class Size Reduction Question and Answers document, as well as other class size related information, will be posted on the Class Size Reduction website and the IMT website. Any revisions or additions will be placed on those websites or relayed through the daily TERMS Bulletins. <a href="http://www.broward.k12.fl.us/casdl/csrddata">http://www.broward.k12.fl.us/casdl/csrddata</a>

## SCHEDULING METHODS C, M, AND I

**Scheduling Method M** is used when two or more teachers and their students meet during the same period in a multiple use space designated by one FISH number. Each teacher is responsible for his/her **own** group of students and may or may not be teaching the same subject.

Depending on the main grade in the classroom (FISH room), the multiple use instructional space will be determined by the following criteria:

<u>Grade Group</u>	<u>Net Square Footage</u>	<u>Design Code not Equal to:</u>
PK – 3	Greater than 1,763	00001
4 – 8	Greater than 1,715	00002
9 – 12	Greater than 1,599	00003

For each term/classroom/period combination in which two or more teachers have Scheduling Method M on their courses, the total number of students in those courses will be divided by the total number of teachers marked with Scheduling Method M.

**Scheduling Method C** is to be used for a classroom in which two or more teachers share responsibility for planning, delivering, and evaluating instruction for **all** students in a class for the entire class period. In order to be considered co-teaching (team-teaching), the following must apply:

- Teacher to student ratios must not exceed the constitutional limits.
  - 18:1 for Grades PK – 3
  - 22:1 for Grades 4 – 8
  - 25:1 for Grades 9 – 12
- At least one member of the team must have at least 3 years of teaching experience.
- At least one member of the team must be teaching in-field.
- The teachers must be trained in team-teaching methods within 1 year after assignment.

For each term/classroom/period combination in which two or more teachers have Scheduling Method C on their courses, the total number of students in those courses will be divided by the total number of teachers marked with Scheduling Method C.

**Scheduling Method I** can be used when a teacher goes into a class to work with one student or a small group of students. Scheduling Method I should only be used when another teacher goes into a classroom to work with students who are already scheduled in the room and period with their classroom teacher. Bringing additional students into the room for the Scheduling Method I teacher will increase the class size.

Class size calculation example when the Scheduling Method I teacher sees students for the **entire period of a subject**:

- The one student or small group of students should be dropped from the classroom teacher, who will be coded with Scheduling Method S, and the other teacher should be assigned to the one student or the small group of students and coded with Scheduling Method I for the period.

- Calculation example: If the classroom teacher (Scheduling Method S) is in a room and period with 20 students and another teacher (Scheduling Method I) is going into the same room to teach 4 of those students for the entire period, the 4 students are dropped from the classroom (S) teacher, reducing that teacher's number of students to 16 for the period. Those 4 students are then scheduled with the other (I) teacher. In the calculation, the 4 students will be divided by the 2 teachers to equal 2 and then added to the classroom (S) teacher's 16 students, resulting in an adjusted class size average of 18 students for that room and period rather than 20.

Class size calculation example when the Scheduling Method I teacher sees students for **part of the period of a subject**:

- The one student or small group of students should remain scheduled with the classroom teacher, who will be coded with Scheduling Method S, and the one student or the small group of students should also be scheduled with the other teacher, who is coded with Scheduling Method I for the period.
  - Calculation example: If the classroom teacher (Scheduling Method S) is in a room and period with 20 students and another teacher (Scheduling Method I) is going into the same room to teach 4 of those students for part of the period, the 4 students remain scheduled with the classroom (S) teacher and are also scheduled with the other (I) teacher for the same period. In the calculation, the 4 students will be dropped from the classroom (S) teacher as duplicate students, reducing the number of students from 20 to 16. The 4 will then be divided by the 2 teachers to equal 2 and then added to the classroom (S) teacher's 16 students, resulting in an adjusted class size average of 18 students for that room and period rather than 20.

#### **SCHEDULING METHOD CODES**

<b>S</b>	<b>Self-contained:</b> One teacher provides total instruction for the entire class period. Will default on the C17 Master Schedule panel for Calendar 01 schools.
<b>B</b>	<b>Block Schedule:</b> Any block scheduling method is applicable. Course is scheduled so that students may earn one credit in the course in a semester. Will default on the C17 Master Schedule panel for Calendar 03 schools.
<b>A</b>	<b>Alternate Week Schedule:</b> Teacher meets with different groups of students in the same course and classroom on same day but alternate weeks.
<b>M</b>	<b>Multiple Use Classroom or Pod:</b> More than one class meets during the same period in a space designated by one FISH number but separated by temporary "walls." (See comment below.)
<b>C</b>	<b>Co-teaching:</b> A classroom in which two or more teachers share responsibility for planning, delivering, and evaluating instruction for all students in a class. In order to be considered co-teaching, this delivery system is provided whenever a class/subject is taught by two or more teachers and must continue for the entire class period. (See comment below.)
<b>G</b>	<b>Individual or Small Group Instruction:</b> Teacher meets with an individual student or small group of students in a separate setting.
<b>I</b>	<b>In-Class One-on-One:</b> Teacher meets with an individual student or small group of students on an individualized basis within a traditional classroom but not as a co-teacher.
<b>W</b>	<b>Wheel Class:</b> Same course meets in the same room with the same teacher during the same period on multiple days of the week, but with different groups of students.

## Scheduling ESE Students

- SUPPORT FACILITATION SERVICES DO NOT APPEAR ON THE STUDENT SCHEDULE – TEACHER RECORD ONLY

An ESE teacher who provides services to ESE students through a Support Facilitation model (support/instruction to ESE students within a general education classroom) must be coded on the Master Schedule (C17) with the special course number of 2222222A for a dedicated part of the teacher's workday. After entering the necessary data to complete the C17, (same as all other courses) do the following:

- Change the Funding Eligibility Indicator (E) field from Y (default) to N.
- Change the Grade Eligibility Indicator (GE) field from Y (default) to N.

NOTE: This course should not be on the A10 student schedule panel.

- CLUSTER STUDENTS

Students in ESE clusters will have specific classes. For the most part, their classes will be in ESE courses that begin with 7.

- ESE STUDENTS NOT IN CLUSTERS

Courses beginning with 7 will be used only upon specific request of the ESE Specialist, according to the student's IEP.

When the ESE Specialist does request this, the student must be removed from the Gen Ed teacher for the entire period of the subject and then scheduled with the ESE teacher in the course beginning with 7 for the entire period of the subject. (Academic subjects with ESE teachers are instead of, not in addition to, the Gen Ed teacher).

- THERAPY COURSES and SPEECH AND LANGUAGE SERVICES must be on the student schedule.

- AVOID SCHEDULING ONE LONE STUDENT IN AN ESE CLASS

When only one student is scheduled to an ESE teacher, the ESE teacher is required to have all of the specific certifications required for each of the student's documented disabilities (example: visually impaired, deaf/hard of hearing – need certification in both areas).

If the ESE teacher does not have all the appropriate certifications, the ESE teacher will be reported to the State as "Teaching Out of Field" for each area. A regular ESE certification will suffice when multiple students of different exceptionalities are scheduled with an ESE teacher. (NOTE: *when 100% of the students in any class are identified as Deaf/Hard of Hearing, Visually Impaired, Dual Sensory Impaired, Autistic, or Gifted, the teacher will be required to hold the appropriate ESE certification/endorsement.*)

A report of this scheduling data will be available prior to collection to avoid this out of field issue.

- SCHEDULING GIFTED (*More information re: Gifted Scheduling will follow*)

Teachers teaching Gifted students must have the Gifted endorsement (in addition to the appropriate base certificate (i.e. math, science, elementary education) for the course(s) being taught. Please refer to the Gifted Procedural Guide.

- **INTENSIVE INSTRUCTION**

Any student, ESE, ESOL, or Basic, can be sent to another classroom for intensive instruction in any subject, i.e. reading, math, science. This additional help may be listed on the student's A10 schedule panel in a Gen Ed course number with a Gen Ed certified teacher and will be in addition to the student's regular class.

ON THE STUDENT SCHEDULE	NOT ON THE STUDENT SCHEDULE
All courses taught by General Education (Gen Ed) teachers and Specials teachers.	Support Facilitation <ul style="list-style-type: none"> <li>• The ESE teacher providing Support Facilitation must have a Master Schedule record using course 2222222A.               <ul style="list-style-type: none"> <li>○ "E" and "GE" fields are changed from Y to N.</li> <li>○ <u>Do not</u> schedule students to this course.</li> </ul> </li> </ul>
Pull outs for all students (Basic, ESOL, ESE) requiring additional instruction in a subject. <ul style="list-style-type: none"> <li>• GenEd course number is used.</li> </ul> (This pull-out would <u>not</u> be a requirement based on an ESE student's IEP.)	Additional instruction in a subject with an ESE teacher as indicated on the ESE student's IEP.  (Unless specifically instructed by the ESE Specialist.)
ESE course, when the entire subject is being taught by the ESE teacher <u>instead of</u> by a Gen Ed teacher. <ul style="list-style-type: none"> <li>• Only when specifically instructed by the ESE Specialist.</li> </ul>	Instruction with an ESE teacher, when the instruction of a subject is shared by both the Gen Ed teacher and the ESE teacher, as indicated on the ESE student's IEP.
Therapy courses and Speech and Language Services for ESE students.	



## Elementary Specials Scheduling

Elementary principals have been given the directive to provide 30 minutes each day for the instructional staff utilizing special area classes. Elementary Schedules will show 150 minutes of specials.

As in the past, the student schedule in TERMS will not reflect the actual days and times that special classes meet, but will indicate the average minutes per special for FTE reporting purposes.

FTE General Instructions from the DOE states that when classes rotate in offering from one week to the next, an average of the time that students are scheduled in the classes should be reported. The entire time the student is in each class for the span of time being reported is to be used. This would include survey week as well as all other weeks the class is scheduled. An average of the class minutes is then used to determine the value of FTE.

The student schedule will show specials classes all scheduled in the same period. In order to exclude these classes from the class size calculation, the period being used for the specials must end in 88, such as 1088. Using 88 at the end of a period will cause the TIMES and MINS fields on the Master Schedule record to default to blank. The actual times of the period (such as 1300 and 1330) must be entered in the TIMES field, and the minutes per special determined by the formula and table below must be entered in the MIN field. The Scheduling Method will default to S and should not be changed.

### EXAMPLE:

If a student will be taking 5 specials during the school year:

Average weekly minutes: 150 minutes per week

Average daily minutes entered in TERMS per special:

**Number of minutes per day for special:** 30 minutes per day  
**Multiplied by 5 days for weekly minutes:**  $5 \times 30 = 150$  minutes per week  
**Number of specials per student:** 5 specials per student  
**Minutes per special:**  $150/6 = 25$  minutes per special

Specials per student	Weekly Minutes Per Special
3	50
4	37 for two and 38 for the other two
5	30
6	25
7	21 for four and 22 for the other three
8	19 for six and 18 for the other two
9	17 for six and 16 for the other three
10	15

## **CLASS SIZE TIPS**

Review the FISH report from I&T. It is important that all rooms identified in TERMS are properly identified with the correct FISH number. It's MORE important to make sure that all rooms have unique FISH numbers. If a school is operating classes on another campus, the rooms at the other school must be correctly identified on the C01 panel when defining the room.

Make certain that in the master schedule the same classroom is not mistakenly assigned to two different teachers. If two or more teachers are sharing the same FISH room space, (co-teaching or divided classrooms) then code each master schedule record with scheduling method "C" for co-teaching or scheduling method "M" for divided classrooms. If scheduling method "C" is used, the appropriate Team Teacher Training code **must** be entered in the TTT field on the master schedule record. Review the CSR website Room Occupancy report to see a quick overview of the master schedule by period.

The period for elementary specials courses (other than the core special) should end in 88, such as 0688. Be careful about combining core and non-core classes in the same room during the same period. If there are more students taking the non-core class, then the entire period is deemed to be non-core and the core class will not be counted in your class size calculation. Conversely, if there are more students taking the core class, then the period will be counted and the students in both the core and the non-core classes will be included in the class size calculation. If the same number of students is in the core class and the non-core class, the period will be counted as a core period. If there are two core courses in the period, then the course with the most students becomes the main course, but the students in both courses are included in the total students for the room and period.

For a period that has multiple grade levels, the single grade with the most students in the main course will be the grade used for the class size calculation. A tie goes to the highest grade. This becomes a factor for those smaller classes, such as pull-outs or self-contained ESE classes. The period could have a total of more in the KG-3 grouping in the class, such as 1 per grade, but also two fourth graders, which would cause Grade 4 to be the main grade for the period. It is possible that the room will have some periods fall under the PK-3 calculation and some periods under the Grade 4-5 calculation, depending on the grade assignments of the individual periods scheduled in the room.

Only courses with Friday (F) in the correct position of the DAYS field will be included in the class size calculation. (Example: MTWRF or     F     )

## **USE OF PERIODS**

Any course with a period ending in 88 (0188, 0288, 0388, etc.) will be eliminated from the class size calculation.

## **USING THE SBBC CLASS SIZE WEBSITE**

The school district's calculation of class size is located on the internet at <http://www.broward.k12.fl.us/casdl/csrddata>. In addition to the calculation, there is general information regarding class size, such as courses eligible for the calculation, implementation of Amendment 9, and answers to frequently asked questions.

To view a school's class size information, click on the **School by School Data** link. After logging in, select to view by Area. Click on the school's name to get to the room by room data. The information is listed by FISH room number. By clicking on the **Sort By Main Grade** button, the information will be displayed by grade level. To review period by period information and rooms not scheduled, click on the **View Room Occupancy** button. Each school's progress in meeting class size can be tracked on this website. Schools should verify room by room accuracy.

## RESEARCHING ROOMS IN TERMS

The courses, periods, teachers, and number of students scheduled in a room can be viewed in the TERMS student database and now, in the Room Occupancy Report on the CSR website. All this information can be seen both in the C16 Master Schedule Query panel by using the building and room numbers (99 and 535C in the example below) as the basis of the query, and the Room Occupancy Report.

Enter the building and room number in the BLD/RM field (99535C) and press enter. Press F8 until the message "NO ADDITIONAL PAGES" appears at the bottom of the screen. All the courses, periods, and teachers scheduled in the room can now be viewed. If the number of students in a classroom on the class size website seems to be exceedingly high, most likely another teacher's course and section have been mistakenly scheduled into the room. Click on the Room Occupancy Report to see a list of all classes in a particular room by period.

In the example below, a Language Arts course and a Social Studies course with another teacher (302) have been mistakenly scheduled into room 535C. Simply correcting the room number on the C17 Master Schedule panels for the Language Arts and Social Studies course records for teacher 302 will solve the problem.

PANEL: ____		C16. MASTER SCHEDULE QUERY										YEAR: 09			
SCHL: 4321 HOME OF THE WIZARDS															
COURSE		SEC/M	T	PRDS	D	TCH	TM	GE	BLD / RM	PGM	STS	OCCUP	SF		
_____		____	-	___	-	___	-	-	<u>99535C</u>	_____	_____	_____	-		
00000000 002		HOMEROOM	3	0000	5	002		N	99535C	999	30	16	16	V	
50100400 002		LANG ARTS	3	0202	5	002		Y	99535C	101	30	16	16	V	
<b>50100400 302</b>		<b>LANG ARTS</b>	<b>3</b>	<b>0202</b>	<b>5</b>	<b>302</b>		<b>Y</b>	<b>99535C</b>	<b>101</b>	<b>30</b>	<b>20</b>	<b>20</b>	<b>V</b>	
50100500 002		READ	3	0303	5	002		Y	99535C	101	30	16	16	V	
50120000 002		MATH	3	0404	5	002		Y	99535C	101	30	16	16	V	
50200000 002		SCIENCE	3	0505	5	002		Y	99535C	101	30	16	16	V	
50210000 002		SOCIAL STUDIES	3	0101	5	002		Y	99535C	101	30	16	16	V	
<b>50210000 302</b>		<b>SOCIAL STUDIES</b>	<b>3</b>	<b>0101</b>	<b>5</b>	<b>302</b>		<b>Y</b>	<b>99535C</b>	<b>101</b>	<b>30</b>	<b>20</b>	<b>20</b>	<b>V</b>	
PF1 = HELP 3 = EXIT 5 = REFRESH 7 = BKWD 8 = FWD 12 = ESCAPE															
NO ADDITIONAL PAGES . . . NEXT?															

*For Class Size Assistance  
Please call the Help Desk and  
Select 1 “TERMs & CSR Questions”*

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**754-321-0411**