



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area :</b> Governance	<b>Policy # :</b> 1523
<b>Title :</b> Monument Academy Class Size Policy	<b>Adopted :</b> January 15, 2015 <b>Revised :</b> March 10, 2016 <b>Revised:</b> February 9, 2017

### **Issue Statement**

It is the Board's desire to sustain Monument Academy's student enrollment and manage the related capacity issues to ensure top quality academic and individual development opportunities while providing its academic program in a collegial atmosphere of learning. Sustaining a consistent enrollment from year-to-year will enable Administration to manage capacity issues and maintain academic programs at a high level.

### **Policy Statement**

- A. Based upon factors such as the physical plant, educational trends, optimal learning environments, etc., Monument Academy has divided grades 1-4 into four classes per grade. The maximum number of students per grade level will not exceed 100. The fifth grade may have five classes with the maximum number of students not to exceed 120.
- B. The classroom size goal in grades 1-5 is a maximum of 24 students. By exception, administration may go up to, but not exceed 25 students per classroom.
- C. Based upon factors such as the physical plant, educational trends, optimal learning environments, etc., Monument Academy offers a variety of core and elective classes in grades 6-8. Since these classes may vary in sizes from a few students to many students, i.e. band or chorus, this policy does not restrict the number of students per classroom in grades 6-8. However, the maximum number of students per grade level will not exceed 118.
- D. In the event that student enrollment in one grade falls to a level that allows 3 classes or less and the student enrollment in another grade has a waitlist sufficient to create an additional class, Administration may seek Board approval to add a class to that grade while freezing the number of classes in the decreasing grade. If approved, the number of classes in each grade will remain frozen for subsequent years until Administration seeks Board approval to revert to the original number of classes in each grade.
- E. Upon registration and in accordance with Monument Academy Board Policy 1521, families registering students new to Monument Academy for the following school

year will pay the mandatory fees. If a student fails to attend class on the first day of school or leaves school between the first day of school and October 1, their request for a refund of mandatory fees, which must be made in writing, will be processed and paid no later than December 1.

**Related Documents**

Monument Academy Board Policy 1521  
Monument Academy Strategic Plan 2013

**Points of Contact**

- A. The following positions shall serve as points of contact for the enforcement of this policy: President of the Board of Directors and the Executive Director.