

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**Policy NP 305**  
**SECTION SIZE**

**I. PURPOSE**

The purpose of this policy is to explain the size of individual sections, or homerooms within a grade level, at Nova Classical Academy. Section size should be shaped by as well as sustain Nova's classical education program.

**II. GENERAL STATEMENT OF POLICY**

Capping section sizes is an important part of Nova Classical Academy's curricular policy. The Board of Directors sets a desired maximum section size based on yearly budgetary needs, but also keeps in mind Nova's mission to provide a nurturing, small-school environment. The Administration then ensures that Nova's section sizes meet the number set by the Board of Directors.

**III. OTHER CONDITIONS**

- A. Because Nova groups students by ability in certain subjects such as math or Latin, some classes within a subject may be above or below the desired section size set by the Board of Directors. The Board must be notified at the next regular board meeting when a class is above the desired section size. At that time the Board of Directors will also be informed about possible options to decrease the section size. The Board of Directors will direct the Administration if further action needs to be taken.
- B. The Administration may over-enroll a section or grade before the first day of school to ensure that Nova is operating at full capacity once school begins. Any over-enrollments will be reported to the Board in the monthly membership report. After the final day of the first week of school, if a student in an over-enrolled section leaves Nova, that spot will not be filled.
- C. The Board may vote to continue over-enrolling a section after the first week of school.
- D. Vacancies exist whenever the number of students enrolled in a section or grade is below the capacity of that section or grade after the first day of school. Nova is not required to admit any student when the section or grade size meets or exceeds the number desired by the Board of Directors. Other exemptions to the desired maximum section size set by the Board of Directors will be handled by the Administration on a case-by-case basis. However, the Administration will keep the Board of Directors apprised of any additional exemptions.

***ADOPTED BY THE BOARD: 08/17/2004***  
***REVISED BY THE BOARD: 06/24/2019***  
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