Class Size Policy

St. Joseph Academy
(SJA)

Department:	School
Number:	850.24
Effective Date:	10/12/26
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I. Policy:

St. Joseph Academy (SJA) is committed to the optimal development of every student. The purpose of this policy is to establish consistent class size limits that support a safe, effective, and positive learning environment for all students and staff. Maintaining appropriate class sizes allows teachers to provide meaningful instruction, individual support, classroom management, and opportunities for student engagement. This policy is SJA's approach to ensure that all students receive quality instruction.

The maximum enrollment for any individual class is 25 students. Once a class reaches 25 enrolled students, the class will be considered full, a waiting list will be created and no additional students will be placed in that class unless an approved exception by the CEO/President is granted.

II. Exceptions:

An exception that may be considered (but is not limited to) when circumstances make it necessary to exceed the class size limit are:

- A mid-year enrollment or transfer;
- A student returning to the school;
- A specialized program or scheduling requirement;
- Staffing or classroom availability limitations; or
- Other circumstances determined by school administration.

Any exception will be communicated to the school administrator by the Enrollment Coordinator, then presented to the CEO/President by the school administrator in writing. The determination will be made for exception based on student needs within the class and the aforementioned exceptions. The rationale for the exception will be shared with the impacted teacher(s) by the school administrator requesting the exception.

Approved by: Tabatha Mack Date: 10/12/2026

President/CEO