



Niagara Catholic District School Board  
**ACCELERATION/RETENTION (ELEMENTARY)**  
ADMINISTRATIVE OPERATIONAL PROCEDURES

400 – Educational Programs

No 400.5

Adopted Date: April 22, 2003

Latest Reviewed/Revised Date: November 26, 2019

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Acceleration/Retention (Elementary).

## PREAMBLE

The Board supports the student achievement and well-being of all students within its inclusive model of Catholic education. It is the general practice of the Board that elementary students are placed in the age appropriate grade level at their home school.

The decision to accelerate or retain a student is the sole responsibility of the Principal. Factors for consideration to accelerate or retain a student may include, but are not limited to, academic achievement, emotional and social well-being, and other information in the best interests of the student.

## DEFINITIONS

**Acceleration:** The advancement of a student to one grade level beyond the current grade/age placement. Usually, a student would be accelerated only once during elementary school.

**Retention:** The withholding of promotion to or placement of a student at the next grade level other than an age appropriate setting. Usually, a student would be retained only once during elementary school.

## PROCESS: Acceleration/ Retention

In accordance with the *Education Act*, it is the duty of the Principal to promote students as they progress through elementary school.

1. Students may be recommended for either acceleration or retention from a number of services: parents/guardians, classroom teacher, principal and other related individuals who impact upon the child's academic/social justice.
2. The Principal, in consultation with the parents/guardians, classroom teacher, Educational Resource Teacher, Family of Schools' Superintendent, and the Coordinator of Special Education, will review the request and the timing of the request.

The Principal, in consideration of a decision, will review the following information:

- i. Academic achievement
- ii. Emotional and social well-being
- iii. Any other information and/or extenuating circumstances

3. The Principal will contact the parents/guardians to notify them of the decision and will provide written notification of the decision.
4. In cases where the parents/guardians are not in agreement with the decision of the Principal, the Principal shall inform the parents/guardians of the Niagara Catholic District School Board [Complaint Resolution Policy \(800.3\)](#) and notify the Family of Schools' Superintendent.
5. All documentation pertaining to the decision to accelerate or retain a student must be filed in the documentation folder in the Ontario Student Record (OSR).

**References:**

- [Education Act](#)
- [Growing Success: Assessment Evaluation and Reporting in Ontario Schools, 2010](#)
- [Growing Success: The Kindergarten Addendum 2016](#)
- [Learning for All 2013](#)
- [Ministry of Education - Learning for All, A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12, 2013](#)
- **Niagara Catholic District School Board Policies/Procedures**
  - [Admission of Elementary and Secondary Students Policy \(301.1\)](#)
  - [Assessment, Evaluation, Reporting and Homework \(301.10\) AOP](#)
  - [Complaint Resolution Policy \(800.3\)](#)

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