



Niagara Catholic District School Board

ACCELERATION AND RETENTION (ELEMENTARY)

ADMINISTRATIVE OPERATIONAL PROCEDURES

400 – Educational Programs

No 400.5

Adopted Date: April 22, 2003

Latest Reviewed/Revised Date: December 6, 2023

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are the Administrative Operational Procedures for Acceleration or for Retention of students in elementary schools.

PREAMBLE

The Board supports 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 their 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, academic achievement, emotional and social well-being, and other information in the best interest of the student.

DEFINITIONS

Acceleration: The advancement of a student to one grade level beyond the current grade or age placement.

Retention: The withholding of promotion or placement of a student at the next grade level other than an age-appropriate setting.

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. A student may be requested for either acceleration or retention by the parents/guardians.
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 following information:
 - academic achievement
 - emotional and social well-being
 - any other information and/or extenuating circumstances
3. The principal will provide written notification to the parents/guardians of the decision to accelerate or retain the student.
4. Documentation pertaining to the decision to accelerate or retain a student must be filed in the documentation folder of the Ontario Student Record (OSR) for the student.

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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