

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Program/Curriculum	<i>Policy Number</i> 310
<i>Former Policy #</i> 215	<i>Page</i> 1 of 10
<i>Original Approved Date</i> May 26, 1998	<i>Subsequent Approval Dates</i> March 28, 2000 June 8th, 2010

POLICY TITLE: RETENTION AND ACCELERATION OF PUPILS

SECTION A

1. PURPOSE

The York Catholic District School Board believes in age appropriate grade placement for all pupils and that only in extraordinary circumstances should a pupil be retained or accelerated. The purpose of this policy is to provide direction to parents, principals and other staff who would be involved in either a retention or acceleration decision.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to endorse the concept of age appropriate grade placements for all pupils and to approve retention or acceleration only in extraordinary circumstances.

3. PARAMETERS

- 3.1 It is the legal right and responsibility of the school principal to determine the grade placement for each pupil in the school.
- 3.2 The initial placement of all pupils shall be in the age appropriate grade.
- 3.3 Before acceleration or retention can be considered, a pupil must attend the school for a minimum of one reporting period.
- 3.4 Retention or acceleration shall be considered only when deemed to be the appropriate recourse to ensure a pupil's continuous academic, social and emotional growth.
- 3.5 The primary concern must be the best interests of the pupil.
- 3.6 The parent/guardian and the school principal must play a significant role in determining a retention or acceleration for a child.

3.7 The superintendent of education shall be consulted prior to the final decision with respect to a retention or acceleration.

3.8 The use of combined grade placement to facilitate the retention or acceleration should be considered, where feasible.

4. RESPONSIBILITIES

4.1 Associate Director of Education: Leading Learning
To ensure compliance with this policy.

4.2 Superintendent of Education: School Leadership
To provide guidance and direction to school administrators with respect to retention and/or acceleration.

4.3 Principal
To address issues of retention and acceleration with concern for the best interests of the pupil.
To process requests for retention or acceleration following the appropriate guidelines.

5. DEFINITIONS

5.1 Acceleration - The process of completing curriculum at a faster rate than what is typically expected.

5.2 Retention – The decision to retain a pupil in the current grade.

6. CROSS REFERENCES

Education Act - s 265 (1)

Education Act - Regulation 268 (11)

YCDSB Brochure: Retention and Acceleration in York Catholic Schools

7. FORMS

YCDSB Form S24A-1 Acceleration Request Form

YCDSB Form S24A-2 Acceleration Request Data/Information Form

YCDSB Form S24A-3 Acceleration Request Summary Form

YCDSB Form S24R-1 Retention Request Form

YCDSB Form S24R-2 Retention Request Data/Information Form

YCDSB Form S24R-3 Retention Request Summary Form

POLICY TITLE: RETENTION AND ACCELERATION OF PUPILS

SECTION B

GUIDELINES

1. GENERAL

- 1.1 When the topic of a retention or acceleration arises, the first step is to hold a meeting between the parent/guardian to discuss the concept and what a retention or acceleration will mean to the pupil.
- 1.2 The parent/guardian will be provided with a copy of the brochure (Retention and Acceleration in York Catholic Schools) and encouraged to reflect on the advantages and disadvantages of a retention or acceleration for their child.
- 1.3 School staff will provide program modification/intervention to determine if the pupil's learning needs can be met without a retention or acceleration.
- 1.4 If a decision is made to further consider a retention or acceleration, the principal will implement the procedures outlined below.
- 1.5 The principal must review the proposed recommendation with their superintendent prior to making a final decision.

2. RETENTION

Retention may be considered where program modification and/or intervention have not been successful, where the pupil's report card has previously indicated that promotion to the next grade is at risk, or where the parent/guardian requests retention of their child.

Procedures

- 2.1 The concept of retention is discussed with school staff and the parent/guardian.
- 2.2 The parent/guardian is provided with information which will allow the opportunity to further consider the implications of the request.
- 2.3 The parent/guardian completes Retention Request Form S24R-1 and submits to the principal. Copies are distributed as required.
- 2.4 The school completes Retention Request Data/Information Form S24R-2, highlighting program modifications and/ or interventions.
- 2.5 The principal consults with the superintendent.
- 2.6 The principal shares the final decision with the parent/guardian.
- 2.7 The Retention Request Summary Form S24R-3 is completed and distributed as

indicated.

3. ACCELERATION

Acceleration shall be considered only after program modification has been attempted and it is felt by both school professionals and the parent/guardian that acceleration is deemed to be the most appropriate recourse to ensure the pupil's continuous academic, social and emotional growth.

Procedures

- 3.1 The concept of acceleration is discussed with school staff and the parent/guardian.
- 3.2 The parent/guardian is provided with information which will allow the opportunity to further consider the implications of the request.
- 3.3 The parent/guardian completes Acceleration Request Form S24A-1 and submits to the principal. Copies are distributed as required.
- 3.4 The school completes Acceleration Request Data/Information Form S24A-2, highlighting program modifications and/or interventions.
- 3.5 The principal consults with the superintendent.
- 3.6 The principal shares the final decision with the parent/guardian.
- 3.7 The Acceleration Request Summary Form S24A-3 is completed and distributed as indicated.

Approval by Board

_____ *Date*

Effective Date

_____ *Date*

Revision Dates

_____ *Date*

Review Date

_____ **June 2015**

_____ *Date*



York Catholic District School Board

ACCELERATION REQUEST PUPIL INFORMATION

Data Gathering (School Level)

Name of Pupil _____ Date of Birth _____

Classroom Teacher _____ Grade _____

School _____ Date _____

Include Comments on the Following:

Learning Skills:

Program Modifications Implemented:

Emotional Development:

Social Maturity:

Additional Comments/Observations: (OSR)

Additional Data: Standardized Tests (include CTBS, CCAT or EQAO if available)

Summary Statement:

School Recommendations: School supports request for acceleration

School does not support request for acceleration

Principal Signature _____ Date _____

Copy: OSR, Parent/Guardian, Superintendent of Education, Schools



York Catholic District School Board
ACCELERATION REQUEST - SUMMARY

Name of Pupil _____ Grade _____

School _____ Date of Birth _____

1. Summary of School Level Parent Conference

- a. School and Parent/Guardian agree to accelerate _____
- b. School and Parent/Guardian agree not to accelerate _____

2. Summary of Pupil Placement

- a. Pupil accelerated from Grade _____ to Grade _____ as of _____
- b. Pupil to remain in Grade _____

3. Parent/Guardian Signature _____ Date _____

Principal Signature _____ Date _____

Copy: OSR, Parent/Guardian, Superintendent of Education,
Schools



York Catholic District School Board

RETENTION REQUEST DATA/INFORMATION

Data Gathering (School Level)

Name of Pupil _____

Date of Birth _____

Classroom Teacher _____

Grade _____

School _____

Date _____

Include Comments on the Following:

Learning Skills:

Program Modifications/Interventions:

Emotional Development:

Social Maturity:

Additional Comments/Observations: (OSR)

Standardized Tests (include CTBS, CCAT or EQAO if available)

Summary Statement:

School Recommendations: School supports request for retention

School does not support request for retention

Principal Signature _____ Date _____

Copy: OSR, Parent/Guardian, Superintendent of Education,
Schools



York Catholic District School Board
RETENTION REQUEST SUMMARY

Name of Pupil _____ Grade _____

School _____ Date of Birth _____

1. Summary of School Level Parent Conference

- a. School and Parent/Guardian agree to retain _____
- b. School and Parent/Guardian agree not to retain _____

2. Summary of Pupil Placement

- a. Pupil to remain in Grade _____
- b. Pupil proceeds from Grade _____ to Grade _____ as of _____

3. Parent/Guardian Signature _____ Date _____

Principal Signature _____ Date _____

Copy: OSR, Parent/Guardian, Superintendent of Education, Schools