

	YORK CATHOLIC DISTRICT SCHOOL BOARD	
	BOARD POLICY	
	<i>Policy Section</i>	<i>Policy Number</i>
	Program/Curriculum	310
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POLICY TITLE: RETENTION AND ACCELERATION OF ELEMENTARY STUDENTS

SECTION A

1. PURPOSE

The York Catholic District School Board believes in age-appropriate grade placement for all students and that only in extraordinary circumstances should a student be retained or accelerated. The purpose of this policy is to provide direction to Parent(s)/Guardian(s), Principals and other Staff who would be involved in either a retention or acceleration decision.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to endorse the concept of age-appropriate grade placements for all students and to approve retention or acceleration only in extraordinary circumstances, taking factors into account such as the student's emotional and social development, self-esteem, academic performance and achievement history.

3. PARAMETERS

- 3.1 It is the legal right and responsibility of the school Principal to determine the grade placement for each student in the school.
- 3.2 The initial placement of all students shall be in the age appropriate grade.
- 3.3 Before retention can be considered, a student shall have attended the school for a minimum of one reporting school year. Exceptions may be considered by the Director of Education on compassionate grounds.
- 3.4 Before acceleration can be considered, a student shall have attended the school for a

minimum of one reporting term.

- 3.5 Retention or acceleration shall be considered only when deemed to be the appropriate recourse to ensure a student's continuous academic, spiritual, social and emotional growth.
- 3.6 A First Language Academic Assessment will be completed, in consultation with the English as a Second Language /English Language Development (ESL/ELD) teacher, when considering retention or acceleration of a student whose first language is not English.
- 3.7 The primary concern shall always be the best interests of the student.
- 3.8 An initial meeting between the Principal, Teacher and Parent/Guardian will be held to discuss what a retention or acceleration will mean to the student.
- 3.9 Both the Parent/Guardian and the Principal shall play a significant role in determining a retention or acceleration for a student.
- 3.10 The Superintendent of Education: School Leadership shall be consulted by the Principal prior to the final decision with respect to the retention or acceleration of a student.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Retention and Acceleration of Students policy and procedures.
- 4.1.2 To consider exceptions based on compassionate grounds.

4.2 Superintendent of Education: School Leadership

- 4.2.1 To support Principals with the implementation of the Retention and Acceleration of Students policy and procedures.
- 4.2.2 To consult with the Superintendent of Curriculum and Assessment or the Superintendent of Education: Exceptional Learners if appropriate.

4.3 Principal

- 4.3.1 To address issues of retention and acceleration with concern for the best interests of the student.
- 4.3.2 To process requests for retention or acceleration following the appropriate procedures related to this policy.
- 4.3.3 To review the proposed recommendation for retention or acceleration with the appropriate Superintendent of Education: School Leadership prior to making a final decision.

4.4 Parent(s)/Guardian(s)

- 4.4.1 To understand that it is the right and responsibility of the school Principal to determine the grade placement for each student in the school.
- 4.4.2 To adhere to the procedures of this policy as they relate to the retention or acceleration of their child.
- 4.4.3 To understand that only in exceptional cases shall a request for retention or acceleration be approved.

5. DEFINITIONS

5.1 Academic Performance

The extent to which a student meets the subject curriculum expectations as outlined by the Ontario Ministry of Education.

5.2 Acceleration

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

5.3 Retention

The decision to retain a student in the current grade.

6. CROSS REFERENCES

[Education Act](#)

[YCDSB Procedures Retention and Acceleration of Students](#)

YCDSB Policy 613 [Equity and Inclusive Education](#)

7. RELATED 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

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