



# Administrative Procedure: Retention and Acceleration of Students

## Parameters

- Schools are accountable for improvement in learning, meeting the needs of all the students and reporting school achievement to parents.
- 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.
- Program modification must be considered as a first step. The primary concern shall always be the best interests and the social and emotional needs of the student.
- Both the parent/guardian and the Principal/Vice-Principal shall play a significant role in determining a retention or acceleration for a student.
- The Superintendent of Education shall be consulted by the Principal/Vice-Principal at the earliest and all stages, with respect to the retention or acceleration of a student.
- Consideration for either acceleration or retention should be initiated early within the current school year (September or October). Late requests (May or June) will not be considered for the following September. In such cases, the consultation would commence during the following school year and prior to February 1st for the following term.
- Once a student has been identified as a potential candidate for either acceleration or retention, and with support of the Principal/Vice-Principal and parents, the Superintendent with responsibilities for special education must be contacted for consultation.

## Procedures for Acceleration

Student acceleration or 'grade skipping' will be a relatively rare occurrence. For a student with exceptionally high intellectual skill and strong social and emotional well-being, grade acceleration may result in a long-term positive experience.

Prior to consideration of grade acceleration, differentiated instruction or program adjustments will have been implemented for the student. The actual decision-making process for acceleration will include a thorough assessment of the student's intellectual capacity and academic achievement levels, as well as extensive consultation with school team members and other professionals. The process may be initiated by the school or the parents/guardians.

The following criteria must be satisfied for student grade acceleration to be considered:

1. The student demonstrates exceptionally advanced academic ability in all subject content, social and emotional maturity, (strong interests), and self-motivation.
2. A psycho-educational assessment points to unusual and exceptional academic potential.
3. An assessment of current academic achievement also points to unusual and exceptional academic potential.
4. Lateral enrichment is deemed insufficient.
5. Consideration is given to when the student's date of birth (eg. a student born early in the school year will be relatively close in age to students in the next grade).
6. The student is in Grade 1 or above.

## Procedures for Retention

- It is the general practice of this Board to place students in the grade appropriate to age.
- Retention is only to be considered an option if the student will benefit from an additional year at the grade level. Consideration may be given to the following: maturation level, ability, social/emotional factors, standardized assessments.
- Retention should not be utilized as a consequence for negative behaviour or truancy.
- Grade retention is not deemed to be a viable option for students who have been identified as Exceptional through the IPRC process.
- Alternative interventions: Resource assistance and support, modifications and accommodations to program (IEP) and assessment results should be in place for each student.

- During the completion of Term 1 or Term 2 report cards, prior to selecting 'Promotion At Risk', it is understood that the Principal/Vice-Principal and Teacher have discussed this option in light of the guidelines for retention.
- The parent/guardian shall be notified in writing, of the school's recommendation.
- The parent/guardian will be requested to respond in writing to the school's recommendation.
- Any decision to place a learner with a younger age group (retention) will require the approval of the Director of Education or designate.
- All documentation must be retained in the learner's O.S.R.