

**WINOOSKI SCHOOL DISTRICT**

**POLICY ON PROMOTION AND RETENTION**

The goal of the Winooski School District is for each student to progress in his or educational program by reaching a standard of achievement necessary to progress from grade to grade. Traditionally students have been retained as a means of reinforcing academic performance. Many studies conducted through the years have indicated that at best, this practice is seldom successful, and at worst, sometimes has an opposite effect than that which is intended. Thus, the Winooski School District utilizes retention only when there is agreement that such an action is in the best interest of the student.

The Winooski School District will promote a child unless there are exceptional circumstances and mutual agreement among parents, administrator, and classroom teaching team that the retention will benefit the child.

**DEFINITIONS:**

- 1. *Promotion* is the single grade step most students take from year to year.**
- 2. *Retention* allows a student to repeat all or part of a grade in order to more fully prepare for the work of the next grade.**

PROCEDURES: (also referred to as rules or regulations) are the specific directions that indicate exactly how school personnel and others will carry out the policies adopted by the School Board. Procedures will be developed by the Superintendent in consultation with staff and are attached. Procedures may change more frequently than the underlying policy and do not require adoption by the Board.

Reviewed and Updated:

1st Reading: March 13, 2019  
2nd Reading: April 10, 2019  
Approved by Board of School Trustees: April 10, 2019

- Legal Reference(s): SBE Rule 2120.2.2.(d)
- Cross Reference(s): Policy #5110, Student Attendance  
..... Policy #5121, Student Assessment  
..... Policy #5127, Graduation Requirements, WHS  
..... Policy #5128, Grading, Grades 6-12

**PROCEDURES:**

A. Retention Procedure - Kindergarten - Grade Five (**documentation will be kept on file**)

If a child is to remain at the same level a second year:

1. An Evaluation of Student Progress form must be completed and discussed with the parent(s) by the end of March. A copy of this form must be filed in the student's cumulative folder. A list of potential retainees will be prepared by the appropriate guidance counselor for the principal.
2. A conference with the parents will be held prior to the end of April. Discussion must include the limited progress and the possible need for retention.
3. Retention will be determined only after a retention meeting (second conference with parents) called by the principal is concluded. Typically this conference would be during the month of May.
4. A student will not be retained without parental consent except in the case of excessive absenteeism according to school procedures.
5. In general, students who are retained will not be placed with the same teacher for a second year, unless such placement will benefit the child. (This is not always possible in some grade levels.)

B. Retention Procedure - Grade Six - Grade Eight (**documentation will be kept on file**)

If a student is not promoted **to** remain at the same level a second year:

1. An Evaluation of Student Progress form must be completed and discussed with the parent(s) by the end of March. A copy of this form must be filed in the student's cumulative folder. A list of potential retainees will be prepared by the appropriate guidance counselor for the principal. Students failing two or more core subjects will be included on this list.
2. A conference with the parents will be held prior to the end of April. Discussion must include the limited progress and the possible need for retention. Options to avoid retention will also be discussed, including summer school.
3. Retention will be determined only after a retention meeting (second conference with parents) called by the principal is concluded. Typically this conference would be during the month of May.
4. Students scheduled to be retained in grade can remediate their academic standing by successful completion of summer school classes in the areas of deficiency.
5. In general, students who are retained will not be placed with the same homeroom teacher for a second year, whenever possible, unless such placement will benefit the child.
6. A student will not be retained without parental consent except in the case of excessive absenteeism according to school procedures.
7. If an 8<sup>th</sup> grader fails a core subject (reading, math, science or social studies) they will be required to take that course over the summer either through summer school or on-line to achieve a passing grade.

C. High School Promotion Requirements:

1. Students need 24 credits to graduate, along with a variety of non-credit graduation requirements as outlined in Policy 5127. In order to progress through the four year high school program, students must meet minimum credit distribution requirements.
  - a) To move from grade 9 to grade 10, students must earn at least six units of credit and complete non-credit requests. To move from grade 10 to grade 11, students must earn at least 12 units of credit and complete non-credit requirements. To move from grade 11 to grade 12, students must earn at least 16 units of credit and complete their non-credit requirement.
  - b) It is possible for a student to earn up to eight or more credits per year.
  - c) A student entering the senior year with 16 credits would need to earn 8 credits during the year, plus satisfy all other non-credit graduation requirements by the end of the year.
  - d) Students would remain with the assigned T/A group.
  - e) Students may accumulate additional credits to restore their class status through summer school, independent study or other approved course work.

**D. Seniors:**

1. An active student failing to meet district requirements for graduation has not earned a diploma and will be invited to return for the next academic year. Please refer to Policy #5127 for details on graduation requirements.
2. In November and April of each year the guidance office shall notify in written form each senior and his/her parents who is in jeopardy of not meeting all graduation requirements. Said notice shall detail the specific credit issues and suggest remedies to the problems.
3. A student successfully completing an off-site program, pre-approved by the high school principal, may qualify for the award of credit(s) lacking to meet graduation requirements (This could include summer school, night school, etc. at the student's expense).
4. Students may participate in the graduation ceremonies only upon satisfactory completion of all requirements set forth by policy or within the conditions of an individualized education plan. See Policy #5127.
5. A student completing requirements in summer school or later may return to participate in the next scheduled graduation exercises or may accept his/her diploma during informal ceremonies.

APPENDIX A

**WINOOSKI SCHOOL DISTRICT  
WINOOSKI, VERMONT**

---

School

**LIST OF POTENTIAL RETENTIONS**

TEACHER: \_\_\_\_\_

DATE: \_\_\_\_\_

**STUDENTS**

---

---

---

---

---

---

---

---

---

---

**STUDENTS**

---

---

---

---

---

---

---

---

---

---

PREPARED BY: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

APPENDIX B

**WINOOSKI SCHOOL DISTRICT  
WINOOSKI, VERMONT**

**EVALUATION OF STUDENT PROGRESS**

DATE: \_\_\_\_\_

Your child, \_\_\_\_\_, has been making limited progress this year.

Due to the above statement, advancement to the next level for next year is in question. We ask your cooperation to insure the future success of your child. Retention will not be determined until a meeting between the parent, teacher and the principal is concluded.

Sincerely,

---

Teacher

cc: Students Cumulative Folder

APPENDIX C

**RETENTION LISTS**

**Retention with Parental Permission:**

<u>Name</u>	<u>Teacher Signature</u>	<u>Date</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

**Retention Refused by Parent:**

<u>Name</u>	<u>Teacher Signature</u>	<u>Date</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

**Undecided Retentions:**

<u>Name</u>	<u>Teacher Signature</u>	<u>Conference Date</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		