

**Neah-Kah-Nie
School District 56**

Code: **IKE-AR**
Adopted: 11/12/01
Readopted: 3/10/08
Orig. Code(s): IKE

Promotion and Retention of Students**

1. Grade promotion is determined on the recommendation of the teacher.
2. A student may be **“placed”** in the next grade if he/she is not achieving grade level work, upon recommendation by the teacher and counselor, to the principal.

A student who has spent more than one year in a grade and needs special consideration may be **“placed”** into the next grade.

3. **All retentions must be reported and discussed with the principal before final dispensation.**
 - a. A student doing failing work in three or more subjects will be considered for retention.
 - b. The elementary schools (Garibaldi, Nehalem) will establish written guidelines within district policy appropriate to their academic offerings.
 - c. In making a retention decision, the teacher(s) will consider:
 - (1) The age of the student;
 - (2) His/Her daily work and effort throughout the year;
 - (3) The ability and achievement tests of the student; and
 - (4) His/Her previous promotion record.
 - d. When a student is not making satisfactory progress, it is required that the teacher send home a progress report. Parents shall be notified of a possible retention at the end of the third grading period. A conference shall be scheduled with the parent, the teacher(s), counselor and the principal for the final decision.

4. **Marking the Student’s Records**

One of the following should be marked in the places given below: **promoted, placed or retained:**

- a. CA folder in proper column;
- b. Permanent record card; and
- c. Report card.