

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

Code: **IKE-AR**
Adopted: 11/12/01
Readopted: 3/10/08; 6/08/15
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 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.