

STUDENT SCHOOL RECORDS AND EDUCATIONAL RECORDS

The Family Education Rights and Privacy Act of 1974 states in part that “All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials.” Parents of students have the right to view their child’s records and challenge any record that may be misleading, inaccurate, or otherwise inappropriate. Walnut Ridge School will not release personally identifiable data from a student’s records without the written consent from the parents of the student or from the student if he or she has reached the age of 18, except:

1. Other school officials within the same school may request and receive a student’s record.
2. Officials of other schools or school systems in which the student has enrolled may request and receive a student’s record.
3. Students, parents, or guardians who wish to view their student’s files or correct records they believe may be inaccurate, misleading, or inappropriate should contact the school principal.

ATTENDANCE POLICY

The Arkansas Department of Education, Division of Elementary and Secondary Education defines chronic absenteeism as a student missing 10% or more of the school year for any reason—this includes excused absences, unexcused absences, and suspensions. According to Arkansas Code §§ 6-18-201 and 9-27-303, students are required to attend school regularly, and schools are mandated to notify the Juvenile Court when certain attendance thresholds are reached. At that point, the Court may initiate a FINS (Family in Need of Services) case to address truancy.

In accordance with Act 104 of 1983 and Act 1322 of 2013 Legislative Special Session, the Lawrence County School Board has approved the following concerning school attendance.

1. Three absences per semester may be excused with a note from the student’s parent or guardian indicating the parent or guardian was aware of the student’s absence. The note must be signed and include a phone number so that the parent or guardian can be contacted for verification. Subsequent absences will be unexcused unless one of the following reasons is properly documented as indicated:
 - Personal illness or medical appointments: doctor’s note
 - Death or serious illness of a family member: parent or guardian phone call to principal
 - Court appearance: note from court official
2. The parent(s) will be contacted by letter when a student has been absent 5 days and again after a total of 9 days.
3. Students shall not be absent more than ten days (excused and unexcused combined) in a semester. Parents will be allowed to petition the school or district administration for additional absences. The petition must be made before the student accumulates the maximum number of 10 absences allowed under the policy. When a student has been absent for a total of 10 days, the principal will contact the parent to determine whether a referral should be made to the legal authorities.
4. The student, upon return to class, should initiate make-up work. One day will be allowed for each day absent
5. A student arriving at school after an absence during part of the school day must be checked in through the office. Even when a parent has checked out a student, a note will still be needed upon the student’s return to school to keep a record of student attendance.
6. Students will only be permitted to leave with someone authorized by the custodial parent. In a case where students have a custodial and a non-custodial parent, the student will not be permitted to leave with the non-custodial parent without the express permission of the custodial parent.

Act 1223 of 2011 does not prohibit students from missing school for medical or dental treatment. If a student’s treatment will require excessive absences, the student may petition for additional absences

or may request a 504 plan. Exceptions will be made as necessary to satisfy Individualized Education Program (IEP) or 504 plans.

TARDY & ABSENCE

K-4 students arriving 8 am or leaving after 2 pm (early dismissal) will be counted tardy. Parents or guardians must sign their child in or out at the school office. Arriving late to school disrupts the learning environment. If a student is frequently tardy, a conference with the parent and student will be scheduled to create a plan that supports consistent, on-time attendance.

For the safety and smooth dismissal of all students, early check-outs are not allowed within 30 minutes of dismissal time unless there is an emergency.

K-4 students missing more than 2 hours (consecutive) in the morning will be considered absent for half a day (AM). A student missing more than 2 hours (consecutive) in the afternoon will be considered absent for half a day (PM).

5 – 6 Tardy

Student in 5-6th grade will receive a tardy if they show up after the bell for each class. 1st and 2nd tardy will receive a warning. 3rd and 4th will receive detention. Each tardy after will result in 1 day of ISS.

5 – 6 Absence

A student will be counted absent from a class if he/she is more than fifteen (15) minutes late for that class

LEAVING CAMPUS

No student will be allowed to leave the school grounds without permission from the office. Leaving the campus without permission will be considered truancy. Permission will only be given to those students whose parent/guardian comes to school and signs out the student. The only exception to this procedure would be if the principal determined the student's need to leave to be an emergency situation.

As a safety precaution, students are not to leave school at any time with a person not registered on the student's information card. A student may be permitted to leave with a non-registered person only after the parent is notified and permission has been granted. This regulation is in force from the time the student arrives at school until he/she officially leaves the school. Students leaving the school without permission are considered truant and the proper authorities will be notified.

ACADEMIC PERFORMANCE

Act 1070 OF 1991 provides for a uniform grading scale for all public schools in the state of Arkansas.

Student progress will be reported to parents on a regular basis. Grades shall reflect only the extent to which a student has achieved the expressed educational objectives for the course or content. The evaluation of each student's performance on a regular basis serves to give the parent/guardian, student, and school necessary information to help affect academic improvement.

PROGRESS REPORTS FOR GRADES K – 4

Standards-Based report cards reflect the learning goals of the Standards and Curriculum Frameworks as required by the state of Arkansas. Students should master these essential goals by the end of each grade level. Performance goal scores are broken down into four nine-week periods and then listed by skill. If a student has not met mastery of a skill it will be reassessed during the following nine-week period.