

# PANAMA HIGH SCHOOL/JUNIOR HIGH STUDENT HANDBOOK 2022-2023



Panama Public Schools  
401 High School Drive  
Panama, Ok.  
74951

**Superintendent: Dusty Walden**

High School- (918) 963-0409  
Principal: Jamie Hoffman

Middle School- (918) 963-0406  
Principal: Chris Ford



# PANAMA PUBLIC SCHOOL 2022-2023 CALENDAR



<p>9 PD #1 10 PD #2 11 <b>First Day of School</b></p>	<p><b>AUGUST '22</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>3 <b>Return to School</b> Start of 3<sup>rd</sup> Nine Weeks 16 <b>Snow Day #1</b> M.L. King Day</p>							
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<p>5 <b>Labor Day (No School)</b> 15 <b>Parent Teacher Conf #1</b> 16 <b>No School</b></p>	<p><b>SEPTEMBER '22</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>2 <b>Parent Teacher Conf. #2</b> 3 <b>No School</b> 20 <b>Snow Day #2</b> <b>President's Day</b> 24 <b>End of 3<sup>rd</sup> Nine Weeks</b> 27 <b>Start of 4<sup>th</sup> Nine Weeks</b></p>							
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<p>7 <b>End of 1<sup>st</sup> Nine Weeks</b> 10 <b>Start of 2<sup>nd</sup> Nine Weeks</b> 13 PD #3 14 <b>Fall Break (No School)</b> 17 <b>Fall Break (No School)</b></p>	<p><b>OCTOBER '22</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>3 <b>Snow Day #3</b> 10 PD #4 13 <b>Spring Break begins</b> 24 <b>Snow Day #4</b> 31 <b>Snow Day #5</b></p>
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## **FOREWORD**

Students of Panama:

The administration and faculty of Panama High School and Panama Junior High extend you a cordial welcome. We ask for your cooperation in making this school year an enjoyable and profitable one. Read carefully the contents of this handbook. It has been prepared to aid students in their selection of courses; to set forth the requirements for graduation; to acquaint students with educational opportunities available through the school program; and to provide the basic philosophy and policies of our school. A quality education has become very important in today's society. It is an obligation to yourself, your community, state, and nation. To get the best possible education is a responsibility we must accept to meet the challenges in the future.

Carefully planning your courses will aid in your success. Study the necessary requirements and select the courses that best fit your needs and interests.

Your adjustment and success will affect your future adjustment and success in a job or in college. Therefore, you must strive to do your best and to be the best you can.

Jamie Hoffman, Principal

Chris Ford, Principal

## **SCHOOL COLORS AND SCHOOL SONG**

Colors: Red and Black

Song:

We're loyal to you, Panama High!  
 We'll ever be true, Panama High!  
 We'll make you to stand  
 For the best on the land,  
 For we know you can win, Panama High - RAH! RAH!  
 So go in and fight, Panama High!  
 And show all your might, Panama High!  
 We're proud of our Razorbacks!  
 There's nothing that our team lacks!  
 We're fighting for you, Panama High!

## **SCHOOL MASCOT AND SCHOOL CREED**

School Mascot: RAZORBACK

School Creed:

We believe in Panama High School, the principles for which it stands, equal opportunities, and fair treatment in all.

## **PHILOSOPHY FOR PANAMA SCHOOL**

The philosophy of the Panama School District is based on the belief that all students can learn. The purpose of the school system is to develop students to become citizens who can function as contributing members in a democratic society. An effective citizen is one who is aware of his/her potential and limitations, is able to accept him/herself and others different from him/her, is confident, self-sufficient vocationally and as a consumer, is able to adapt to his/her needs and to the needs of others, is literate, and

is able to advance his/her academic, vocational, and cultural interests.

No students shall be granted any preference nor denied any privilege or right in any aspect of school life because of race, religion, color, national origin, disability, or sex.

## **GENERAL SCHOOL INFORMATION**

### **-REQUIREMENTS FOR ENROLLMENT**

All children between the ages of five (5) years on or before September 1st and twenty-one (21) years on or before September 1, are entitled to attend school free of charge. New students to Panama School will report to the principal's office for enrollment. All schedule changes must be completed within the first five (5) days of the semester. Note: Students will not be permitted to change classes from the Career Tech after five days.

Before a student may register and attend Panama School, the parent or guardian must have in the school files a certificate from a licensed physician or public health authority stating that the student has received or is in the process of receiving immunizations against diphtheria, tetanus, pertussis, measles, rubella, mumps, polio and hepatitis A and B or is likely to be immune as a result of the disease.

Exemptions to the immunization law include: medical contradictions, religious and personal reasons. Students must have received measles, and rubella vaccines on or after their first (1st) birthday or they must be revaccinated.

Only students who are residents of the Panama Public Schools or are on approved transfers are entitled to attend school in this district. Student residence will be determined in accordance with Okla. Stat. tit. 70, S 1-113 and district policy. Disputes concerning student residence will be resolved pursuant to the School District's Student Residency Policy.

Students seeking enrollment following attendance at a non-accredited school or a home schooling situation shall be required to take comprehensive written examinations in the subject areas pursued in the non accredited or home school. Results on the examinations will be used to determine the academic units for which the student is to receive credit. All examinations shall be administered by Panama School, and the copies and results of these exams shall be kept in the student's cumulative folder.

### **REQUIREMENT FOR GRADUATION**

Panama High School requires twenty-five (25) units of regularly organized classroom instruction for graduation. Under the seven period schedules a student will have the opportunity to earn 28 units of credit in grades 9-12. For Technology Center students completing the three (3) units of credit at the Technology Center, one unit of credit may be dropped from this graduation requirement. For Career Tech students completing six (6) units of credit at the Technology Center, two units of credit may be dropped from their graduation requirements. This will compensate for the lost time in traveling to and from the Career Tech School and will not penalize them for choosing the vocational curriculum in high school.

No local or state credit toward graduation shall be 23 received for serving as office, library, or classroom aid.

No student will be allowed to participate in commencement exercises if he/ she have not met the required units for graduation

## College Preparatory Curriculum

- 4 English:** English 1, English 2, English 3, English 4 or College Comp 1 & Comp 2  
**3 Mathematics:** Algebra I, Algebra II, Geometry or Trigonometry  
**3 Science:** Physical Science, Biology I, Biology II, Zoology or Chemistry  
**3 Social Studies:** % Oklahoma History, % World History, % Government, 1 US History and % Geography or Economics  
**1 Fine Art:** Art I, Art II, Band, Humanities, Music Appreciation, Speech or Drama  
**2 Foreign Language or 2 Computer Sciences:** Spanish 1 & 2 or Computer Science 1, 2  
**9 Electives**

## Regular Graduation Curriculum

- 4 English:** English I, English II, English III, English IV  
**3 Mathematics:** Algebra I, Int. Algebra, Algebra II, Geometry or 2 Computer Sciences  
**3 Science:** Physical Science, Biology I, Biology II, Zoology or Chemistry  
**3 Social Studies:** % Oklahoma History, % World History, % Government, 1 US History and % Geography or Economics  
**2 Fine Art:** Art I, Art II, Band, Humanities, Music Appreciation, Speech or Drama  
**10 Electives**

## CONCURRENT COLLEGE-HIGH SCHOOL ENROLLMENT

1. Eleventh and Twelfth grade students enrolled in an accredited high school may be admitted provisionally to a college or university in the Oklahoma State system of Higher Education as special students if they meet the following requirements:
  - (a) Students must meet the published criteria of the State Regents (other than high school graduation and curriculum requirements) for admission to the institution for which application is being made. This includes having participated in the American College Testing program or the Scholastic Aptitude Test.
  - (b) Students must be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as attested by the high school principal.
2. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit-hours of college work. Students wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The collegiate portion of the student's work load must be taken from regular faculty members of the institution and may be provided off campus if approved by the State Regents, and may use alternative delivery systems if approved by the State Regents. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.
3. A student who is otherwise eligible under this policy may enroll in a maximum of SIX semester-credit hours during a summer session or term at a college or university of the State System

without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the selected high education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term.

4. The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may only enroll in curricular areas where the student has met the curricular requirements for college admission.) Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.
5. Following high school graduation, students may continue enrollment at the institution to which they have been admitted or may transfer to another institution in the State System, provided that during the provisional enrollment period the student has achieved a college grade-point-average of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements.
6. All other students not qualified by grade level might be considered for full enrollment or concurrent enrollment under the State Regents' Opportunity Admission Category.
7. A school district may receive full ADM on a high school student who is participating in concurrent enrollment. In determining a legal school day for a student who is concurrently enrolled the district can use a combination of local school enrollment and college enrollment. Attendance for a student who is participating in concurrent enrollment is a combination of attendance at the local school and college.
8. Travel time necessary for students to participate in concurrent enrollment at a college or university may be counted toward meeting the six (6) hour school day requirement.
9. No independent school district shall prohibit any student who meets the requirements for concurrent enrollment from participating in the program.
10. Every independent school district shall disseminate materials explaining the requirements, features, and opportunities of concurrent enrollment to all high school students prior to enrollment each year. It is recommended that each district designate a person or persons who may be contacted for detail information.

### **SELECTION OF VALEDICTORIAN, SALUTATORIAN, AND HISTORIAN**

Panama High School shall recognize from each graduating class a valedictorian, salutarian, and historian. The valedictorian will be the student with the highest average, the salutarian, the next highest average; and the historian will be the senior ranking third. In case of two or more students having equal and highest averages, each shall be considered co-valedictorians. Only the top three students shall be recognized which could result in naming valedictorians only or valedictorian and salutarians.

Grade point averages will be based on those earned in the ninth, tenth, eleventh and first semester of the twelfth grade. Only solid courses will be considered in the computation of grade point averages. The valedictorian, salutarian, and historian must have earned the last three semester grades as a student of Panama High School. If a student moves to Panama High School after the first semester of his/her junior year and the grade points would have qualified him/her for one of the top three rankings, he/she shall be given special acknowledgment.

Below is the method to be used for computing grade point average for honors selections.

**COMPUTING GRADE AVERAGES**

**HONOR CLASSES:** The method of computing grade averages for Valedictorian, Salutatorian, and Historian will be as follows:

A = 5 B = 4 C = 3 D = 2

Chemistry I, II, Forensic Science, Physics  
Algebra II (H)  
Accounting I,II, Trigonometry  
Human Physiology Physics Calculus

**Other classes:** The point system for computing grade averages for Valedictorian, Salutatorian and Historian for students taking the subjects listed below will be as follows: A=4, B=3, C=2, D=1

English I English II English III  
English IV Typing I, II Oklahoma History  
American History Government Geography  
World History Psychology Computer Programming Computer Literacy Biology I  
Applied Math I  
P.O.D./Current Events Spanish I Consumer Math  
Applied Math II Industrial Arts Pre-Algebra  
Physical Science/Lab First Aid Home Economic Courses Algebra I Health Safety  
Speech & Drama  
Tech Ed Creative Writing

**Non-solid classes which will not be computed in grade point averages for honors are as follows:**

Band Vocal Music Music Theory  
Competitive Athletics Physical Education Journalism  
Study Hall Library Aide Teacher's Assistant Drivers Education Arts and Crafts  
(elective) Art

**\*Grade point averages for transcripts and class ranking are computed on a 4 point scale of all subjects taken:**

A=4 B=3 C=2 D=1 F=0, disregard plus and minus.

**GRADING SYSTEM**

Grading represents the instructor's evaluation of the student's progress toward mastery of the course goals. Course goals in all areas should be determined by subject area and by student's need. Methods of determining a student's mastery of course goals will vary over the range of evaluation techniques including, but not necessarily limited to, test scores, daily assignments, in-class participation, projects and teacher observation.

For consistency of reporting grades within the total system, the end evaluation results should reflect the following:

89.5-100 = A    79.5-89.4 = B    69.5-79.4 = C    59.5-69.4 = D    59.4-Below=F

Work Incomplete = I; Must be completed within two (2) weeks after the nine weeks grading period.

For athletics, office, and library aides, the following grading system is used: Satisfactory mastery of course goals =S Unsatisfactory



mastery of course goals =U

## COMPUTING GRADE AVERAGES

**Class Ranking: Beginning with students entering 9<sup>th</sup> grade 2011-2012 and beyond, the following grading system for Class Ranking and National Honor Society will be assessed:**

### Grade Average Points toward GPA or Rank

A-89.5-100

B-79.5-89.4

C-69.5-79.4

D-59.5-69.4

F 59.4 - 0 0

**This grading system is the standard for Honor Society and the selection for Valedictorian, Salutatorian, and Historian. This will not be used for standard GPA.**

**\*All other classes will be assessed a grade point average for transcripts and class ranking are computed on a 4 point scale of all subjects taken:**

A = 4, B = 3, C = 2, D = 1, F = 0

For athletics, office, and library aides, the following grading system is used:

Satisfactory mastery of course goals =S

Unsatisfactory mastery of course goals =U

## DRESS AND CONDUCT POLICY FOR GRADUATION

Proper standards of dress and conduct reflect good judgment, poise, and increased maturity. The way a student dresses and conducts him-self/herself reflects not only upon himself/herself, but also upon the school, faculty, and administration. Proper dress and conduct are very important during graduation ceremonies.

The school will not tolerate any activity or dress which may bring reproach upon our school or the senior class. Sponsors and administrators are instructed to check students prior to graduation for proper dress.

Any student who is not in proper attire will not be allowed to participate in the ceremony. Any misconduct by a student during graduation will result in the student receiving disciplinary action from the school administrators. Any misconduct during graduation practices will result in the student not being allowed to participate in the actual ceremony.

**APPROPRIATE ATTIRE FOR GRADUATION AND CAP & GOWN PICTURES: BOYS:** A white dress shirt and black tie with dress slacks. Dress shoes, or dress boots. **GIRLS:** A dress with dress shoes. Red or black gown-black shoes. White gown-white shoes. (NO FLIP FLOP TYPE SHOES ALLOWED).

Jewelry of any kind is not to be worn on the outside of the gown by either boys or girls.

**\*IF A DISCREPANCY ARISES IN THE DRESS POLICY DUE TO UNFORESEEN CIRCUMSTANCES, APPROPRIATE DRESS WILL BE DETERMINED BY THE ADMINISTRATION.**

**Graduation:** Every senior who plans to participate in graduation services is **required** to be at practice. Any senior who does not participate in practice **will not** be allowed to participate in the actual ceremony.

**CAP AND GOWN PICTURES:** Cap and gown pictures are taken at the school by a professional photographer. Students pay for their own pictures. If the photographer has to return to the school to retake the class picture because of a student's deliberate actions, gestures, etc., it will be the responsibility of the student at fault to pay the photographer and also to pay for all retakes. If the student fails to meet this responsibility, he or she will not be allowed to participate in baccalaureate or graduation ceremonies.

## **GENERAL RULES FOR STUDENT BODY**

### **DRUG POLICY**

#### **Testing For Alcohol and Illegal or Performance Enhancing Drugs**

The Panama Public Schools Board of Education has put into place a drug testing policy. This policy is intended to protect the health and safety of students participating in extracurricular activities. This policy is intended to help set examples for all other students of Panama Public Schools and will give our students another reason to avoid those circumstances where "peer pressure" could lead to bad decisions.

The purpose of this policy is to **PREVENT and DETER** alcohol and/or illegal use of drugs, to educate students who participate in extracurricular activities as to the serious physical, mental, and emotional harm caused by alcohol and/or illegal and performance enhancing drug use.

Many schools in Oklahoma now require drug/alcohol testing before allowing students to participate in extracurricular activities. The schools find that community support is overwhelmingly in favor of the testing procedures and what they can do for their children.

No High School student will be allowed to participate until a mandatory drug test is completed. The mandatory test is taken within 14 school days of the first day of school or after enrollment in secondary school activity/activities. The drug testing policy will include any student, grades 9-12 that is involved in school activities where the Oklahoma Secondary Schools Activities Association governs competition. Students in grades 7-12 will not be required to have an initial drug test but may be subject to random tests throughout the school year. This includes all participants in athletics, band,

choir, academic competitions, etc. Before a student may participate in any school sponsored activity he/she will be required to submit to a urine analysis and physical examination prior to the start of the season. Panama High School personnel will conduct drug testing. Each student will be notified as to the time and place of the testing

Subsequently random drug testing will be conducted once per month and may include any and all students participating in School Activities for grades 7-12. a calendar month over a course of 38 weeks (This schedule can be altered by administration if deemed necessary). Ten percent of students eligible for drug testing will be chosen from the random drawing computer program. The program will draw from students 7th thru 12th. These names will be sent to the activities office and those students will be tested again as drawn.

Should a test be positive, there will be a confirmation by a second test of the same specimen. If the sample has a positive result again, the athletic director and/or principal will be notified. The student and guardian will then be called for a conference. Parents/Guardians may request a diagnostic lab testing of the same sample, at their expense. The sample will be kept in possession of personnel administering the test until packaged and sent off to the testing laboratory. Sample will be sent to the laboratory that supplies testing materials to ensure accuracy of the initial test. Students will be treated as testing positive until further notification from the testing facility.

First Offense — Suspension from participation in extracurricular activities for 30 school days. This can be reduced by 15 school days after enrolling in a recognized drug/alcohol abuse-counseling program and producing a negative drug test.

Second Offense — (In the same school year) Disciplinary action to be determined by Administration/Coaches and can include but may not be limited to complete suspension from participation in all extracurricular activities for 18 weeks.

Self-Referral — As an option for a first offense only, a student may self-refer to the principal, athletic director, or coach/sponsor before being asked to submit to a drug or alcohol test. A student may be allowed to remain active in activities once the following conditions are met:

- A. A conference is held with the principal, athletic director, and parent/guardian.
- B. An alcohol or drug use test is provided by the student and is not positive.
- C. Proof of enrollment in a recognized substance abuse education/counseling program is provided to the school.

NOTE: Any student who uses the self-referral option will automatically be tested whenever a random testing is performed by the school district until the end of the scheduled school year.

No student may participate until a testing has been completed. Should a student refuse to submit to an alcohol/drug test, or fail to complete the test in the allotted time, that student can be treated as testing positive. If a student leaves the area during the test, without permission, that will be considered tampering with the test and disciplinary action will be taken which may include but not be limited to being treated as a positive test.

## ATTENDANCE

No student should expect to earn credit for a class unless he/she is in attendance ninety percent (90%) or more of the semester. This allows nine days that a student can miss during a semester. Even if a student completes make-up work, he or she misses valuable information and experience when absent that makeup work cannot replicate. Exceptions may be given for good cause such as prolonged illness or accidents. The parents and student must provide acceptable proof (doctor's statement, slip from clinic, etc.) of illness or accident.

When a student has five absences in a class in a semester, contact will be made with the parent or guardian explaining the absentee policy.

When a student exceeds nine absences in a class in a semester, contact will be made with the parent or guardian stating that the student has exceeded the maximum number of absences allowed and therefore will not earn credit for work done in that class during that semester.

An extension could be granted only for:

1. Illness – requiring doctor's attention
2. Death in the family.
3. Serious illness of immediate family.
4. Religious observance, including travel time.

If a student is on a school sponsored activity (ballgame, field trip, FHA convention, etc.) he/she will not be counted absent.

It is the responsibility of the student to check with each teacher to obtain make-up work. Students will have one day for each day of absence to hand in make-up work. The student will receive a zero for all work missed if make-up work is not turned in. All absences count toward the total absences permitted by this attendance policy.

When a student moves into the district, he/she will be assessed the days missed while enrolled at the previous school.

## ATTENDANCE POLICY

We realize that there will be times when your child may be absent, and we encourage you to make arrangements with your child's teacher(s) to complete the work that is missed. When your child is ill and can't attend school, please call the High School Office (918)963-0409 or the Middle School Office (918) 963-0406 and notify the secretary. Our goal is to account for every student every day! **STUDENT SMAY ONLY MISS 9 DAYS OF EACH SEMESTER. ANY STUDENT ABSENT MORE THAN 9 DAYS PER CLASS SEMESTER WILL NOT EARN CREDIT FOR THAT SEMESTER.**

9-day per semester rule:

1. No distinction is made between "excused" and "unexcused" absences. If a student is not at school, he or she is absent.
2. During the 9 allowed absences all work may be made up.
3. On the 10th day of absence, the student automatically fails that class. (Note: you have 15 absences in Math, you fail that class, but if you have only 2 absences in English you will receive the grade you have

earned.)

4. Documentation will not be accepted after the three days have passed. (Example: doctor's notes) 5. Student/Students absences due to school-sponsored activities will not count against the student. Each office will determine which absences are for school-sponsored activity.

**\*\*\*Appeals regarding the attendance policy may be made to the Administration Office of the Superintendent\*\*\***

## **TARDIES**

1. A STUDENT IS TARDY WHO ISN'T IN HIS/HER SEAT WHEN THE BELL TO BEGIN THE PERIOD SOUNDS.
2. EACH THREE TARDIES WILL CONSTITUTE AN ABSENCE FROM THAT CLASS.
3. IF A STUDENT COMES IN 15 MINUTES AFTER THE CLASS HAS BEGUN THAT TARDY WILL BE CONSIDERED AN ABSENCE.
4. WHEN A STUDENT RECEIVES THREE TARDIES IN A SUBJECT AREA DURING A SEMESTER, THE STUDENT WILL BE REFERRED TO THE PRINCIPAL'S OFFICE FOR DISCIPLINE ACTION.

## **TRUANCY**

Before a student leaves the school premises, he/she must present to the office written communication from a parent/legal guardian before checking out. Failure to do so will result in the student being TRUANT. Leaving school during school hours without permission from the office will be considered in compliance with Okla. Stat. tit. 70, S 10-106, in instances where a student is absent without a valid excuse four (4) or more days or parts of days within a four (4) week period or ten (10) or more days or starts of days within a semester, the attendance officer will inform the parents, guardians or responsible persons, either orally (with documentation that he or she has done so) or in writing, that they are not in compliance with the Oklahoma Compulsory School "Attendance law. The attendance officer shall also immediately report the matter to the District Attorney's office.

## **Make-Up Work**

When a student is absent from class, many learning activities missed cannot be duplicated for make-up purposes. It should not be assumed that this work reflects the same accomplishments as a student who was in attendance. When a student is truant, he or she will receive a zero for the period(s) truant and will not be allowed to make up any work missed because of truancy.

It is the student's responsibility to see that all make-up work is obtained and submitted on time. The student is to contact his/her teacher the day he/she returns from being absent to obtain his/her work. When a student is absent for three or more days, the school should be contacted about make-up work requirements, and responsibilities. For absences during the nine weeks test or semester test, the student will not be allowed to make-up tests unless the absence is for one of the following reasons:

1. Illness - Doctor's statement required.
2. Death in the immediate family.
3. Serious illness of immediate family.
4. Religious observance, including travel time.

Students have one day to turn in work missed for each day of absence. It is the students parents responsibility to turn in work if the student is absent on the 3rd day. Work turned in after the three days will not count, students will receive a 0 (zero) for the assignment. When a student misses for an extended

period of time the principal will set a timeline if requested by parent/student within the first three days of returning to school.

## **RELIGIOUS HOLIDAYS**

A student shall be excused from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian or person having custody of the student submits a written request for the absence. The student will be given time to make up all work missed. It is the student's responsibility to arrange with his/her instructor for make-up work. The Panama Public Schools will observe a moment of silence at the beginning of the first period each morning.

## **ATTENDANCE ACTIVITIES REGULATIONS**

Students are encouraged to maintain regular school attendance so that maximum learning can occur. The educational students are encouraged to be involved in them. In rare instances absences for activities, if not monitored, can seriously jeopardize learning in regularly scheduled classes. In order to facilitate a balance between attendance in regularly scheduled classes and absences for activities, the following guidelines are established.

1. Following each school year the superintendent shall report to the board of education regarding the activities for which classes were missed by students to participate in activities. The number of students involved and the number of absences by the students plus a consolidation of all activities should be included. The board shall use the information to formulate any needed policies regarding absences for activities in the next school year.

2. The maximum number of absences for activities, whether sponsored by the school or an outside organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. School sponsored activities to be included in the ten (10) days are all sports, music, speech, drama, debate, publications, clubs (including honor societies), student government, cheerleading, and class (grade) activities and meetings. Like organizations of Kiamichi Technology Center are included. Examples of absences for activities that are not sponsored by the school but which are within the ten days are 4-H and scouting.

Excluded are:

Participation by athletes and cheerleaders for , meets, tournaments and con-tests sponsored by the Oklahoma Secondary School Activities Association (OSSAA) as a part of the state's playoff systems for OSSAA recognized sports and activities ( i.e., district, regional and state levels), assemblies, field trips, scholastic contests, school sponsored picture taking, senior class graduation business (measuring for caps and gowns, purchase announcements, etc.), orientation by college recruiters, one visit to a college a senior is considering attending, purchase and fitting of school rings, serving as a page in the legislature, district, state and national level con-tests and conventions of the Oklahoma Department of Career and Technology Education for which the right to compete must be earned, career day.

If a student is enrolled in an activity class and is away from school for that class during the time it is scheduled, it is not considered an absence for an activity. In-school activities are approved in advance by the Internal Activity Committee. School sponsors and principals are encouraged to keep the time lost for activities which are excluded from the ten-day limit to a minimum and to conduct them outside of class time when practical.

3. There shall be established in each school an Internal Activities Review Committee. The committee shall be responsible for reviewing and recommending to the board any deviation from the above activities policy. The committee shall consist of the principal, a parent, and sponsor of the activities affected by the deviation.

4. An addendum to the attendance records shall be developed and maintained to verify the absences of students for activities.
5. Complaints regarding violation of policies shall be dealt with in accordance with regulations of the State Department of Education. Definition of School Activity: Any extracurricular activity sponsored by the school and at the convenience of the school.

### **LEAVING CLASS DURING SESSION**

To leave the classroom during session, a student must be granted permission by the teacher. If a student is leaving his/her building he/she must have a pass signed by the teacher designating the time he/she left. Permission is not to be granted except for emergency reasons. Emergencies do not include going to lockers for books, papers, pencils, etc. or going to the water fountain for drinks. These can be taken care of between classes. Students are not to leave the class-room, with the exception of emergencies, unless called by the office. Note: Anytime a student is to visit another classroom, he/she must have their hall pass signed by the principal's office.

### **LEAVING CAMPUS**

No pupil shall leave school except by permission of the principal or superintendent. Such permission shall be given only in case of sickness or upon personal request of the parent or guardian. No student shall be taken from class or from school and sent on errands (either for the individual or for the school) away from the school except by permission of the principal. Note: Students leaving without permission will be considered truant. To obtain permission, students MUST check out through the office. Students who have turned 18 years of age may check themselves out without consent of parent/legal guardian (unless a ward of the court), and by doing so, assume full responsibility for their actions. This does not apply to closed campus.

When a student arrives at school on a school day but fails to attend classes, he/she is considered TRUANT, and will be punished according to the policy for leaving campus without checking out.

### **HALL RULES**

After 7:50 a.m. the halls of Panama High and Jr High Schools are open. During bad weather the students may be in the hallway as long as their behavior is acceptable and the duty teacher thinks the students should be inside. If students have something that they must do inside, they must come in the front door only and explain their need to come inside to the duty teacher.

### **CLASSROOM PARTIES**

Parties shall not take the place of class work; therefore, they should usually be held after school or otherwise outside of class time. Teachers must clear these through the principal.

### **HALL PASSES**

Students are not permitted in the halls during classes without a hall pass issued by their teacher. Teachers have been instructed to issue hall passes only in extreme cases. Hall passes will contain the date, time, and teacher's signature.

**TELEPHONE**

The telephone is to be used for business purposes only. Students will not be called from their class to answer the telephone except in case of an emergency. Students are NOT to ask to use the telephone unless the call is absolutely necessary.

**PREPARATION FOR CLASS**

Students are to be in their classroom seats before the tardy bell rings. They should have the appropriate books, pens, or pencils, and materials or assignments that are required for that class. Students are not to take drinks, candy, chips, I Pod, MP3, etc. into the classroom.

**STUDY HALL**

Room No. 4 is open every morning at 7:45 a.m. for students. There is to be no in and out traffic; it is to be used strictly for study.

**HOMEWORK POLICY**

Appropriate homework will be assigned to bring the student to the desired level of competency. Homework will contribute to grades as assigned. Homework assignments will be left to the discretion of each individual teacher.

**RETENTION AND FAILING GRADES**

Jr. High parents have the right to appeal decisions to retain their child and to assign him or her failing grade in a course. Parents may request review of such decisions by letter to the building principal. If no letter is received within five days of the parent's receipt of notification of the decision to retain or to assign a failing grade, then that decision will be final.

**DETENTION**

Detention is a disciplinary option in the Panama School System. Students will serve detention at the discretion of the principal. The times will be 7:30 to 8:00 a.m., and/or 2:45 to 3:15 p.m.

**OFF-CAMPUS AND AFTER SCHOOL EVENTS**

Students at school sponsored or authorized off-campus or after school events shall be governed by Panama School policies, rules and regulations and <sup>11</sup> are subject to the authority of school officials.

**DISPLAYS OF AFFECTION**

It is assumed that all students have personal pride and that they observe standards of ethical behavior in school. The school halls and grounds are public places; therefore, it is expected that students will use discretion in any relationships. Undue familiarity is considered in poor taste and will not be condoned. Students who persist in such practice will be referred to the principal and, if necessary, the parents will be called in for a conference. This includes kissing, hugging, holding hands, or any other form of bodily contact.



## DRESS AND PERSONAL GROOMING

The Board of Education of the Panama Public Schools believes that a Student Dress Code is appropriate to maintain good order and decorum as an essential part of the School District's educational mission. Although it is impossible to identify and label every variation in student attire as acceptable or unacceptable, the District provides the following guidelines concerning student attire at school, at school-sponsored or authorized functions and on school vehicles:

1. Students will not wear clothing or accessories that display symbols, pictures, lettering or numbering that is profane, vulgar, repulsive or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, illegal chemical substances, drug-related items, drug paraphernalia or other items or activities that are illegal for the general population or for minors.
2. Students will not wear clothing that unduly exposes the body, such as tops that do not cover the midriff, halter tops, see through clothing, bike shorts, "short shorts", **NO SOFFEE SHORTS**. This prohibition includes wearing otherwise acceptable clothing in a revealing manner. Shorts may not be shorter than the student's fingertips when his/her arms are hanging naturally at his/her side with fingers straight. Shorts and skirts must be at least fingertip length and hemmed. (No cutoffs)
3. Students will not wear underwear, such as bras and boxer shorts, as outerwear.
4. Students will wear shoes at all times.
5. Students will not wear hats, caps, hoodies, toboggans or do-rags in the school buildings.
6. Students will not wear sagging pants. Students will belt or otherwise adjust oversized or sagging pants to fit.
7. Students may wear outerwear (for example, coats and jackets intended for outside wear) into and out of school buildings. Upon arrival at school, students will store such items in their lockers. Students will not wear such items in the classroom, cafeteria, library or other areas of the school buildings unless authorized to do so by a teacher or administrator.
8. Holes in students' jeans will not be permitted above the dress code policy for shorts. (Example fingertip length)
9. Student will not wear
  - a. Any type of clothing or accessory, any style of makeup, or any hair style arrangement or
  - b. Display a decoration, body piercing, that is likely to cause a substantial and material disruption to school operations or a threat to the safety of the student or others.

**\*\*\*Roller shoes are prohibited on school property.\*\*\***

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request.

## CELL PHONES/ELECTRONIC DEVICES

Cell Phones may be brought on school property during the school day. Cell Phones are not to be used at any time except at lunch time and only outside of the school buildings. At no time should cellphones be a distraction of the educational process. This includes but not limited to vibrating, ringing, receiving or sending text. Cell phones are to be kept out of sight during the school day.

**\*\*When a student leaves his/her class with a hall pass, he or she must turn their cell phone into the teacher by placing their cell phone on the teachers desk or designated area.\*\***

Electronic devices such as Headphones, Air Pods, Tablets, I Pads, Smart Watches etc... may be brought on school property during the day. They are not to be used during classroom instruction or in the hallways. These devices may be used during periods of class when the student has the teacher's permission for aid in classroom curriculum..

## **BUS BEHAVIOR**

All students are under the direct control and supervision of the bus driver while on the bus. The students are asked to follow the rules below:

### 1. Previous to loading (on the road and at school)

Be on time at the designated school bus stops.

Stay off the road at all times while waiting for the bus.

Wait until the bus comes to a complete stop before attempting to enter the bus. Be careful in approaching bus stops.

While at the bus stop do not move toward the bus until it has been brought to a complete stop.

### 2. While on the bus

All parts of the body must be kept inside the bus at all times after entering and until leaving the bus. Assist in keeping the bus safe and sanitary at all times.

Vulgar and offensive language will not be tolerated.

Willful damage to the seats or any bus equipment must be paid for by the offender.

Leave no books, lunches, or other articles on the bus.

Keep books, packages, coats and all other objects out of the aisles.

Look after the safety and comfort of small children. Do not throw anything out of the bus window. Do not eat or drink on the bus.

The use of tobacco in any form is prohibited.

In case of a road emergency, children are to remain in the bus.

All students are expected to be courteous and respectful to everyone, and to remain seated while the bus is moving

The emergency door is not to be opened except at the direction of the bus driver. The bus driver may assign seats.

### 3. After leaving the bus

When crossing the road, go at least ten (10) feet in front of the bus stop, check traffic, watch for the bus driver's signal, then cross. Students living on the right side of the road should immediately move away from the bus and stay clear of traffic. Safety and comfort of small children should be looked after. The bus driver will not discharge riders at places other than the regular stop except by proper

authorization from the parent or school official.

## **EXTRACURRICULAR TRIPS**

The above rules and regulations will apply to any trip under school sponsor-ship. Students are to respect the wishes of a competent chaperon appointed by school officials. The parent must assume a major portion of the responsibility for the conduct of his/her child while riding the bus. If permission to ride the bus is revoked the parents must provide transportation for the child. While at-tending school sponsored extracurricular activities, boys and girls are not permitted in the same room (Lodging) without direct sponsor supervision. (Note: Clarification: boys and girls are not permitted to watch tv or be alone together while staying on school trips at motels, etc.) (Inappropriate sexual behavior will result in 45 school days suspension.)

## **RELEASE OF STUDENTS ON ACTIVITY TRIPS**

Generally a student participating in a school activity that requires travel will go and return with the group. Such trips have educational merit, and traveling as a group promotes spirit and unity within the group. Exceptions are permitted as follows: Students may be released to their parents to return home. A parent must secure the release from the sponsor or principal. Students may travel to an activity with their parents if conflicts or family situations make it impossible for them to travel with the group. Permission to participate when a student travels with his or her parents will be given only after a conference between the sponsor or principal and the parent or guardian has occurred. In special cases, the student may be released from an activity to adults other than the parents, provided the parent makes the arrangements with the principal or sponsor by telephone or a personal contact prior to the trip.

## **ATHLETIC AND ACTIVITY ELIGIBILITY**

A student who has not attended classes ninety percent (90%) of the time for the semester becomes ineligible. If he/she is ineligible because of late enrollment he/she must attend the number of days he/she was late in enrolling to regain eligibility; otherwise he/she must attend a period of time equal to the number of days absent in excess of twenty percent (20%) of the semester. In the event of late enrollment due to illness, injury, or death in the immediate family during the first ten (10) days of a semester, the principal shall determine if a student should be charged with late enrollment for eligibility purposes. Time of additional absences while regaining eligibility will be added to time required to become eligible. After a student remains eligible and then is absent, his or her eligibility is determined by percentage of attendance from the beginning of semester, except that percentage of attendance for late enrollees shall be calculated from the date on which eligibility is regained. (Note: Students who are ineligible will not be allowed to ride the bus to extracurricular activity, stand on the side lines, sit on the bench, participate in any banquet or school trip, participate with the team in pep assembly or wear any part of a school uniform while ineligible. Students may not participate in any function considered to be extra curricular (to be determined by the administration) not listed in this policy. (Note: Ineligible students will be required to purchase their own tickets to attend any banquet.)

### **1. Semester Grades**

- a. A student must have received a passing grade in five subjects counted for graduation that he/she was enrolled in during the last semester he/she at-tended fifteen or more days.
- b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades

required for the preceding semester should be obtained from the records in the school last attended.

## **2. Student Eligibility During A Semester**

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.
- e. Students who are ineligible may not participate in any extra activities.

**\*Teachers/Coaches must check the eligibility list each week.**

## **3. Special Provisions**

- a. A senior student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A junior or senior high school student who is currently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education.
- b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Section IV. Z. 2. b. of the OSSAA Handbook at the end of a three-week period.
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. Examples of such hardships would be illness, in-jury, death in the family, and natural disaster. (Board policy allows a maximum of two weeks to apply this exception.)
- d. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Section IV. Z. 2. b. of the OSSAA Handbook for the end of the spring semester.
- e. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.
- f. Students must meet the extra curricular standards in order to attend the senior trip.

## **RULES FOR STUDENTS REGARDING ILLEGAL CHEMICAL SUBSTANCES, ALCOHOL AND TOBACCO**

### **Illegal Chemical Substances, Alcohol and Tobacco**

1. Use or possession of illegal chemical substances, alcohol and tobacco is wrong and harmful.

2. Students are prohibited from possessing, using, manufacturing, distributing, selling, purchasing, conspiring to sell, distribute, or possess or being in the chain of sale or distribution or being under the influence of alcoholic beverages, low-point beer (as defined by law, i.e., 3.2 beer), illegal chemical substances or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content at school, while on school vehicles, or at any school sponsored event.
3. The term "illegal chemical substance" includes, but is not limited to
  - a. all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act;
  - b. all illicit drugs, such as prescription drugs obtained without authorization and prescription drugs and over the counter drugs being used for an abusive purpose (when they are not used in compliance with the prescription or directions for use and/or are not being used to treat a current health condition of the student);
  - c. mood altering substances such as paint glue, aerosol sprays and similar substances and
  - d. mate coca (also known as mate de coca and Eritroxilecea coca), whether ingested in the form of coca tea or otherwise and which can produce a positive result for cocaine in a drug use test.
4. Students are prohibited from possessing or using tobacco products at school, while on school vehicles, or at any school-sponsored event.
5. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
6. Student violation of this rule that also constitutes illegal conduct will be reported to law enforcement authorities.

### **Necessary Medications**

1. Students may not retain possession of and self-administer any medication at school except as otherwise provided by the District's Administration of Medicine to Students Policy.
2. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
3. Violations of this rule will be reported to the student's parents by the principal and may result in discipline, which can include out-of-school suspension.

### **Distribution of Information**

1. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the building principal.
2. Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

### **Possession or Use of Any Tobacco Related Products**

It is unlawful for an individual under the age of eighteen (21) to have in his/her possession or to use any tobacco related products including but not limited to snuff, dip, chewing tobacco, cigarettes, cigars, pipe tobacco, E-cigs, and/or Vapes etc...

To be fair to all students, this rule will apply to any student enrolled in our system regardless of age. This

student ban on tobacco related products will include chewing tobacco, all smokeless tobacco, cigarette papers, pipes, cigarettes, cigars, E-Cigs and/or Vapes etc... The School District will enforce this prohibition on school property, including school vehicles, and for students at or going to or from all school sponsored or authorized events.

According to the law, fines can be assessed against violators by civil authorities. Appropriate punishment will be used by the school to enforce this law as it relates to education on our campus. (Note: Clarification, students found to be in use or possession of Tobacco Related Products will be given punishment as defined under Discipline Levels. This is to cover but is not limited to Smoking, Dipping, Vaping etc....)

### **Reporting Student Under the Influence of or Possessing**

#### **Controlled Dangerous Substances or Alcoholic or Low-Point Beer**

It shall be the policy of the Panama Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or has in his/her possession:

- A. low-point beer
- B. alcoholic beverages
- C. controlled dangerous substances

as the above are now defined by state law, shall immediately notify the principal or his/her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook rule or regulation. Any teacher, administrator or counselor employed by the Panama Board of Education who has reasonable cause to suspect that a student is under the influence of or has in his/her possession non-intoxicating beverages, alcoholic beverages, or controlled dangerous substances and who reports such information to the appropriate school officials, court personnel, community substance abuse prevention and treatment personnel or any law enforcement agency shall be immune from all civil liability.

### **HARASSMENT, INTIMIDATION, BULLYING AND THREATENING BEHAVIOR BY STUDENTS**

The *School Bullying Prevention Act* and School District policy prohibit peer student harassment, intimidation, bullying and threatening behavior. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. The term "harassment, intimidation and bullying" includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or

4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission or the education of any student.

The term "threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

The Board of Education has adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's response to the requirements of state law. Students and their parents can obtain a copy of the policy from their building principal or the superintendent.

Students should immediately report acts of harassment, intimidation, bullying or threatening behavior toward them or other students to school personnel.

Parents should:

1. Report harassment, intimidation, bullying and threatening behavior when it occurs;
2. Take advantage of opportunities to talk to their children about prohibited conduct;
3. Inform the school immediately if they think their child is receiving or initiating prohibited conduct;
4. Watch for symptoms that their child may be a victim of prohibited conduct and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and
6. Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incidents.

\*\*\*Hazing is any activity that recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization having student members that is sponsored by the School District or that is permitted to hold meetings or other events on School District property.

Because of the disruption it poses to the educational process, all students are subject to disciplinary action, including suspension, for threatening, intimidating, coercing or harassing any school employee at any-time. Student behavior away from school may be the subject of discipline at school, including out-of-school suspension.

### **For Further Information**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Contact the School District's Title IX and 504/ADA coordinator, Dusty Walden, Panama, OK 74951, (918) 963-2217 facsimile (918) 963-2860 for further information concerning Title IX or to initiate a complaint under the School District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

Panama Public Schools also prohibits disability harassment under Section 504 and Title II of the Americans with Disabilities Act.

## **Z. DISCIPLINE PROCEDURE**

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the

individual and of the school.

In recognition of that fact, the Oklahoma Legislature has amended Okla. Stat. tit. 70, S 20-100.4 to read as follows: Each local board of education shall adopt a policy for the control and discipline of all children attending public school in that district. Such policy shall provide options for the methods of control and discipline of the students and shall define standards of conduct to which students are expected to conform. The policy shall specifically prohibit harassment, intimidation, and bullying by students at school and address prevention of and education about such behavior. In developing the policy, the district board of education shall make an effort to involve the teachers, parents, and students affected. The students, teachers, and parents or guardian(s) of every child residing within a school district shall be notified by the district board of education of its adoption of the policy and shall receive a copy upon request. Provided, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies, rules and regulations of the district. Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline should be based on an infraction (ie., the student's attitude, the seriousness of the offense and potential effect on other students.)

In administering discipline, consideration should be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary actions, the administration should be mindful of the fact that they are dealing with individual personalities.

The administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

Nothing in this discipline schedule shall be construed to deny the student's right to fair and orderly hearings, appeals, and due process in cases which may end in suspension.

This schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

The purpose of a discipline procedure is to let the students know what to expect in each class. This will ensure that students can have the proper environment for learning. This will also give the teacher the opportunity to teach his/her class in an organized manner.

The students will meet with the teachers and principal and will be instructed thoroughly on how the discipline procedure works and what to expect.

### **In-School Detention (ISD)**

It is the policy of the Board of Education to encourage regular class attendance and minimize the use of out-of-school suspension as a consequence for students, particularly for truancy offenses. The board encourages the use of assignment to ISD as an alternative. Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an assignment to ISD, the student immediately forfeits the privilege of participating in all extracurricular activities of the school until he or she serves the total time imposed in ISD. Any student who attends/participates in a school sponsored activity while suspended or assigned to ISD will be given as a first offense an automatic five (5) days additional suspension or ISD, second (2nd) offense ten (10) days suspension or ISD, third (3rd) offense long-term suspension (45 school calendar days), and students will not be permitted to participate for any honors or team selection while being suspended or assigned ISD. (Note if a student is suspended, additional punishment would be additional suspension and additional



ISD if a student is serving ISD.) In the event a student is assigned ISD but there isn't enough ISD left to serve, the student will be allowed to return the following year and serve the remaining ISD if the remaining ISD ISN'T a result of the student being assigned additional ISD because of failing to attend previously assigned ISD. (Example: (1) Two days of ISD left on the calendar, and the student is assigned three days of ISD, the student will be permitted to attend the first day in ISD of the next year. Grades would remain an "I" until after the first day of ISD. This would apply to anyone who would have graduated the previous year but didn't because of punishment pending. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations. Students will not be permitted to participate in any extracurricular activity while attending ISD. Students assigned ISD do not have the right to appeal to the principal, superintendent, or to the board of education. Students who have been assigned ISD may not attend extracurricular activities when the students of Panama Public School are participating at another school or school sponsored activity held off of the Panama Public School campus.

If a student fails to attend ISD, his/her days will automatically double; a student assigned to ISD will be suspended when assigned ISD and the student misses TWO consecutive days assigned to ISD. (Note: Assigned days will double.)

### **ISD SCHOOL RULES**

1. Must bring paper and pencil to the ISD classroom.
2. Students must not disturb other students while in In-School Detention.
3. All rules of Panama Schools are in effect.
4. Any disruption or disrespect to the class or teacher will be cause for suspension, and the student shall finish his ISD when he/she returns.
5. ISD is not a place for socializing; it is a place for work. If a student has finished assigned work, he/she must start on other work that they have brought.
6. Work will be assigned in ISD. If work is not finished during ISD, ISD will re- assigned.

### **Out-of-School-Suspension**

Students who violate the adopted policies, rules or regulations of the Panama Public School System may be suspended for a period of time to be appropriate for the offense(s).

Students who commit certain offenses or are guilty of violating school policies, rules or regulations are subject to out-of-school suspension, but not until the school has considered some other in-school option. Students suspended ten (10) days or less have the right to appeal to a committee. Suspensions of over (10) days cannot extend beyond two semesters unless the student is found in possession of a firearm, and these students will be suspended for not less than one year. The term of the suspension may be modified by the superintendent on a case-by-case basis.

For any student suspended out-of-school for five (5) days or more, the following is required: The school administrator will provide the student with an education plan which provides only for the core units in which the child is enrolled. The education plan will set out the procedure for education and address academic credit for work satisfactorily completed while suspended.

A copy of the education plan must be provided to the suspended student and the student's parent or guardian.

The parent is responsible for a supervised, structured learning environment and must monitor the student's educational progress until the suspension is completed.

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students will not be entitled to enroll in a public school of this state. No public school will be required to enroll the student until the terms of the suspension have been met or the time of suspension has expired.

No public school of this state will be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent until the school in which the student is subsequently enrolled determines that the student no longer poses a threat to self, other students or faculty. The school may provide education services through an alternative school setting, home based instruction, or other appropriate setting. Special education students suspended out-of-school will continue to receive the education and related services according to their Individualized Education Program (IEP). Any student suspended for a violent crime directed towards the classroom teacher cannot be readmitted to that teacher's class without the teacher's permission.

Any student of Panama Public Schools will not be allowed to participate in or attend extracurricular activities sponsored by the school system while serving out-of-school suspension from the Panama Public School. (Example: long or short term suspension.

## **DISCIPLINE LEVELS**

### **1. Tardies:**

1<sup>st</sup> Offense -- After three (3) in one class the student will be assigned three (3) detentions either in the morning or after school.

2<sup>nd</sup> Offense – six (6) tardies, three (3) days of ISD.

3<sup>rd</sup> Offense – nine (9) tardies, two (2) days suspension.

### **2. Dress Code**

The purpose of this dress code is to maintain a well-kept and neat appearance of our student body, this begins at home by following the guidelines.

1<sup>st</sup> Offense – Change of clothing.

2<sup>nd</sup> Offense – Three (3) days in ISD.

3<sup>rd</sup> Offense – Suspension three (3) days.

### **3. Cell Phones/Electronics**

1<sup>st</sup> Offense – Take Give back after School

2<sup>nd</sup> Offense -- 1 day ISD

3<sup>rd</sup> Offense -- 3 days ISD, No Phone at School for remainder of year

4<sup>th</sup> Offense – Suspension

### **4. Fighting**

Panama Police Department will be called for any fight on Panama Public School property.

Citation may be issued by the Panama Police Dept.

1<sup>st</sup> Offense – Five (5) days in ISD or Suspension

2<sup>nd</sup> Offense – Ten (10) days in ISD or Suspension

3<sup>rd</sup> Offense – Suspension

### **5. Bullying/Harassment/Hazing**

Panama Police Department will be called for any bullying, harassment or hazing on Panama Public School property.

Citation may be issued by the Panama Police Dept.

1<sup>st</sup> Offense – Five (5) days in ISD or Suspension

2<sup>nd</sup> Offense – Suspension

3<sup>rd</sup> Offense – Suspension

### **6. Tobacco/Alcohol/Drug**

The Panama Police Department will be called for any tobacco, alcohol or drugs on Panama Public

School property.

Citation may be issued by the Panama Police Dept.

1<sup>st</sup> Offense – Three (3) days in ISD or Suspension

2<sup>nd</sup> Offense – Five (5) days in ISD or Suspension

3<sup>rd</sup> Offense – Ten (10) days in ISD or Suspension

The procedures will also be in effect outside the classroom, on the campus, and in the hall for those who may cause possible harm to others. Students', who continuously are referred to the office for discipline, will be dealt with severely if it continues.

Whenever a student visits the office for a violation, the violation will be documented, signed and dated by the student. This form will then be filed in the office.

\*When a student is assigned ISD, the student will report to the principal at the beginning of 1st period on the first day of ISD. Students in ISD will take their breaks after the regular break is over and go to lunch as directed by the ISD Instructor. Any student caught out of the assigned area without permission will be given extra detention or suspension. Failure to serve ISD will result in suspension from school for the same number of days. A student in ISD will work on assignments the entire time. The student is not to sleep, lay head on the desk or otherwise goof-off. If a student finishes all of the work assigned by the teachers, the student will be given work or reports by the principal/ISD teacher. Failure to do these assignments will result in extra time in ISD.

The following violations will be dealt with by ISD/Suspension depending on the severity of the violation and at the discretion of the building principal.

- Theft, destruction or defiling school property.
- Use or possession of fireworks.
- Engaging in prohibited activities.
- Violation of bus riding rules and regulations.
- Violations of activity trip rules.
- Careless or reckless driving on school premises.
- Immorality, physical or verbal abuse, profanity, vulgarity, obscene language, possessing obscene materials or using racial, ethnic or sexual epithets.

- Assault/battery and/or use, threat or possession of a dangerous weapon or facsimile thereof.
- Cheating.
- Gross misbehavior.
- Forgery.
- Gambling.
- Trespassing.
- Extortion.
- Arson.
- Vandalism.
- Bomb threats or false alarms.
- Sexual, racial or disability harassment.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION OF RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- A.** The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.
 

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B.** The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.
  - i. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

- ii. If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- i. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- ii. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- iii. Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW  
Washington, D.C. 20202-4605 30

### **PARENTS RIGHT-TO-KNOW *POLICY***

At the beginning of each school year, any district that receives funds under NCLB Title I shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications. In addition, parents may request and a school **shall provide** to each parent —
  - (i) Information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and,
  - (ii) Timely notice that their child has been assigned, or has been taught for four or more consecutive

weeks by a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF *PUPIL RIGHTS* AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's parent;
2. Mental and psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility.

- B. Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance; administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- C. Inspect, upon request and before administration or use —

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of school activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
  - Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **DIRECTORY INFORMATION NOTICE**

The Family Educational Rights and Privacy Act (FERPA) requires that the Panama Public Schools, with certain exceptions, obtain the written consent of the parent or eligible student prior to the disclosure of personally identifiable information from a child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless the parent or eligible student has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from a child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production;

The annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance

under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories — names, addresses and telephone listings — unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The School District has designated the following information as "directory information," and it will disclose that information without prior written consent:

- The student's name;
- The names of the student's parents;
- The student's address;
- The student's telephone listing;
- The student's electronic mail address;
- The student's date and place of birth;
- The student's dates of attendance;
- The student's grade level (i.e., first grade, tenth grade, etc.);
- The student's participation in officially recognized activities and sports;
- The student's degrees, honors and awards received;
- The student's weight and height, if a member of an athletic team;
- The student's photograph; and
- The most recent educational agency or institution attended.

Within the first three weeks of each school year, the School District will provide to parents and eligible students via the student handbook the above list of items of directory information it proposes to designate as directory information. The parents of students and eligible students enrolling after that time will also receive a copy of the handbook upon enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the superintendent of schools' office) of any or all of the items they refuse to permit the School District to designate as directory information about that student. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

### **LOCKER SEARCH AND SEIZURE**

In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers. Thus, although students have privacy rights in their locker contents as against other students they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances.

The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers for general and specific inspections at any time.

"Sniffer" dogs may properly be used to discover narcotics and dangerous drugs concealed in school property assigned to students.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities.



These items will immediately be turned over to law enforcement officials for disposition as they see fit. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

### **STUDENT SEARCH AND SEIZURE**

The school principal or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search will be conducted in accordance with the School District's Student Search and Seizure Policy.

### **GUIDANCE SERVICES**

Guidance and counseling services are available to every student. The following services and materials are available in the counselor's office:

- enrollment and scheduling assistance
- vocational information
- career planning
- college catalogs
- college scholarship and financial information
- individual counseling
- administration and interpretation of standardized tests (Explore, PLAN, ACT, ASVAB, EOI, and AP Courses)

### **AIDS PREVENTION CURRICULUM**

Panama Public School provides copies of the curriculum for the teaching of AIDS Prevention. These copies are kept in the school library and are available to any parent who wishes to examine the content of the material. These materials are not for checking out because so few copies are available. The AIDS Prevention curriculum is presented to 5th through 12th grade students, both male and female.

### **SPEECH THERAPIST**

A staff speech therapist is available for students. Speech problems should be referred to the principal, counselor or therapist.

### **CAFETERIA**

The school cafeteria is located in the middle school building. All students may buy a well-balanced hot meal every day. Food and drink may not be taken from the cafeteria. Students who are eligible will receive free or reduced price lunch and breakfast. Students are expected to follow the following courtesies:

### **LIBRARY**

The school library is essentially a place of reading activity. Students and teachers alike may enjoy the

freedom of browsing or doing research as a particular need develops. The school library is an extension of the classroom in helping to prepare daily assignments.

In accordance with the policy of the Board of Education, the following regulations shall govern the use of the school library and materials:

- (1) Borrowed books are due two weeks from the date they are checked out.
- (2) Students may check out a maximum of two books from the library at one time. Permission may be obtained for additional check-outs.
- (3) Books may be borrowed for two additional weeks unless someone is on a "request list".
- (4) Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers.
- (5) Borrowers will be charged replacement costs for all books or materials which are lost or destroyed.
- (6) Encyclopedias and other reference books or materials may not be removed from school premises. A photocopy of a specific article may be obtained from the librarian.
- (7) Magazines, newspapers, and other periodicals may not be removed from the library and must be returned to the proper rack, shelf, or table.
- (8) Students will not be admitted to the library when classes are in session without a hall pass signed by their teacher.
- (9) Quiet and orderly conduct in the library will be enforced by the library staff.
- (10) Audio-visual equipment and materials may be checked out by teachers only.
- (11) The use of library equipment and materials shall be prearranged with the librarian including any after school hour uses.
- (12) Students and their parents or guardians are advised that it is a misdemeanor under Oklahoma law to remove or attempt to remove or attempt to remove library material from the premises of a library facility without authority, or to mutilate, destroy, alter, or otherwise damage in whole or in part, any library materials which have been lent to said person by the library facility, within seven days after demand has been made for the return of the library materials.

## **PROM POLICY FOR PANAMA PUBLIC SCHOOL**

### Dress Requirements for the prom:

GIRLS: A long or short formal or a "party dress"

BOYS: Tuxedo or suit (with dress shoes, coat, tie, and matching dress slacks.)

Jeans worn with a dress shirt and tie will be allowed. A coat is preferred.

Servers are to dress accordingly, but NOT allowed to participate in the prom other than serving UNTIL 10:30 p.m.

### ONLY ONE GUEST PER PERSON

This guest must be your date. He or she must leave when you leave. Your date must be a freshman or above at Panama High School or the school in which they attend.

Students must register their dates two weeks before the prom if the date is not a junior or senior at Panama

High School. Only those people whose names are registered and approved in advance will be allowed into the prom.

### RULES FOR THE PROM

Students are reminded this is a school event and school rules will apply.

ANYONE OWING MONEY TO A SCHOOL ORGANIZATION, THE LIBRARY, OR A CLASS, MUST PAY THE AMOUNT OWED PRIOR TO THE PROM. IF NOT PAID, HE OR SHE WILL NOT BE ALLOWED TO ATTEND THE PROM.

ONCE A STUDENT LEAVES THE PROM, HE/SHE CANNOT RE-TURN. IF A STUDENT MUST GO TO HIS/HER CAR, HE/SHE MUST BE ESCORTED BY SECURITY OR A TEACHER.

### **VISITORS**

Visitors are classified as those persons on campus who do not work for this school or who are not enrolled as students. All visitors are to report to the office before conducting any business in the school building or on the school premises. Students are not to invite or bring friends or family members other than parents to school without first clearing visitation with the principal. Small children are not to be taken into a classroom during class periods. This interrupts class and interrupts student learning time, which is in violation of State Department regulation.

### **PARENT TEACHER CONFERENCES**

Parents are always welcome to visit Panama School. However, if a conference is desired, a time may be scheduled by calling the school office at (918)963-2215.

### **LOST AND FOUND**

The principal's office maintains a lost and found as a convenience for those students who have misplaced any of their personal belongings.

### **TORNADO DRILLS**

From time to time during the tornado season there will be tornado drills. The signal for a tornado drill is one long bell repeated once.

### **FIRE DRILLS**

Practice fire drills will be held early in the school year, and there will be drills from time to time throughout the year. Complete instructions will be given to each teacher concerning the procedure to be followed by each student. The signal for a fire drill is an intermittent bell repeated several times.

### **ADVERSE WEATHER**

If weather conditions cause the cancellation of school, the following media will be notified as soon as possible, regarding the closing of school. Please tune to one of the following forms of communication:

- a. Text and/or phone call
- b. Social Media Apps such as the Panama Schools Facebook page

- c. Group Me and other apps

## **ASBESTOS NOTIFICATION**

In compliance with the Asbestos Hazard Emergency Response Act all buildings on the Panama School campus have been inspected for asbestos containing materials.

This inspection was done by accredited Department of Labor inspectors, and all samples were submitted to an EPA-certified laboratory for analysis.

## **CLASS RINGS**

To be eligible to order a class ring, a student must be in regular attendance and be classified as a junior. If the student is subject to long-term suspension or drops out of school after the ring has been made, he/she will forfeit his/her deposit and eligibility to purchase a class ring, unless the student re-enters school and is in regular attendance. The ring will be returned to the company if the person who placed a deposit is no longer a student and will not graduate with his/her class.

## **STUDENT WORK POLICY**

State law requires that students attend school six hours per day. Seniors are permitted to enroll in work study in the last hour of the day; however, no credit is given.

## **LOCKERS**

At the beginning of the school year each student is assigned a locker free of charge. Combination locks can be rented at the office for fifty cents (\$.50) each. Students are not to change lockers unless the office approves. Students are encouraged to keep lockers free of clutter and clean at all times. Students must provide a key or combination if they provide their own lock.

**THE PANAMA HIGH SCHOOL and MIDDLE SCHOOL HAS A CLOSED CAMPUS.** Student/students may be checked out during lunch only by parent(s)/legal guardian(s) by signing them out in the principal's office. (No Phone Calls)

## **ACTIVITY CALENDAR**

To eliminate conflict, an official calendar is maintained by the principal. All school activities must be scheduled on this calendar. Sponsors and student officers are urged to schedule all activities as early in the year as possible.

## **TEXTBOOK/CHROMEBOOKS**

Students will be issued free textbooks and Chromebooks for classes and will be responsible to pay for lost or damaged textbooks, Chromebooks, and or library books.

## **STUDENT DRIVING POLICY**

When your child leaves the campus in his/her car, you, as the student's parent or guardian, are responsible

for him/her and all students riding with him/her. Your child must bring a signed permission form to the high school office if he/she is to drive a car to school.

When the student arrives at school, the car is to be parked and is not to be moved until school is dismissed for the day. There is to be no casual driving on the school campus. When leaving the campus, exit the east gate. Students may park only in the parking lot on the East end of the High School Building. SPEED LIMIT on campus is 10 M.P.H.

Tardies because of mechanical failure of a student's vehicle will be counted against his/her attendance. This includes being tardy from lunch, Career Tech, etc. Any student observed violating traffic laws, school laws, or "cutting up" in his/her car will lose his/her driving privilege at Panama Schools. This also applies to driving when reported by patrons or law officials, including high-way patrolmen.

## LETTER JACKET POLICY

A senior letter jacket may be ordered for those students who participate and graduate their senior year and remain in good standing throughout their senior year. For the district to pay for a portion of a letter jacket, the student must be currently enrolled in band, cheerleading and/or sports and in good standing.) A standard jacket has been adopted, and the criteria students must meet before receiving a jacket must be followed. Copies of these criteria are available through the principal's office and from the coaches of each sport or activity. Only the athletic accomplishments of the senior year will be included on the letter "P". Bars can be added to the jacket for grades 10, 11, and 12 only, unless, 9th grade student earned a varsity letter at an upper level of competition as stated above.

A standard jacket has been adopted, and the following criteria will be used to determine how students will receive a jacket. If funds are available, the district will pay up to \$50.00 of a standard jacket. (1) 1-Year Letter: School pays \$16.66

(2) 2-Year Letter: School pays \$33.32

(3) 3 -Year Letter: School pays \$50.00

(Payment by school is dependent upon the availability of funds in the appropriate activity account.)

NOTE: Basic jacket consists of vinyl sleeves-the extra cost of leather sleeves will be paid by the student.

The district (if funds available) will pay \$50.00 toward the jacket, letter "P", name plate, and hog emblem. The school will provide the highest award patch earned by the athlete to be placed on the left sleeve. The following must be attained or exceeded in order to earn the letter during the senior year of competition:

(a) Football, Basketball, Track, Baseball, Weights, Golf, Cheerleading, Band, Speech (or any new sport not covered):

When an athlete completes the season by play/practice, they are entitled to be awarded the senior letter jacket and the letter "P" award. If a student quits a sport before the end of the season, they are not entitled to earn the letter "P" or letter "P" award.

Resulting injury: Should an injury occur to a senior athlete and the head coach feels that the athlete would have been a participant in good standing, the coach has the option of nominating the athlete to receive his/her senior letter jacket, but the athlete must still make a contribution to the team. A doctor's statement must be presented which prohibits any athletic participation.

Once a student has previously quit a sport, they must have approval from the head coach and principal before enrolling in a competitive athletic class.

**NOTE: A decision of one head coach shall not be binding for a head coach of another sport. Each sport will be judged by each coach of the respective sport.**

Pregnancy shall not be defined as injury. Only names and/or numbers can be included on the sleeve of the jacket with other options mentioned above. *Example:* Patches denoting team achievements with head coach granting permission for individual achievement patches. Bars will be for only the upper three levels (10, 11, and 12) of competition to be placed on the letter "P".

Underclassmen will be given a letter "P" award for each year competing in a recognized sport, (9, 10, 11, and 12) and may order a letter jacket at their own expense. Criteria used will be the same criteria used to award a senior jacket to earn the underclassman letter "P" award.

Once a student earns a letter in any sport/band, they may purchase a letter jacket at their own expense. (Note: The school will not reimburse for this jacket.) Refer to current policy for the school purchasing a jacket their senior year.

### **STUDENTS IN TWO ACTIVITIES AT THE SAME TIME**

Occasionally a student who participates in more than one activity is in a position of being responsible to both activities at the same time. It is the goal of the school for students to have the opportunity to develop a variety of interests and skills through experience in several aspects of the activity program. In situations when events conflict, the coach, director, or sponsor shall cooperate in working out the conflict in a manner that minimizes pressure on the student. The principal shall be involved in the process. In the last analysis the student will determine in which event he or she participates. If state playoffs are involved, it is appropriate to suggest that in most cases, representing the school in state play-offs should hold priority over regularly scheduled interscholastic contests. The importance of the contribution of the student to the success of each contest is another factor.

Coaches, directors, or sponsors **SHALL NOT PENALIZE** the student if he or she does not choose his or her event when participating in another extracurricular school activity.

### **FOOTBALLHOMECOMING**

1. All 10th and 11th grade cheerleaders girls will automatically be football attendants.
2. All 12th grade cheerleaders will automatically be football queen candidates.
3. The football queen will be selected from the senior candidates by the football team.
4. The football team will select the captain who will crown the queen.
5. Senior football players escort the girls.
6. The crown bearer and flower girl should live in the school district or be in the Panama School system.
7. The cheerleaders and sponsor will select the crown bearer and flower girl.

### **BASKETBALL HOMECOMING**

1. Only senior basketball players are considered for king/queen honors.
2. If there are no senior players to choose from, all juniors from that team will be considered.
3. Senior Cheerleaders will dress during the ceremony.
4. Non-senior cheerleaders will help with the crowning and be participants in the ceremony.
5. The girls team will vote for the queen and the boys will vote for the king.
6. There has to be a majority vote for royalty.
7. Cheerleading sponsor will handle the setup and practice of the ceremony.
8. Ceremony will be held before the game, boys will play first.

### **FUNDRAISERS**

The Panama Public School District will not permit any daytime fund raisers, with the exception of vending machines. "This is not to be confused with any activity sponsored by the OSSAA".

Fundraisers will be permitted after school hours and weekends.

### SCHOOL HEALTH SERVICES

**ILLNESS:** Children should be kept home for the obvious communicable diseases such as chicken pox, pink eye, and for any unexplained rash until seen by the doctor. Most doctors feel that a student can return to school after being without a fever and/or on medication for 24 hours. Attempts to contact parents will be made when:

1. Child has a fever in excess of 100 degrees F.
2. Serious injury or illness occurs.
3. Ringworm, pink eye, impetigo, unexplained rash occurs - Students must receive treatment AND have a doctor's statement before they can return to school.
4. Pediculosis (Head Lice) - Occasionally, one of the problems that students have is pediculosis (head lice). Head lice are easily transmitted from one person to another. The school will do the following:
  - a. When a child is suspected of having head lice, the teacher will inform the school nurse. The school nurse will examine the child. If live lice are found, the parents will be notified by the nurse. If nits are found, a note will be sent home.
  - b. All the children in that class will then be examined for infestation. The nurse will also examine all brothers and sisters of the student. A child will not be readmitted until he/she has been examined by a doctor or county health nurse and a note stating that the student is free of lice.
  - c. A notice will be sent home with all students in the classroom or the entire building depending on the number of students involved.

### RULES FOR MEDICATION AT SCHOOL

#### **MEDICATION POLICY:**

Many medications are sent to school for the nurse or designated personnel to give to students. For the safety of your child, the school staff will follow policies and procedures for administration of medication as stated:

1. Medications prescribed by a doctor that are given three times daily or less should be given at home. You are encouraged to give a dose BEFORE school, one AFTER school and one at BEDTIME, unless otherwise advised by your doctor.
2. All medications must be delivered to the school principal, nurse, or teacher by the parent, and the medication will be placed in a secured area. **Absolutely no medication should be brought to school by the child.**
3. The label of ALL prescribed medications must include the following information: Name of Child, Name of Medication, Dosage of the medication with Instructions on Administration, Name of doctor, and Date.
4. If medication is a prescription, ask your pharmacist to prepare **TWO** labeled containers, **ONE** for school and **ONE** for home. **THE VERY FIRST DOSE OF THIS MEDICATION FOR CURRENT CONDITION/ILLNESS MAY NOT BE GIVEN AT SCHOOL.**
5. All Over-the-counter medications must be FDA approved and must be in the original container. Parental instructions must be written specifically for their child.
6. All over-the-counter medications will be given according to package directions and limited to three (3) days for the same complaint without a doctor's orders.
7. A parent permission slip must accompany ALL medications. You may obtain a medication permission slip in the nurse's office.
8. Medication purchased in a foreign country will not be given.
9. Tylenol or Advil may be given at the nurse's discretion, providing the parent/ guardian has

indicated no allergic reaction to Tylenol or Advil on the medical form.

10. Any change in prescription medications, such as dosage or brand, must be verified by written doctor's orders until the new prescription bottle can be brought to school.
11. Medication on field trips is the responsibility of the parent. Teachers are not responsible for administering daily medication to children while out of school on a field trip. It is in the best interest of all if a parent or guardian is able to chaperone on these occasions. If this is not possible, please contact the school for other arrangements.

## **Panama Public Schools Social Media Policy**

### **Social Media and Online Communications**

The purpose of this policy is to provide guidance and expectations for all Panama Public Schools students, teachers, staff, and administrators regarding the creation and use of emerging Web tools to facilitate collaboration, information sharing, social networking and social media. These tools include, but are not limited to, blogs, online bulletin boards, video and photo sharing sites, social networking and micro blogging.

The Administrator and/or district designee shall approve the technologies suitable for use by Panama Public Schools and their programs. Panama Public Schools will not create, install or implement their own social networking or Web 2.0 accounts or with technology services providers without following the provisions of this policy.

**Everything contributed online stays forever and everything that is done reflects on the Panama Public Schools as an organization. Failure to follow these policies may result in disciplinary actions.**

Users must ask themselves "Would this public expression impair my ability to work with my colleagues on a friendly basis? Would it make my colleagues, partners or customers uncomfortable? Could it damage the reputation of the organization?"

**While we encourage open communication both internally and externally in all forms, we expect and insist that such communication does not substantively demean our environment. This means that constructive criticism - both privately and publicly - is welcome, but harsh or continuous disparagement is discouraged.**

The external communication of Panama Public Schools confidential information or other aspects of the organization that is not intended for public consumption (internal and/or external emails not addressed to individuals or released to the public, partnership deals, unsubstantiated and unreferenced facts, etc.) is ALWAYS forbidden and may be grounds for immediate termination and legal action. Public information will be released through the Panama Public Schools Office of the Superintendent.

### **Disclaimer**

Each social media site (including but not limited to, blogs, wikis, Twitter, Instagram, Facebook, LinkedIn, etc.) established by Panama Public Schools groups and/or associated personnel shall contain the following disclaimer: "The opinions expressed here are personal opinions of the author and do not necessarily represent the views and opinions of Panama Public Schools,"

### **Confidential Information**

Staff or students may not disclose any sensitive, proprietary, confidential, or financial information about the



organization that is not considered public record. Panama Public School employees, students and parents should not be cited or obviously referenced without their approval. Never identify a teacher, staff member, student or parent by name without permission, and never discuss the confidential details of these individuals. It is acceptable to discuss general details and to use non-identifying pseudonyms so long as the information provided does not violate any non-disclosure agreements that may be in place or makes it easy for someone to identify the individual.

### **Respectful Tone**

**Users may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other person or entity. This includes, but is not limited to, comments regarding Panama Public Schools, the employees, partners, students, teachers, parents, staff and administrators. Users may not personally attack fellow employees, authors, parents, vendors or stakeholders.**

### **Be Considerate**

**Remember that anyone, including colleagues, may be actively reading what you publish online. In choosing words and content, it is a good practice to imagine that supervisors and family members are reading everything that is posted. It is all about judgment: using social media accounts to bash or embarrass Panama Public Schools, students, teachers, staff, parents or coworkers is not smart or professional. If there are suggestions for improvement at Panama Public Schools, they should be started constructively and go through the proper channels to air concerns and share suggestions.**

### **Be Transparent**

If there is discussion regarding Panama Public Schools, there is a duty to disclose personal roles within the organization.

### **Copyrights and Trademarks**

Respect copyright and fair use laws. Trademarks such as logos, slogans and various digital content (art, music, photos, etc.) may require permission from the copyright owner. It is a responsibility to seek that permission if there is intent to use such trademarked content.

### **Personal**

Social media is about individual participation. Users are personally responsible for anything published online. Posts should express individual opinions, and not take positions for Panama Public Schools. Users may post about the organization and educational trends but also about personal opinions and even the occasional non-work related topics. (Remember to have the disclaimer in a prominent location). Even though social media posts may be primarily made up of personal opinion, do research and check that facts are accurate.

### **Authenticity**

Posts should be factual. Posts should not make comparative statements concerning Panama Public Schools partners without prior approval of the Site Administrator and verification of accuracy from the Office of Technology. Always disclose employment or association with Panama Public Schools.

### **Respect Work Commitments**

Please remember that the use of social media and other social networking activities are personal and should

be done on personal time unless the staff member has specifically been assigned to perform an online activity related to Panama Public School responsibilities as an employee or student.