

# **Parent/Student Handbook 2024-2025**



**Panama Elementary**  
Panama, OK 74951

Lower Elementary: 918-963-0401  
Upper Elementary: 918-963-0404

Dear Parents/Guardians,

Panama Elementary School welcomes each student and parent. We strive to provide a climate conducive to learning, which is our number one priority. There are many aspects of a school that make it effective. One of the most important aspects is school to home and home to school communication. Research in this area has clearly shown that children benefit when schools communicate with home on a regular basis.

This Parent Handbook is an attempt to provide you with the information you need to send your child(ren) to school well prepared to meet each day. Hopefully, we have included the information that will be most useful to you in such a way that you find it easy to read. These rules are intended to help us reach our goal and to assist students in reaching their highest levels of achievement.

We're excited about Panama Elementary School, and we're proud of the quality of students we serve. We firmly believe that all children can learn and that schools do make a difference. We believe that with consistent and cooperative effort teachers, parents, support staff, and administrators can dramatically increase the potential for student success.

As always, feel free to contact any of the staff if we can be of assistance, and feel welcome to make arrangements to visit the school and your child(ren)'s classroom at any time.

We hope that the 2024-2025 school year will be a positive time for you and your child(ren). We look forward to a great year with you and your student(s) as our partners in education.

Sincerely,

Mark McGuire, Lower Elementary, [mmcguire@panama.k12.ok.us](mailto:mmcguire@panama.k12.ok.us)

Mark Self, Upper Elementary, [markself@panama.k12.ok.us](mailto:markself@panama.k12.ok.us)

## **PHILOSOPHY**

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 or her potentialities and limitations, is able to accept him or herself and others different from him or herself, is confident in his or her own feelings, is able to accept his or her society, is self-sufficient vocationally and as a consumer, is able to adapt to his or her needs and to the needs of others, is literate, and is capable to advance his or her academic, vocational, and cultural interests.

## **NON-DISCRIMINATION**

Panama Elementary School shall take all necessary actions to comply with the letter and spirit of Federal and State Law, prohibiting discrimination against any person because of race, color, national origin, religion, sex, age, disability, or veteran status.

## **DAILY SCHEDULES**

Breakfast begins at 7:30 am

School starts at 7:55 am

School dismisses at 3:05 pm

## **LUNCH**

PreK 3.....	11:10 am
PreK .....	11:15 am
Kindergarten .....	10:35 am
First Grade.....	10:45 am
Second Grade .....	10:55 am
Third Grade .....	11:00 am
Fourth Grade .....	12:00 pm
Fifth Grade.....	12:20 pm
Sixth Grade.....	11:30 pm

## **CAFETERIA RULES**

1. Everyone is encouraged to take at least two bites of every portion of food on their tray. Everyone is encouraged to drink all their milk.
2. Students are “not” to trade food off their trays.
3. Students need to exercise appropriate table manners and be considerate of others by using quiet voices when eating.
4. Remove hats or caps when entering the building and form a line.
5. No running, crowding in line, exchanging places in line, or boisterous behavior. This may result in disciplinary action given by the duty teacher.
6. After finishing your meal, place all cups, napkins, silverware, etc. on your tray. Pick up any food you dropped or spilled. Empty trays by dumping food, paper items, and silverware into designated containers before placing your tray in the receiving window.

## **SCHOOL DISCIPLINE**

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, §24-100.4 to read as follows:

Each district 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 of every child residing with 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 shall 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 discipline should be based on an infraction (i.e., the student's attitude, the seriousness of the offense and potential effect on other students.)

In administering discipline, consideration should be given to alternate 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 be processed 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 actions 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.

## **SEARCH OF STUDENTS**

The school principal or higher 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.

## **DISRUPTIVE BEHAVIOR**

Disciplinary action will be taken by the school regardless of whether criminal charges result if misconduct occurs in the school building, on school property, on school buses, or going to or from school sponsored or authorized activities.

The following are specific examples of unacceptable behavior which will result in disciplinary action which may include suspension:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender, or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized, or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing, or distributing or causing or allowing to be broadcast, published, or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class or sleeping, eating, or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval;
10. Failure to comply with state immunization records;
11. False reports or false calls;
12. Fighting;

13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, or physical acts;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;
18. Inappropriate attire;
19. Inappropriate behavior, or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, including but not limited to:
  - a. assault and battery
  - b. damage, destruction, vandalism, or defacing any real or personal property; or threatening, by word or act;
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession of a caustic substance;
27. Possession of obscene materials;
28. Possession, without prior authorization, of a wireless telecommunication device;
29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, knife, etc.);
30. Possession, use, distribution, sale, conspiracy to sell 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 Oklahoma law, i.e., 3.2 beer) and/or controlled substances;
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, and volunteers;

34. Theft;
35. Threatening behavior, including gestures, written or verbal expression, electronic communication, or physical acts;
36. Truancy;
37. Use or possession of tobacco or e-cigarettes in any form;
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. Vandalism;
41. Violation of the Board of Education policies, rules or regulations or violations of school rules and regulations;
42. Vulgarity;
43. Willful damage to school property;
44. Willful disobedience of a directive of any school official;

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in- school placement options or out-of-school suspension. This includes, but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

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.



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

## **ILLEGAL CHEMICAL SUBSTANCES, VAPING, ALCOHOL AND TOBACCO**

1. Use or possession of illegal chemical substances, alcohol, vaping, 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. Mood-altering substances such as paint, glue, aerosol sprays, and similar substances;
  - c. 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 in 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 a 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 principal at each student's school.
2. Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

## **BUS BEHAVIOR**

All students are under the direct control and supervision of the bus driver while on the bus. Permission for any student to ride a bus is conditioned on his/her observance of the safety and behavior code of bus riders. Any student who violates any of these regulations can be denied permission to ride a bus to and from school.

The parents must assume a major portion of the responsibility for the conduct of their child while riding the bus. If this permission is revoked the parents must provide transportation for their child.

# SCHOOL HEALTH SERVICES

**ILLNESS:** Children should be kept at home for 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 Fahrenheit.
2. Serious injury or illness occurs.
3. Ring worm, 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.

## 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 fieldtrips is the responsibility of the parent. Teachers are not responsible for administering daily medication to children while out of school on a fieldtrip. 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.

## **ATTENTION:**

**COUGH DROPS:** Students may bring in cough drops with a parent permission note clearly noting when the cough drops may be taken. In the Pre-K thru 6<sup>th</sup> grade buildings, the cough drops will be administered to the student by the classroom teacher. A copy of the note will be placed in the student's file.

## **EMERGENCY INFORMATION**

It is the responsibility of each parent or guardian to provide the school office with a phone number where he or she can be reached in the event of an emergency. We **MUST** have a current home or work phone number. If this is not possible, provide the office with the name and number of a relative, friend, or neighbor that could be contacted in the event that your child has an emergency at school.

## **EMERGENCY PROCEDURES**

### **FIRE EXIT PROCEDURES**

In the event that the school needs to be evacuated either on a drill basis or in the event of an actual fire, an appropriate alarm will sound. Teachers are to line their students up in an orderly fashion and leave the building via the designated routes.

Teachers will take their attendance book with them and check attendance when clear from the building. Reentry into the building will occur upon the direction of the principal, his or her designee, or the fire department.

## **TORNADO DRILL**

A warning system is in place to keep our students safe in case of storms or extreme weather. The Event Center's Safe Room is the designated shelter for students in case of tornado. An evacuation map is located in each classroom. Two tornado drills will occur each year.

## **LOCKDOWN DRILL**

All students and staff will participate in two lockdown drills each year. The purpose of a lockdown is to secure access to the buildings in the event of a threat on or near the school campus.

## **INTRUDER DRILL**

All students and staff will participate in two intruder drills each year. The purpose of an intruder drill is to remove students from risk as much as possible, limiting their visibility of and accessibility to students, in the event of an intruder within the school building.

## **EMERGENCY SCHOOL CLOSURES**

If for any reason it becomes necessary to close school for a portion of the day, a day, or several days the school will notify the parents via school's text application. We ask that each family develop their own plan for such instances and that the plan be reviewed with the child on a regular basis. Access to phones during such closures is usually very limited. Please advise your child's teacher as to what your family plans so that they can reassure the child during such instances.

# INFORMATIONAL ITEMS

## PRE-K REQUIREMENTS

1. Student must turn 4 years old before September 1.  
student should know first and last name.
2. Must be potty trained.
3. Should recognize shapes.
4. Should recognize colors.

## ATTENDANCE

Consistent attendance at school is one of the most important keys to quality education, and we depend on you to achieve that consistency. We encourage you to see that your child attends school every day so that they may receive the step by step instruction that is basic to education.

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 to complete the work that is missed. When your child is ill and can't attend school, please call the elementary office (LE 918- 963-0401, UE 918-963-0404) and notify the secretary. Our goal is to account for every student every day! **STUDENTS MAY ONLY MISS 9 DAYS EACH SEMESTER. ANY STUDENT ABSENT FOR MORE THAN 9 DAYS PER CLASS SEMESTER WILL NOT EARN CREDIT FOR THAT SEMESTER.**

## 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 makeup work, he or she misses valuable information and experience when absent that make work cannot replicate. Exceptions may be given for good cause such as prolonged illness or accident. 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, a letter will be sent to the parent or guardian explaining the absentee policy. When a student exceeds nine absences in a class in a semester, a letter will be sent to 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.

No distinction is made between "excused" and "unexcused" absences. If a student is not at school, he or she is absent. During the 9 days allowed absences all work may be made up. Appeals may be made to the administration for extreme cases such as major surgeries, extended hospital cases, etc. Documentation for appeals must be made and documentation turned in to the office within the first three days upon returning to school.

Student absences due to school-sponsored activities will not count against the student. Each office will determine which absences are for school sponsored activities (example: 3<sup>rd</sup>-6<sup>th</sup> basketball, quiz bowl).

## **TARDIES**

1. Three tardies will constitute an absence from that class.

## **MAKE UP WORK**

When a student is absent from class, many learning activities missed can not be duplicated for make-up work purposes. It should not be assumed that this work reflects the same accomplishments as a student who was in attendance.

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.

Students have 2 days to turn in work missed for each absence. When a student misses for an extended period of time the principal will set a timeline if requested by parent/student within the first two days of returning to school.



## **SCHOOL VISITATIONS**

It is our belief that the school environment should remain as consistent as possible. We therefore discourage visits of school age children from outside the district. If there is a need for this type of visit, please contact the principal. Parent visits are welcomed and may be prearranged with the classroom teacher.

## **STUDENT DRESS**

The Board of Education of Panama Public Schools believes that 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 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, spaghetti strap blouses or dresses, see through clothing, bike shorts or "short 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 fingertipped 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 or caps in school buildings.
6. Student will not (a) wear any type of clothing or accessory, any style of makeup, or any hair style or arrangement or (b) display a decoration, body piercing, that is likely to cause a substantial and material disruption of school operations or a threat to the safety of the student or others.
7. Students will not wear sagging pants; students will belt or otherwise adjust oversized or sagging pant to fit.

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.

The responsibility for upholding this dress code rests with students and parents. While responsibility for enforcement with teachers and administrators, the building principal will determine whether a student has violated the dress code and will determine an appropriate consequence for such violation. The district's student dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

## **LOST AND FOUND**

Every year as the school year progresses our "Lost and Found" box goes full to overflowing. Please mark your child's personal belongings, and then check the box periodically for missing items. The Lost and Found box is located near the office.

## **MUSICAL DEVICES/PERSONAL EQUIPMENT**

Panama School District can find no educational value for students to bring radios, gaming devices, or other electronic devices on our campus. It is now an established school board policy that these electronic devices are not necessary for education purposes on campus and will not be allowed.

The district assumes no responsibility for equipment/supplies/clothing brought to school by a student and will not be responsible for any repairs or replacement of damaged equipment, supplies, or clothing.

Cellphones are not to be USED in the building, gym, playground, or cafeteria during the regular school day or on campus. Students will place cellphone on teacher's desk if student leaves classroom during class time (restroom, drinking fountain, office, etc.) Students caught with a cell phone in use during the regular school day will be in violation of school policy and subject to appropriate discipline. (Note: When students travel off school campus for extracurricular activities, they take cellphones for emergency use only) Cellphones taken in violation of the policy may be retained by the district up to the end of the school year.

## **SCHOOL PARTIES**

There are three annual room parties within the elementary building as determined by the classroom teachers. All special school programs and activities are on a voluntary basis. Children who are not to participate **MUST** bring a signed note from home and will be dismissed to the library at the time of the even.

## **REPORT CARDS/GRADING**

There are four grading periods during the school year which fall at the end of each quarter (see calendar). Parent teacher conferences are held twice each year for all parents. Parents are encouraged to schedule a conference any time they want to discuss their child's progress. Five week Progress reports will be sent out each quarter. The following percentage standard is used in grading student work:

90 – 100	A
80 – 89	B
70 - 79	C
60 – 69	D
0 – 59	F

## **HONOR ROLL**

Students in Grades 1 through 6 will be eligible to compete for the Superintendent's Honor Roll and the Principal's Honor Roll.

The eligibility requirements are as follows:

*Superintendent's Honor Roll* – Students must have an “A” in all subject areas during the marking periods.

*Principal's Honor Roll* – Students must have no grade less than a “B” in all subject areas during the marking periods.

## **SCHOLASTIC ELIGIBILITY**

### **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 in all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one week period. If a student is still failing one or more classes at the end of his or her probationary one week period, 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 the provision must achieve the minimum scholastic standard in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- D. A student must attend school all day the day of and the day following a ball game or other activity to be eligible to participate in the activity or practice sports, cheerleading, etc. after school. If a student is too sick to attend school, the student is too sick to participate in any school activities. No student will be able to go on any school sponsored activity or trip if he/she does not meet the eligibility requirements.

## **OKLAHOMA ACADEMIC STANDARDS (OAS)**

All state adopted Academic Standards will be covered by instructors for each curriculum component tested for study.

OAS will be documented through weekly lesson plans submitted to the principal during the preceding week. OAS will be cited, and documentation will be given for instructional methods used to accomplish the OAS objectives available for review in the administration office and objectives are available for review in the administration office and objectives by subject area are available for review in each classroom.

## **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 withing the group.

Exceptions are permitted as follows:

- A. Students may be released to their parents to return home. A parent must secure the release from the sponsor or principal.
- B. 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 parent will be given only after a conference between the sponsor or principal and the parent or guardian has occurred.
- C. In special cases, the student may be released from an activity to adults other than the parents, providing the parent makes the arrangements with the principal or sponsor by telephone or a personal contact prior to the trip.

## **REPORT CARDS**

Student report cards will be given to each student by the end of the tenth week of each quarter. If a teacher feels that it is necessary, a progress report will be mailed to the parent at the end of the 5<sup>th</sup> week.

## **SPECIAL PROGRAMS**

Special programs are available for students needing additional assistance in order to improve or support educational development. All federal guidelines related to appropriate placement of a child in a special program will be followed. Further information may be obtained through the school office.

## **SEXUAL HARASSMENT**

Panama Public Schools prohibits any form of sexual harassment of any student or employee. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s code of student conduct.

Examples of prohibited sexual harassment are:

1. Touching someone in ways that are not OK with him/her;
2. Making fun of someone’s private body parts;
3. Passing a note with sexual content about someone’s body;
4. Continuing to tell dirty jokes after being asked to stop;
5. Making slurs about someone’s sexual orientation;
6. Pressuring someone for sexual touches.

## **REPORTING SEXUAL HARASSMENT**

Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment should report those incidents to his or her principal, counselor, or teacher, or to a board member, the superintendent, or one of the School District’s compliance coordinators. If a report of sexual harassment needs to be made after normal school hours, then the student or his or her parent may contact the superintendent, principal, or any board member at home.

It is preferred that all such reports be made in person or in writing, signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents

in writing and anonymously by providing such reports to the personal attention of any of the above designated persons.

All reports of sexual harassment should state the name of the student or employee involved, the nature, context and extend of the prohibited activity, the day of the prohibited activity, and any other information necessary to a full report and investigation of the matter.

**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 coordinator 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.

**DISABILITY HARASSMENT**

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

Disability harassment includes intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's program. Harassing conduct may include verbal acts and name calling, nonverbal behavior such as graphic and written statement, or conduct that is physically threatening, harmful, or humiliating.

The following are examples of disability harassment:

1. Several students continually remark out loud to other students during class that a student with dyslexia is disabled or deaf and dumb and does not belong in the class; as a result, the harassed student has difficulty doing work in class and his/her grades decline.

2. A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmate's ability to enter the classroom.
3. A teacher subjects a student to inappropriate physical restraint because of conduct related to his disability, with the result that the student tries to avoid school through increased absences.
4. A school administrator repeatedly denies a student with a disability access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required services related to the student's disability.
5. A teacher repeatedly belittles and criticizes a student with a disability for using accommodations in class, with the result that the student is so discouraged that he/she has great difficulty performing in class and learning.
6. Students continually taunt or belittle a student with a mental handicap by mocking and intimidating him/her, so he/she does not participate in class. Contact the School District's Section 504/ADA Coordinator for further information concerning disability harassment 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.

## **RETENTION AND FAILING GRADES**

Parents have the right to appeal decisions to retain their child and to assign him or her a 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.



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

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. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write 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.
- C. 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.
- D. 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 with 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 consultation, 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.
- E. 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*

Parents of eligible students may request a copy of this FERPA policy in writing or in person from the Superintendent's Office, Panama Public Schools, P.O. Box 1680, Panama, OK 74951. copies of education records may be obtained from the appropriate Elementary, Middle, or High School Principal's Office. If needed, the district will arrange to provide translations of this notice to non- English speaking parents in their native language.

All rights and protections given parents under the FERPA and Panama Public Schools policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. At that time, the student becomes an "eligible student."

## **LOCKERS**

To maintain discipline and to ensure the proper functioning of the educational process, school personnel must always have access to all school property, including lockers, desks, etc., assigned to students.

Although students have privacy rights in their lockers or desks from school administrators or teachers. School officials will have access to lockers or desks periodically for cleaning purposes and to locate overdue library and class materials.

In addition, school officials may open and examine student lockers, desks, and all school property assigned to students for general and specific inspections at any time.

## **CELL PHONE/ ELECTRONIC DEVICES**

Cell Phones may be brought on school property during the school day. Cell Phones are not to be used at any time during school hours. At no time should cell phones be a distraction of the educational process. This includes but is not limited to vibrating, ringing, receiving or sending text. Cellphones 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 teacher's desk or designated area.

Electronic devices such as Headphones, Air Pods, I pads, Smart Watches 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 the classroom curriculum.

## **VISITORS**

All visitors are to report to the office before conducting any business in the school building or on the school premises.

## **COLLECTION OF FUNDS**

No person may solicit contributions or collect funds on school property without permission from the principal or superintendent.

## **TEXTBOOKS/CHROMEBOOKS**

Students will be issued free textbooks/Chromebook for each class and will be responsible to pay for lost or damaged textbooks, Chromebook, and library books.

## **STUDENT ARRIVAL**

Students should not arrive at school before 7:30 am each morning. We do not have teacher supervision before this time. Elementary students may not walk to school in the mornings or walk home after school. Elementary students must either ride a bus or be picked up by a parent/guardian or an adult designated by the parent/guardian. Please make sure that you have made these arrangements with your child each morning before they come to school. If your child will be riding the bus home with someone else or if they will be picked up by someone you have not specified on their enrollment form, they must bring a written note from a parent/guardian giving permission for them to do so. These arrangements will help ensure the safety of your child.

## **ELEMENTARY SCHOOL CLASSROOM CHANGES**

Students are divided as evenly as possible between the teachers at each grade level. If school personnel believe that it is necessary to change a student from one class to another, then the building principal has the discretion to authorize such change. However, if a parent desires a reassignment for his or her child from one teacher to another, then that parent has the responsibility to locate another parent in the desired class who agrees to change his or her child's class assignment. Both parents must make a request for the change to the building principal, in writing, within five (5) calendar days from the first day of the school year or five (5) calendar days from the placement, whichever occurs first. It is within the principal's discretion to determine whether or not to grant the request.

# **PROMOTION AND RETENTION AND PASS/FAILURE OF A COURSE POLICY**

## **INTRODUCTION**

The Board of Education of the Panama School District, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain him or her in the same

grade for an additional year, has established the following policy to govern this question. The purpose of this policy is to provide guidelines for teachers to follow in determining whether to promote or retain students in the School District, and to establish a uniform procedure to be followed in cases where retention is appropriate. The policy also establishes an appeal procedure by which parents may challenge the decision to retain a student or to assign a student a failing grade in a course.

As used in this policy, “promote” or “promotion” means to pass a student who has successfully completed the requirements of a particular grade into the next higher grade at the end of the school year and to record on the student’s record that he or she has successfully completed his or her current grade.

As used in this policy, “retain” or “retention” means to withhold a student from advancing into the next higher grade at the end of the school year and to indicate on the student’s record that he or she has not successfully completed his or her current grade.

## **POLICY REGARDING PROMOTION AND RETENTION**

Each school will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available and additional personnel who may be assigned by the principal when appropriate.

Strong supportive evidence must be presented to the student and parent regarding retention. This evidence must be based on:

- A. Testing which actually covers the subject matter presented to the student.
- B. Assignments directly related to the subject matter being taught.
- C. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social) and to the student's attendance record, although these matters will not bear the same weight as items 1 and 2.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course.

Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that his or her performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve his or her academic standing.

## **APPEAL PROCESS**

Any parent may request reconsideration of a retention decision or the assignment of a failing grade in a course by taking the following steps:

### **First Level of Appeal:**

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision, the initial decision will be final.

### **Second Level of Appeal:**

The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final.

### **Final Level of Appeal:**

The parent may request review of the superintendent's decision by letter to the superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time, and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final. If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's education record.

# **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.

## **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:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waved.
3. 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.



4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **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:

Consent before students is 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.

- ▶ 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.
  
- ▶ 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 of 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*

## **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 make 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.