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You

PANORAMA
SECONDARY STUDENT HANDBOOK

SUPERINTENDENT.....SHAWN HOLLOWAY
PRINCIPAL.....THAD STANLEY
GUIDANCE COUNSELOR.....CHRIS WEBNER

701 West Main Street
PO Box 39
Panora, Iowa 50216
Phone - 641-755-2317 FAX - 641-755-3008
Website: www.panorama.k12.ia.us

“Developing a community of learners who are responsible, motivated citizens with academic, career and volunteer experiences that prepare them for life’s next step.”

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DISTRICT POLICIES AND PROCEDURES

INTRODUCTION

TO THE STUDENTS OF PANORAMA SECONDARY SCHOOL

This handbook has been prepared to serve as a useful guide for all Panorama Secondary School students and parents. **Students are expected to know the provisions of this handbook, which includes a description of the policies and procedures under which your school operates.** This is essential if our school is to function smoothly and efficiently for the benefit of all.

Panorama Community School strives to help you be prepared for the challenges you will face in the future. To develop and accept the responsibilities and obligations of good citizenship will help you to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school that will prepare you to live a better life and eventually take your place in this complex society. Remember that your success in Panorama Secondary School will be directly proportional to your efforts.

This school will be whatever we make it. Let us always have the spirit to do the things that will make it outstanding.

Panorama Community Schools Mission Statement

“Developing a community of learners who are responsible, motivated citizens with academic, career and volunteer experiences that prepare them for life’s next step.”

NONDISCRIMINATION POLICY

Students, parents, employees, and others doing business with or performing services for the Panorama Community School District are hereby notified that this district does not illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socio-economic status (for programs) in its educational programs and employment practices.

Elizabeth Ratcliff, School Improvement Director, has been designated to serve as the district's Equity Coordinator to ensure compliance with district policies. There is a grievance procedure for processing complaints of discrimination that is available in the district office and website. If you have a question or complaint related to compliance with this policy, contact Mrs. Ratcliff by email (liz.ratcliff@panorama.k12.ia.us This e-mail address is being protected from spambots. You need JavaScript enabled to view it), phone (641-755-2021), or mail (Panorama Schools, 501 Panther Drive., Panora, IA 50216), or contact the Director of the Office for Civil Rights by mail (U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475 Chicago, IL 60662-7204), phone (312-730-1560), fax (312-730-1576), or email (OCR.Chicago@ed.gov).

Code No. 101.R1

PANORAMA COMMUNITY SCHOOL DISTRICT

GRIEVANCE PROCEDURE

It is the policy of the Panorama Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator, Liz Ratcliff, at 401 Panther Drive, Panora, IA, 641-755-2021, liz.ratcliff@panorama.k12.ia.us.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 5 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 15 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 15 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Code No. 101.E1

PANORAMA COMMUNITY SCHOOL DISTRICT

ANNUAL NOTICE OF NONDISCRIMINATION

It is the policy of the Panorama Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the Equity Coordinator, Liz Ratcliff, at 401 Panther Drive, Panora, IA, 641-755-2021, Liz.Ratcliff@panorama.k12.ia.us.

FEDERAL SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Panorama Community School District has the obligation under Section 504 to identify, evaluate, and, if the student is determined to be eligible, afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

STATEMENT REGARDING THE HOMELESS

The Board of Directors of the Panorama Community School District is responsible for locating and identifying homeless children and youth who are “found” within the district. A “homeless child or youth of school age” is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home, living in a community shelter facility, or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs on the same basis as those services and assistance are provided to resident pupils.

ABUSE OF STUDENTS BY DISTRICT PERSONNEL

It is the policy of the Panorama Community School District that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students.

It is the policy of the district to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegations and to do so in a reasonably prudent manner.

Anyone believing that a student has been abused by a district employee or volunteer may report the abuse to Chris Webner, secondary guidance counselor and level one investigator at (641) 755-2317.

The entire policy on abuse of students by district personnel is defined in Board Policy and is available in the administration office. This information can also be accessed on the district website.

CHAPTER 103 ANNUAL NOTIFICATION STATEMENT

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website at www.iowa.gov/educate.

HEALTH SERVICES

Nursing Services: Health services include health counseling, health education, health assessment and treatment if indicated, and referrals. The school nurse maintains all current health records.

Health Records: By keeping adequate health histories we are better able to evaluate, understand, and be responsive to your child’s individual needs. A yearly Health Update should be completed at the time of registration. Please send a note or call the school nurse regarding any developments concerning your child’s health. This would include hospitalizations, medications, allergies, injuries, surgeries or medical conditions, as well as any other information, which would be pertinent to your child’s performance and attendance. All new students should submit a completed history and physical form.

Please keep the Health Office current with any changes or updates in your child’s health records and medical condition as well as necessary phone numbers to contact you in the event of any emergency involving your child.

Too Sick For School: If your student shows signs of possible illness, the decision regarding school attendance can be difficult. You are asked to take a little extra time to be sure the right choice is made. In order to decrease the chance for spreading illness to others at school, please keep your child home if he/she has:

- A. Had a temperature of 101.0 degrees or more in the past 24 hours. **To be able to return to school, students must be fever free for 24 hours without the use of medications (such as Tylenol or Advil)**
- B. Vomited in the past 8 hours.
- C. Had diarrhea in the past 8 hours.
- D. A bacterial infection (strep throat, etc.) that has not been treated with antibiotics for 24 hours.
- E. Constant cough that would disturb both your child and the class.
- F. A communicable disease (chicken pox, impetigo, strep throat, pink eye, etc.) and has not received written authorization from your doctor or school nurse for readmission to the classroom.
- G. Any acute physical symptoms that would override your child's learning or prevent the child participating in all aspects of school life, including recess and physical education. Exceptions to this policy require a medical excuse from a physician.

If your child will be absent, please call the school secretary as soon as possible and give her your child's name and reason for the absence. Your calls are most appreciated because if your child is absent and the school has not been notified, the school must contact the parents. Please call EACH day your child is absent.

Communicable Diseases: Panorama CSD will follow recommendations from the Iowa Department of Public Health in regards to exclusion from school for communicable diseases. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school

Illness or Injury at School: A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment. An accident report, if indicated, will be completed and filed in the nurse's office.

Immunizations: Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student may qualify for a provisional enrollment. The amount of time allowed for provisional enrollment shall be as rapidly as medically feasible but shall not exceed

60 calendar days. The period of provisional enrollment shall begin on the date the certificate is signed.

Dental Screening: Iowa law requires that any child who is entering kindergarten or High school (freshmen) must provide the school with proof of a dental check-up. The purpose of this law is to improve the oral health of Iowa's children.

The health professional doing the dental screen must complete certificate of dental screening provided by the Iowa Department of Public Health.

Medication: If it is necessary for your child to take medication at school, please observe the medication policy, in accordance with the Code of Iowa, for all medications (prescription, inhalers, over the counter, throat spray or cough drops). The school nurse or certified school personnel shall administer medication under the following conditions:

1. Must have a written authorization and instructions from the parent.
2. Must be in the original container, prescriptions and over the counter (NO plastic bags or envelopes).

*The pharmacy will provide a second container for "school use" at no charge or the bottle can also be sent to and from school each day.

3. Prescription medications -The labeled container must contain the name of the student, name of medication, directions for the use including dosage, times, duration, name, phone number and address of the pharmacy, date of the prescription, name of the physician, and potential side effects. The pharmacy can provide a drug information sheet for school records.
4. Directions on the container must coincide with parent authorization.
5. Must be brought to the health office immediately upon arrival to school. *All medications (prescription, over the counter, cough drops, etc.) must be kept in the health office.
6. Inhalers- Self Administration: Parent/guardian must provide a signed, dated authorization for student medication self-administration and written authorization from physician containing purpose of the medication, prescribed dosage, times or special circumstances under which the medication is to be administered.
7. Any medication that is not properly labeled cannot be given.

If you know that your child will be taking medication on a daily basis in the Health Office, please drop by the office before the first day and complete the medication authorization form.

Absences from Physical Education: If medical restrictions are needed for physical education, written recommendations must be obtained from a physician and will be kept on file in the health office. A copy of the recommendations will be given to their physical education teacher(s) and/or coach. Students with temporary or permanent handicaps/illnesses can modify their movement activities to suit their individual needs. Generally, students healthy enough to be in school should be able to participate at some level. This may be a modification of the class activity or it may be completely individualized and parallel to the class activity.

Head Lice: The incidence of head lice (pediculosis capitis) is a persistent problem within any community. Many people associate lice with uncleanness or poor personal hygiene, but this is not true in the case of head lice. Although these insects cannot hop, jump, or fly, they are easily transmitted from one child to another via head to head contact, or sharing hats, combs, brushes, etc. Due to the community-based problem of head lice, the school nurse is asking your cooperation in checking your child. The Iowa Department of Public Health recommends parents of school-aged children check their child's head weekly during the school year. This approach recognizes that parents can screen their children more thoroughly and frequently than in the school setting. Studies have found that parents are the first lines of defense on controlling the spread of head lice. Though school screenings are well intended, they are generally ineffective. Individual class notification of head lice is no longer necessary because parents should assume there are head lice at school at all times. Make checking for lice a part of your child's routine hygiene

Call your school nurse if you have questions or need assistance on the identification and treatment of head lice.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. Parents and legal guardians of dependent children, regardless of child's age.
2. School officials, teachers, and AEA personnel with a legitimate educational interest.
3. Officials of other schools in which the student proposes to enroll.
4. Representatives of state and local government when auditing and evaluating federal education programs.
5. Officials connected with a student's educational financial aid applications.
6. Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
7. Organizations that process and evaluate standardized tests.
8. Accrediting organizations for accreditation purposes.
9. Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material is removed periodically at a minimum, whenever a student moves from the elementary level to the middle school level, from middle school to high school, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, obtain copies of the records, write a response to material in the records, challenge the content of the records on grounds of inappropriateness, inaccuracy, or invasion of privacy, and have the records explained.

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

The Panorama Community School District attempts to supply the needs and requests of staff members and students for textbooks, instructional materials, supplementary and media materials that will support the goals and objectives of the instructional program, which will provide a variety of points of view and reader appeal. The materials should have aesthetic, cultural, and literacy or social value and are to be judged as a whole and not by individual words, phrases or incidents. It is unavoidable that the instructional materials will not completely satisfy all persons. The procedures for raising objection to, or asking for, reconsideration of, instructional materials or the manner in which they are being used are outlined in Board Policy. Copies are in the principal's office and administration office. This information can also be accessed on the district's website.

HARASSMENT AND BULLYING

Students or employees who feel they have been harassed are encouraged to contact a school official. Students who are physically or sexually abused or harassed by an employee or another student, should notify their parents, teacher, principal, or assistant principal, or another school employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees/students. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Chris Webner (755-2317) as its Level I investigator.

Harassment and bullying of students and employees are against federal, state, and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. The board has in place policies, procedures, and practices that are designed to reduce and deal with bullying and harassment as it is reported. Bullying and harassment of students by students, school employees, and volunteers will not be tolerated in the school or school district.

The board does not allow harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is not allowed.

This policy applies while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or participating in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student will be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer will be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying means any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates a hostile environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially negative effect on the student's physical or mental health;
- Has the effect of interfering with the student's academic performance; or
- Has the effect of interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" includes but is not limited to communication via electronic mail, internet-based communication, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one's grades, achievement, property, etc., that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited.

Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying and harassment.

STUDENT CONDUCT / DISCIPLINE

The students served in the Panorama Community School District are highly motivated and respectful of the rights of others. They recognize the importance of education and display this through their compliance with necessary rules and policies relative to their behavior while in the school.

However, in any school setting, it is realistic to acknowledge that situations will arise which are in conflict with established rules and policies. In that event, students may be disciplined for conduct, acts of behavior which disrupt the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participate, or conduct which interrupts the maintenance of a scholarly, disciplined atmosphere.

Breach of discipline may include, without limitations:

1. Refusal to conform to school policies, rules, or regulations.
2. Conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school-related activity.
3. Refusal to comply with directions from teachers, administrators, or other school personnel.
4. Physical attack or threats of physical attack to students, teachers, administrators or other school personnel.
5. Possession of weapons, contraband or dangerous objects.
6. Extortion.
7. Criminal or illegal behavior.
8. Theft or robbery.
9. Damaging, altering, injuring, defacing or destruction of any building, fixture or tangible property.
10. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed.
11. Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device, in or about the school premises or premises where a school-sponsored activity will be held.
12. Fighting or engaging in disruptive or violent behavior at school or at school events.
13. Making noise in the vicinity of the school or school-sponsored activities which disrupts the orderly, efficient and disciplined atmosphere of the school or the school-sponsored activity.
14. Abusive epithets, threatening gestures, or harassing behaviors to other students, teachers, administrators or other school personnel.
15. By words or action initiating or circulating a report or warning of fire, epidemic, or other catastrophe knowing such report to be false or such warning to be baseless.

16. Obstructing school premises or access to school premises or premises where a school activity is being held.
17. Possessing or consuming alcoholic liquors or beer on school property or while attending a school activity.
18. Possession or use of a controlled substance or look-alike substance.
19. Possession or use of tobacco.
20. Gambling.
21. Documented conduct detrimental to the best interest of the school district.

This discipline policy shall govern students while on school premises; while on school-owned and/or operated school or chartered buses; while attending or engaged in school activities; while away from school grounds if misconduct will directly affect the good order, efficiency, management and welfare of the school.

Consequences for Violation of the Regulations, Rules and Policies of the School District

Students who violate policies, rules or regulations of the school district, or who have documented cases of conduct detrimental to the best interest of the school district, may be suspended or expelled from school or otherwise punished as provided by this policy. The principal, assistant principal, or designee(s) shall have the authority to suspend students temporarily. Such suspension may be for a period not to exceed ten (10) school days. A suspended student shall be given opportunity to make up work. To receive full credit all assigned work must be turned in on the date of return after the suspension. A day of suspension shall be counted as an absence. The initiative to make up work must be made by the student.

The principal, assistant principal, or designee(s) may impose a range of penalties based upon professional judgment and the facts and circumstances of each situation. Consequences may range from warning, counseling, reprimand, detention, in-school suspension, loss of privileges, suspension from school, suspension from participation in activities, or recommendation for expulsion.

The Board of Directors, upon recommendation of the building principal, assistant principal, or designee, may expel a student from school for violation of the policies, rules, or regulations of the school district or for documented cases of misconduct detrimental to the best interest of the school district. Any student who possesses a weapon or dangerous object while on school property may be suspended and recommended for expulsion to the Board of Education. The Board may expel any incorrigible child or any child whose presence in school may be injurious to the health or morals of other students or to the welfare of the school.

If it becomes necessary to discipline a child who is eligible for special education services and the disciplinary action would result in a change in placement, the District will observe all procedural safeguards and due process procedures required by state and federal laws. The District remains

responsible to offer an appropriate instructional program to the child by establishing the necessary program in accordance with state and federal laws and rules.

RELEASE OF STUDENT PHOTOGRAPHS

From time to time, our students are featured in newspaper articles, district bulletins, etc., celebrating special events in our schools. In the Panorama Community School District, photographs or likenesses may be released without written consent unless parents, guardians, or students under the age of 18 object in writing. Objections to the release of information or photographs should be sent within two weeks of the student's enrollment in school to the building principal.

WEAPONS POLICY

School district facilities are not an appropriate place for weapons or dangerous objects and look- a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto school district property. Parents of students found to possess a weapon or dangerous object or look-a-likes shall be notified of the incident and reported to law enforcement officials if intended to cause harm.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. Board Policy 506.7 explains in detail the district weapons policy. Copies are in the principal's office and the administration office. This information can also be accessed on the district's website.

WEATHER-RELATED CANCELLATION OR EARLY DISMISSAL PROCEDURES

The decision for an early dismissal due to weather conditions will be made by the Superintendent of Schools with information gathered from various individuals, reports from the weather radio monitor, and area schools in the path of the storm. Posting on the district website will occur as soon as a decision is made.

- o School Cancellation: Decisions will be made and announced on the local radio and television stations prior to 6:00 a.m. if possible.

- o Early Dismissals: Under most circumstances, radio announcements will be made one hour prior to dismissal. The email emergency parent notification will be distributed to those parents that have

subscribed. Extra buses and drivers may be utilized so that all bus students can be dismissed at the same time. Students who walk or are picked up by parents will be dismissed at the announced dismissal time.

- o Delayed Starts: Delayed starts will be announced on local radio and television stations prior to 6:00 a.m. if at all possible, as well as posted on the district's website. A weather-related delayed start serves two purposes. It allows time to track the severity of a storm front. If conditions worsen, the announced delay may become a cancellation. A delayed start also provides additional daylight and improved visibility, which may be all that is necessary with some conditions. Delayed starts are generally 2 hour delays with school starting at 10:15.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

SECONDARY POLICIES AND PROCEDURES

PARENTAL CONCERNS

During the course of a school year, there may be times when parents have concerns relating to their child and a particular situation with which they are involved. When situations of this nature arise, there is a certain process a parent should follow in attempting to clarify or remediate the situation. The parent's first contact should be with the teacher and then to the building principal. If resolution is not achieved through this process, the parent has the option of contacting the superintendent of schools.

COUNSELING PROGRAM

The mission of the Counseling Program at Panorama is to aid in the development of the whole child focusing on social, academic, and career aspects. We serve all students through individual and small group counseling, crisis counseling, and conflict management. We are advocates for students, parents, and staff at Panorama.

ACADEMIC HONESTY

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, electronically copying, sending, texting, photographing, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of credit for the work, assignment, project, test or presentation on which the cheating was done, and the parents will be notified. Students who allow others to copy their work may also lose credit and be subject to additional consequences. Repeat offenses may result in more serious consequences. Additional consequences may be applied in what is deemed to be extremely serious and flagrant cases.

DRESS CODE

The Panorama School District expects each student's attire and grooming to promote a positive, safe and healthy environment within the school. The school district has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning.

During school hours, Panorama students are expected to dress and groom themselves in a way that is not offensive nor distracting to students and/or faculty. While the primary responsibility for appearance rests

with the students and their parents, the administration reserves the right to judge what is proper and what is not. Faculty members are permitted to specify a dress code for field or activity trips.

Students who choose not to abide by the dress code will be given the opportunity to do so by borrowing clothing from the school, or going home to change once a parent has been contacted. Those students that choose to go home and change will be counted as absent unexcused and will need to make that time up during regularly scheduled detention hall.

The following clothing or other apparel may not be worn: clothing which promotes illegal use by minors such as alcohol, tobacco, or drugs; clothing which displays obscene material, profanity, vulgar statements, gang symbols, hate messages, sexual innuendos, suicide, intolerance, violent messages, or other messages which are interpreted as being inappropriate or offensive.

In addition, clothing that calls undue attention to anatomical details may not be worn. Examples include but are not limited to mini-skirts shorter than fingertip length, short shorts, bare midriff and spaghetti strap style tops, backless tops, open mesh clothing without proper clothing underneath, sagging pants, or clothing with holes in inappropriate places which show intimate apparel. Bro tanks and muscle shirts may be worn. Shirts can not be torn completely down the sides. Administration in conjunction with the staff will have discretion in determining if the dress code is violated.

Shoes or sandals must be worn at all times. Slippers may not be worn. Chains are not allowed. No spiked jewelry may be worn.

Students will not be permitted to wear caps, hats, hoods, sweatbands, or any headgear unless approved by the principal or assistant principal. Hats are to remain in the locker during the school day. In addition, sunglasses cannot be worn in school unless prescribed by a doctor.

ATTENDANCE

Philosophy:

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Student attendance has been found to have a close correlation to student achievement. Generally, students who attend school regularly achieve higher grades and standardized test scores. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an

absence can never be replaced. Regular attendance and being well- prepared for class helps students in school as well as prepares students for adulthood.

If a student's absences indicate to school staff that they are affecting academic success, then teachers, administrators, counselors, and/or school truancy officer will contact the student and/or the parents expressing concern about academic progress and how absences may be affecting the student's performance.

Absences:

1. If a student cannot report to school, it is the responsibility of the parents to report that absence prior to 9 a.m. stating the student's name, grade, and the reason for the absence. If parent notification is not received prior to 9 a.m., the attendance clerk will attempt to contact the parents. Failure to receive absenteeism information within twenty-four hours of the absence may cause the student to be considered truant or unexcused. An unexcused absence is an absence not approved by parents and/or school. An unexcused absence may be assigned a consequence, possibly losing credit for courses where the absences occurred.
2. It is recognized that there are some unique circumstances that require a student to be absent from school. However, most students benefit from direct instruction and discussion taking place in the classroom. Parents should insist that their child attend school regularly unless the student is seriously ill or there is some unfortunate occurrence within the immediate family. Feeling a bit uneasy, nervous, or tired is generally not a reason to keep a student home. A student who attends school regularly generally does better in school than one who does not.
3. After 5 days of absence per school term, a notice may be mailed to the parent/guardian, and a referral will be made to the truancy officer.
4. If absences continue, the principal or assistant principal may refer the matter to the district's truancy officer. The truancy officer may contact the parent regarding the legal requirements of compulsory school attendance.
5. If the intervention of the truancy officer is unsuccessful, the truancy officer may file the student as truant with the Guthrie County Attorney.

Tardies

1. Students who arrive after the school day has begun must check in with the attendance clerk in the office and parents must make contact with the office to explain why the student is late.
2. If a student arrives at school after classes have begun, and parent notification has not occurred, the tardy will be considered unexcused. If the tardy is unexcused, an unexcused pass will be issued and the tardy recorded. These unexcused tardies and any unexcused tardies thereafter may result in an office referral to the principal, assistant principal, and/or truancy officer.

3. Students will be expected to arrive on time to all classes. The amount of time between classes is sufficient for all students to get to their scheduled classes on time. The student will be recorded as tardy when he/she is not present in the classroom when class begins.
4. If a teacher detains a student, then the student should obtain a pass from that teacher. The office will not issue an excused pass for being late to class. Unexcused tardies will result in disciplinary measures being taken.

Leaving During the School Day

1. Students who need to leave school during the school day must receive a pass from the office before school and have a note signed by their parents or have their parents telephone the office. Students must sign out in the office before leaving.
2. Students are not released to anyone other than their parents during the school day. Under no circumstances will the student be permitted to leave the campus without the parent or parents' permission.
3. Students leaving classes/campus without permission may result in suspension.
4. Students will not be allowed to go to their vehicle during the school day. If it is an emergency, students need to get permission from an administrator.

Make Up Work

1. When students are absent, it is considered the responsibility of the student to obtain and complete any make up assignments. Generally, students are given two days to make up each day missed. Students who know they are going to be absent prior to an absence should make arrangements with their teachers in advance to make up schoolwork.
2. When students are absent for two consecutive days or less, students are expected to contact a student in the class to obtain the assignments missed. Otherwise, students can gather these from the teacher. If a student does miss more than two consecutive days, a parent should call the office and arrangements will be made to gather assignments. Contact should be made before 9:00 am to allow adequate time to collect all assignments.

BEHAVIORAL EXPECTATIONS STATEMENT

This handbook is an extension of the board policy and is a reflection of the goals and objectives of the school board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district, while on school-owned and/or school-operated buses or vehicles or chartered buses, while attending or engaged in school activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. A violation of a school district policy, rule, regulation, or student handbook policy may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations, and student handbook. Students who fail to abide by the school district's policies, rules, regulations, and student handbook may be disciplined for conduct which disrupts or interferes with the educational activities, conduct which disrupts the rights of other students to obtain their education or to participate in school activities, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating or being a spectator in extra-curricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the secondary school office for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district.

Electronic Devices/Cell Phones/Musical Devices

Electronic devices should not interrupt the learning process. Definition of a electronic device is any device with recording, internet, or communication capabilities. **Students who choose to bring these devices to school should not use them without the permission of the supervising staff member.** Students are allowed to use these types of devices during passing time, study hall (unless in directed study hall) and during lunch as long as it does not create a disturbance in the lunchroom or hallways.

When classes are in session it is expected that students not use their phones in the hallways. Students are expected to use appropriate digital citizenship. The Panorama staff will expect students' phones to be shut off or silenced while in the classroom.

Electronic devices that are disruptive to the learning environment or are used inappropriately will be confiscated. During instructional time, for educational purposes, each teacher has the right to allow or not allow the use of electronic devices (e.g. cell phones, laptops, or ipods) **Any use of electronic devices during assessments at any time will be considered cheating and subject to the academic integrity policy** and and/or consequences which may include detention, loss of credit, and/or parental conference.

Students who choose to bring electronic devices to school, do so at their own risk. Panorama Community Schools is not responsible for broken, lost, or stolen property, including electronic devices. Using video and /or taking pictures for the intention of ridicule, posting without consent, intention of cheating, and intention of bullying/harassment are unacceptable. The consequences of this unacceptable use and/or violation can result in the following, up to and including but not limited to: loss of school privileges, detention, extended detention, in-school suspension, out-of school suspension, class removal pending parent conference, application of the Good Conduct Provision, or expulsion. This may include electronic devices being turned over to Law Enforcement--with the device being subject to search by appropriate authorities.

No electronic device may be used in a locker room or restroom at any time. Violations of this expectation will be dealt with on a case-by-case basis with regard to the circumstances, individual involvement, and ramifications of the incident. Sanctions may be more severe if the situation compromises another person's right to privacy.

If a supervising staff member believes an electronic device is becoming a distraction, the teacher may take the phone away:

- A. 1st offense- Warning to student to take the electronic device away.
- B. 2nd offense- Electronic device is taken and the student will serve a 30-minute detention. Student can pick phone up from the office at the end of the day. The phone will be checked into the office each day until the detention is served.
- C. 3rd offense- Electronic Device is taken away and the student will serve three 30-minute detentions and parent contact. Student can pick phone up from the office at the end of the day. The phone will be checked into the office until all the detentions are served.
- D. 4th offense- Phone is turned over to the Principal, it will be released to the student's parent/guardian. The student may be required to serve an In-school suspension or Out-of-school suspension. The student may be required to turn the phone into the office upon arrival at school and then pick up phone at the end of the day for an extended period of time.

INTERNET APPROPRIATE USE

Computer technology available in the Panorama Community School District enables students and staff to gain access to a vast amount of online resources, develop essential technology skills, and expand classroom educational opportunities. The Internet provides a vast collection of educational resources for students and employees. It is a global network, making it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The district does employ filtering software that restricts access to certain websites. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor

individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Students are instructed on the appropriate use of the Internet. Inappropriate use of the Internet will result in disciplinary measures established in handbooks consistent with Board Policy.

BAGS

Gym bags, backpacks, suitcases, briefcases, equipment bags, purses and other similar bags are not to be used other than to transport needed materials and supplies to and from school. These bags are to be stored in the student's locker during the school day. Lockers are intended to store basic supplies. It is the student's responsibility to use items/supplies that fit appropriately within the provided locker. They are not permitted in the hallways during passing time.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION

Students are prohibited from dispensing, manufacturing, possessing, using and being under the influence of alcohol, drugs, or look-a-like substances and related paraphernalia. No student is permitted to possess or use tobacco, tobacco products, or look-a-like substances. Any student who is under the influence or possesses, transmits, or uses such substances or materials shall receive a suspension from school and/or be required to meet with and follow the recommendations of a counselor. The Home School Community Liaison will be notified of the offense and law enforcement will be notified. In addition, such students will also be subject to loss of eligibility for participation in extracurricular activities.

STUDENT SEARCHES

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school- owned lockers and desks may be searched or inspected. In some cases, a law enforcement drug dog may be used to conduct locker searches.

A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policies, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees
- information received from reliable sources
- suspicious behavior by the student
- the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student
- the sex of the student
- the nature of the infraction
- the emergency requiring the search without delay.

A student's body and/or personal effects (purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.), is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, and/or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

STUDENT LOCKERS

Lockers and combination locks will be provided for all students. Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for the attendance at school. Students may also be supplied with an individual P.E. locker. It is the responsibility of each student to keep their assigned locker clean and undamaged. There is no decorating of lockers without approval from the office; otherwise, it will be seen as defacing school property. Students who do have permission to decorate are also responsible for removing the decorations at the end of the day. The expenses to repair damage done to a student's locker are charged to the student. Students may not switch lockers. It is the responsibility of the student to keep their locker combination confidential.

Although school lockers and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and other spaces are properly maintained. For this reason, lockers and other spaces are subject to unannounced inspections, and students have no legitimate expectations of privacy in the locker or other space. Periodic inspections of all or a random selection of lockers, desks, or other spaces may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

A threat made or implied, followed by the comment, "I was just joking around," or other similar comments will not be allowed. Making a threat is not a joking matter. Examples of words that are related to threats are kill, die, and hurt.

BICYCLES, ROLLERBLADES, AND SKATEBOARDS

Bicycles may be ridden to school but are not to be ridden during the school day. Bicycles must be taken directly to the bike rack area upon arrival at school. It is recommended that bikes be locked. Bicycles are to be walked, not ridden, when in the bus loading area. Rollerblades are not to be worn in the building, and skateboards are not to be ridden on school grounds. The school cannot be responsible for any damage done to these items.

BUILDING HOURS

The normal school day is from 8:20 a.m. – 3:15 p.m. Students should not be present on school grounds or in the school building before 7:45 a.m., unless special arrangements have been made with a teacher, coach, or office personnel. Students, except those involved in extracurricular activities or those needing help from a teacher, should leave the building and/or school grounds by 3:45 p.m. If school is dismissed early, students are expected to leave the school grounds within ten minutes of dismissal.

Students, including those riding school buses, may not leave the school grounds once they arrive at school. Students who leave school grounds without permission are subject to disciplinary action.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Students are responsible for keeping hallways, classrooms, lockers, and dining areas clean. Destruction/defacing of property is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

EMERGENCY DRILLS

Periodically, the school holds emergency fire and tornado drills. At the beginning of the school year, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Drills may be held without warning, and students need to be familiar with the route to be taken from every room in which they have a class.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

INCLEMENT WEATHER / EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities or practices scheduled for the day or evening of a day when school is cancelled or dismissed early are generally cancelled and rescheduled. The athletic director, principal, or assistant principal may determine whether to hold extra-curricular activities or practices. If the extra-curricular activity is not to be held, students and parents are notified in the same manner as the notification that school was dismissed.

SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those that are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or cancelled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

STUDENT FUNDS AND FUNDRAISING

Students may raise funds for school activities only upon approval of the principal and the board of education. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. **All missing work must be handed in prior to the field trip and no extended time allowed.**

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. Prior to attending a field trip, students must submit a note signed by the student's parents approving participation in the field trip.

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Students who fail to have a pass may lose privileges and be subject to further disciplinary action. Students will be expected to sign out of the classroom before issued a hall pass in each classroom.

HEALTH NEEDS OF STUDENTS

There is a registered nurse in charge of the health office. If students are ill or need to go to the health office, they should get a pass from their teacher and go directly to her office. Except in emergencies, students should not go to the health office between classes. In case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents, or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel, if necessary, and will make every effort to have the student transported to the medical facility designated on the student information sheet.

ADMINISTRATION OF MEDICATION

If medication is to be administered at school, a school form must be filled out and signed by the parent (forms are available at the school office and on the school's website). The medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of day to be given, the dosage, and duration. Over-the-counter medications such as acetaminophen, ibuprofen, cough drops, etc., require the parent's written permission and must be brought in the original-labeled container with specific directions. If the school nurse determines the over-the-counter medication could be detrimental to the student, the nurse may refuse to administer the medication.

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low-or-no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet the certain criteria are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are urged to call 1-800-257-8563 or go to the website at www.hawk-i.org for more information.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to submit a physical form that is provided by the Iowa Athletic Association. Copies of this form are available in the school office.

PHYSICAL EDUCATION

All students are required to dress for physical education in appropriate gym clothes unless otherwise specified by the teacher. Cut-off jean shorts and spandex bicycle shorts are not allowed. If there is any safety concern related to clothing, the PE instructor shall have the discretion to require the student to change clothing to eliminate the safety concern. Shower facilities are available and their use is encouraged. School PE uniforms are not required.

Lockers will be provided for all students. Experience has proven the necessity for locking lockers containing articles of clothing and valuables. Each student will be issued a school-supplied lock at the beginning of the school year. Lost locks will be charged to the student and must be paid for before he/she checks out in the spring. Clothing left in the locker room will be considered discarded and will be given to appropriate charities.

Illness and injury do not excuse students from PE activities unless specified by a doctor. Arrangements to make up PE must be made with the instructor.

ELECTRONIC STUDENT DATABASE

The electronic student database is a specific communication tool intended to keep students and parents informed of student progress and other student information. Parents are able to access this information with an assigned password. To receive a password and logon information, please contact the technology department (641) 755-2317.

INCOMPLETE WORK AT THE END OF THE TERM

When a student, due to causes out of his/her control, has failed to complete minimum requirements or those set up by the teacher by the end of the term, the letter "I" shall be entered on the report card and in the teacher's record. The student has two weeks to complete the minimum requirements. If not completed by that time, the grade for the work that has not been completed will become an "F." In case of illness or a doctor's recommendation, special consideration may be given. Parents are encouraged to call or email the individual teacher(s) to determine if the student has completed his/her work. They can also access this information through the electronic student database.

LIBRARY / MEDIA CENTER

A teacher librarian or librarian associate is available to assist students during the school day. Books, magazines, and newspapers are available for free reading. Reference materials, computers, audio-visual equipment, books, computers, and internet service is available for assigned work and student research projects.

The following guidelines apply to media center usage:

1. Classroom expectations apply in the media center.
2. All technology rules apply in the media center.
3. Students are expected to work in a quiet manner while using the media center.
4. Students must ask for permission to speak and/or work with another person.
5. Any student who disrupts the media center will be asked to leave the media center.
6. Materials may be checked out for two weeks, with a renewal for the same amount of time if necessary. Overdue materials will be charged a fine. Lost and damaged materials will also be assessed a fine.

LOST AND FOUND

There are designated areas in the school for lost and found items. Please check promptly at the office if you are missing something as unclaimed items will be removed periodically. Students are responsible for their own personal and school items. When a personal belonging appears to be missing or stolen, school officials will attempt to assist the student in the recovery. However, teachers and administrators are limited by time as to how much can be done to retrieve missing belongings. The best advice for students is to always take the time to secure personal belongings in a locker.

LUNCH AND BREAKFAST PERIODS

All students are not to leave the school grounds during the lunch period. All lunches, hot and cold, are to be eaten in the student commons. Students will be expected to use the same good judgment about their behavior and follow general behavior expectations in the lunch area as well as in the halls and classrooms. Students are to walk into the lunchroom and go through the serving lines quietly, treat each other and the lunch staff respectfully and courteously, and use a voice level no louder than that which can be heard at the table. Students will be expected to stay seated except to purchase food, return a tray, or throw away garbage. If a student decides not to follow proper lunchroom behavior, the student may be removed from the lunchroom to serve a consequence. Lunchroom supervisors reserve the option to assign students to specific seats in the lunchroom.

Food is to be eaten and beverages are to be consumed in the commons area and are not to be taken into the hallways or locker areas. Students are expected to clean their table area before being dismissed and to follow all directions of the lunchroom supervisors. Failure to follow lunchroom procedures may result in the loss of privileges that may include the vending machines, a la carte, etc...

Panorama Secondary School does not have an open lunch period.

LUNCH PROGRAM / NUTRITION SERVICES

Breakfast and lunch are served each day in our schools. Prepayments for accounts can be sent to school or made online by electronic check or by credit card by accessing the Payschools system through the school district's website at www.panorama.k12.ia.us. Account balance information is available at this

site. Students may also check low balances while going through the lunch line. Menus are posted on the district's website. Students will be notified if an account is getting low.

If you would like information concerning free or reduced priced meals, please contact the Secondary Office at (641) 755-2317.

MESSAGES TO STUDENTS DURING THE SCHOOL DAY

Messages for students will be delivered at a time that does not interrupt the instructional process. In the event of an emergency, students will be notified immediately.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal or assistant principal. The principal or assistant principal can explain or answer questions regarding the school's rules on posting and distributing materials.

MONEY

Students should not bring money to school without a specific reason for it. When cash is needed, it is recommended to limit it to the amount required. If cash is brought, students should try to pay for the purchase as early in the day as possible. When larger amounts are involved, a check is preferred.

STUDENT PLANNERS

The use of a planner is an excellent way for a student to stay organized and offers the parents a tool for communication about their child's daily study. A planner is provided to each student at the beginning of the school year. Students are expected to use the planner daily as a regular part of their educational study. If the planner becomes unusable or is lost, the student may purchase a new planner. The student handbook is located in the student planner.

SCHOOL TELEPHONES

During class time, permission must be obtained by the office for an urgent business/parent call. The student's teacher will issue a pass for the student to proceed to the office to take the call. Students must ask permission to use the phone at lunch since students may not leave the lunchroom until dismissed by

the supervisor. Students are not to use phones in other parts of the building without permission from the school staff.

TEXTBOOKS

In classes that use textbooks, only one textbook will be issued to a student. If a student loses or misplaces his/her assigned textbook, he/she will have to reimburse the school for the cost of the book.

Students are financially responsible for textbooks and library books issued to them. Any damages will result in a financial assessment.

VISITORS

Parents are always welcome to visit. Visitors are to check in at the office upon arrival to obtain a visitor's badge, which they will be expected to wear during their stay in our building. Upon leaving the building, we ask guests to sign out and return the badge to the office.

Visitors to classrooms will be announced to the visiting teacher, and an administrator may accompany the visitor during the visit. Unescorted visitors are not permitted in other areas of the building, including lockers. As a general rule, student visitors are not permitted during the school day.

Our intent is to maintain a safe learning environment for our students. This system will serve as a means of letting all staff and students know that any strangers in the building have checked in at the office and are approved as a visitor.

SCHOOL TRANSPORTATION

The safety of every student on our school buses is of great concern to all of us. Every precaution is taken to see that students arrive at their destinations safely. This requires the cooperation of parents, students, bus drivers and school administrators.

It is absolutely necessary that students conduct themselves in a respectful manner. Distractions on the bus that divert the attention of the driver endanger the safety of other students. The attention of the driver must be on his/her driving responsibilities at all times.

Only students eligible for bus transportation will be allowed to ride district shuttle and route buses.

All students are expected to follow the instructions of the bus driver. Failure to follow instructions will result in the following:

Transportation Discipline Referrals

- 1st Referral from Transportation Directors
 - Transportation Director documents in Student Information System
 - Transportation Director will communicate with parent about the incident
 - Administrator and Transportation Director will be in communication regarding student behavior and disciplinary actions
- 2nd Referral from Transportation Directors
 - Transportation Director documents in Student Information System
 - Administrator contacts parent and issues a disciplinary action
 - Administrator and Transportation Director will be in communication regarding student behavior and disciplinary actions
- 3rd Referral from Transportation Directors
 - Transportation Director documents in Student Information System
 - Administrator contacts parent
 - One day bus suspension for the student and/or other disciplinary actions
 - Administrator and Transportation Director will be in communication regarding student behavior and disciplinary actions
- 4th Referral from Transportation Directors
 - Transportation Director documents in Student Information System
 - Administrator contacts parent and a meeting is held with student, parent, Transportation Director, and Administrator
 - One week bus suspension for the student and/or other disciplinary actions
 - Administrator and Transportation Director will be in communication regarding student behavior and disciplinary actions

At any time a single violation of the conduct rules is deemed to be so serious in nature as to jeopardize the overall climate of the bus, a school administrator may issue more severe disciplinary actions.

School Bus Rules and Regulations

Students should be waiting for the bus so the schedule is not interrupted. Buses will not wait more than 15 seconds at a stop.

Call the school (641-755-2308) by 7AM if your child is not riding that day.

Students must depart from the bus at their designated point unless written permission from the parent has been received in the office by 2PM.

No more than one guest rider permitted per regular rider.

All guest riders must have a signed note or verbal communication from a parent by 2PM.

If you have transportation changes to your child/children's normal routine, the office needs notified no later than 2PM.

Good conduct is to be observed at all times. Good conduct involves remaining seated while the bus is in motion, no excessively loud talking, no yelling, keeping one's hands and feet to oneself, etc.

Students crossing the roadway to board or depart from the bus will pass in front of the bus (no closer than ten (10) feet, look in both directions, and proceed to cross the road or highway only after a signal from the driver.

The use or possession of alcohol, tobacco, illegal substances or weapons is strictly prohibited on the bus. No food or drink shall be brought onto or consumed while riding the bus.

The driver is in charge of the students on the bus and is to be obeyed promptly. Students must enter and depart through the front door when the bus is at a complete stop. Emergency doors are to be used only when instructed to do so by the driver.

Students damaging seats or equipment will be required to pay for the cost of the repairs.

Violations of bus rules and regulations will be documented on a School Bus Incident Report form.

PUBLIC DISPLAY OF AFFECTION

School is neither the time nor the place for contact such as embracing, kissing, holding hands; this kind of contact may result in a detention and names given to the principal or assistant principal. Parents may be contacted. Continuous infractions may result in more serious sanctions.

STUDENT COUNCIL

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as

a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration. Student Council is considered an extracurricular activity. All members, whether elected or volunteer, are subject to the Student Good Conduct Policy.

LEGAL STATUS OF A STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

GRADE REPORTS

Students receive report cards the end of the term. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. A student's performance can also be discussed with teachers during Parent-Teacher conferences. Parents may also monitor grades by accessing the electronic student data base. If you would like to have access to the electronic student database, please contact the technology department (641) 755-2317.

Students who receive an incomplete in a class must complete the class within 2 weeks after the start of the next term. The teacher with the permission of the principal or assistant principal may grant extensions. Failure to finish an incomplete may result in a failing grade and loss of credit.

HONOR ROLL

The school district honors students who excel academically. A 3.00 grade point average is needed to make the Honor Roll. Students receiving a 4.00 grade point average will be distinguished.

MIDDLE SCHOOL SPECIFIC POLICIES/PROCEDURES

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in a wide variety of non-academic activities designed for middle school students only. Students may participate in athletics in 7th and 8th grades only. Vocal and instrumental music, as well as other opportunities are available to all middle school students.

Students who choose to participate in extracurricular activities are expected to meet all commitments as determined by the coach/director/sponsor.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Middle school students must pass all of their courses and not have two (2) or more D's, or they may not participate in extracurricular activities until the grade(s) have improved. This will be determined by the teachers and administration.

A student must act as a positive representative of the school before he/she can represent Panorama. He/she must be in school "ALL" day prior to a performance in order to participate, unless excused by the principal or assistant principal. Weekend participation will be decided on the reason for absence.

LATE ASSIGNMENT POLICY

Students will be allowed two late assignments per term per class. Upon receiving a third late assignment a detention form will be sent home for the parents to sign. Students may lose study hall privileges or have their schedules altered if late assignments continue to be an issue. Excessive late assignments will result

in a meeting between the students, the parents, the principal, or assistant principal and the Building Assistance Team members.

DANCES

School-sponsored dances/mixers must be approved by the principal or assistant principal. School district policies, rules, and regulations will be enforced. Students violating school district policies, rules, or regulations will be asked to leave the dance/mixer and school grounds. Students who leave a dance/mixer will not be allowed to re-enter and also must leave the school grounds. Non- Panorama students are not allowed to attend school dances/mixers. Students serving discipline during the period of the dance/mixer will not be allowed to attend.

DETENTIONS

Detentions may be given for relatively minor rule infractions. The serving of detentions will be worked out between the classroom teacher and the student. Detention time will be served every Tuesday and Thursday throughout the school year. Detentions that are not served will be automatically referred to the principal or assistant principal's office for further review.

HIGH SCHOOL SPECIFIC POLICIES/PROCEDURES

SCHEDULE CHANGES

Once a term has started, schedule changes for the current term are discouraged unless there is a mistake in the student's schedule. Students who wish to add or drop a class must do so within 5 days after the start of the semester. The guidance counselor, parent, and principal or assistant principal's, permission is necessary to add or drop a class.

COLLEGE VISITS

Students are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused up to 2 days, junior's 1 full day, to visit college campuses. Completion and return of the "College Visitation" form is required and it includes the permission of the guidance counselor, respective teachers, principal or assistant principal, and student's parents. To prevent problems with schoolwork, students are encouraged to complete the visitation form a week before the visit.

DETENTIONS

Detentions may be given for relatively minor rule infraction. The serving of detentions will be worked out between the classroom teacher and the student. Detentions that are not served will be automatically referred to the principal or assistant principal's office for further review.

EARLY GRADUATION

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the superintendent for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the superintendent and principal and appear before the board for its approval. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are interscholastic athletic competitions, drama and speech productions, and all other school programs and activities in which students in grades 9 -12 may participate under the official sponsorship of the Panorama Community School district, for which no academic credit is awarded, and which are not prerequisites for graduation from the Panorama Community School.

High School academic eligibility will be determined on a midterm/term basis. High school students must pass all of their courses. If a HS student has a failing grade(s) at mid-term, they may not participate until the grade has been improved to passing, and been cleared by the teacher(s) involved and administration. If a HS student has a failing grade(s) at the end of a term, they may not participate for 30 consecutive days as to be determined by the administration.

A student must act as a positive representative of the school before he/she can represent Panorama. He/she must be in school “ALL” day prior to a performance in order to participate, unless excused by the principal or assistant principal. Weekend participation will be decided on the reason for absence. It shall be the duty of the principal or assistant principal and the sponsor to inform any student of the eligibility requirements. If the student does not meet these requirements, a period of ineligibility will result.

GOOD CONDUCT POLICIES AND RULES

Definition: A good conduct rule is a factor, alongside grades, age, attendance, health, and academic progress toward graduation, of eligibility for middle school and high school extracurricular participation. Its concern is with non-academic behavior, both in and out of school. Its purpose is to ensure, insofar as possible, the student who represent the Panorama Community School District in extracurricular activities are worthy in behavior of the admiration of and emulation by other students and the community as a whole. It is also designed to be a deterrent to behaviors that are illegal, immoral, unhealthy, or in conflict with the principles we strive to teach and engender in our student body.

It is important to remember that by legal interpretation of the Iowa Code, the Good Conduct Rule applies only to those students who are participating in extracurricular activities. The Good Conduct Rule simply does not affect those students who are not participants in extracurricular school activities. Students found to be in attendance or associated with those who violate the Good Conduct Rule, are also found to be in violation by association, and are subject to like consequences.

Extracurricular or co-curricular activities are defined as those in which students in grades 9 -12, or graduated seniors who may participate under the official sponsorship of the Panorama Community School District. Co-curricular activities are divided into two captions Non-Athletic and Athletic. Co-curricular activities sponsored by the Panorama Community School District are:

Non-Athletic

Band (pep & concert), Chorus, Speech (conf. & state), FFA
National Honor Society, Drama (plays), Musical, Conference Art Fair, Jazz Show Science
Fair, Practical Arts, Vocal Festival, Band Festival, Student Council

Athletic

Baseball, Softball, Basketball, Cheerleading, Track, Golf
Football, Volleyball, Wrestling, Cross Country, Drill Team

Any other activities that are not covered above will be dealt with by the administration.

Accusation: Students who have been reported in violation of the good conduct provision must have been reported by a parent/adult/legal guardian, teachers, coaches, or administration of the school district, or by law enforcement officials.

Good Conduct Provision

Students who participate in extra-curricular and co-curricular activities serve as ambassadors of the Panorama Community School District throughout the calendar year, whether away from school or at school. Students who wish to exercise the privilege of participating in extra-curricular or co-curricular activities must conduct themselves in accordance with board rule and must refrain from activities that are illegal, unhealthy, or highly inappropriate. Participating in these extra-curricular or co-curricular activities is a privilege, conditioned not only upon meeting the eligibility criteria established by the Board, administration and individual activity coaches and sponsors, but also by demonstrating lawful and reasonable conduct. This provision shall be in effect for the entire calendar year (365 days), both during the regular school year, as well as, all vacation periods.

Participation in the following extra-curricular and co-curricular activities are subject to the Good Conduct Provision and these rules: Athletics, Instrumental and Vocal Music Contests, Drama Productions, Speech and Debate Contests, State Contests, and Performances for Cheerleading and Dance Team, and any other activities where the student represents the school district outside the classroom.

A. It is a violation of this Good Conduct Provision to knowingly engage in the following kinds of conduct:

- Item 1. Illegally possess, consume, use, sell, purchase or distribute any alcoholic beverages;
- Item 2. Illegally possess, consume, use, sell, purchase or distribute controlled substances, as they are defined by the Code of Iowa or possess, sell, purchase or distribute “look-a-like” controlled substances;
- Item 3. Possess, consume, use, sell, purchase or distribute tobacco, in any form;
- Item 4. Commit theft, vandalism, assault or any act that would be a violation of the law and grounds for arrest or citations in the criminal or juvenile court system, excluding minor offenses such as traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated of the act(s);

Item 5. Violate any provision of the District's Student Conduct – Discipline Provision, the District's Weapons Provision, or the District's Hazing Provision, where such violation results in a suspension out of school.

Item 6. Being in attendance where the student knows or has reason to know that Items 1-5 from above have been violated and failing to leave promptly despite having a reasonable opportunity to do so.

B. A student will be found to be in violation of the District's Good Conduct Provision if (1) the student admits the violation or (2) the violation is supported by substantial evidence presented to school officials or presented in a judicial or administrative proceeding.

C. A student who has been found to have violated the Good Conduct Provision shall be penalized as follows:

Consequence: Students who violate the good conduct provision will normally be subject to the following consequences: It should be noted that all terms and conditions of the consequences must be met before a student is eligible to participate in a representational capacity in the extracurricular or co-curricular activity in which he/she was or will be participating. An ineligible student shall attend all practices or rehearsals and remain in "good standing" with the coach or sponsor through the conclusion of the season or activity. The ineligible student will not "suit up" or perform/participate until the period of ineligibility has been completed. School officials have the discretion to deviate from the following "standard" consequences when doing so is deemed appropriate.

First Offense

Student may be required to undergo an assessment by an evaluation agency approved by the Panorama School District when such assessment is deemed relevant to the violation, e.g. alcohol or controlled substances violations. Assessment arrangements are to be made, and fees and expenses are to be paid, by the student and/or parent(s). The student shall be responsible for providing the building administration with written verification that the required assessment has been completed. Students charged with traffic violations or misdemeanors are NOT required to undergo the assessment.

The student will be suspended from competition for 25% of the current extra-curricular or co-curricular activity season (including any post season competition). If less than 25% of the activities remain, the period of ineligibility not served during that activity would be carried forward, on a pro-rated basis, to the next activity in which the individual regularly participates. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The before-mentioned activity's season must be completed in good standing with the coach for the suspension to be served.

If a student voluntarily, in a good faith and honest manner, notifies the school of a violation of this policy, prior to being confronted by a school official, this period of ineligibility may be reduced by 50% of the scheduled performances

A student involved in two or more activities at the time of the suspension will be suspended for 25% of each activity season.

Second Offense

Student may be required to undergo an assessment by an evaluation agency approved by the Panorama School District when such assessment is deemed relevant to the violation, e.g. alcohol or controlled substances violations. Assessment arrangements are to be made, and fees and expenses are to be paid, by the student and/or parent(s). The student shall be responsible for providing the building administration

with written verification that the required assessment has been completed. Students charged with traffic violations or misdemeanors are NOT required to undergo the assessment.

The student will be suspended from competition for 75% of the current extra-curricular or co-curricular activity season (including any post season competition). If less than 75% of the activities remain, the period of ineligibility not served during that activity would be carried forward, on a pro-rated basis, to the next activity in which the individual regularly participates. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The before-mentioned activity's season must be completed in good standing with the coach for the suspension to be served.

If a student voluntarily, in a good faith and honest manner, notifies the school of a violation of this policy, prior to being confronted by a school official, this period of ineligibility may be reduced by 50% of the scheduled performances.

A student involved in two or more activities at the time of the suspension will be suspended for 75% of each activity season.

Third Offense

Student may be required to undergo an assessment by an evaluation agency approved by the Panorama School District when such assessment is deemed relevant to the violation, e.g. alcohol or controlled substances violations. Assessment arrangements are to be made and fees and expenses are to be paid, by the student and/or parent(s). The student shall be responsible for providing the building administration with written verification that the required assessment has been completed. Students charged with traffic violations or misdemeanors are NOT required to undergo the assessment.

The student will be suspended from competition in all extra-curricular or co-curricular activities for a period of one calendar year (including any post season competition), effective immediately. If the student is not competing in an activity at the time of the violation, the penalty will be enforced at the beginning of the next activity the student is involved in.

There is no self-reporting clause for the third offense.

Fourth Offense

The student will be suspended for the remainder of the student's high school career.

There is no self-reporting clause for the fourth offense.

Leadership positions

Students who have received more than one Good Conduct violation will be ineligible for activity/club/organizational leadership positions for the remainder of their high school career. This includes but is not limited to representing the school district on student council and national honor society.

Felony Charges

Students charged with a felony as described in the Iowa Code will be subject to the following consequences:

First Offense: Student will forfeit participation in all extracurricular activities for one calendar year.

There is no self-reporting clause for felony charges.

Second Offense: Student will forfeit participation in all extracurricular activities for the remainder of his/her high school career. There is no self-reporting clause for felony charges.

Determination and Appeal Process

A student who has allegedly violated the Good Conduct Provision will be notified of the alleged violation of the Good Conduct Provision, the information which supports the allegations and will be given an opportunity to respond. Upon a review of all the evidence and circumstances, the building administration will make a decision regarding the alleged violation of the Good Conduct Provision. If the building administration determines that the student has violated the Good Conduct Provision, the building administration will then determine a period of ineligibility.

Whenever a student is declared ineligible under the Good Conduct Provision, the following procedures shall apply:

1. A conference will be held with the building administration and the student. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). If the student or parents(s) do not wish to appeal the ineligibility decision, the building administration's decision will be in effect and considered final.
2. If the student or parent(s) wish to appeal the building administration's decision, they must do so in writing to the Superintendent within three (3) business days of the receipt of the building administration's decision. The superintendent shall consider the circumstances and evidence of the case and shall make a decision, which will be communicated in writing to the student, parent(s), Activities Director and building administration. The decision of the Superintendent shall be made within fourteen business days following the date on which the appeal was received.
3. If the student or parent(s) wish to appeal the Superintendent's decision, they must do so in writing to the Board of Education within three (3) business days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board at the earliest feasible opportunity.
4. The Board shall schedule a special meeting for the purpose of reviewing the matter with all individuals involved. At the Board meeting, both the student and his/her parent(s) and the administration will have an opportunity present evidence and information in support of their position. The meeting will be conducted in closed session, unless the student or parent(s) request that it be conducted in open session. However, any formal action by the Board of Directors must be taken at an open meeting.
5. During the appeal procedure the student will be ineligible from participating in any extra-curricular or co-curricular activities (games and/or performances).

No suspension sanctions will be applied to co-curricular activities that are graded.

POST-SECONDARY ENROLLMENT OPTIONS

Students may receive credit that counts toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. It is the responsibility of student to inform the building principal whether or not the PSEO course is to be counted for credit and therein become part of their cumulative grade point average. Ninth and tenth grade talented and gifted students and all students in grades eleven and twelve will be reimbursed for tuition and other costs directly related to one course up to \$250 per semester. Second semester seniors may be reimbursed for a maximum of two PSEO courses. Any additional PSEO classes must have prior approval of the Administration prior to

reimbursement. Students who take a college course and receive less than a C will not be encouraged to take another with school financial support.

The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district.

DANCES

The principal or assistant principal must approve school-sponsored dances. Students will not be allowed to enter the dance after one hour of the start of the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. Only individuals in 9th grade and above are eligible to attend high school dances. Only Juniors and Seniors are eligible to attend Prom. Freshman and Sophomores may attend if they are the date of a Junior or Senior. Guests that are not students of Panorama High School must be registered with the office the Friday before the dance.

DRIVING/PARKING

Students who drive to school should obey the same traffic rules they would follow while driving on public roads and streets. The parking lots have heavy traffic at the beginning and end of the day. Students **MUST** register their vehicles with the office. Registration slips are made available in the school registration packets or can be obtained in the school office. Students will be issued a parking tag which must be displayed in their vehicle while on school grounds.

**ALL STUDENT PARKING IS LOCATED IN THE SOUTH AND WEST PARKING LOTS.
STUDENTS ARE NOT ALLOWED TO PARK IN THE EAST PARKING LOT UNLESS THE**

STUDENT IS ARRIVING FROM A COLLEGE COURSE OR AN APPOINTMENT AFTER 10AM. The east parking lot is reserved for visitor and staff parking and needs to be kept clear for bus traffic before and after school.

There may be times that it is necessary for students to park in the east lot during school hours.

PARKING IN THE EAST LOT WITHOUT PERMISSION MAY RESULT IN YOUR VEHICLE BEING TOWED AT YOUR EXPENSE.