

WELCOME TO PARKWAY HIGH SCHOOL! *

Welcome to a new and exciting year at Parkway High School! Our staff wants every student to have a rewarding 2021 - 2022 school year, filled with numerous opportunities and memories. Your effort, involvement, and attitude will be the keys to making this a successful year. This handbook should serve as a source of information and guide you through your stay here. All students and parents should become thoroughly acquainted with the contents of this handbook. It contains general information and spells out the rules and regulations of our school. These rules and regulations are not intended as a means of restricting your rights or freedom, but to insure that the best possible educational experience is available to all students. Have a great and safe year at Parkway High School!

School is most effective when built on collaboration between the parents, students, and staff. We will make every effort to communicate with you. We encourage you to contact us when needed. Our Office Hours are from 7:30am to 3:30pm. Our phone number is 419-363-3045, press 2

DISTRICT MISSION

The mission of Parkway Local Schools is to utilize district and Parkway Community resources to form a safe environment, where all students are exposed to a diverse, challenging curriculum that engages them in higher level thinking skills, to acquire the knowledge and attitudes to be responsible, productive and positive citizens in a global society.

DISCLAIMER

This handbook is not all encompassing. Board Policy will supersede items noted or not noted in this handbook.

ADVISORY OF PESTICIDE APPLICATION IN CLASSROOM BUILDINGS

PESTICIDE APPLICATION NOTIFICATION

You have the option to be informed prior to any application of a pesticide in a classroom building or on the outside grounds of the school building during this school year. If you would like to receive prior notification, please follow the steps below to be included in the alert procedure. According to Administrative Guidelines, prior notification for lawn applications is not required.

1. Go to Parkway Local Schools Home Page
www.parkwaylocalschools.org
2. Click on "Parent's Link"
3. Click on "Parkway Local Schools Text and Email Alerts"
4. Follow directions provided. Click on the "Pesticide Application Alert" list when subscribing.

If you have any questions call the Superintendent at 419-363-3045 option 1.



FIGHT SONG

The Gold and the Black is our cry,
We're fighting for our Parkway High,
Now join in the song as the Black Cats go on,
Rising to victory.

Now Panthers go on and attack,
We're here with our Gold and our Black.
We'll fight with our might for the Panthers tonight
as we go on to victory.

Now charge on down and score that T.D.,
We'll be proud as ever can be,
Rebound, Dribble, Pass off that ball
Then pivot around and shoot it and score.
Everyone let's cheer for our team,
Watch them go they're right on the beam,
Panthers fight and win tonight and
march right on to victory.

ALMA MATER

We sing our praise to thee our high school,
Never to forget thy name.

To the world we'll raise thy glory,
And ever strive to bring thee fame.

Your black and gold we shall always see,
O'er ocean, land, or where're we may be.

Alma Mater praises be,
Our dear Parkway High.

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SCHOOL YEAR CALENDAR

2021 - 2022

<u>August 23</u>	First Day of Classes
<u>September 6</u>	Labor Day - No School
<u>October 11</u>	No School – Teacher In-service
<u>October 22</u>	End of 1st Quarter
<u>November 5</u>	No School – Teacher In-service
<u>November 24</u>	No School – Conferences
<u>Nov 25- 28</u>	Thanksgiving Break
<u>November 29</u>	No School - Conferences
<u>December 17</u>	End of First Semester/2nd Qtr
<u>December 20-31</u>	Christmas Break
<u>January 3</u>	School Resumes
<u>January 10</u>	2hr delay teacher in-service
<u>January 17</u>	MLK Day – No School-In-service
<u>February 21</u>	President’s Day Break
<u>March 7</u>	2hr delay teacher in-service
<u>March 18</u>	End of 3rd Quarter
<u>April 14-18</u>	Spring Break
<u>May 22</u>	Graduation
<u>May 25</u>	Last Day for Students

MAKE-UP DAYS

Feb 21, April 14, May 26,27,31 June 1,2,3,6,7

HIGH SCHOOL PARENT-TEACHER CONFERENCE DAYS

To Be Announced

CLASS TIME SCHEDULES

A bell will ring at 7:57 a.m. indicating you have three (3) minutes to be in your first period class. The tardy bell will ring at 8:00 a.m. and announcements will be given. If the bell doesn't ring, you still need to be to class on time. First period classes will begin immediately after announcements. No student has the right to leave any class until dismissed or excused from class by the teacher. Three minutes have been allotted for change of classes, therefore tardiness, loitering, and running will not be tolerated.

CLASS PERIOD TIME

1 st	8:00 – 8:45
HR	8:45 – 8:50
2 nd	8:53 – 9:38
3 rd	9:41 – 10:26
4 th	10:29 – 11:14
5 th	11:17 – 12:02
6 th	11:50 – 12:35
7 th	12:38 – 1:23
8 th	1:26 – 2:11
9 th	2:14 – 2:59
HR	3:02 – 3:09

ONE-HOUR DELAY

1 st	9:00 – 9:37
HR	9:37 – 9:46
2 nd	9:49 – 10:26
3 rd	10:29 – 11:06
4 th	11:09 – 11:46
5 th	11:49 – 12:26
6 th	12:22 – 12:59
7 th	1:02 – 1:39
8 th	1:42 – 2:19
9 th	2:22 – 2:59
HR	3:02 – 3:09

TWO-HOUR DELAY

1 st	10:00 – 10:30
HR	10:30 – 10:35
2 nd	10:38 – 11:08
3 rd	11:11 – 11:41
4 th	11:44 – 12:14
5 th	12:77 – 12:47
6 th	12:50 – 1:20
7 th	1:23 – 1:53
8 th	1:56 – 2:26
9 th	2:29 – 2:59
HR	3:02 – 3:09

THREE-HOUR DELAY

1 st	11:00 – 11:21
HR	11:21 – 11:29
2 nd	11:32 – 11:53
3 rd	11:56 – 12:17
5 th	12:20 – 12:50
6 th	12:53 – 1:23
4 th	1:26 – 1:47
7 th	1:50 – 2:11
8 th	2:14 – 2:35
9 th	2:38 – 2:59
HR	3:02 – 3:09

AM ACTIVITY PERIOD

Homeroom	8:00 – 8:03
Activity Period	8:03 – 8:33
1 st	8:36 – 9:12
HR	9:12 – 9:17
2 nd	9:20 – 9:56
3 rd	9:59 – 10:35
4 th	10:38 – 11:14
5 th – 9 th	Normal Schedule

MID-DAY ACTIVITY PERIOD

1 st	8:00 – 8:38
HR	8:38 – 8:44
2 nd	8:47 – 9:23
3 rd	9:26 – 10:02
4 th	10:05 – 10:41
Activity Period	10:44 – 11:14
5 th – 9 th	Normal Schedule

PM ACTIVITY/Pep Assembly

Normal Schedule	1 st – 6 th
7 th	12:38 – 1:14
8 th	1:17 – 1:53
9 th	1:56 – 2:32
HR	2:35 – 2:39
Activity Period	2:39 – 3:09
Pep Band, Cheerleaders, and Team Members will be excused "five" minutes prior to the pep assembly.	

A Statement on Plagiarism. Parkway Local Schools

In this age of vast electronic information resources, available at the press of a button, keeping track of and giving credit to the sources of that information is more important than ever. Not citing the sources of data included in the written work of students turned in for assignments is **plagiarism**. To plagiarize is "to use and pass off as one's own (the ideas or writing of another)". (*American Heritage College Dictionary* [3rd Ed.; 1993; print])

Plagiarism is a serious academic offense because it is the theft of someone's intellectual property and hard work. Students who commit plagiarism are committing fraud by receiving grades and credit for work that they have not done properly. The act of plagiarism takes away from the teachers' efforts to determine what students have actually learned and how well students can express what they have learned in their own words. It also damages the reputation of both the school and its students.

As plagiarism, whether intentional or unintentional, is a serious academic offense, it will not be tolerated in the Parkway Local Schools. This is not only for writing assignments in English/Language Arts classes, but for all academic subjects areas. Any students guilty of plagiarism can be given a failing grade for that assignment and/or disciplinary measures, such as in-school suspension or Saturday schools can be assigned as well.

How to Avoid Plagiarism

Do Your Own Work- Unless you are allowed to work together on an assignment, do not copy another student's answers on your own paper. Do not Cut and Paste. Take the time to write/type out the information you need from the sources you have gathered. Put information into your own words; changing one or two words is not enough. If you want to use the source's own words, put them in quotation marks. Quotations should only be used when absolutely necessary, and quotations should be brief. Keep track of all the sources of your information and cite those sources in your bibliography or Works Cited Page. You must also give credit to the source of your information in your writing, whether in the text or a citation at the end of the sentence. **Ex. As Daniel Lyons wrote in *Newsweek*, the iPad will open new opportunities for education. (Lyons 32).**

Organize your notes with some kind of system that allows you to instantly tell your own ideas from ideas that are summarized, paraphrased or quoted from your sources.

You do not have to cite your own ideas, memories, personal feelings or reactions. You also do not have to cite facts that are common knowledge. If you can find the same information in 3 of your sources, or an obvious fact, such as "human beings need oxygen to breathe", then this is common knowledge and does not have to be cited. If you are not sure, be safe and give a citation.

GRADING SYSTEM

The grading system used at Parkway Local Schools is the A, B, C, D, F system. All teachers must use the same system and grading scale to insure the students, parents, and fellow teachers a more accurate evaluation of each student. This does not deny the teacher the right to use a "curve" when grading. The "curve" needs to be made before the letter grade is given.

The following scale will be used:

A+	100-99	(2)	C+	82-80	(3)
A	98-95	(4)	C	79-76	(4)
A-	94-93	(2)	C-	75-73	(3)
B+	92-90	(3)	D+	72-70	(3)
B	89-86	(4)	D	69-66	(4)
B-	85-83	(3)	D-	65-63	(3)
			F	62-0	

GRADE LEVEL

Students will be placed in grades according to the following number of years at the High School:

Grade 9	First Year	Grade 11	Third Year
Grade 10	Second Year	Grade 12	Fourth Year

PROGRESS REPORT

Parents have access to Progress Book. Parents are encouraged to monitor their child's progress throughout the school year. Parent access to Progress book can be requested on www.parkwayschools.org web site under the parent link.

GRADE CARDS

Grade cards are issued at the end of each 9-week grading period.

GRADE POINT AVERAGE (GPA)

Each year, the student with the highest GPA will be designated as Valedictorian and the second place student will graduate as Salutatorian. Qualification is based on class rank as determined by Board of Education Policy. If there is a tie for the top student, there will be Co-Valedictorians, with no Salutatorian. If there is a tie for second place, there will be Co-Salutatorians. GPA will be based on a 4.0 system. Weighted classes will be based on a 4.4 system. GPA is determined by multiplying the numerical grade value by the credits attempted for each class and dividing by the total credits attempted each grading period. This GPA will appear on the grade card as the current period GPA. The current year GPA will be for courses completed for the current year. The cumulative GPA will include all courses completed during high school.

REGULAR COURSES

A	=	4.0
A-	=	3.6
B+	=	3.4
B	=	3.0
B-	=	2.6
C+	=	2.4
C	=	2.0
C-	=	1.6
D+	=	1.4
D	=	1.0
D-	=	0.6
F	=	0.0

WEIGHTED COURSES

A	=	4.4
A-	=	4.0
B+	=	3.6
B	=	3.4
B-	=	3.0
C+	=	2.6
C	=	2.4
C-	=	2.0
D+	=	1.6
D	=	1.4
D-	=	1.0
F	=	0.0

HONOR ROLL

Each grading period an honor roll list will be established. The honor roll will be based on all classes giving grades and will be based on the following scale: Highest Honors (4.0 GPA), High Honors (3.626-3.99 GPA), and Honors (3.25-3.625 GPA). A minimum of 4 letter grades are required for Honor Roll.

COURSE SELECTION AND SCHEDULE CHANGES

The selection of the appropriate courses to prepare an individual for a future career and effective citizenship is extremely important. Students are asked to carefully consider course selections. A full year course would equal one (1.0) credit and semester courses one-half (.50) credit. Following registration, change requests will be allowed only after the counselor has had a conference with the student and a course change form is signed by the counselor, parent, and teacher(s). Students may drop or add a course before the start of the school year. Once the school year begins, students may not drop a course without the approval of the High School Principal. A student who drops a course at any time other than described above will receive a failing mark for the course. A student must complete a course to earn credit. A student attending Vantage is required to remain at Vantage for the entire school year.

HIGH SCHOOL GRADUATION REQUIREMENTS

The minimum requirements for graduation are listed below. All students must earn at least twenty-two (22) units of credit with the following specific requirements:

English/Language Arts	4 units
Mathematics (Must include Algebra II)	4 units
Social Studies	3 units
World History	(1.0)
American History	(1.0)

American Government	(.50)	
Economics	(.50)	
Science		3 units
Biological Science	(1.0)	
Physical Science	(1.0)	
Science Elective	(1.0)	
Health		½ unit
Physical Education		½ unit
Electives		<u>7 units</u>
(including 1 unit of Fine Arts)		
Total		22 units

As well as complete their individual pathway to graduation by showing competency and readiness. (as described from ODE)

HONORS DIPLOMA

Depending on whether a student is completing a college preparatory or career-technical education curriculum, honors diploma requirements differ slightly. The student must meet the requirements for the regular diploma **plus** criteria for honors listed below:

The student who completes the College Preparatory curriculum in high school must meet any six of the following seven criteria:

- (a) four units of Mathematics that shall include Algebra I, Algebra II and Geometry or complete a three-year sequence of courses that contains equivalent content
- (b) either three units of one Foreign Language or two units of two Foreign Languages
- (c) one unit of Fine Arts
- (d) four units of Science including Physics and Chemistry
- (e) four units of Social Studies
- (f) maintain an overall GPA of at least 3.5 on a 4.0 point scale up to the last grading period of the senior year
- (g) obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT)

The student who completes an intensive Vocational or Technical curriculum must meet any six of the following seven criteria:

- (a) four units of Mathematics which will include Algebra I, Geometry, Algebra II or equivalent and another higher level course or a sequence of courses that contain equivalent content
- (b) four units of Science including Physics and Chemistry
- (c) four units of Social Studies

- (d) four units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit
- (e) maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale up to the last grading period of the senior year
- (f) complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent
- (g) obtain a composite score of 27 on the ACT tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT).

SUMMER SCHOOL

Credits may be earned through summer school at Parkway or through another approved institution. Credit for summer school may be approved as an educational option and must meet state guidelines for such.

- Summer school courses may be taken for a course not previously taken in High School.
- Students are not eligible to take course(s) that are not needed for graduation.
- All summer school courses for credit must have the approval of the principal prior to beginning the course work.
- Written documentation of the courses, grades earned, and completion of the course must be received by the principal before credit shall be awarded.
- Cost for any summer school course work shall be the responsibility of the student/and or parent/guardian.
- Any course taken under the Summer School, (either high school or college for high school credit) shall count towards grade calculation of the class rank.

SCHOOL CLOSING

If it is necessary to delay or close school, the information will be forwarded to the following media outlets: Radio: WCSM, WKKI; WERT; WIMA; WLIO Channel 35 (Lima); WPTA Channel 21 (Ft. Wayne); and through Ohio Alerts email and text messaging as soon as the decision is made. Also check for a school delay or closure, on school website and by calling 419-363-3045 and follow the automated instructions.

SCHOOL PROPERTY

School property is defined as all items owned or in the possession or control of the school, including student lockers. Lockers are the property of the Parkway Local Board of Education and are used by students. School administrators have the authority to search any locker.

VALUABLES

You are urged to keep anything valuable at home. Do not bring extra money or other unnecessary possessions to school. This practice merely tempts students to steal. In the locker room, keep your possessions in your locker and your locker locked. Locks may be used on all lockers assigned to you. Above all, know where your possessions are, and don't get careless. If you know of a theft, report it to the office.

USE OF CLINIC

Students must first report to the High School Office if they need to use the clinic or see the School Nurse.

WELLNESS PROGRAM

The Wellness Program is designed to promote a healthy life style for students. Therefore, no candy, gum, or soda pop is permitted in the school.

USE OF MEDICATIONS

All medications, in an original container, prescription or non-prescription must be registered with and stored in the school's clinic. Permission from the parent or guardian must be received before medication is dispensed. Students may not possess any medication, all medications must be brought to the school by the parent/guardian. Students that need to carry inhalers or Epi-pens must complete a permission form with a signature from the parent and doctor.

HEAD LICE

If your child is infested with head lice, the following steps need to be taken before he/she can return to school:

1. Be treated with a medicated shampoo such as RID or Kwell or similar lice treatment.
2. Have **all** nits removed from the child's scalp by combing **and** picking out the nits.
3. Once treated and picked at home, students will need to be checked by the school nurse.
4. Students with walking head lice will be sent home.

STUDENT DRIVING AND PARKING INFORMATION

Students must have a parking permit for all vehicles driven to school, including motorcycles, mopeds and scooters. A parent or guardian must sign EACH registration form, unless you are a self-supporting eighteen year old with a verification statement on file. Student Parking Spaces are assigned on a first come–first served basis. If more students register for parking than there are spaces available, we will hold the registration paper work in the high school office until a space becomes available. Students must submit a completed parking registration form signed by a parent and student. A parking permit fee of \$15.00 is required at the time the parking application is turned in to the high school office. Checks or money orders should be made payable to Parkway Local Schools. Permits will be issued the day the completed form and fee are turned in to High School Office.

Driving Rules and the Regulations

1. **School parking is a privilege, not a right.** Students who refuse to cooperate with the rules and regulations may be denied this privilege. Students may also lose their parking permit for unacceptable behavior, including refusing to allow the vehicle to be searched.
2. Students will obey all parking lot supervisors and traffic control devices.
3. Parking permits must be displayed on the **REAR VIEW MIRROR OR DASHBOARD IN PLAIN SIGHT** in any vehicle parked on the school property. The permit number must be easily visible from outside the vehicle.
4. Blocking or double parking is prohibited. Students must obey and follow proper driving and parking rules.
5. Selling, trading, loaning or giving away your parking pass at any time is prohibited. Parking privileges for ALL parties involved will be revoked immediately and indefinitely.
6. Students are to show good judgment when entering or exiting the parking lot. No speeding or reckless driving will be tolerated. **The speed limit on school grounds is 10 MPH.**
7. All vehicle traffic in the student lot will yield to all school buses. School buses **always** have the “**right of way**”.
8. Do not park in handicapped spaces, or fire zones.

LUNCH PERIOD

High School and Middle School Cafeteria Guidelines

- All lunch periods are closed. All students remain in the building during the lunch period and are not permitted to have food delivered.
- All students eat in the commons area and remain in the commons during their lunch period.

- Please do not cut in the lunch line -wait with the rest of your classmates.
- After eating, clean up your area, push your chair in and return your tray and silverware to the return tray window.
- Discard all trash properly using the trash cans.
- Recycle all plastic and aluminum cans in the proper recycle bins.
- No food or drink is to be taken out of the commons area.
- All lunch money is to be put on accounts before the start of the school day in the cafeteria. Money will NOT be accepted in the lunch line during serving times. Change will NOT be given. All money received goes into the students meal account.
- There is NO CHARGING for a' la carte items.

SCHOOL YARD

Do not walk across the front lawn. Please use the sidewalks.

SCHOOL DANCES

Students attending dances must be at a minimum a freshman in high school or at a maximum 20 years of age. Permission forms must be turned in to the Principal's office when a student from another school attends a Parkway dance. To receive an official Prom invitation, a student must be a junior or senior at the start of the school year and to attend, a student must be at a minimum of junior in high school or maximum 20 years of age.

FIRE DRILL PROCEDURES

It is the responsibility of the student to be fully acquainted with the exits to use for fire drills. Directions are posted in each room. Each fire drill is to be interpreted as "the real thing".

FIRE DRILL PROCEDURES:

1. Students are to be quiet as soon as the fire alarm sounds.
2. Conduct yourself in an orderly fashion.
3. The first student to the door will hold it open.
4. Any disabled student will be aided by others.
5. Close all windows and turn out the lights.
6. The door will be closed when the last person leaves the room.
7. The teacher will be the last person to leave the room.
8. Students must go at least 100 feet from the building.
9. The teacher will take roll call immediately upon arrival at an outside location and report to the principal.
10. Re-enter the building only when designated by the Superintendent, Principal, Fire Chief, or Police Officer.

CO-CURRICULAR, EXTRA-CURRICULAR ACTIVITIES

The Parkway Local Board of Education believes that Extra-Curricular activities are necessary to supplement the curriculum of the school and to provide a wider base for the development of each child. Students are encouraged to play an active role as spectators and participants in these activities. Under board policy section 5500 all school rules apply at all extra-curricular events. A wide choice of extra-curricular activities is offered to meet the many needs of students. Each of these activities has a unique governing system. For this reason, membership and participation in each activity is self-determined and described fully in the constitution, bylaws and/or rules of operation assigned as a duty of the activity advisor, teacher, or coach. The Board of Education will approve all constitutions providing that membership and participation adheres to the following policies:

I. Membership in Extra-Curricular Activities

- A. shall be limited to full-time students of the district to which the activity is assigned.
- B. may be determined by election of the student body or members of the faculty according to the provision stated in the constitution of the activity.
- C. may be determined using tryouts by the advisor, teacher, or coach.
- D. may be limited to students honored by academic standards.
- E. may be limited to students by grade level.
- F. may be limited to students by age.
- G. may be limited to students who demonstrate predetermined levels of competition or achievement.

II. Denial of Participation

- A. Students absent beyond the approved standard for a school day may not participate in any extra-curricular activity unless excused by the administration for:
 1. routine doctor appointment with written permission to participate from the attending physician;
 2. attendance at a funeral;
 3. school business, including activity trips;
 4. absences for college visitations;
 5. attendance at the Opportunity School;
 6. other good and just causes.Students expelled or suspended from school under Section 3313.66 O.R.C. are not eligible to participate in extra-curricular activities during the period of expulsion or suspension.
- B. Students may be denied participation:

1. By a vote of the activity membership where provided by its constitution.
2. By disciplinary action of advisor, teacher or coach, for infractions of any rules of participation provided in written form to each participant by the advisor, teacher or coach.

III. Co-Curricular Suspensions:

Step 1 - Students will be notified of a denial of participation either in writing or verbally within one to three school days upon the completion of the investigation of the infraction by the activity advisor or teacher.

Step 2 - Following the student's notification of suspension, the student and/or parents/guardians, have the right to question the reason(s) for the intended suspension or explain his/her actions. The parents' or student's initiating the informal hearing along with the sponsor/advisor and the building principal must meet within forty-eight (48) hours of the student's notification.

Appeals

Step 3 - Upon completion of the informal hearing, the parents/guardians of the student will be notified of the suspension in writing postmarked no later than two (2) school days after the informal hearing. The treasurer of the Board of Education will also receive a copy of the letter within the same time period. If the informal hearing is bypassed, the notification to suspend in writing will be postmarked no later than forty-eight (48) hours following the given two (2) days in which the informal hearing could have taken place. This notice will include the following:

The reason for the suspension.

1. The consequences of the infraction.
2. The right to appeal to the Principal with an appointment being made through the Treasurer of the Board of Education. This appeal will be heard, then, by the building principal and/or activity sponsor/advisor.

Grievances

1. A Grievance Process can be held con-currently with the appeals process. These two processes, however, are separate entities from one another.
2. Any grievances with students as participants of a co-curricular group and his/her parent(s) must be

channeled through the following people in the following order:

- a. Activity Sponsor
- b. Faculty Advisory Council
** In the cases of suspension, these two positions will hear the student's grievance as part of the appeals process (Informal Hearing).
- c. Principal

FACULTY ADVISORY COUNCIL FOR CO-CURRICULAR ACTIVITIES

- I. The advisory council shall be composed of three members assigned by the building principal from the following list:
 - a. Athletic Director or Guidance Counselor;
 - b. An Activity Advisor not associated with the group from which the student has been denied participation;
 - c. An At-large Faculty Member;
- II. The building principal will head the Advisory Council.
- III. The Faculty Advisor Council shall not be an appellate body but shall hear grievances and may subsequently make or recommend change in policy concerning co-curricular and school activities for the Board of Education's approval.

ATHLETIC ELIGIBILITY

- A. **Academic Ineligibility**
 1. Each athlete will be checked for age and scholastic eligibility. An eligibility list for each sport will be on file before the first contest of the season.
 2. To be eligible, a student must have maintained at least a **1.5 G.P.A.** and have no more than one "F" in the immediate **preceding** grading period.
 3. OHSAA policy requires that each student-athlete must receive passing grades in 5 credits for a nine-week grading period in order to be eligible for the NEXT nine-week grading period.
- B. **Behavioral Eligibility**
 1. Participation in athletics is a privilege offered by Parkway Schools under the direction of state law and receive the full benefits of constitutional protection for their rights as citizens. They, therefore can speak, act, or behave as young citizens within a large scope of options. This code, published in conformity with ORC 3311.66 specifies the school's expectations. Pupils have a right to reasonable treatment from the coaches and advisors. The school, in turn, has the right to

expect reasonable behavior from student athletes. Because participants in extra-curricular activities are both students and athletes, they are bound to the rules and regulations as well as the consequences spelled out by their student handbook and the athletic handbook.

SPORTSMANSHIP

Sportsmanship is the only acceptable code of behavior for the students of Parkway Schools. Each student must remember that he/she is a representative of Parkway Schools and should never have to hang his head in shame because of their actions. This is even more important for those who participate in athletic contests, band contests, or any other event. In the course of a year Parkway Schools are judged by thousands of people and one small incident can have a lasting impression on many people.

Some points of courtesy and sportsmanship are:

1. Do not jeer or boo an opponent.
2. Don't "boo" an official. Let the coaches, athletic director and school officials handle the referees.
3. Treat our opponents as guests – not enemies.
4. Do not be conceited over success or spiteful over failure.

PARKWAY DISCIPLINE POLICY **PHILOSOPHY**

It is the philosophy of the Parkway staff and administration that discipline should be a tool for building positive character in our students. Our goal is for students to be self-disciplined individuals who function successfully in society. The development of this self-discipline is a shared responsibility of students, parents, and school personnel. We will practice discipline with dignity, and all constituents are reminded that discipline is a "shared responsibility".

A cooperative working relationship with positive communication must be established between school personnel and parents/guardians at home to develop an attitude of mutual respect. This team effort will help each student grow academically, emotionally, physically, and morally. Students need to learn what is considered to be good behavior through positive reinforcement and influence.

The Board of Education and School Administration recognize the rights of students as individuals. It is also recognized that these rights must be balanced with the interests of all students. Teachers must be able to teach, supervise, and conduct their educational programs. Students should not be denied their right to a good education because of the disruptive actions of another student. In general, all must consider the rights of others and assume the responsibilities that our rights place upon us. In order that this may be accomplished, the following student conduct code for Parkway High School is established.

CODE OF CONDUCT

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes misconduct by a student that occurs off district property but is connected to activities or incidents that have occurred on school property.

The Vantage Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Parkway High School and/or the Vantage Career Center.

Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Violation of the Code of Conduct may result in disciplinary action including Verbal Reprimand, Detention, Friday School, In-School Assignment, Alternative School, Community Service, Emergency Removal, Referral to Law Enforcement Agencies, Out-of-school Suspension, or Expulsion depending upon the nature and seriousness of the offense, circumstances of the offense, and occurrences of the offense. Students and parents/guardians are reminded that under board policy 5500 all school rules apply at all school functions on or off school grounds.

1. **DISRUPTION OF THE EDUCATION PROCESS**

A student shall not by use of violence, force, coercion, threat, adverse behavior, or improper assembly cause disruption to the school's educational process and/or its staff. A student shall not engage in any activity that is disruptive to the normal classroom or study hall atmosphere.

2. **WILLFUL DISOBEDIENCE, INSUBORDINATION AND DISRESPECT**

A student shall follow the reasonable directions and will comply with the reasonable requests of all school personnel. Failure to accept prescribed disciplinary action under this code will be considered willful disobedience. Students should understand that the authority of the teacher does not end at the classroom door, but extends throughout the building and grounds

3. **VANDALISM, DEFACEMENT, & DESTRUCTION OF PROPERTY**

A student shall not willfully destroy, deface, or damage any public or private property of the school, staff, or students.

4. **DRUGS, TOBACCO AND ALCOHOL**

(INCLUDING ILLEGAL, COUNTERFEIT, OR CBD SUBSTANCE)

A student shall not possess, use, transmit, conceal, be under the influence, or show evidence of consumption of tobacco, drugs, or alcohol while in the custody and control of the school or in attendance at school activities or on school property. Students are not permitted to transmit or conceal prescription or nonprescription drugs. Possession of drug paraphernalia is not permitted at school or at any school function including but not limited to matches, lighters, nicotine delivery device, look-a-like devices, or other devices.

5. TRUANCY

(ALL DAY OR PART OF THE SCHOOL DAY)

A student shall not be truant from school. A student is considered truant any time he/she is absent from school without the permission of the school.

6. TRESPASSING

Any person, either during school hours or after school hours, who does not have official school-related business or who is not affiliated with activities held by outside groups having permission to use the school or school grounds shall be considered trespassing.

7. THEFT

A student shall not steal or knowingly be in possession of stolen articles either public or private.

8. FIGHTING/PHYSICAL AGGRESSION

Students shall not exhibit the intent to fight, engage in fighting, nor exhibit any physical aggression or altercation on school grounds, within the school buildings, school transportation, or at any school activity, on or off school grounds.

9. POSSESSION OF WEAPONS AND ILLEGAL EXPLOSIVES

Students shall not have in their possession, or on school property, guns or other weapons, including look alikes. Fireworks, smoke bombs, and other incendiary devices are not permitted.

10. PHYSICAL/VERBAL THREATS, HARASSMENT, BULLYING, OR GANG ACTIVITY

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits towards another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s);
or
- B. Violence within a dating relationship.

A student shall not physically, verbally, or in writing threaten, harass, bully another student, teacher, school employee, or any person associated with or at school or at a school sponsored function. Any activities associated or deemed to be associated with or as gang activity will not be permitted.

The Board of the Parkway Local School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

School Psychologist	Special Education Coordinator
400 Buckeye Street	400 Buckeye Street
Rockford, Ohio 45882	Rockford, Ohio 45882
419-363-3045	419-363-3045

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: www.parkwayschools.org. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

11. VULGAR & OBSCENE LANGUAGE, GESTURES, OR MATERIALS, AND GROSS MISCONDUCT

Students shall not use vulgar or obscene language or gestures toward any student, school personnel, or any individual

associated with or at school or at a school function in such a manner that could be offensive or disruptive. In addition, students will not have in their possession or peruse vulgar or obscene material. Gross misconduct will not be permitted.

12. UNAUTHORIZED USE OF FIRE

A student shall not set a fire or attempt to set a fire unless proper supervision and permission is granted.

13. FORGERY/FALSE REPORT OF INCIDENT/FALSIFYING RECORDS

A student shall not sign another person's name to any school related note, letter, form or document. A student shall not make or attempt to make false statements or make or attempt to falsify records of any type. False bomb threats or alarms are also not permitted.

14. GAMBLING

A student shall not engage in gambling of any form on school property. There shall be no card playing permitted during school hours.

15. TARDINESS

A student shall not report late to school, homeroom, class, study hall, detention, or Friday School. A student late to school or class will be issued a Friday School for every third tardy.

16. VIOLATION OF ATTENDANCE PROCEDURES

A student shall not knowingly violate or circumvent the attendance procedures as outlined in the Attendance Regulations.

17. PRESENCE IN UNAUTHORIZED AREAS

Students shall not be in any areas designated as off-limits without prior permission. This includes electronic media items discussed in the Acceptable Use Policy. **This also includes other students' lockers.**

18. BREACHING THE SECURITY OF THE BUILDING

All doors to the building will remain locked and secured during the school day for the protection of all those in the building. The exception will be the entrances to the four office areas. No student shall plan, engage in, or attempt to breach the security of the building by leaving doors or windows unlocked or propped open or in any way be involved in lessening the

school's attempt in keeping the building, staff, and student body secure and safe.

19. VIOLATION OF POLICIES CONCERNING STUDENTS DRIVING VEHICLES

Students must adhere to school safe driving and parking regulations. (See also Driving Regulations) Once on school property, students must park in designated student areas, leave their cars and enter school. No car is to be entered or moved during the school day unless permission is granted from the office. Speeding or careless driving is forbidden.

20. HORSEPLAY AND LOITERING

Students shall not engage in any activity such as running, tripping, shoving, and throwing objects or other "horseplay" that may endanger themselves or others. Students shall not loiter in the restrooms or any other areas in the building.

21. STUDENT DRESS

- ◆ Dress and Grooming will be neat, clean, and keeping with health, sanitary, and safety requirements and will not be such as to disrupt the teaching-learning process. Anytime a student's dress is likely to be substantially disruptive to the educational process, then that dress is unacceptable. A student may be sent home to change if the dress is improper.
- ◆ No clothing is to be worn that advertises alcohol, drugs, tobacco, or contains words or depictions that are lewd, obscene, disruptive, or abusive.
- ◆ Shoes shall be worn at all times. No kind of roller blade shoes are permitted.
- ◆ Hats, head coverings, bandannas, sunglasses, and hoods are not to be worn in school unless special permission is granted.
- ◆ Baggy or saggy pants are not permitted.
- ◆ Students may wear shorts or skirts that are of reasonable length and that are not overly revealing.
- ◆ Clothing shall not be see-through or revealing. Bare midriffs, bare backs, bare shoulder, halter tops, "fishnet" stockings, tank tops, or shirts with sides cut out shall not be worn at school. Tops and bottoms must overlap at all times including when arms are raised.
- ◆ Any type of hanging chains, spiked dog collars, and/or inappropriate materials that could be deemed a safety hazard to students or others are not permitted.

- ◆ Undergarments are not to be exposed or visible through clothing.
- ◆ No holes in clothing above fingertip height (mid-thigh). If a finger can go through any frayed fabric that is above fingertip height (mid-thigh), it is not permitted.
- ◆ The Principal will make the final determination if there is a question of clothing conforming to the above guidelines.

22. **HAZING**

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

No student shall perform any act or coerce another person, including the victim, to perform any act of initiation into any organization that creates substantial risk of causing mental or physical harm to any person.

23. **PUBLIC DISPLAY OF AFFECTION (P.D.A.)**

Students shall not engage in kissing, suggestive positions, inappropriate touching, or sexual conduct on school property.

24. **CHEATING, ACADEMIC DISHONESTY, AND INTEGRITY**

Students shall not cheat on any school work or have in their possession materials that could be used to cheat. The consequences of cheating may result in any party involved:

First Offense – Student will receive no credit for that particular work and one day in-school assignment.

Second Offense In Same Class – Student will receive no credit for the semester in which second offense occurred.

Third Offense in Same Class – Student will receive no credit for the entire course.

Additional disciplinary measures may occur as determined by teachers and/or administration. Students failing to attempt to work in school are also subject to disciplinary measures.

25. **ELECTRONIC DEVICES**

Use of any electronic equipment by students shall be prohibited during school hours or on busses. Cell phones are permitted to be used **before and after school** when deemed appropriate for safety and transportation related issues. Cell

phones shall not be used during school hours and on busses. During school hours, cell phones and other electronic devices are to be kept in the student's locker. Students are prohibited from having cell phones and other electronic devices on their person during school hours. When students have a cell phone on their person or out of lockers during school hours, the cell phone will be held in the principal's office until the end of the day and a Friday school will be assigned. Repeated offenses may result in the device being held in the principal's office until a parent claims it from the office. Recording devices are prohibited in school(both visual and audio). Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

26. ACCESSORY TO A VIOLATION

Students acting as accessories to a rule violation will receive the same misconduct penalty as the individual in violation. For example, a student acting as a look-out for tobacco use, a drug sale or a theft will be subject to the same penalty as the other individuals involved.

27. ACCEPTABLE USE POLICY

A student shall not violate the board approved acceptable use policy in regards to technology use.

28. REPEATED DISOBEDIENCE/REPEATED FLAGRANT VIOLATION OF CONDUCT CODE

A student shall not be permitted to consistently violate the conduct codes listed herein within this student handbook. Consistent violations may result in suspension and/or expulsion.

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Technology for limited educational purposes only and utilizes online educational services to enhance the

instruction delivered to its students. The District's Technology system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block)

access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

Enforcement:

Any employee or student found to have violated this policy would be subject to disciplinary action, up to and including termination of employment (employees) or expulsion (students).

Disclaimer:

Parkway Local Schools and the NOACSC (Parkway's Internet Provider) are not responsible for the accuracy or quality of information, or for any harm to students or any other person that occurs as a result of information being accessed on the World Wide Web. Even though a filter is in place in accordance with the Child Internet Protection Act, it is still possible for students to access information that may be viewed as inappropriate for school-aged pupils.

DISCIPLINARY MEASURES

Listed below are possible disciplinary actions which may be used in conjunction with violations of the school conduct codes. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy.

1. Issue verbal or written reprimand.
2. Restrict or remove privileges.
3. Assign detentions (during, before or after school).
4. Advise parent by letter or telephone
5. Hold conference with parents and student.
6. Refer student to counselor.
7. Refer student to psychologist.
8. Emergency removal of student from class.
9. Friday School.
10. In-school assignment (1-10 day)
11. Out-of-School Suspension (1-10-days).
12. Recommend expulsion to the Superintendent.
13. Remove student from an activity or school

- organization or remove student from class.
- 14. Require restitution (in cases of stealing or property damage).
- 15. Notify police authorities.
- 16. Confiscate item(s).
- 17. Send student home (Emergency removal).
- 18. Assign zero credit for a specific assignment or designated period of time.
- 19. Alternative School

DEFINITION OF TERMS

DETENTION:

The holding of a student in a specified limited area during, before or after school by a teacher or other school personnel. Failure to serve assigned detentions will result in Friday School.

FRIDAY SCHOOL:

Friday School will be held from **3:15 PM to 6:00 PM.** The only excuse accepted for missing Friday School is a doctor's verification **or** prior administrative approval. Absence without an excuse will result in being assigned Two Friday School sessions. Additional absences without an excuse will result in out-of-school suspension.

The following rules apply for Friday School:

1. No sleeping or tardiness will be allowed. (If you are tardy, you will be assigned another Friday School)
 2. Students will be given an assigned seat.
 3. Students must have schoolbooks and other appropriate materials for study and reading.
 4. Students may not bring food or beverages.
 5. For permission to do anything, the instructor will recognize a raised hand.
 6. Students will have a 5 minute restroom break.
 7. Removal from Friday School will result in an automatic out-of-school suspension.
 8. All other rules in the student handbook shall apply.
- Uncooperative students may be asked to leave or sent home early, resulting in further disciplinary action.

IN-SCHOOL ASSIGNMENT:

A student may be removed from classes and placed in a supervised location for a period of 1-10 days per incident. School work may be made up. Attendance in extra-curricular events is permitted.

ALTERNATIVE SCHOOL:

Removal from classes, the school building and placement in the Mercer County Alternative Center for a period of 1-10 days per incident. School work may be made up. Attendance in extra-curricular and co-curricular events is permitted.

OUT-OF-SCHOOL SUSPENSION:

Removal from school attendance and all school activity privileges for a period of 1-10 days. School work may be made up for credit during time a student is suspended from school. All assignments are to be turned in for credit by the end of the second day returned following suspension with quizzes/tests worked out with the teacher. Students must remain off school premises during the day, evening, and weekends and are not permitted to re enter until the suspension is completed. Attendance or participation in extra-curricular and co-curricular events is not permitted.

EXPULSION:

The removal from school and all school activity privileges for up to 80 consecutive school days or as allowed by the Ohio Revised Code. School work may not be made up for credit during the time a student is expelled from school.

STUDENT REMOVAL

GENERAL:

The Superintendent, Principal, teacher, advisor, or sponsor may remove a student from the premises, either during curricular or extra-curricular activities as listed below.

- A. Emergency removal is the immediate removal of a child and may involve law enforcement personnel because the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

SUSPENSION

GENERAL:

The Superintendent or Principal may suspend a student for up to 10 school days. Parkway Local School Board of Education Policy states that the Superintendent may honor non-expired suspensions and/or expulsions assigned in Ohio schools as well as schools out of state. Whether the suspension or expulsion is honored will be determined by the Superintendent with possible assistance from the administrative staff involved.

PROCEDURE:

- A. Written notice of intention to suspend and the reasons why to the pupil.

- B. The student and parent/guardian will have the opportunity to appear at an informal hearing before the Superintendent or Principal and has the right to question the reasons for the intended suspension or explain his/her actions. The hearing may take place immediately.
- C. The parents, guardian or custodian of the pupil and Clerk of the Board will be notified of the suspension in writing. This notice will include the reason for the suspension, the right to appeal to the Board of Education or its designee, the right to be represented at the appeal, and the right to request the hearing to be held in executive session.

ATTENDANCE REGULATIONS

The State of Ohio (Ohio Revised Code 3321.01) states that all persons between the ages of six and eighteen must attend school. Since school attendance is vital to the academic success of each pupil, we believe that 100% attendance should be the goal of each student and his/her parents and/or guardians. **The Missing Child Act requires that parents notify the school if their child will not be in attendance, and requires schools to notify parents if the child is not in school.**

Parents and Legal Guardians are required to notify the school before 9:00 a.m. on the day a student is absent from school. Please call 419-363-3045 to report the name of the student, the specific reason for the absence and the name of the individual who is calling the student in. Voice mail is available to leave a student's absence if a parent/legal guardian should need to call before school hours. A student may also call him/herself in if the parent/legal guardian is not available. However, a note from the parent/legal guardian stating the reason for the student's absence is required upon the student's return to school. A written parent/legal guardian excuse or original doctor's medical verification will be honored for up to (3) school days after the student's absence.

Failure to submit a note within the (3) days may result in the absence being considered as unexcused or truancy. All notes must be written by the parent or legal guardian regardless of the student's age. Parents who have not contacted the school will be notified of the child's absence either by phone or mail.

ABSENCES:

The determination as to whether an absence is excused or unexcused rests with the Building Administrator.

- 1. A child can be absent for up to 5 days in a semester without medical notation. All other absences must have a doctor's

note stating that the absence is medically necessary to be an excused absence.

2. Any days beyond 5 per semester without medical notation will be unexcused. Three unexcused days may result in truancy charges being filed.

EXCUSED ABSENCES

Personal Illness (up to 5 days per semester, verified by parent/guardian)

Religious Holidays

Funeral

Medical Appointments (verified by Doctor's Excuse)

College Visitation w/prior approval from Principal

Family Vacation w/prior approval from Principal

School Related Absences

2. **Unexcused absences:** Students will have no opportunity to make up class work and may result in disciplinary action.

3. **TARDIES**

The following is the recommended tardy guidelines for staff to use :

1st Offense = Verbal Warning (tardy noted in grade book)

2nd Offense = Verbal Warning (tardy noted in grade book)

3rd Offense = Friday School assigned

For every third tardy to class, a student will be issued a Friday School.

PLEASE NOTE: "3 Tardies" to school will result in a full period missed for 1st Period.

4. **Out-of-School Suspension (OSS)** days will count towards the total number of days absent from school.

5. **Alternative School or In-School Assignment** days will not count as days absent from school.

6. Any student missing **more than one-half of any class** will be considered absent from that class.

7. **After School Activity Participation**

A student who is absent, comes to school after 10:00 AM, or is sent home due to illness during the day will not be eligible to take part in any after-school activity. Exceptions: A student leaving school for a doctor's appointment, funeral or other justifiable absence. Vacation Days are not considered a justified absence for participation in an after school activity.

8. If a parent/guardian wishes to have their child leave school during school hours for such things as a doctor appointment or funeral, the parent / guardian needs to turn in a written request or call school by 8:30am.

9. Students will be excused from school for the **Van Wert County Fair** only if all the following criteria are met:

- a. A note signed by the parent or legal guardian and a list of projects exhibiting at the fair is given to the principal prior to the anticipated absence.
- b. Students must be exhibiting a Junior Fair project and belong to a Van Wert County 4-H club.

VACATION DAYS DURING SCHOOL YEAR

Student vacation days will count toward the total absences from class. *Up to five (5) days of vacation may be excused only when the student travels with his/her parent/legal guardian or has parental permission to travel with another student's parent/legal guardian. Permission must be obtained from the principal by the parent/legal guardian at the high school office no later than three (3) school days prior to the start of the vacation.* If you are not sure of the exact days you will take vacation due to work or weather conditions, please notify the school in advance, indicating a certain time period when you may take your vacation. When the exact days are known, please call the school with the dates. These family vacations are not to occur during the last week in a semester. Make-up work is the student's responsibility before leaving on vacation. Students that are absent for Vacation Days are not eligible to participate in after school activities. **PLEASE NOTE:** When determining eligibility for vacation, consideration will be given to student attendance and grades. If a student has had poor attendance and/or is failing one or more courses, vacation days may not be excused.

HUNTING

The Monday after Thanksgiving is an off day for students. This day off has been scheduled to allow students to hunt without missing school. If one additional day is needed to hunt, you need to follow the Vacation Policy. If you are not sure if you need a second day to hunt because you don't know if you will tag a deer on the first day of hunting, please request the second day in advance. If you tag a deer on the first day, then the student should attend school on the extra requested day.

COLLEGE VISITATIONS

A student visitation to a college is encouraged to assist the student in making the best choice for future plans. To insure proper use of this day, and for the safety of all students involved, the following guidelines must be followed:

1. **Seniors** will be granted two (2) visitation days per school year. **Juniors** will be granted (1) visitation day per school year.
2. A **visitation appointment** must be made with a representative of the college/university and verified to the high school counselor/principal.

3. **The college visitation form must be completed and signed by the guidance counselor and principal prior to the college visit.** The student must present the visitation form signed by a college official the first school day after the college visit, for the absence to be removed from the student's attendance record.
4. College visits **cannot be taken** during the three weeks prior to the end-of-the year exams unless special permission is granted by the principal.

SCHOOL BUS DISCIPLINE

A bus driver is primarily responsible for the discipline of pupils while they are being transported. The driver should have the support of the parents in all discipline cases. Students transported to school by a bus must also be transported to their regular or approved discharge point. Children are not to be discharged from the bus other than at the regular discharge points without prior written approval from the parents and building principal.

SCHOOL BUS REGULATIONS

Driving the bus and delivering children safely to and from school is the most important job of a bus driver. In order to do his/her job, it is important that the following rules be followed on the bus. Please note that bus transportation is not required by state law for Grades 9-12. It is provided as a courtesy by Parkway Local Schools. It is preferred that students ride the bus both morning and evening, but it is understood that after school activities, morning appointments, and other conflicts do not permit this at all times. Each student is required to follow the bus rules and respect bus drivers and administrators that supervise loading and unloading activities.

- a. Be courteous at all times.
- b. Remain seated in a proper manner at all times.
- c. When crossing the road, wait for a signal from the bus driver before crossing.
- d. Keep hands to yourself. No student shall strike, push or otherwise abuse another pupil while riding on the bus.
- e. Excess noise will not be permitted on the bus.
- f. Abusive language will not be permitted on the bus.
- g. Pupils will not put head, arm, or other objects outside the windows.
- h. The students will not cause distractions that interfere with the driver's ability to control the bus.
- i. Do not eat or drink on the bus; please help to keep the bus clean.
- j. Students are to wait in an orderly fashion at all bus stops.

- k. Students are not to push while loading or leaving the bus.
- l. Students must be quiet at railroad crossing.
- m. There will be no improper use of emergency exits.
- n. There will be no destruction of bus property.
- o. Pupils shall not refuse to follow the instructions of the bus driver.
- p. Ride only your assigned bus.

SURVEILLANCE CAMERAS

Surveillance cameras are installed throughout the new building, the surrounding areas of the school and on school busses. The images from these cameras are confidential and can be viewed by school officials only. A parent or guardian may view the images, with an administrator, only if their son or daughter is the only student on the images. If other students are on the images, their privacy rights must be protected. In the event of criminal prosecution, the images may become evidence at the trial and therefore will probably end up becoming public. Under such circumstances, the images are under the control of the courts, not the school.

MILITARY-COLLEGE RECRUITERS

In accordance with federal and State law, the Board shall release the names, address, and telephone listing of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A parent or guardian of a student may request in writing that the student's name, address and telephone listing may not be released. Board Policy 8330

FUNDRAISERS

Money generated through fundraisers, at Parkway Local Schools, for the purpose of payment towards a student trip, through Parkway Schools, shall be used for payment of such trips with no more than \$100 being returned to the individual students for expenses beyond the cost of the trip. Any other money raised by said student shall be retained under that student's name for the purpose of payment towards any future Parkway trip by said student while said student is enrolled at Parkway Schools. Once said student is no longer enrolled at Parkway Local Schools, any remaining balance under a student's name shall be placed in the general account from which the fundraiser was generated. Payment(s) of money for trip costs shall be paid to the Tour Company or vendors of services for the student trip.

**NO CHILD LEFT BEHIND ANNUAL NOTIFICATION
TO PARENTS REGARDING STUDENT RECORD AND SPECIFIC
EVENTS/ACTIVITIES**

STUDENT RECORDS

On June 10, 2003, the Board of Education adopted a policy regarding the disclosure of educational records and the rights of parents and students to access educational records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Office ("DRO"). The DRO is responsible for the supervision of student records in the school and his office is located at 400 Buckeye St, Rockford, OH or he can be reached by calling 419-363-3045.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by parents or legal guardians of a student, adult student (eighteen (18) years of age or older), and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include Board members, those in administrative or supervisory positions, teachers and those under contract as instructions, substitutes, and those employed by the Board under contract to perform certain special tasks. An individual will have a "legitimate educational purpose" if inspection of the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

A parent or adult student has the right to:

A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records ("COR"), building principal will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review

the educational records of other students. If there is a valid reason why a parent or student cannot personally inspect and review a student's educational records, or if the parent or student specifically requests copies of educational records, the COR may arrange for copies of the requested records to be delivered to the parent or student directly. The Board may charge a reasonable fee for the copying of records.

B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should immediately ask the COR to correct the record. If the record is not changed to the parent's or student's satisfaction or if the COR informs the parent or student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or student will be asked to submit a written statement indicating the basis for his/her request for a change. This written statement will initiate the review process.

C. consent to disclosures of personally identifiable information contained in the student's educational records, except to those disclosures allowed by the law. The school's AG 8330 describes those exceptions and is available upon request.

D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing.

E. obtain a copy of the District's policy and administrative guideline on student records (**Policy 8330 and AG 8330**).

The District has designated the following information about each student as "directory information". (**REFER TO POLICY 8330 FOR THE INFORMATION THE DISTRICT HAS DEFINED AS DIRECTORY INFORMATION.**)

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies

the School in writing within five (5) days (**refer to Policy 8330**) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (RRRA), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request.

OHIO PARENTAL INFORMATION AND RESOURCE CENTER (Ohio PIRC).

Ohio PIRC provides a wide range of services to parents and families, parent organizations, school personnel, and other social services agencies to increase parental involvement with their child's educational issue. Ohio PIRC also works to strengthen partnerships between parents and professionals to help meet the educational needs of their children. There is a strong emphasis on encouraging supportive working relationships between home, schools and any significant other involved with the child. To that end, Ohio PIRC provides opportunities for parents to learn more about child development, increase their confidence in child-rearing skills, and become leaders in their communities.

Ohio PIRC provides a wide range of training and supportive services such as:

- | | |
|----------------------------|----------------------------|
| Parenting Information | Parenting Support Groups |
| Parent Leadership Training | Referral Services |
| Family Literacy Services | Educational Issue Training |

If you would like more information on the Ohio Parental Information and Resource Center, you may contact the Superintendent at 419-363-3045 or you can access the Ohio Dept. of Education's web sit at <http://www.ode.state.oh.us> and search for "Ohio Parental Information and Resource Center".

PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS

As a parent of a student at Parkway Local Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for

certain information about your child's classroom teacher, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches?
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances?
- The teacher's college major; whether the teacher has any advanced degrees and, if so, if they so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications?

If you would like to receive any of this information, please call the Superintendent at 419-363-3045.

CONCLUSION OF REGULATIONS

Since it is impossible to list everything that may occur during the course of a school year, the Parkway Board of Education has invested certain powers and privileges to its administration and faculty. Therefore, any policy, regulation, rule, privilege, condition, etc., not covered in the handbook or board policies will be handled as individual cases by the Teachers, Principals, Superintendent, and/or Board of Education. In all cases, these people will try to be as fair as possible in their judgment and decisions when deciding what is best for the student or students involved or what's best for the student body.

PARKWAY HIGH SCHOOL
ATHLETIC HANDBOOK
REVISED JUNE 9, 2020

Athletic Philosophy

The purpose of athletics in the Parkway Local School District is to provide the opportunity for our student athletes to learn favorable values and gain positive experiences, which will enhance physical, social and emotional development. All athletic extracurricular activities shall be an extension of the overall educational philosophy. Participation in athletics will help our students to become more self-confident, self-disciplined, and teach them that working hard and striving for excellence is an essential quality for success in any of life's endeavors.

Student Athletic Conduct:

Section I: Rights and Responsibilities

Participation in athletics is a privilege offered by Parkway Local Schools. Students attend Parkway Local Schools under the direction of state law and receive the full benefits of constitutional protection for their rights as citizens. They, therefore, can speak, act, or behave as young citizens within a large scope of options. This code, published in conformity with ORC3313.66 specifies the school's expectations. Pupils have a right to reasonable treatment from the coaches and advisors. The school, in turn, has, as a right, to expect reasonable behavior from student athletes. Because participants in extra-curricular activities are both students and athletes, they are bound to the rules and regulations as well as the consequences spelled out both by their own student handbook and the athletic handbook concurrently. The regulations and consequences written herein are also applicable to ALL students/athletes participating in athletics in the Parkway Local School District with the term student and/or athlete used in this manual meaning athletes, managers, cheerleaders, statisticians, and trainers of the sports' programs here in the district. Middle School and High School athletes will be held to all regulations written within this handbook throughout the year with special addenda written, when applicable, to strictly high school or, separately, middle school students.

Section II: Standards

Standard 1: Disruption: An athlete shall not cause any disruption of the educational process in school by use of violence, force, coercion, or threat. Athletes shall not post or contribute any content to any social networking or other internet site that reflects negatively on Parkway Local Schools. Any such act may bring about a denial of participation.

Standard 2: Ethics, Integrity, & Sportsmanship: An athlete shall not behave in such an unsportsmanlike manner that could cause physical injury or damage to other athletes, other students, school personnel, or school property. Any such act may bring about a denial of participation.

Standard 2 (Subsection 1): Hazing – In reference to Section II – Standard II, as per Section 2903.31 in Ohio’s Revised Code, Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another. No administrator, employee, or faculty member of any primary or secondary school shall recklessly permit the hazing of any person. Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree. Any athlete found in violation of this code will be denied participation in athletics.

Standard 3: Criminal Act: An athlete under investigation by a law enforcement agency for committing a criminal act or found guilty of committing a criminal act, may be denied participation with the possibility of permanent denial.

Standard 4: Insubordination: An athlete shall not fail to comply with directions of the coaches, advisor, or administration during the sport’s season. This includes missing practice, attitude problems, appearance, curfew violations, theft, etc. Any such act may bring about denial of participation.

Standard 5: Transportation: All athletes will ride the bus to and from athletic events unless otherwise specified procedures have been set up by the coach/advisor and approved by the building Principal or Assistant Principal. An athlete failing to comply with this rule will be subject to denial of participation.

Standard 6: All athletes must have fully completed the following forms and have them in the Athletic Office prior to participating in practice:

- (1) Emergency Medical form.
 - (2) Insurance Waiver.
 - (3) Parent Guardian Release Form.
 - (4) Athletic Handbook Signature Form.
 - (5) Athletic Physical signed by the doctor, parent, and student.
- ~ Until these forms are in, the individual student athlete can NOT participate.

Standard 7: Steroids: A student who uses anabolic steroids or other performance enhancing drugs is ineligible for interscholastic competition until such time as medical evidence can be presented that the student's system is free of the before-mentioned drugs.

Standard 8: Tobacco Products: An athlete shall NOT use any tobacco product.

Standard 9: Drugs: An athlete shall not possess, handle, transmit, conceal, or use any illegal drugs. An athlete shall not take an abnormal amount of prescribed or over-the-counter drugs, which may cause harm to their health.

Standard 10: Alcoholic Beverages: An athlete shall NOT drink any alcoholic beverages.

Section III: Violations of Standards #2 (Subsection #1), #3, #7, #8, #9, or #10

When a Parkway student (whether attending Parkway Middle or High School), shows the intent of becoming an athlete (Ex: getting a physical, coming to an organizational meeting, etc.), he/she shall not possess, use, transmit, conceal, or be under the influence of tobacco, drugs, narcotics, alcoholic beverages, or counterfeit controlled substances at any time until his/her athletic career ends at Parkway Local Schools. School officials will investigate all reported violations, and any athlete found breaking a rule will be given the following disciplinary action:

ALL MIDDLE & HIGH SCHOOL STUDENT ATHLETES

A. Typical 1st Offense Consequence For Student Athletes Grades 7-12.

The athlete will be suspended from participating in the equivalent of 20% of the scheduled regular season's games or meets in which the athlete participates or in the next sport in which he/she will participate. The season is defined as practices beginning with the opening day as allowed by the OHSAA and ending with the last tournament game played by the team for that season. This means that any or all post-season tournament games will be included, if applicable, to the suspension being served. The season in which the athlete is suspended will dictate how many games will be missed. If the season in which the infraction occurs ends without the full consequence being served, the remainder of the games will continue into the next sports season in which the athlete participates. The games not approved by the Athletic Department/Athletic Director

shall not count as the total number of games missed due to the suspension. In addition, while under suspension, the athlete will NOT be allowed to dress for contests but may be with the team. Practicing during the suspension is up to the discretion of the coach but should remain consistent throughout the coach's tenure. After serving a suspension, the athlete must satisfactorily complete the season, or the suspension will be upheld and the athlete will have to serve the suspension in the next sports season.

Special Addition/Consideration for Middle School Athletes:

*** Practicing during the suspension is up to the discretion of the coach at that level in each sport from which the middle school athlete was suspended, but the decision on practicing should remain either consistent with the policies set up by the Head High School Coach for his/her program or if there is no high school program policy for that sport regarding practicing during a suspension then the decision to practice or not to practice should remain consistent with the middle school coach throughout his/her tenure as a middle school coach.

B. Typical 2nd Offense Consequence For Student Athletes Grades 7-12.

If an athlete violates any of these rules a second time while attending Parkway Local Schools, he/she will be suspended for the equivalent of one full sport's season. Since this consequence is the equivalent of a sport's season, the suspension may transcend past the season in which the athlete was suspended if the offense occurred after games in the season in which the athlete was suspended had already begun. If the suspension does go into another sport's season, the remaining percentage of the suspended games will be based on the number of games/meets in the next sport's season in which the athlete participates. Also, the athlete will not participate in any scrimmages or tournament games during the suspension; in addition, these scrimmages and tournament games will not count toward the games used in calculating the consequence of this second offense. Further, during the suspension from athletics, the student will undergo counseling sessions. The parent or legal guardian of the suspended athlete must make a formal request for the arrangement of these counseling sessions in writing to the Athletic Director or Principal of the school, from which school the student attends. In turn the Athletic Director or Principal will make arrangements for the suspended athlete with a local Alcohol and Drug Treatment Center with the cost of the treatment being billed to the parent or legal guardians of the suspended athlete. If a counseling session is not arranged through said Athletic Director and/or Principal, the session will not count toward the counseling

that must be completed before the athlete can return to sports. Upon verification of completion of the approved counseling session to the Athletic Director and/or Principal, and upon the completion of suspension, the athlete may return to playing sports at Parkway Local Schools. Playing sports at Parkway cannot be resumed if the counseling has not occurred before the full season's suspension is complete. Following the end of the approved counseling session either the Athletic Director and/or Principal of the building that the student would currently attend following the conclusion of the season-equivalent suspension shall conduct a follow-up session with the athlete and/or parents of the athlete when, and if, the counseling is completed during the school year. It is the hope of the Athletic Department that the combination of consequence and counseling will help in the rehabilitation of the athlete and will also assist the athlete in breaking any dependence that has developed regarding the said substances covered in these codes.

Special Considerations with the 2nd Offense Consequence...

- A. During the suspension, athletes will NOT be able to dress in uniform for any contests but may be with the team.
- B. Practicing during the suspension is up to the coach's discretion. It is the hope of the Athletic Department that if a coach had not allowed practicing in this situation to occur in the past, that he/she would do the same for all athletes.
- C. Some possible scenarios (not limited to the sports mentioned) in calculating the full sport's season...
 1. An athlete is suspended after completing half of a Cross Country season (she completed 8 meets in a season with 16 meets scheduled). She would be suspended for the remaining 8 meets which puts her at missing 50% of a sport's season (she will miss the district tournament, but it will not count toward the suspension). She still has 50% to miss in her next sport season, which for example may be basketball. Basketball has 20 scheduled games of which she is suspended for 50%. She would sit out 10 games during the basketball season.
 2. A one sport athlete misses the final 4 games of football (again he can not participate in the playoffs because of the suspension, and these tournament playoff games will not count toward the suspension). Since football has 10 regular season games he will have only served 40% of his suspension. Next football season he will need to sit out 60% of the games (6 games). Practicing during the suspension is determined by the coach, and the player will not dress in

uniform for any games or scrimmages during the time he is suspended.

3. A multi-sport athlete in one season (Ex. football cheerleader & volleyball player) is suspended. The athlete will be suspended for the remainder of both sport seasons. As a cheerleader the girl is suspended after 2 football games, and she has 8 games left to cheer for. Her carryover for suspension in the next season is only 20%. In volleyball she is suspended after participating in 8 games of the 22 regular scheduled contests. For volleyball her carryover suspension is 36.4%. The athlete in this instance will carry over the higher of the two percentages in her next sport season. If the next season is track, she is suspended for 36% of the track meets or regular season contests.

C. Typical 3rd Offense Consequence For Student Athletes Grades 7-12.

On any third offense the athlete will serve a one year (365 day) suspension (from the date of the violation) from athletics at Parkway Local Schools. During the term of this suspension, no athlete will be allowed to join any sport's team. If this third offense occurs while the athlete is still serving his/her 2nd suspension, he/she will NOT begin the third offense suspension until the date he/she has completed all requirements of the second offense suspension.

D. Typical 4th Offense Consequence For Student Athletes Grades 7-12.

Any athlete committing a fourth offense violation will be suspended for the remainder of his/her career at Parkway Local Schools.

**** Final Notes:**

Parkway Middle & High School's Athletic Departments and Parkway Local Schools do NOT recognize any cut between the transition of middle school to high school; therefore, all violations and consequences that may have occurred in the middle school or in the summer prior to an athlete's freshman year do and will carryover into high school.

Section IV: Steps Taken in the Suspension of any Athlete Grades 7-12

- A. Step 1 - Notice of the intention to suspend and the reason(s) why will be provided to the athlete either in writing or verbally within one to three school days upon the completion of the investigation of the infraction by the building Principal or Athletic Director.

B. Step 2 - Following the athlete's notification of suspension, the athlete and/or parents, guardians, or custodians of the athlete will have the opportunity to appear at an informal hearing set up through the building's Athletic Director under whose jurisdiction the student falls with said Athletic Director having the option of requesting the presence of any of the following for this meeting: the other building Athletic Director, a head coach not related to the sport, or the head coach of the sport in which the athlete was involved during the time of the suspension (either the varsity coach or the head coach of the grade in which the athlete plays). At this informal hearing, the parent, guardian, or custodian of the athlete has the right to question the reason(s) for the intended suspension or explain the athlete's actions. The parents' and/or athlete's initiating of the informal hearing with the building Athletic Director must take place within two school days of the athlete's notification of the suspension. From this informal hearing, an opinion or recommendation will be made to the building principal concerning the suspension of the athlete.

C. Step 3 - Upon completion of the informal hearing, the parents, guardians, or custodians of the athlete will be notified of the suspension in writing post-marked no later than two school days after the informal hearing. If the informal hearing is bypassed, the notification to suspend in writing will be post-marked no later than two school days following the given two days in which the informal hearing could have taken place. Copies of the notice will be given to all of the following: Members of the Administrative Quorum (Members spelled out in #3 below), the treasurer of schools, the superintendent of schools, and to the coaches in whose program(s) the suspension will be served. This notice will include the following:

1. The reason for the suspension
2. The consequences of the infraction
3. The right to appeal to an Administrative Quorum made up of building administrators and a coaching representative including, but not limited to some or all of the following: The High School Principal, High School Dean of Students/Athletic Director, Middle School Principal, Middle School Athletic Director, and a neutral coach who is not involved with the athlete during any sports season and who wasn't used in the informal hearing.

D. Step 4 - Following the informal hearing and the sending of official notification of the intent to suspend, the parents, guardians or custodians of the athlete have the right to appeal, then, to members of an Administrative Quorum (outlined in #3 above). The appellate meeting must be initiated within four school days of the sending of the official notification to suspend the athlete, and an appointment must be made through the building secretary (where the student attends). The decision of the Administrative Quorum will be the final decision at the district level, and its decision on the appeal will be sent to the parents, guardians, or custodians of the athlete within two school days of the appellate hearing.

Section V: Grievances

- A. A Grievance Process can be held concurrently with the appeals process. These two processes; however, are separate entities from one another.
- B. Any grievances athletes or parents have, not necessarily limited to suspensions, must be channeled through the following people in the following order:
 - 1. Head Coach of the team on which the athlete participates or the Head Coach of the program.
 - 2. Athletic Director of the building under whose jurisdiction the athlete falls.
** In the cases of suspension, these two positions will hear the grievance as part of the informal hearing.
 - 3. Athletic Council
 - 4. Superintendent
 - 5. Board of Education

Section VI: Athletic Council

- A. The Athletic Council membership will include the Athletic Director, High School Principal, Junior High Principal, Superintendent of schools, Athletics School Board Member, Faculty Manager, all head coaches of each sport, and Cheerleading Advisor.
- B. The High School Athletic Director will be the chairperson of The Council and will hold meetings when necessary or when requested by coaches in order to discuss policy changes or other items affecting the athletic department and coaches as a whole.
- C. The Athletic Council shall NOT be an appellate body but shall hear grievances and may subsequently or separately make or

recommend change in policy concerning interscholastic sports at Parkway High School for The Board of Education's approval, modification, or rejection. Before recommendations can be made to The Board of Education, all votes taken by The Athletic Council on policy changes or otherwise must be approved by a majority of the voting members either present or voting absentee. Voting will be done by voice or hand vote. Voting members of The Council are listed in Section IV, Subsection A. The High School Athletic Director will serve as the liaison to The Board of Education for The Athletic Council and is responsible for taking the recommendations from The Athletic Council to the Board of Education for The Board's vote on either to accept, modify, or reject changes made to The Athletic Handbook. The High School Athletic Director, then, will make amendments to the Athletic Handbook accordingly.

Section V: Eligibility **High School Athletes**

A. Academic Ineligibility.

1. A complete team roster must be turned into the athletic office two weeks before the first contest. Each athlete will be checked for age and scholastic eligibility. An OHSAA eligibility list for each sport will be on file before the first contest of the season in the athletic office.
2. To be eligible, a student at Parkway High School must have maintained at least a 1.500 G.P.A. the preceding quarter and have no more than one "F" in the immediate preceding grading period.
3. OHSAA policy requires that each student-athlete must receive passing grades in 5 credits for a nine-week grading period in order to be eligible for the upcoming nine-week grading period.
4. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. OHSAA RULE

B. Scholarship.

1. Students should not change a course without first consulting the school principal or athletic administrator to determine whether it will affect eligibility.
2. Eligibility for each grading period is determined by grades received the preceding grading period (quarter). Semester and yearly grades have no effect on eligibility.

3. For eligibility purposes, summer school grades may NOT be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

C. Age Limitations.

1. Students have a total of eight semesters to participate in athletics during their high school career. This time frame begins when they enroll as a freshman.
2. Grades 9-12: If the athlete is 19 years of age prior to August 1, of the school year, he/she is ineligible for that school year.
3. A student shall become eligible for high school athletics when the student attains his/her fifteenth birthday before August 1, or when the student attains ninth grade standing. (OHSAA)

Middle School Athletes

A. Academic Eligibility –

1. Athletic Eligibility is dependent on academic success. Students must pass four classes for which they receive grades in the previous grading period (OHSAA Regulations). In addition, the Parkway Middle School requires that students receive no more than one "F" during the previous grading period to remain eligible for athletics. Students are NOT permitted to practice with the team if they are ineligible due to grades.
2. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades in five classes carried the preceding grading period in which the student was enrolled.

- B. Scholarship
1. Students should not change a course without first consulting the school principal or athletic administrator to determine whether it will affect eligibility.
 2. Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.
 3. For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.
- C. Age Limitations
1. If a student enrolled in grade 7 or 8 attains the age of 15 before August 1, the student shall be ineligible to participate in 7th-8th grade interscholastic athletics for the school year commencing in that calendar year (OHSAA Regulations).
 2. A student in grade 7 or 8 who attains the age of 15 before August 1 shall be eligible only at the high school level for a period not to exceed eight semesters taken in order of attendance, whether the student participates or not (OHSAA Regulations).

Section VIII: Attendance

- A. Our school attendance policy requires that student athletes be in school by 10:00 a.m. and remain in school the rest of the day to be eligible to play in a game or practice that day. The principal will deal with medical appointments or other excuses. If the student leaves school during the day because of illness, he/she will not be eligible that night.
- B. An athlete who misses a game or practice because of reasons other than illness or an emergency must make up time missed before participating in a game. These arrangements must be worked out with the coach in charge. To maintain eligibility, regular attendance is required.

Section IX: Doctors and Medical Attention

- A. The athletic trainer and paramedics will be in attendance at all home varsity football games.
- B. Any injuries occurring during a game or practice should receive the immediate attention of the coach or trainer. Any severe injury should be referred to a doctor immediately.
- C. All athletes must have a physical examination prior to attending the first practice. Each Head Coach is responsible for turning in

all paperwork including physical forms to the Athletic Director before the first practice. These cards are valid for one year.

Section X: HIGH SCHOOL TEAM LOCKER ROOM RULES

A. Only those students who participate in an organized high school interscholastic sport will use the team locker room. There are three areas that the sports will be separated:

1. Pre - season
2. In - season
3. Off - season

B. The teams that are in-season will receive priority on locker assignments, then pre-season assignments and lastly off-season.

C. Each participant will receive, at most, one locker. If other lockers are available, a request for a second locker may be obtained. All lockers must be registered with the respective coach on master schedule sheets with correct combinations available.

D. Locker Room

1. The locker room will be unlocked from 7:00 a.m. until 8:40 a.m. All participants are not to "take care of business" during class time. The locker room will be locked during class time. However, the room will be available for those people who need to use the facilities for physical education purposes.
2. The locker room will be locked up during the weekend.
3. At the conclusion of a sport's season, all lockers will be cleaned out immediately and new locker assignments will be made in accordance with Statement #2.

E. Coach's rooms are off limits to athletes. Only with permission may an athlete enter.

F. During the month of June, the team locker room will not be used for any purposes.

Section XI: Practice Schedules

A. The head coach should prepare a practice schedule noting any practices on weekends, holidays, and during vacation. A master

copy of the schedule should be filed in the athletic director's office.

- B. Practice must never start unless a coach is there. Coaches should never leave school until all his/her team members have cleared the building. Practice sessions should not exceed two hours.
- C. The coach of each respective sport will be the last person to leave the building on the night of practice.

Section XII: Dark Night (Wednesday Evening)

- A. There are to be NO athletic practices held on Wednesday nights after 6:30 pm during the school year.
- B. When it can be arranged, there will be no athletic contests to be held on Wednesday nights during the school year.

Section XIII: General Athletic Policies

- A. Open gym activities in any sport may be held one season prior to that sport's actual competitive season only. Summer is not defined as an athletic season.
- B. Any athlete who quits a sport or who is dismissed for violation of team rules is not permitted to participate in any other open gym or conditioning program until the sport season he/she quit is completed. If a student quits a sport and joins another sport that athlete must have permission from both coaches involved, the Athletic Director, and the Principal.
- C. There shall be no Sunday athletic practices (mandatory or voluntary) permitted unless a team has a scheduled tournament contest on Monday.
- D. There shall be two weeks of moratorium each year, which includes the use of the weight room. The first week will be during final exams and the second week will be over the July 4th holiday (exception-- Any team in the tournament).
- E. All athletes are expected to ride the bus to and from each game. All exceptions need to be approved by either the Athletic Director or the Principal.

Section XIV: High School Conference Membership

Parkway High School is a member of the Midwest Athletic Conference. We must follow all conference by-laws in the following sports: Cross Country, Football, Golf, Volleyball, Boys & Girls Basketball, Baseball, Softball, Track, and Cheerleading.

Section XV: Officials

All officials for Varsity M.A.C. Football, Volleyball, Boys & Girls Basketball, Baseball, and Softball games are assigned by the league commissioner. The Athletic Director is responsible for hiring all other independent games or sports events.

Section XVI: High School Awards

- A. In order to receive an award in a varsity sport, the athlete must be recommended by the coach of that sport. Each head coach is responsible for establishing criteria for awards in their respective sports. In making recommendations, that coach must take into consideration conduct, attendance and participation in varsity games (1/4 of a sport season at the Varsity level as a general rule).
- B. Those athletes receiving a varsity award will receive the varsity "P" letter. The letter will be the same for all sports with a different emblem for each sport.
- C. The first year an athlete earns a letter in any sport, a letter is awarded. Each succeeding year a letter is earned in the same sport, a certificate and service bar will be awarded.
- D. Numerals will be awarded to athletes their freshman year of high school for participation in a sport.
- E. A reserve "P" letter is to be awarded to those athletes recommended by the coach for their participation in reserve game competition.
- F. Any athlete participating in reserve competition more than one year will only receive a certificate of participation.
- G. Student managers, trainers, and statisticians, should receive the varsity "P" letter award upon the completion of serving two years in one varsity sport, or upon managing two varsity sports in one given year. The head coach of that sport shall determine when

the manager has successfully completed his/her duties and thereupon recommend the student for the award.

- H. A senior varsity award will be awarded to senior athletes fulfilling the following criteria:
 - 1. Four years of participation in a particular sport (including injury) and must have earned no less than three letters in the above mentioned sport, or
 - 2. Have earned four varsity letters in two different sports. The athlete must have participated four years in each of these two sports.
 - 3. Must not have been dropped or suspended from any sport for disciplinary reasons.
- I. Cheerleaders will be awarded a varsity "P" letter the first year they serve as varsity cheerleader. A service bar and certificate will be given for each additional year of varsity participation.
- J. Numerals are to be awarded to reserve cheerleaders for their first reserve season.
- K. A reserve "P" letter will be awarded reserve cheerleaders for their first reserve season.

Section XVII: High School Scholar Athlete Program

A student qualifies to become a scholar athlete if he/she is an athletic participant and has been on the "high" or "highest" honor roll during the first three nine-week grading periods.

Section XVIII: Banquets

- A. Banquets will be arranged at the end of each season by the Head Coach and Athletic Director.
- B. Whenever possible, a carry-in or catered dinner will be held with the athletic department or support groups supplying drinks.
- C. Athletic banquets are given to recognize the accomplishments of our athletes in sports.
- D. Each athlete must attend the banquet. If they do not attend the banquet, then the athlete will not letter or receive any special awards, unless the athlete notifies the coach in advance.

Section XIX: Assemblies

Pep assemblies will be arranged with the Head Coach, Cheerleading Advisor, Pep Club Sponsor, and the Principal. These should be short, well organized, and promote school spirit.

Section XX: Release of Records

We authorize the release of information from the Mercer County Juvenile Court to the School Principal during the time period these training rules are in effect.