

# Napoleon Junior & Senior High School

## BOARD OF EDUCATION

Frank S. Cashman, President  
Ty A. Otto, Vice-President  
Marcia S. Bruns, Member  
Rob M. Rettig, Member  
Michael J. Wesche, Member



## NAPOLEON JR/SR HIGH SCHOOL

701 Briarheath Avenue, Suite#123  
Napoleon, Ohio 43545  
Phone (419) 599-1050  
Fax (419) 599-8537

Dr. Stephen R. Fogo, Superintendent  
Michael R. Bostelman, Treasurer  
Jennifer L. Imthurn, NAS District Office Manager  
Diana L. Vocke, Attendance Officer/L.S.W.

Ryan J. Wilde, Principal  
Brain A. Burden Asst. Principal  
T. Michele Roberts, Asst. Principal  
Andrew O. Ham, Athletic Director

Megan C. Frankart, Counselor  
Natalie Harvey, Counselor  
Heidi M. Mekus, Counselor  
Larry Wesche, Jr. High AD

August 8, 2018

Dear Parents/Guardians and Students,

The 2018–2019 school year is almost upon us. As a result, it is time to welcome everyone to the start of a new school year. As we move into the month of August, I know parents maybe eagerly awaiting some form of communication from the school to help prepare for the academic calendar year. We will be embracing some new changes this year, so it is very important that you take the time to read this information.

On Thursday, August 23<sup>rd</sup>, all students shall report to school by 8:10 a.m. or as designated by their course schedule. I would ask parent(s) to read this mailer before the official first day of school and share any important information with your child. I, and every other staff member of Napoleon Area Schools, only want the very best for you, your child, and the community. We look forward to another wonderful year at Napoleon Junior & Senior High School.

If you have been wondering when your child will receive his or her schedule, the Junior & Senior High School will be allowing all students grades 7-12 to pick up schedules on Thursday, August 16 and Friday, August 17 from 8:00 a.m.– 3:00 p.m. on the concourse level outside of the high school gym. Student volunteers will be distributing schedules. In addition, students in grades 7 & 8 can pick up their schedules during the evening open house on Tuesday, August 21, 2018. In prior years, we have sent junior high schedules home in this mailer. We are adjusting the practice of doing so for this year.

Any schedule changes must still occur with your student's guidance counselor. Students will only be able to change schedules on August 16 & 17, 2018. The office will be open from 8:00 a.m.- 3:00 p.m. The following students are assigned to the appropriate guidance counselor for the 2018-2019 school year:

Mrs. Natalie Harvey, Grades 7, 8, & 9  
Mrs. Megan Frankart, Grade 10, 11 & 12 last names L-Z  
Mrs. Heidi Mekus, Grade 10, 11, & 12 last names A-K

### New Staff Members or Staffing Changes

We have several staffing changes for the 2018-19 school year. Some of the personnel changes started last year. The custodial department has hired Ms. Terri Sedam and Mr. Terry Weber. They both started working for the district last year after the school year started. Ms. Ericka Stouffer started working as well late last year for the district as a new secretary. Ms. Stouffer handles the responsibilities in the Athletic Department.

We have several new certified hires over recent months. Mr. Adam Blake is assigned to the high school English Department. He replaces Ms. Hannah Burkhart. Ms. Alison Thomas is assigned to the high school as a new intervention specialist. She replaces Mr. Adam Smale. Mrs. Kasey Church is also an intervention specialist and she will be working with mainly junior high students. She replaces Mr. Isaiah Keefer. In addition, Mrs. Natalie Harvey is the newest member of our Guidance Department. She will be working with students in grades 7, 8 & 9. She replaces Mrs. Holli Horn.

Mr. Andrew Ham is the new athletic director supervisor. He replaces Mr. Josh Meyer. In addition, we have two new assistant principals - Mr. Brian Burden and Mrs. Michele Roberts. Mr. Burden will be focusing on grades 9-12. Mrs. Roberts will be focusing her efforts on mainly grades 7 & 8.

In addition, we have experienced some internal transfers and position changes. Ms. Amanda Gilles is teaching english language arts and reading in the 7th grade. Mrs. Lynne Debbe is teaching junior high students, mainly 7th graders, as an intervention specialist. Mrs. Lori Vorwerk is now assigned to the high school English Department.

Please take time to introduce yourself to our new staff members. Simultaneously, students, parents, and community members should be aware of changes in location of personnel and departmental offices. The Athletic Department offices have been moved to the front main school office. Mr. Larry Wesche, Mr. Andrew Ham, and Ms. Ericka Stouffer are now located in the main school office. All school counselors, school psychologist, district attendance officer, nursing staff, and guidance secretarial support staff are located in the Guidance Department.

#### Laptop/District Owned Devices General Information

As for technology, all students in grades 7-12 will participate in a one-to-one device initiative. Students will be able to use a district-owned Chromebook or MacBook. The initiative was constructed in a manner to provide all students grades 7-12 a district-owned device. Students in grades 7 & 8 will be using brand new Chromebooks. Students in grades 9-12 will be using MacBooks. We are currently entering our fifth year of the initiative. During the course of the 2018-2019 school year, all students who attend Napoleon Junior & Senior High School daily will be using such devices. Students who attend Four County Career Center or Four County CBI Program will not be receiving a device. Students who attend daily and individuals who attend Napoleon Jr. & Sr. HS that are part-time College Credit Plus students will receive a district-owned device.

All forms will be available online. You will have access to this process by going to the school district's website. Families will be able to make payments online. In addition, families are able to make payments with a credit or debit card in the main school office. By digitally completing the forms and making a payment electronically prior to the start of the school year, students will be issued devices sooner than in years past. If you are unable to complete the forms online, we will have hospitality kiosk stations available in the main school office. You are more than welcome to stop by the main school office to complete the process. The cost for participating in the Computer Protection Fund is \$50 for the MacBook (grades 9-12) and \$35 for the Chromebook (grades 7 & 8). All students will need to participate in the program. Unlike prior years, students will need to participate in the district's program. Families will no longer have the choice of insuring the district-owned device with a private insurance agent. In addition, all students need a device. It is not an option to elect not to participate. District-owned devices are tools to help teachers use with effective instructional strategies, so students can obtain educational outcomes. All students will need these educational tools.

We are very happy to offer such an opportunity to your child. Please work with us as we move through the process. In addition, I would like to thank all of you for your continued support.

### MacBook, Protective Cover, and Charger – Grades 9, 10, 11, & 12

All freshmen, sophomores, juniors, and seniors can pick up his or her district-owned device upon receipt of online paperwork/forms and payment. Upon receipt, students will be directed to the Technology Office to pick up his or her district-owned device. All district-owned devices will be available starting on Thursday, August 16 until Wednesday, August 22, 2018 between the hours of 8:00am and 3:00pm in the Technology Office. The Technology Office is located off of the main school concourse. It is directly across from the high school gym.

### Chromebook and Charger – Grades 7 & 8

Students in grades 7 & 8 will be issued the district-owned device on Monday, August 27 during their respective computer class. The teacher will be collaborating with the Technology Department, so your son or daughter receives his or her Chromebook and charger. Parents/Guardians will need to complete all digital forms and make payment prior to Monday, August 27 online.

### New Master Bell Schedule - Hybrid Schedule

Historically, the educational day is structured around eight academic periods. The length of instruction for each period is roughly 45 minutes. Students attend all eight academic periods every day of the week. We will be using this format, as well as integrating a block period schedule format. A block schedule period format reduces the number of academic periods in a day, so students attend only four of the eight academic periods. In addition, the length of instruction for each period is extended to roughly 90 minutes.

We will use the block period schedule twice a week. Students will typically attend class periods 1, 3, 5, & 7 on Wednesdays and periods 2, 4, 6, & 8 on Thursdays. As a result, a normal five day school week for students will have them attending the eight period traditional day on Monday, Tuesday, and Friday. We will use the block period days on Wednesday and Thursday. The end result will be a hybrid schedule, which uses both the traditional and block formats. Adjustments will be considered for delays and cancellations. The start and end time of the school day does not change. We start school on a regular day at 8:10 a.m. and end at 3:00 p.m. In addition, the length of time allocated to lunch does not change. Students will have lunch every day of the week.

Block days provide some advantages instructionally. We will be able to have dedicated intervention and enrichment time for students. Students will be able to receive a little over one hour of intervention or enrichment during the two days. In addition, studies have shown students benefit from the extended time now being allocated during the block schedule periods.

We will not be using the block scheduling on Thursday, August 23 and Friday, August 24, 2018. Students will report to all eight academic periods. In addition, we will not be using the block schedule until after Labor Day weekend. We currently have a short video available on the building's webpage. The video is located under the school announcement section. The following should be the link - <http://www.napoleonareaschools.org/1/Home>. In addition, we will continue to share information throughout the school year.

## Academics/Grades

During the 2018-2019 school year, student progress reports (interims) will be sent home with the students. All student quarter, semester, and final grade cards will be mailed home. All dates for sending the interim reports and grade cards have been listed in this mailing in an effort to maintain communication between home and school. Another way for parents to be informed is to utilize the Internet. The grade book program is available online and allows parents to check their child's grades from any Internet connection. Whenever parents want to view current grades, they log into the web address and use the password. When seeking information regarding online access to the grade book, please contact the main office or the technology department. The opportunity to view your child's academic progress will help improve communication between school and home. Information can always be checked at our school website. The address is [www.napoleonareaschools.org](http://www.napoleonareaschools.org). Typically, all correspondence is sent home about a week after the end of the grading or interim period.

Sincerely,  
Ryan J. Wilde, Principal

### **Informational Notes of Interest**

- Student Schedules Pick-Up** All students may pick up their schedules on Thursday, August 16 and Friday, August 17 from 8:00 a.m. - 3:00 p.m.
- Offices Closed** The main school office and the guidance office will be closed on Monday, August 20th from 8:00 a.m. until noon.
- Opening Day** The first day of school is Thursday, August 23 for all students. Other items are as follows:
- Students may arrange to fulfill outstanding obligations from last year. We would ask that you attempt to resolve any issues by Thursday, September 6.
  - All incoming freshmen are required by board policy to have a current physical on file with the school. Forms are available in the school office. Athletic physical forms are different than the school physical forms; however, we encourage you take both forms to your physician to sign if you are a student-athlete.
  - Students 7-12 will be able to pick up picture ordering packets when they get their course schedule.
  - Parents are encouraged to review all materials/forms with their child(ren). Many forms require at least one parental signature. Students who fail to submit the required forms or forge a legal guardian's signature could face disciplinary consequences. The required forms are necessary to ensure student safety and compliance with board of education policy and/or mandated laws by the State of Ohio.
- Four County Students** The first day of school for all Four County Career Center students is Wednesday, August 15, 2018. The bus will depart from the Napoleon Jr. & Sr. HS student lot at approximately 8:10 a.m. daily. Please contact FCCC with specific questions at 1-800-589-3334.

**School Pictures** School pictures are scheduled for Friday, August 24 for both junior and senior high school students beginning with FCCC students at 7:45 a.m. It is important all students have their picture taken for your educational records. Picture packets will be available for pickup when student schedules are available.

**Fee Collection** We will continue to send home a “Fees Invoice” with your son or daughter on or around September 28, 2018 for the amount due. These fees will include costs of workbooks, lab fees, etc. Upon receipt of the invoice, it is extremely important make a payment as soon as possible so students will be able to purchase workbooks, participate in labs, etc. Until payment is received, one may be excluded or limited from these activities, which in some cases may cause one’s grades to be negatively affected.

**Correct Address For Parents?** If you have recently made changes to your parental contact information, home address, or phone number, please contact the main office. You will help us in being able to notify and assist you in a timely fashion, so we can work towards promoting a successful education for your child.

**Student Handbook** All students will be given an Agenda Book to help with organization and keeping track of assignments. The Student Handbook is also in the Agenda Book. The handbook contains information about school rules and policies. Take time to go over the handbook with your child. A school calendar is also included as the last page of the student handbook. Students will receive their agendas on the 1<sup>st</sup> day of school. Students in high school and students in the junior high school have a different handbook/agenda.

**PayForIt** Information regarding how to make payments online is available on the district webpage. Please visit the webpage for specific instructions.

**Interims and Quarter Grade Cards** All interims will be sent home with the student. Quarter and end-of-the year grade card will be mailed home. The following are dates parents should expect reports to be going home with the student or mailed by the school:

1 <sup>st</sup> Quarter Interim: Friday, September 28	1 <sup>st</sup> Quarter Grade Card: Friday, November 2
2 <sup>nd</sup> Quarter Interim: Friday, November 30	2 <sup>nd</sup> Quarter Grade Card: Friday, January 25
3 <sup>rd</sup> Quarter Interim: Friday, February 22	3 <sup>rd</sup> Quarter Grade Card: Friday, March 29
4 <sup>th</sup> Quarter Interim: Friday, April 26	4 <sup>th</sup> Quarter Grade Card: Friday, June 7

**All Sports Pass** For information regarding the All Sport Pass, please contact the Athletic Office. They have a detailed flyer containing all the information. It has been included in this mailer.

**Safety & Security  
Related Items**

Please be advised the administration will occasionally employ metal detectors and law enforcement's drug dogs during the school year to help assure a safe and drug free facility. Law enforcement searches are unannounced and may take place before, during, and/or after school. Searches will include anything on school property including, but not limited to, automobiles, lockers, classrooms, and any type of bags and/or purses. The campus is equipped with video surveillance inside and outside of the facilities. Students may carry book bags to and from school, but will be required to store them in their assigned locker during the school day. A purse large enough to carry one book is considered a book bag and must be stored in the student's assigned locker. Students are required to store items in only his or her assigned locker. Students should not store items in another classmate's locker.

**Student & Visitor  
Parking**

All students driving a vehicle to school are required to park in a properly designated space in the student parking lot during the school day. In addition, students may utilize the pull-up parking spaces adjacent to the practice fields off of Briarheath Avenue. Students will not park on Wildcat Drive or in the north staff parking lot. Parking is not allowed on Wildcat Drive. Wildcat Drive is a fire lane. Wildcat Drive is for loading and/or unloading only. Visitor parking is available in the lot in front of the school located adjacent to Wildcat Drive. Additionally in an effort to be a good neighbor, parking on the residential streets perpendicular to Briarheath Avenue is prohibited during school hours. Visitors may find additional parking near the tennis courts on the south side of the building. Students are not allowed to park vehicles in visitor parking locations.

**Access to School  
& the Main  
Entrance Doors**

School doors will be opened and proper supervision provided at 7:45 a.m. Students should not be dropped off prior to 7:45 a.m. All doors will be re-locked during the school day before 8:30 a.m. If you have an appointment to visit the school, please plan on parking in a visitor parking lot and use the main front doors of the building. You will gain access via the security entrance system by being authorized into the facility. Video surveillance is used to identify visitors and guests through the use of a access system at the entrance. Your patience with us and the use of the security measure for the safety of our staff and students is appreciated. All students and visitors are required to report to the main office upon arrival.

**Good Neighbor  
Policy**

The Napoleon Area City School District strongly believes all students should respect the property and rights of community members who live directly adjacent or near district owned facilities/property. In an attempt to maintain positive community relations, school officials will enforce board approved policy regarding the code of conduct in near proximity to district owned facilities/property or within a reasonable distance to district owned property.

**Bus Transportation** The custodial parent must contact the Transportation Department to arrange and/or change any and all bussing issues. Parents should not contact the teacher or the school secretary to make arrangements or changes. The Transportation Office telephone number is 419-592-2403. The fax number is 419-599-1005. Parents should contact the Transportation Supervisor directly with questions. Parents are encouraged to obtain a Transportation Handbook, which contains the bus rules and riders code of conduct. The school's administration works closely with the supervisor of the Transportation Department when necessary, as it pertains to all student conduct on any or all district owned vehicles.

**Emergency Medical Forms** Students will be receiving their Emergency Medical Forms the first day of school. Please review the form, sign, and return as soon as possible to your child's first period teacher. If there are no changes to your form, please write "No Changes" at the top and sign. If corrections are needed or information is missing please complete, sign, and return.

**Health Notice** Beginning with the start of 2016 school year, all students entering 7<sup>th</sup> and 12<sup>th</sup> grade are required to be vaccinated against meningococcal (serogroups A, C, W, and Y) disease. One dose of vaccine is required prior to entry into the 7<sup>th</sup> grade. A second dose of vaccine is required prior to entry into the 12<sup>th</sup> grade. As in previous years, all 7<sup>th</sup> graders are required to have Tdap vaccine prior to the start of school as well.

All incoming freshman have to complete a school physical. The school physical form is separate from an athletic physical form. If your child is a student-athlete, please make sure both physical forms are completed. Your physician will be able to complete both forms during a single visit.

**CC+ Textbooks** All students participating in College Credit Plus will be able to pick up his or her textbook on Monday, August 20, 2018 from 8:00 a.m. - 3:00 p.m. in the main office.

**Snake Dance & Burning of the Dawg** The 9th Annual Snake Dance & Burning of the Dawg will be on Monday, August 20. Tailgate is from 5:00 - 7:00 p.m. with food and drinks available for purchase. Meet the Teams for the High School starts at 7:00 p.m. The Snake Dance and Burning of the Dawg will follow fall sports Meet the Teams night. The event will be held at Buckenmeyer Stadium and student parking lot. The event is sponsored by Napoleon High School "N" Club.

## **Open House Schedule**

### **Napoleon Junior High School Students Open House**

**Tuesday, August 21, 2018**

4:30-5:00 p.m. - 7th Grade & New 8th Grade Students only Orientation Meeting in JH Gym

5:00-5:30 p.m. - 7th Grade & New Student Open House

4:30-5:30 p.m. - 8th Grade Open House

### **Napoleon Senior High School Open House**

**Tuesday, August 21, 2018**

6:00-7:00 p.m. Open House Grades 9, 10, 11, & 12