

# Napoleon Junior & Senior High School

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## NAPOLÉON JR/SR HIGH SCHOOL

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Napoleon, Ohio 43545  
Phone (419) 599-1050  
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Megan C. Frankart, Counselor  
Holli E. Horn, Counselor  
Heidi M. Mekus, Counselor  
Larry Wesche, Jr. High AD

August 9, 2017

Dear Parents/Guardians and Students,

The 2017–2018 school year is quickly approaching and it is time to welcome everyone to a new school year. As we move into the latter part of summer for students, I know parents could be eagerly awaiting some form of communication from the Junior & Senior High School to help prepare for next school year. As a reminder Napoleon Junior & Senior High School is currently experiencing concrete work involving curbs and sidewalks. Since the later part of June, you may have noticed or found it somewhat challenging gaining entrance to the building. It is our hopes that all of the construction activity will be completed prior to the start of the school year. As we are under construction, the best way to gain entrance to the building is the west concourse doors by parking in the student lot.

On Wednesday, 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. 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 grade 9-12 to pick up schedules on Monday, August 21<sup>st</sup> and Tuesday, August 22<sup>nd</sup> 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 only.

Students who are in grades 7 & 8 will have their schedules sent home in this mailer.

Any schedule changes must still occur with your student's guidance counselor. Students will only be able to change schedules on August 22<sup>nd</sup> (all day) and in the afternoon of August 23<sup>rd</sup>. The following students are assigned to the appropriate guidance counselor for the 2017-2018 school year:

Mrs. Holli Horn, 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

## Laptop/District Owned Devices General Information

As for technology, all students in grades 7-12 will have the choice to participate in a one-to-one device initiative. Students will be able to use a district-owned laptop if you, the parent(s), elect

to participate in the program. The initiative was constructed in a manner to provide all students grades 7-12 a district-owned laptop. We are currently entering year four of the initiative. During the course of the 2017-2018 school year, all students who attend Napoleon Junior & Senior High School daily could be eligible to receive a MacBook district-owned laptop. 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.

A *Computer Protection Fund Application Form* has been included in the mailer. You can complete and bring payment (Option #1), or select the other options available, and bring the paperwork with you in order to obtain your device. Complete both sides of the application. The *Information Guide One-to-One Laptop Computer* handout will be provided at computer pick-up or an informational meeting. This document is for reference. The *Computer Protection Fund Application Form* needs to be completed and returned.

#### Laptop – Grades 9, 10, 11, & 12

HS Students who did not attend Napoleon Jr./Sr. HS last year; or if the student did not have an older sibling participate in the program any time in the last three years:

You must attend a **Mandatory Informational Meeting for any new incoming students grades 9-12 and at least one parent on Tuesday, August 22 at 5:30pm in the cafeteria.** If you had an older sibling who participated in the program at any time over the last three years, you do not need to attend.

You are NOT required to attend an informational meeting. Since you participated last year, we are exempting your parents and you from attending the meeting. We have made no changes to the program; therefore, all requirements are the same as last year. Your student will return the district owned MacBook to the technology at the end of the school year, or upon request by the district. The district owns the MacBook and it is not available for purchase.

On Monday, August 21, 2017 and Tuesday, August 22, 2017 from 8:00a.m.-3:00p.m. all freshmen, sophomores, juniors, and seniors who participated in the program last year can pick up his or her device upon receipt of paperwork and payment. Forms will be available online and at the student schedule tables, as well as during the open house. Paperwork and any payment can be made in the main office. Upon receipt, students will be directed to the Technology Office to pick up his or her device.

#### Laptop – Grades 7 & 8

Grade 8 students will be able to obtain a device in their respective computer class on Thursday, August 24. Forms will be available for pick up August 21 & 22, as well be available at the open house and online. All returning 8<sup>th</sup> graders, or 8<sup>th</sup> graders who had an older sibling participate in the program at any time over the last three years do not need to attend a mandatory informational meeting. Only new students to the district have to attend. See time and date listed below:

Grade 7 students will be able to obtain a device in their respective computer class on Friday, August 25. Forms will be distributed at the **Mandatory Informational Meeting on Tuesday, August 22 during the open house.** Parents can pick up forms prior on August 21 & 22; or obtain online as well. The informational meeting will be part of the 7<sup>th</sup> Grade and New 8<sup>th</sup> Grade Orientation Meeting in the JH Gym starting at 4:30pm.

During the evening session, the district will distribute the required forms to students and parent(s). Payment may be made to the district on this night for your convenience. A \$50 Insurance Fund payment to Napoleon Area Schools (NAS) is required prior to receiving the district-owned device. It is option #1 on the Computer Protection Fund Application Form. School officials will discuss required paperwork and insurance fund options. All payments or certificate of insurance, as well as required paperwork, must be submitted before your child receives the district-owned device. If all forms are submitted and payment is made, students will receive the district-owned device on the date listed.

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.

Over the summer, the following teachers were recently hired or reassigned within the building. Mr. Bronson Ebaugh will teach high school Spanish. He replaces Ms. Benavides. Dr. Donald Eberle will teach high school Social Studies. Dr. Eberle replaces Mr. Sturt. In addition, Mr. Eickhoff has resigned. We are currently seeking out his replacement. Please take time to introduce yourself to our new staff members.

During the 2017-2018 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**

- |                                      |   |
|--------------------------------------|---|
| <b>Student Schedules<br/>Pick-Up</b> | High School students may pick up their schedules on Monday, August 21 <sup>st</sup> and Tuesday, August 22 <sup>nd</sup> from 8:00 a.m.-3:00 p.m. Students will have an opportunity to pick up picture packets and computer forms. Junior High student schedules will be in this mailer.  |
| <b>Offices Closed</b>                | The guidance office will be closed on Monday, August 21 <sup>st</sup> . The main school office will be open from 8:00-3:00pm.   |
| <b>Opening Day</b>                   | <p>The first day of school is Wednesday, August 23<sup>rd</sup> for all students. Other items are as follows:</p> <ul style="list-style-type: none"><li>• Students may arrange to fulfill outstanding obligations from last year. We would ask that you attempt to resolve any issues by Tuesday, September 5<sup>th</sup>.</li></ul> |

- 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 9-12 will be able to pick up picture ordering packets when they get their course schedule. Students 7 & 8 will get them during class.
- Students will receive many forms on opening day. Parents are encouraged to review all materials 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.

<b>Four County Students</b>	The first day of school for all Four County Career Center students is Wednesday, August 16 <sup>th</sup> . 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.
<b>School Pictures</b>	School pictures are scheduled for Friday, August 25 <sup>th</sup> 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.
<b>Fee Collection</b>	We will continue to send home a "Fees Invoice" with your son or daughter on or around September 8 <sup>th</sup> for the amount due. These fees will include costs of workbooks, lab fees, etc. Upon receipt of the invoice, it is extremely important to send payment with your child 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. Make checks payable to "N.A.S." and return to Mrs. Franz in the main school office.
<b>Correct Address For Parents?</b>	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.
<b>Student Handbook</b>	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.
<b>PayForIt</b>	Please refer to the handout included in this email regarding online payment options.



**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 29 <sup>th</sup>	1 <sup>st</sup> Quarter Grade Card: Friday, November 3 <sup>rd</sup>
2 <sup>nd</sup> Quarter Interim: Friday, December 1 <sup>st</sup>	2 <sup>nd</sup> Quarter Grade Card: Friday, January 19 <sup>th</sup>
3 <sup>rd</sup> Quarter Interim: Friday, February 23 <sup>rd</sup>	3 <sup>rd</sup> Quarter Grade Card: Friday, March 23 <sup>rd</sup>
4 <sup>th</sup> Quarter Interim: Friday, April 27 <sup>th</sup>	4 <sup>th</sup> Quarter Grade Card: Friday, June 8 <sup>th</sup>

**All Sports Pass**

For information regarding the All Sport Pass, please contact the Athletic Director's Office. They have a detailed flyer containing all the information.

**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 Drive. 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 new 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 Drive 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 "buzzed" into the facility. Video surveillance is used to identify visitors and guests through the use of a doorbell 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 and return as soon as possible to the main office or 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 last school year (2016-17), 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 Tuesday, August 22, 2017 from 8:00am-3:00pm in room 2A01 (Mr. Zera's room). The room is located on the second floor.

## **Open House Schedule**

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

**Tuesday, August 22, 2017**

4:30-5:00pm - 7th Grade & New 8th Student Orientation Meeting in JH Gym

5:00-5:30pm - 7th Grade & New Student Open House

4:30-5:30pm - 8th Grade Open House

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

**Tuesday, August 22, 2017**

5:30-6:00pm - Computer Informational Meeting for any New HS Student

6:00-7:00pm Open House Grades 9th-12th