



JR./SR. HIGH SCHOOL

701 BRIARHEATH AVE.
NAPOLEON, OHIO 43545
T 419-599-1050 / F 419-599-8537
PRINCIPAL BRIAN BURDEN
ASST. PRINCIPAL JOE PENNINGTON

August 5, 2024

Dear Grades 7-12 Students and Parents,

Welcome back to a new school year at Napoleon Jr./Sr. High School. I hope that you have had a wonderful summer break.

As students return to school, they can look forward to a year of learning, growth, and fun. I encourage all students to take advantage of the academic opportunities available and get involved in school activities whenever possible. Our dedicated staff is working diligently to ensure that your child(ren) receives the education and support that they need to be successful. Parents, we also value your partnership and welcome your involvement in our school community.

Please review the information in this mailer as it contains important details and dates related to the upcoming school year. As we work together to make this school year enriching and successful, do not hesitate to reach out if you have any questions or need assistance.

Welcome back!

Open House Schedule

Napoleon Junior High School Open House

Monday, August 19, 2024

4:30 p.m. to 5:00 p.m.: 7th Grade & New 8th Grade Student Orientation Meeting in JH Gym

5:00 p.m. to 5:30 p.m.: 7th Grade & New 8th Grade Student Open House

4:30 p.m. to 5:30 p.m.: 8th Grade returning students Open House

5:30 p.m. to 6:00 p.m.: 7th & 8th Grade Parent and Student **mandatory** Athletic Meeting in the JH Gym.

Napoleon Senior High School Open House

Monday, August 19, 2024

5:00 p.m. to 6:00 p.m.: 9th, 10th, 11th, & 12th Graders

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Student Schedules - All student schedules for grades 7-12 will be available to view in PowerSchool on Friday, August 16, 2024. The view feature in PowerSchool will allow students/parents/guardians in grades 7-12 to see the assigned academic courses in the student's schedule. Please contact the main school office if you need assistance with PowerSchool (419-599-1050). Course schedules for students in grades 7-12 will also be available in paper format on the concourse from 8:00 a.m. till 3:00 p.m. on Friday, August 16 and Monday, August 19.

Office Hours & School Day - The main school office is open Monday through Friday from 7:45 a.m. until 3:30 p.m. The front and rear concourse doors open at 7:45 a.m. for all 7-12 students. Students may be dropped off and picked up on Wildcat Drive in front of the high school and also the student parking lot which can be accessed from Clairmont Ave. Please be mindful that entries and exits are one way. We also ask that you avoid dropping off or picking up students in the Board of Education/Visitor parking lots at arrival and dismissal times. School hours will remain 8:10 a.m.-3:00 p.m. for grades 7-12. Students who participate in athletics will have access to the building for morning practices. Access to the building will be arranged by the coaching staff.

If your student needs to leave for an appointment, please send a note in with your child or call the main office by 8:00 a.m.. All notes should be submitted to the main school office.

College Credit Plus Textbook Pickup - If a student is taking a college course in Fall 2024, he/she must pick up textbooks on Monday, August 19 between noon - 3:00 p.m. and Tuesday, August 20 between 8:00 a.m.- 11:00 a.m. and 1:00p.m. – 3:00 p.m. in the guidance office. This only applies to students taking courses at NSCC, online, and engineering courses at Automatic Feed Company.

First Day(s) of School at Napoleon Junior/Senior High School - Napoleon Jr/Sr High School students will attend classes on opening day, Wednesday, August 21, 2024 with regular starting and dismissal times of 8:10 a.m. and 3:00 p.m. All students shall report to class as defined by his or her academic schedule for a normal instructional day.

Four County Career Center classes for Juniors and any new students will begin on Wednesday, August 14, 2024. Seniors will start on Thursday, August 15, 2024. Transportation is provided from the NJSHS leaving promptly at 8:10 a.m. (arrive no later than 8:05 a.m.) and return to Napoleon Jr./Sr. High School around 3:15 p.m.

Student Handbook - All students grades 7-12 will receive a student handbook at the beginning of the school year. Student handbooks will be distributed in class. It contains important information, which includes attendance policies and procedures, behavioral code of conduct, dress code, and much more.

Questions about your Schedule? - Please reach out to your school counselor with questions. Schedule changes will not be allowed unless the request meets specific guidelines outlined in the curriculum guide.

- Mrs. Megan Gerken (Grades 7-9) - mgerken@napoleonareaschools.org
- Mrs. Heidi Mekus (Grades 10-12 last names A-K) - hmekus@napoleonareaschools.org
- Mrs. Megan Frankart (Grades 10-12 last names L-Z) - mfrankart@napoleonareaschools.org

Chromebooks - Student laptop pickup for grades 9-12 will take place August 16 from 8:00 a.m.-12:00 p.m. and August 19 from 4:30 p.m. - 6:00 p.m. in the Jr./Sr. High School Media Center. Final Forms *must* be completed and laptop insurance (\$25) *must* be paid for in order to pick up the laptop.

Students in grades 7-8 will receive their laptops in class once school starts. Final Forms *must* be completed and laptop insurance (\$25) *must* be paid for in order to receive the laptop.

Master Hybrid Schedule - From August 21-September 6, students will attend the eight period traditional school

day Monday-Friday. Beginning on September 9, students will begin attending a modified block schedule. This means students will attend a traditional eight period day Mondays, Tuesdays, and Fridays. On Wednesdays, students will attend class periods 1, 3, 5, and 7. On Thursdays, students will attend class periods 2, 4, 6, and 8. Adjustments will be made as needed for delays and cancellations. The start and end time of the school day does not change. School starts everyday at 8:10 a.m. and ends at 3:00 p.m. will report to all eight academic periods for the first few weeks of instruction.

Water Bottles and Backpacks?

- Water Bottles & Water Fountains - Students may use personal water bottles at school. They may refill their water bottles at the water fountain bottle dispensers.
- Bookbags, Backpacks, & Bags - Carrying backpacks and bags in school during the school day is not permissible. Students may bring them to school, but they must be stored in one's assigned locker upon arrival to school.

Cell phones -

- Napoleon Junior High School - Students are not permitted to use cellular telephones during the school day with the exception of lunch. Cell phones may not be visible or used while classes are in session.
- Napoleon Senior High School - Students are permitted to use cellular phones or mobile communication devices in the cafeteria and in between classes in a responsible manner. Cell phones may not be visible or used while in the classroom.
- Students may use a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a documented health concern.

Student Lunches - Lunch accounts can be set up at payschoolscentral.com. Students may use cash or check to put money on an account in the cafeteria or cash, check, or credit/debit card to put money on their account in the main office.

If you think your student(s) may qualify for free or reduced lunch, you need to fill out an application which can be accessed online on the NAS website (napoleonareaschools.org -> departments -> cafeteria). Paper applications are available in the main office if needed.

The 2024-2025 lunch menu for NJSHS can be found on the building webpage under the heading "Quick Links" at <https://njshs.napoleonareaschools.org/quick-links/lunch-menu>.

Student Fee Information - School fee notices will be sent out at the end of the first quarter (around Oct. 25th). You will receive an invoice for school fees which should be paid upon receipt.

School Security - All exterior doors will be locked during the school day. School employees will monitor, walk, and direct students throughout the day. All visitors should report to the main school office immediately after entering the building. Office personnel will ask for the names of visitors, reason(s) for the visit, and/or personal identification. Visitors are expected to sign in and out. Also, visitors may be required to wear a special visitor badge.

The Safer Ohio School Tip Line is a resource available to Ohio schools. The tip line is an anonymous reporting system that accepts tips via call, text, webform, and mobile app 24 hours a day. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety — whether that involves a threatened mass incident or harm to a single student.

Things to report to the tip line include (but are not limited to):

- Bullying incidents;
- Withdrawn student behaviors;

- Verbal or written threats observed toward students, faculty or schools;
- Hazing;
- Weapon/suspicious devices on or near school grounds;
- Gang-related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and
- Any other school safety-related concerns.

The Safer Ohio School Tip Line can be accessed at 844-SaferOH (844-723-3764), by downloading the Safer Ohio School Tip Line app or using the webform at <https://app.saferohioschooltipline.com/>

New NJSHS Staff Members or Assignments - We have had a few changes to our staff over the summer. Please help welcome our new staff members to the NJSHS family.

- Abby Allison (Art Teacher) - replacing a resignation from the district.
- Christine Siebeneck (Director of Student Services - Grades 7-12)

Athletics & Tickets - You will find a form regarding athletic tickets in this mailer. If you have any questions about athletic and/or tickets, please visit the athletic department website at <https://napoleonathletics.com>.

Automobiles and Student Parking - Licensed Napoleon students enjoy the privilege of driving to school and parking in the student parking lot in the rear of the building or the pullup parking spots along Briarheath Ave. ***No Parking is allowed on Wildcat Drive.*** Student parking is also not permitted in the staff, visitor, or Board of Education parking lots. To avoid the enforcement of additional limitations and restrictions, students who drive to school must park within a designated parking spot in the student parking lot at all times of the day and year, including before and after school, and/or vacation/weekend. The administration asks for student cooperation to set an example for all visitors, guests, and each other.

Busing Information - Post cards will be sent out to ALL ELIGIBLE students riding the school bus this year. Please remember that school bus transportation is only being offered to and from home for district resident students in grades K-8 that live more than 2 miles from their school of attendance. There is no transportation to and from home for students in grades 9-12.


FinalForms - Annually, parents/guardians should update student records electronically using FinalForms. The following is the link to the webpage - <https://napoleon-oh.finalforms.com>

Homecoming - The high school homecoming dance is scheduled for Saturday, September 21, 2024.

Picture Day - Picture Day is scheduled for Friday, September 6, 2024. Picture retake is scheduled for Friday, October 25, 2024.

Positive Behavior Interventions & Supports (PBIS) at Napoleon Jr./Sr. High School - Napoleon Jr./Sr. High School students and staff will continue using our Positive Behavior Intervention & Supports (PBIS) system this school year. PBIS is a process for creating a positive school environment where both students and staff can feel safe, happy, and ready to work hard. We will teach our school-wide expectations for behavior early this school year. At Napoleon Jr./Sr. School, our PBIS expectations are to **Be Respectful, Be Responsible, and Be Safe.** These three guiding principles are the “**Wildcat Way.**”

Once again, we look forward to the start of the 2024-2025 school year. We are here to support your child(ren), and I want to emphasize our commitment to creating an educational environment where our students can thrive. Please contact us at 419-599-1050 should you have any questions.

Sincerely,

 Mr. Brian Burden