

Revised (May 2024)
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COVER & INSIDE PHOTOS COMPLIMENTS OF THE NHS ANNUAL

This agenda belongs to:

NAPOLEON AREA SCHOOL DISTRICT
Adopted by the BOE in May 2024

Mission Statement and Goals

The Napoleon Area School District has developed a Continuous Improvement Plan based on the evaluation of the district's strengths and weaknesses by committees that included students, staff, parents, and community members.

It is the mission of the Napoleon Area School District is to LEAD, LEARN, & LIVE in pursuit of excellence.

District Goals

The Napoleon Area Schools will:

1. Improve all learner outcomes and exceed state minimum requirements.
2. Improve parental and community involvement in the educational process.
3. Improve the learning environment

A Message from the Administration

Welcome to a new school year at Napoleon Junior/Senior High School. This student handbook has been prepared just for you — to help you understand the rules and procedures of your school. The entire Napoleon Junior/Senior High School staff wants to make sure that you have a great year as well as an understanding of the school's expectations. A successful school year begins with a positive learning environment in a building that is clean and well maintained where:

- Students feel secure and safe.
- Teachers spend their time teaching and helping students.
- Parental involvement is expected and appreciated.

The policies described in this handbook are based on respect for individuals, respect for the rights of others, and respect for your school. Please contact any teacher or counselor for academic help or advice whenever you need it. Also, the administration and staff are always available to assist you. We truly want to make this your best school year ever.

Alma Mater

On the banks of Maumee Waters,
Fair and Staunch and Bold
Stands our Noble Alma Mater,
Glorious to behold.
Lift the chorus,
Speed it onward,
Let us ere be true.
Hail to the Napoleon High School,
Hail the white and blue.

School Colors

Navy Blue and White

District Motto

“Our Future Starts Now”

Fight Song

Fight the team across the field,

Show them Napoleon's here.

We're going to set the earth reverberating with a mighty cheer,

Rah, Rah, Rah.

Hit them hard and see how they fall,

Never let them- team get the ball.

Hail, hail the gang's all here

as we march on to victory.

School Motto

“We Believe That We Will Win”

PBIS at Napoleon Junior/Senior High A General Overview

At Napoleon Junior/Senior High, the main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors. Through PBIS we will work to create and maintain a positive, productive, and safe environment in which ALL school community members (administration, faculty/staff, parents and students) have clear expectations and understandings of their role in the educational process.

Proactive Approach to School-Wide Discipline

This school-wide system of supporting positive behavior focuses on a team-based system approach and teaching appropriate behavior to all students in the school. The goal of PBIS at Napoleon Junior/Senior High is to accomplish the following:

1. Behavioral Expectations are Defined. Behavioral expectations are clearly defined in positive, simple rules in the Code of Conduct:

- Be Respectful—Be mindful of the people, places, and things around me.
- Be Responsible— Follow through and take control of your success.
- Be Safe—Keep yourself and others out of harm's way.

2. Behavior Expectations are Taught. The behavioral expectations are taught to all students at the beginning of the school year and throughout the year as needed. Teaching staff is provided with behavioral lesson plans designed to help “teach” students the expected behaviors. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given the opportunity to practice the “right way” until they demonstrate fluent performance.

3. Appropriate Behaviors are Acknowledged. Once appropriate behaviors have been taught, they need to be acknowledged on a regular basis. Through PBIS we have designed a formal system for faculty/staff to consistently recognize and reward students who demonstrate expected behaviors.

4. Behavioral Errors are Corrected Proactively and are recorded. Students, faculty/staff, and administrators will be able to predict what will occur when behavioral errors are identified. A School-Wide Information System (SWIS) has been put into place for staff to document incidents managed by staff and office. The Student Behavior Management Flowchart is used to help faculty/staff distinguish major from minor behavioral incidents and when to document these behaviors.

5. Decisions About Behavior Management is Data Based. One of the most important features of PBIS is the use of a data management system to track discipline incidents. The data will be used by the PBIS Team to help determine the type of incidents that are occurring, where, when, and who is involved. The data will eliminate the guesswork from the decision making process about what is and what is not working in the school's behavior management system. Data reports can enable administration to devote resources and time to the precise people, place, and school day period that need them.

Behavior Expectations

At Napoleon Junior/Senior High School, we believe that each student, staff, and visitor should be treated with courtesy and respect. This will promote and maintain a safe, positive, and appropriate educational climate. The following guidelines will assist each student to develop self-discipline and meet our school's behavior expectations:

1. Follow the teacher's directions the first time that they are given.
2. Be in your assigned seat, prepared for class, when the bell rings.
3. Show respect for staff and fellow students by speaking courteously and keeping your hands, feet, and personal things to yourself.
4. Only use language that is appropriate for this setting.
5. Represent yourself, a Napoleon Senior High School student, in a creditable, honorable, respectful, and responsible manner at school and school-related events, at home or away.

Behavior Code and Discipline

Napoleon Junior/Senior High School students, including those attending Four County Career Center, IEC, off-campus CBI, or any other facility while a student of Napoleon Junior/Senior High School are required to behave in a socially and legally acceptable manner at all times including both on and off the school property including in sight of or in view of school property and/or school personnel/representatives. This policy applies to all misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by that district and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee. activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. Violations of school rules will result in disciplinary actions. The Napoleon Police Department may be called when a student violates a law, which governs the citizens of the Napoleon Area School District.

Definitions of major offenses are as follows:

1. **Dangerous Weapons/Instruments-** Student shall not bring, possess, transmit, conceal, or store any weapon or instrument capable of harming another person. This includes any explosive, incendiary or poisonous gas (mace), bomb, grenade, rocket, missile, mine or other device similar to any to the devices listed above. Students are prohibited from bringing or possessing a firearm or concealed weapon on school property, in a school vehicle, or to any school-sponsored activity.
2. **Use/Possession of Tobacco or Tobacco Related Products** - No student shall use or possess tobacco in any form, including but not limited to: cigarettes, cigars, chewing tobacco, snuff and any other tobacco related products including e-cigarettes, vapor pens/devices, vapor liquid, or vapor accessories. Use/possession in or about a school building, on school grounds, or school busses, or at any activity supervised by the school district is prohibited.
3. **Use/Possession of Alcohol** - No student shall possess, use, transmit, sell or attempt to sell, or be under the influence of alcohol. No student shall come to school, remain at school, or attend any school sponsored activity with the smell of alcohol on his/her breath/clothing or showing signs of consumption, regardless of when or where the alcohol was consumed.
4. **Use/Possession of other Drugs** - No student shall possess, (including, but not limited to possession in purse, wallet, locker, ask, automobile on school property, etc.) use, transmit, sell or attempt to sell, have the distinct odor of, or be under the influence of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, mind altering substance of any kind (including but not limited to cannabinoid products, THC, and HHC) or intoxicant of any kind. No student shall come to school, remain in school, or attend any school sponsored activity with the smell of such chemicals or substances on his/her breath/clothing or showing signs of consumption regardless of when or where the chemical or substance was consumed/used. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule if a written statement from a licensed health professional authorized to prescribe drugs is accompanied by the written authorization of the parent (Board Policy 5330). No student shall use, possess, or transport paraphernalia that is commonly associated with or construed to be used for any of the above mentioned chemicals or substances.
5. **Harassment, Intimidation, or Bullying-** Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. Napoleon Area Schools will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Harassment, intimidation, or bullying means: Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward 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 violence within a dating relationship.
6. **Vandalism-** A student shall not cause or attempt to cause damage or vandalize the property of another, public or private on school premises, or at any school activity on or off school grounds. Marking, defacing, or damaging school property or grounds will not be tolerated, including but not limited to, damage and/or destruction of information, electronic or other. This includes vandalism to the property of school employees both on and off school property.
7. **Disruption of the Educational Process-** Student shall not participate in the disruption of school by the use of violence, force, coercion nor any other disruptive activity. Students will not cause material disruption or obstruction to the normal school day or any school-related function. Disruption of class, lunch time, or school activities through either verbal or physical actions. Any act that regardless of intent suggests harm, inconvenience, or creates unrest (this includes threats & hoaxes) is strictly prohibited. This includes, but is not limited to false alarms, false claims, dishonesty, forgery, and the unauthorized use of fire or incendiary devices, gambling, joking violence, and/or any other activity that the administration deems disruptive. Students will obey the instructions of any staff member at all times.

8. **Threats, Obscenity, or Profanity-** Students shall not use profanity, obscene gestures, nor possess obscene materials. Students will not show any sign of disrespect towards any school employee, student, or visitor. Students shall not act, behave, or talk in any way that may be construed as a threat upon the mental or physical well-being on any student, school employee, or visitor. The unauthorized touching of any staff member, will not be tolerated.

9. **Aggressive Behavior, Physical Harm, or Disrespect-** Students shall not cause physical harm to another student, staff member, or visitor. Students will not threaten, harass, haze, fight, or show disrespect to fellow students and/or any other individuals at school. Fighting, unauthorized touching, or disruptive and/or inflammatory language that provides the potential to result in a fight or conflict of any kind is strictly prohibited. This includes pushing, shoving, hitting, kicking, throwing objects, name calling, and threats of a verbal or written nature.

10. **Theft/Stealing-** Students shall not steal, attempt to steal, or cause to steal any private or school property. Unauthorized use, possession, or damage to the property of another is strictly prohibited including, but not limited to, unauthorized duplication, copyright infringement, and/or theft of information, electronic or other.

11. **Cheating/Dishonesty-** Students shall not commit academic dishonesty. Students will not cheat, attempt to cheat, assist, or encourage another student to cheat on any assigned class work, quizzes, or tests. This includes the transmission, use, sale, or obtaining of any unauthorized academic information, electronic or otherwise.

12. **Unauthorized Location-** Students shall not use or leave the building or property without proper authorization. This includes being in an unauthorized area during the school day and trespassing.

13. **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.

14. **Discriminatory Harassment -** Discriminatory practices will not be tolerated (Board Policy 5517). The Board of Education will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorize by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment). Conduct constituting discrimination based on Protected Class may include, but is not limited to, the following:

- Verbal - The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks based on Protected Class
- Nonverbal - Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based on Protected Class.
- Physical - Any intimidating or disparaging actions such as hitting, pushing, shoving, or spitting based on Protected Class.

15. **Inappropriate Acts or Excessive Horseplay -** Any inappropriate behaviors which are deemed serious by an administrator due to the nature or repetition of the act or excessive horseplay

16. **Insubordination -** A student shall not disregard or refuse to follow school rules, regulations, assigned disciplinary consequences, or reasonable directives by school personnel.

17. **Unwelcome Sexual Conduct -** Students shall not engage in unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education environment such as pinching, grabbing, suggestive comments, gesture, or jokes or pressure to engage in sexual activity.

18. **Student Hazing -** Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

19. **Obstruction -** No student, with purpose to hinder the investigation, discovery, or punishment for a violation of the student code of conduct or law by him or herself, or another student, or to conceal from discovery or seizure, contraband or evidence of a violation of the student code of conduct or law by him or herself or another student, shall do any of the following:

- (1) Destroy or conceal the existence of any contraband or evidence of a violation of the student code of conduct or law, or to induce or coerce any other person from withholding information that would lead to the discovery of the same;
- (2,) Refuse to consent to a search by school officials for contraband or evidence of a violation of the student code of conduct or law where the school has individualize reasonable suspicion to support conducting the search;
- (3) Warn another student of the impending discovery of contraband or the evidence of a violation of the student code of conduct or law;
- (4) Communicate false information to any school official conducting an investigation of a violation of the student code of conduct or law;

(5) Prevent or obstruct any school official, by means of force, intimidation, or deception, from performing any act to aid in the investigation, discovery, or punishment for a violation of the student code of conduct or law, or from the discovery or seizure of contraband or evidence of a violation of the student code of conduct or law.

20. **Misuse of District/Electronic Communication Devices (ECDs)** - Students are expected to follow the guidelines outlined in the Student Technology Acceptable Use and Safety Policy (BOE 7440.03). Additionally, no student shall use a cell phone or other ECD device in violation of any student code of conduct, computer usage agreement, and/or bullying policy.

21. **Public Display of Affection (PDA)** - PDAs are not considered in good taste or an acceptable behavior. This may include hugging, kissing, holding hands, or other sexual acts or displays that are not appropriate. Students who engage in PDA will be subject to intervention by staff and disciplinary action will be taken if this rule is blatantly and repeatedly broken.

Student One -to-One Computer Agreement

1. **Be Responsible for the Equipment** -- The student and parents/guardians agree to safeguard and take good care of the equipment to avoid any theft or damage. The student and parents/guardians will promptly report any loss, damage or problems with the equipment to the District. Damaged, lost, or stolen equipment will be fixed or replaced at the expense of the student and parents/guardians pursuant to Ohio law, including Revised Code Section 3313.642. Failure to pay for damaged, lost, or stolen equipment may result in the withholding of grades and credits and other consequences as permitted by law. By signing this document, you are committing to pay for any lost, damaged or stolen equipment.

2. **Use the Equipment for School Purposes Only** -- All use of the equipment by the student shall be for educational purposes only, pursuant to the Acceptable Use Policy. Students may only download apps and software as directed by the District.

3. **Follow the Acceptable Use Policy** -- The student and parents/guardians agree that all use of the equipment provided by the District will be in accordance with the District's Acceptable Use Policy ("AUP") and the Student Code of Conduct, and acknowledge that violations of that Policy or Code may lead to discipline and/or confiscation of the equipment. The student and parents/guardians agree to ensure that only the student who is issued the equipment and his/her teachers shall use the equipment (NOT any other person). The parents/guardians agree to supervise the student's use of the device at home in accordance with the District's AUP and Student Code of Conduct

4. **Follow Teacher Instructions Regarding the Equipment** -- Students are expected to bring the equipment to class fully charged and ready for use as directed by their teachers and may be required to purchase and bring their own earbuds/headphones. The student and parents/guardians understand that the student must not use the equipment when prohibited by District staff, such as during closed-book tests. Students must promptly comply with District staff directives to cease using, turn off, or put away the device. Failure to do so may lead to discipline and/or confiscation of the equipment.

5. **Return Equipment Upon Request** -- The students and parents/guardians agree that they will cooperate with the District regarding any maintenance, to be provided through the District, and that they will return all equipment to the District immediately upon request. The equipment must be returned immediately upon graduation from or withdrawal from the District; at the end of the school year; or upon request.

6. **Permit Monitoring/Inspection of Equipment** -- The equipment is the property of the District, and there is no right of privacy with regard to the equipment. The equipment and its contents, including browsing history, documents, pictures, files, and any other information or content on the equipment may be monitored and/or inspected at any time by the District.

Cell Phone/Electronic Communication Devices (ECD) - Junior High Students

NJHS Student Cell Phone Policy

1. NJHS students are not permitted to use cellular telephones during the school day with the exception of lunch. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Student possession of a cellular telephone is a privilege that may be forfeited if it is used/visible during the school day or on school-sponsored trips. Students may only turn on/ use a cell phone with prior approval of the principal. Cell phones must be powered off and located inside of student school bags (in their locker) during the school day. Student cell phones may not be visible or used while classes are in session. Bus drivers may allow (at their discretion) students to use cell phones while riding to and from school. Distracting cell phone behavior that creates an unsafe environment on the school bus will not be tolerated. The school is not responsible for any cell phone that is lost or stolen.

- 1st offense: Student cell phones will be confiscated by any staff member who sees it outside of a school bag. The staff member will label the cell phone with a note that includes the student's name and will then turn it in to the principal. It may be picked up by the student at the end of the day. The student will be given a cell phone violation warning from the principal.
- 2nd offense: Student cell phones will be confiscated by any staff member who sees it outside of a school bag. The staff member will label the cell phone and then turn it in to the principal. The cell phone will be released/returned to the student's parent/guardian.
- 3rd offense: Student cell phones will be confiscated by any staff member who sees it outside of a school bag. The staff member will label the cell phone and then turn it in to the principal. At this point, students will be disciplined for non-compliance. The student will receive additional consequences (i.e. after school Office Detention, Friday School, etc.). The cell phone will be released/returned to the student's parent/guardian after the student complies with any imposed disciplinary consequence.

2. **Refusal to Turn Over Cell Phone** - A student who refuses to turn over a cell phone to a staff member is subject to consequences including but not limited to Friday school, in school reassignment, out of school suspension, etc.

3. **Incoming Phone Calls for Students** - Incoming calls for students will be handled as follows:

- Passes written for early dismissals will be delivered as needed.
- Messages referring to after school activities will be delivered at the end of the day.
- Emergency calls in which requests are made to talk to student during class will be handled by the principal.

4. **Smart Watches Smart Watch (Fitbits, Apple watches, Samsung watches, and other wrist-worn devices may be worn at school. We allow students to wear these devices if they are used solely as a timekeeping device. If a student's smart watch is making noises, buzzing, the**

student is "swiping" or noticed utilizing it in any way other than checking the time at ANY time throughout the day, it will be treated as a cell phone and/or fall under our technology violations. Meaning, students may receive consequences and the watch will need to be kept in a book bag and powered off while on school grounds. All cell phone guidelines will then be put into effect for the e-watch. Please note that students are NOT permitted to wear these e-watches when we take our Ohio State Tests. Teachers may also require these devices to be put away if students are working on any assignment/assessment. These guidelines may change depending on technology changes and if we have additional needs.

Cell Phones/Electronic Communication Devices (ECD) - High School Students

Students are permitted to use cell phones or mobile communication devices in the cafeteria and in between classes in a responsible manner. Students shall not make phone calls from their mobile communication device during the school day or during district provided transportation (i.e. bus or van transportation). Students may be permitted to use their cell phone or mobile communication device in the classroom if granted permission by a teacher, as long as the device does not create a distraction, disruption, or otherwise interfere with the educational environment and/or is for an educational purpose. If the device does create a disruption or distraction, staff reserves the right to confiscate the device for the remainder of the class period or day. Repeated violations may result in the loss of privilege of bringing a device to school. Students are responsible for knowing appropriate times to use technology.

1. No student shall use a cell phone or mobile communication device in violation of any student code of conduct, compute usage agreement, and/or bullying policy.
2. Students who are ill are expected to report immediately to the nurse. Students who call or text a parent/guardian requesting to be signed out from school due to illness without the consent of the nurse or building administration may result in an unexcused absence and/or discipline.
3. Students are prohibited from using mobile communication devices to capture, record or transmit the voice (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such voice and/or images by all persons whose voice and/or image is captured. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras may be used during sporting events and other public performances.
4. Examples of unacceptable usage of technology include but are not limited to: usage in bathrooms, locker rooms, and the natatorium, cheating, cyber bullying, and sexting.
5. Possession of a cell phone or other mobile communication device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.
6. Parents may be contacted to claim the student's cell phone or other electronic device by a school administrator.
7. The contents of cell phones and/or mobile communications devices may be searched if reasonable suspicion exists that it was used in an activity prohibited by the code of conduct, technology policy, or computer usage agreement.

The student assumes all risks in bringing such devices onto school property or to school related functions.

Disciplinary Actions

1. **Detentions** – A detention may be assigned by any teacher or administrator. Parents/guardians shall be given 24 hour notice of the assigned detention. Students may be required to serve detentions before school (7:35 am-8:00 am), after school (3:05 pm-3:30 pm) on the date scheduled on the discipline slip, or an alternative time and date. Detentions are considered study times where sleeping or talking is not allowed. Detentions will be served with the individual who made the assignment unless other arrangements are made. A copy of the discipline slip should be forwarded to the administration.
2. **Emergency Removal** – Emergency removal from a class will temporarily place a student in the office or out of school, if it is determined that the student possesses an on-going threat to the educational environment or process. A student may be unexcused from the classes missed during the removal. Due Process Rights can be found at www.napoleonareaschools.org > Board of Education > Board of Education Policies > 5611 Due Process Rights.
3. **Saturday School** – Saturday School assignments may be made by an administrator. Saturday Schools are held from 8:30 a.m. to 11:30 a.m. Students must bring materials to study and arrive promptly. Parents/guardians will be notified by a phone call and/or mail by administration. An unexcused absence from Saturday School may result in an additional Friday/Saturday School(s), In-School Suspension, or Out-of-School Suspension being assigned.
4. **Friday School** – Friday School assignments may be made by an administrator. Friday Schools are held from 3:15 p.m. to 6:15 p.m. Students must bring materials to study and arrive promptly. Parents/guardians will be notified by a phone call and/or mail by administration. An unexcused absence from Friday School may result in an additional Friday School(s), Saturday School(s), In-School Detention, or Out-of-School Suspension being assigned.
5. **In-School Reassignment (ISR)** – An In-School Reassignment will result in the student not participating in regular classes or any other school activity during the period of the assignment. The assignment of an In-School Reassignment must be done by the administration. The school day(s) will be spent studying and working exclusively on academic work. Credit will be given for all school work completed during the assignment. Parents will be notified by phone and/or mail.
6. **Out-of-School Suspension (OSS)** – An Out-of-School Suspension results in the denial of attendance and participation in any school activities. Students may be suspended from one to ten (1-10) days by the Principal or Assistant Principal. Progressive suspension may be given to students who continually break school rules and/or the code of conduct. Suspending students from classes is seen as a very serious penalty because days missed are considered unexcused. Due Process Rights can be found at www.napoleonareaschools.org > Board of Education > Board of Education Policies > 5611 Due Process Rights. If an Out-of-School Suspension is made:

- a. Parents/guardians will be notified by mail. Courtesy calls by phone will be attempted,
- b. Students may not attend classes, school functions, nor be on school property during the length of the suspension,
- c. Credit will be given for school work completed during the suspension day(s)

7. **Expulsion** -- An expulsion may be done by the Superintendent for a continual or extreme breach of school policy. Expulsion may be as long as eighty (80) days or one calendar year and can be extended into the following school year. Due Process Rights can be found at www.napoleonareaschools.org > Board of Education > Board of Education Policies > 5611 Due Process Rights.

8. **Driver's License Suspension** -- A student's driver's license may be withdrawn by the Principal with driving privileges removed in accordance with Amended Substitute House Bill 204.

9. **School-Work Related Time** -- School-work related time is an option for students to work off their disciplinary consequences. This would be in lieu of the students being suspended Out-of-School. This option requires an agreement between administration and parents/guardians.

Student Dress Code

The spirit of the dress code is to encourage an appropriate learning environment. Apparel worn to school should be clean and in a good state of repair – not torn or tattered. Athletic Department and coaches/advisors may require additional standards in the interest of safety. Also, the administration reserves the right to change the dress code to reflect changes in style. If a student violates the dress code, he/she may be asked to turn objectionable items inside out or remove the objectionable decal/button/insignia (if applicable). Students may be given school issued clothing to wear. If a change of clothing is required, the parent/guardian will be called to bring proper clothing. Students who violate the dress code may not be permitted to return to class until the situation is rectified. Any/all classes missed during this time will result in an unexcused absence. It is the student's responsibility to make every effort to follow the dress code. A student who violates the dress code may receive disciplinary action if blatantly or repeatedly in violation. School administrators will make the final decision on any questionable dress code item.

- All clothing must be worn modestly, in good taste, and adequate in length, coverage, and fit to be considered appropriate for a school educational setting. Pants must be worn at the conventional waistline with no sagging. Leggings (and other tight-fitting clothing) are required to be opaque. Shoes must be worn at all times.
- Any clothing that causes a disruption in the orderly functioning of the school is not permitted.
- Clothing/ jewelry that could present a health and/or safety concern is not permitted.
- Apparel, patches, decals, insignia, buttons, or symbols that depict alcohol, drugs, tobacco, sex, gangs, violence, or foul/objectable language, racism, discrimination, or any other inappropriate/illegal activity, as deemed by the administration, is prohibited.
- The American flag may not be worn inappropriately.
- Clothing shall be worn so that all undergarments remain covered at all times. See-through material is prohibited.

Pajama pants and other sleep-related items (such as blankets) are also not permitted to be worn as clothing.

- All shirts and tops must provide covered shoulders, a fully-covered back and midriff, and a modest neckline. Shirts must extend below the waistline when both standing and sitting.
- Hats, bandanas, masks costumes, and the like are not permitted to be worn during school hours except for designated spirit days. Hooded sweatshirts are permitted, but the hood must remain down at all times. Heavy coats and other outerwear are not be worn during regular school hours unless permission is obtained by school personnel.

Transportation

All students are to understand that the bus driver is in charge of the bus at all times. The bus driver, at their discretion, has the right to assign seats and call parents concerning misconduct. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Principal and/or Transportation Supervisor. The following conduct rules are called to your attention:

1. Students must arrive at the bus stop 5 minutes before the bus is scheduled to arrive. The bus will not wait. Students must wait quietly in a location clear of traffic at the bus stop.
2. Student behavior at bus stops must not threaten life, limb or property of any individual.
3. Students must use correct crossing and loading procedures as instructed by the driver.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and refrain from behavior that endangers other passengers. All school rules apply on the bus. Obey the driver promptly and respectfully.
7. Students must be courteous and respectful to fellow students and to the bus driver.
8. Students must not engage in loud talking or laughing, excessive horseplay, or fighting. Unnecessary confusion that diverts the driver's attention that might result in a serious accident.
9. Students must not use profane or abusive language.
10. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons.
11. Concerning tobacco, alcohol and drugs: students must not use or have in their possession, or have the odor of, on his/her breath, except for prescription medication required for the student.
12. Students must not have flammable and/or dangerous substances, fluids, weapons or illegal items on the bus. NO flammable items may be

sprayed including cologne, body sprays, deodorant, etc.

13. Students must not throw or pass objects on, from or into the bus.
14. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted.
15. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
16. Students must not tamper with emergency doors, windows or equipment.
17. Students must not extend any part of their bodies out of the bus windows.
18. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk.
19. Students must ride their assigned bus and must board/exit at assigned locations unless they have written parental and administrative authorization to do otherwise.

Notice of Nondiscrimination & Internal Complaint Procedures

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students. An individual who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to the Complaint Officer; and/or (3) to the Superintendent or other District-level employee.

Attendance Policies and Procedures

The State of Ohio (Ohio Revised Code 3321.01) states that all persons between the ages of six and 18 must attend school. Napoleon High School is bound by the Ohio Revised Code and the Missing Children Act. Since school attendance is vital to the academic success of each student, we believe that 100% attendance should be the goal of each student and parent/guardian.

1. Attendance Procedures

- a. The Napoleon Junior/Senior High School doors open at 7:45 a.m., and students will remain outside until then or report immediately to the cafeteria, unless under the direct supervision of a staff member.
- b. Parents/guardians should notify the school at 419-599-1050 by 8:30 a.m. each day that the student is absent, unless previously arranged with administration. If NO parent/guardian contact is made, an auto call, text and/or email will be sent regarding the student's absence.
- c. If a student is absent/tardy the student is required to have a phone call or written note from a parent or the required documentation turned in to the office immediately upon returning to school. When no documentation is provided, the absence may be UNEXCUSED.
- d. Students who are late to school, or those who must leave early and/or return from an appointment, must go to the office immediately upon arrival at school. Parents/guardians are asked to schedule appointments outside of the school day whenever possible. If this is not possible, students should only miss travel time and the appointment. Also, if the student can leave or return between class periods, it reduces distractions to the learning environment.
- e. 18 year old students are expected to follow the same procedures for attendance as students who are under 18 (unless no longer under the care physically nor financially of their parents). Students no longer under the care of their parents must petition the assistant principal/attendance officer to be granted independent student status.

2. Absences

- a. Students are permitted 6 absences per semester with a parent note/phone call.
- b. After the 6th absence, students will require doctor's notes, funeral cards or legal notices in order to be excused.
- c. Students who **reach 6 days of UNEXCUSED absence in a semester** may lose credit for the semester.

3. Notifications

- a. Students and parents will be notified by letter when a student reaches **3 days of absence (whether those absences are excused/unexcused)** in a semester.
- b. Students and parents will be notified by letter when a student reaches **6 days of absence (whether those absences are excused/unexcused)** in a semester. Additional documentation (dr. note, funeral card, or legal notice) is then required for any further absences that semester.
- c. Students who reach a level of **6 UNEXCUSED absences in 1 semester** will be notified of suspension of credit and will be expected to complete a credit reinstatement request. This request should be accompanied by any further documentation for the absences in question.
- d. The law requires that parents of ALL STUDENTS who reach a level of **6 days of absence (38 hours) in 1 month 10 days in a school year (65 hours) with or without legitimate excuse** will be given written notice of those absences. Interventions for

absences may be instituted (Ohio Revised Code Sec. 3321.191 (C)(1).

4. Excused Absences (In cases needing documentation, the school must receive documentation within 5 days of returning to school.)

- a. Personal illness with documentation of medical excuse
- b. Illness in the immediate family
- c. Death of an immediate relative
- d. Observance of religious holidays
- e. Court appointment with documentation
- f. College visitations/military appointments

5. Unexcused Absences (May result in official warnings for school truancy, intervention plan and services, or court referral.)

- a. Employment other than school approved
- b. Oversleeping
- c. Missing the bus
- d. Hair appointments
- e. Car trouble
- f. Individual recreation trips
- g. Leaving the building during the day without permission
- h. Any other absences deemed as unexcused by administration

6. Tardiness

a. Students are expected to arrive at school and to each of their classes on time. Students who are late to school in the morning are to report immediately upon arrival to the main office. Students will sign in and receive a tardy slip before reporting to class. Students arriving after 10:00 a.m. will be classified as absent.

b. After the 3rd unexcused tardy to school, and every tardy after the first three, the student may be assigned a Friday School, in-school reassignment, or other consequence/intervention assigned by administration.

c. Failure to attend an assigned Friday School may result in additional assignments to Friday school or assignment to in-school reassignment.

d. Excessive **UNEXCUSED** tardiness may result in any of the actions outlined in the truancy section.

7. Early Dismissal

a. Students are required to sign out in the High School office when leaving the school property. They MUST have permission from a parent/guardian order to be allowed to leave.

b. Students leaving prior to 1:30 p.m. will be considered absent one half day either excused or unexcused.

c. Ill students must report to the nurse when feeling ill. The nurse will make contact with a parent/guardian to arrange dismissal.

8. Vacations

a. Vacations are encouraged to be taken during the summer or during scheduled breaks (Thanksgiving, Winter Break, Spring Break, etc.).

b. School personnel acknowledge vacations, but they are not approved or disapproved. As with illness, students are expected to stay within the school's parameters of attendance/number of days missed (no more than 6 absences per semester).

- **Should a vacation result in a student going over their 6 discretionary days, the student's absences may not be excused. If the absences are unexcused, it is at the teacher's discretion to award credit.**

9. Make Up Work (excluding vacations – which is outlined above)

a. Make up work is the responsibility of the student who should contact each teacher personally. Students will be allowed the same number of days to make up their work as the number of days missed, in cases of extended illness, special arrangements may be made.

b. When absences are **UNEXCUSED**, students are to make up all missed work. If students are over their allotted days, it is at the teacher's discretion to award credit.

10. Loss of Credit

a. Students who reach 6 days of **UNEXCUSED** absence in 1 semester may lose credit for that semester.

b. Parents/students will receive a letter stating the student has reached the level of 6 **UNEXCUSED** days of absence, along with a "Reinstatement of Credit Application."

c. Students must turn the "Reinstatement of Credit Application" within 1 week of its receipt and attach any supporting documents for the reason for the absences that were marked unexcused.

11. Procedure for Reinstatement

a. An attendance audit will be conducted by the assistant principal, attendance officer and any other appropriate staff to determine whether credit should be reinstated based on the documentation provided.

b. Lack of documentation may result in a meeting with all parties to formulate a plan to make up the appropriate amount of time associated with loss of credit in each course affected. Any of the following options being implemented to reinstate credit:

- i. Using before and after school time with teacher(s) to make up lost time
- ii. Use of Friday Schools provided by the school for the purpose of making up time
- iii. Any other creative option agreed to by the consensus of the team.

12. Truancy

- a. Truancy is defined as follows: Absence from school without legitimate excuse.
- b. Students who accumulate unexcused absences may be subject (but not limited to) the following:
 - i. Official warnings to student/parent for school truancy issues
 - ii. Interventions
 - iii. Mediation
- c. Habitual truancy will be dealt with in accordance to Ohio Revised Code 3321
 - i. Interventions
 - ii. Court referral (charges can be brought against the student and the parent)
 - iii. Student's suspension of driver's license

School Attendance in Summary

Excused absences are just as problematic as unexcused ones.

1. Research shows that students who miss 10% of school (2 days per month) show negative academic progress.
2. Students who miss 2 days of school each month, miss almost a month of school each year. This adds up to over a year missed by the time of graduation.

(American Graduate: Every Day Counts: Fact on Attendance, Achievement 9/3/2015)

School Procedures

Study Halls

A study hall is to complete homework, study school-related material, prepare for tests, or do reading. The following rules shall apply:

1. Students are to be in an assigned seat.
2. No talking is allowed without permission of the study hall monitor
3. No eating.
4. Hall/restroom passes are at the discretion of the study hall monitor. The student's agenda must be signed to allow leaving the study hall.
5. Pre-signed agendas/passes must be presented to the study hall monitor within the first five (5) minutes of the period.
6. Students are to leave the room NEAT for the next class and PUSH their chairs under the table when they leave.
7. Technology use in study hall should be strictly for an educational purpose.

Assemblies and Programs

Assemblies will be held periodically to provide various programs for students. Students should move quickly and quietly to the designated area and are expected to conduct themselves as mature young adults. Behavior is a reflection on the individual, parents/guardians, and school. Common courtesy demands the full attention of all students with cell phones put away or powered off. Improper action, talking, noise, inappropriate technology use, etc. will result in the loss of assembly privileges and may result in additional disciplinary action. The person in charge of the assembly will dismiss students to resume the class schedule.

2024-2025 - District Calendar

July 4	July 4th Holiday
Aug. 15	New Teacher Orientation
Aug. 16	* <i>Float</i> Teacher Work Day (Returning teachers must complete between 8/1-8/16. Returning teachers must complete between 8/1-8/15.
Aug. 19	Breakfast/P.D. Day
Aug. 20	P.D./IAT Day
Aug. 21	Student's First Day
Sept. 2	Labor Day (No School)
Sept. 16	** <i>Tentative</i> P.D. Day – No students
Oct. 14	P.D. Day – No Students, <i>Columbus Day</i>
Oct. 25	End of the 1st Nine Weeks
Nov. 5/7	Parent/Teacher Conf - Evening
Nov. 8	Parent/Teacher Conf – No Students
Nov. 11	** <i>Tentative</i> P.D. Day – No students
Nov. 27-29	Thanksgiving Break (No School)

Dec. 23 - Jan. 3	Christmas Break (No School)
Jan. 16	End of 2nd Nine Weeks
Jan. 17	Teacher Work Day – No Students
Jan. 20	MLK Day – No Students/No Staff
Feb. 14	P.D. Day – Not Students
Feb. 17	President’s Day (No School)
Mar. 21	End of 3rd Nine Weeks
Mar. 24	** <i>Tentative</i> P.D. Day – No students
Apr. 18-Apr. 21	Easter Break – No Students/No Teachers
May 23	Last Student Day
May 25	Graduation
May 26	Memorial Day
May 27	Teacher Work Day
Make Up Days	May, June - TBA

2024-2025 - Bell Schedules

Traditional Schedule - Monday, Tuesday, & Friday

8:05	Warning Bell
8:10	Tardy Bell
8:10 – 8:54	First Period
8:58 – 9:40	Second Period
9:44 – 10:26	Third Period
10:30 – 11:12	Fourth Period
11:16 – 11:42	Fifth Period/A Lunch
11:46 – 12:12	Fifth Period/B Lunch
12:16 – 12:42	Fifth Period/C Lunch
12:46 – 1:28	Sixth Period
1:32 – 2:14	Seventh Period
2:18 – 3:00	Eighth Period

Block Schedule

Wednesday B1 Day (Periods 1, 3, 5, & 7)

Thursday B2 Day (Periods 2, 4, 6, & 8)

8:05	Warning Bell
8:10-9:30	First Period (B1)/Second Period (B2)
9:34-10:54	Third Period (B1)/Fourth Period (B2)
10:54-12:58	Fifth Period (B1)/Sixth Period (B2)
•	A Lunch (10:54-11:28)
•	B Lunch (11:24-11:58)
•	C Lunch (11:58-12:28)
1:02-1:36	Intervention/Enrichment (I/E)
1:40-3:00	Seventh Period (B1)/Eighth Period (B2)

ONE HOUR DELAY

9:05	Warning Bell
9:10	Tardy Bell
9:10 – 9:42	First Period
9:46– 10:18	Second Period
10:22 – 10:58	Third Period
11:02 – 11:36	Fourth Period
11:40 – 12:06	Fifth Period/A Lunch
12:10 – 12:36	Fifth Period/B Lunch
12:40 – 1:06	Fifth Period/C Lunch
1:10 – 1:40	Sixth Period
1:44 – 2:22	Seventh Period
2:26 – 3:00	Eighth Period

TRADITIONAL SCHEDULE TWO HOUR DELAY

10:05	Warning Bell
10:10	Tardy Bell
10:10 – 10:35	First Period
10:39 – 11:04	Second Period
11:08 – 11:33	Third Period
11:37 – 12:03	Fifth Period/A Lunch
12:07 – 12:33	Fifth Period/B Lunch
12:37 – 1:03	Fifth Period/C Lunch
1:07 - 1:33	Sixth Period
1:37 – 2:02	Fourth Period
2:06 – 2:31	Seventh Period
2:35 – 3:00	Eighth Period

BLOCK SCHEDULE TWO HOUR DELAY

Wednesday B1 Day (Periods 1, 5, 3, & 7)

Thursday B2 Day (Periods 2, 6, 4, & 8)

8:05	Warning Bell
10:10-11:04	First Period (B1)/Second Period (B2)
11:04-1:08	Fifth Period (B1)/Sixth Period (B2)
	• A Lunch (11:04-11:38)
	• B Lunch (11:34-12:08)
	• C Lunch (12:04- 12:38)
1:12-2:04	Third Period (B1)/Fourth Period (B2)
	* No Intervention/Enrichment
2:08-3:00	Seventh Period (B1)/Eighth Period (B2)

ASSEMBLY

8:05	Warning Bell
8:10	Tardy Bell
8:10 – 8:54	First Period

8:58 – 9:40	Second Period
9:44 – 10:26	Third Period
10:30 – 11:12	Fourth Period
11:16 – 11:42	Fifth Period/A Lunch
11:46 – 12:12	Fifth Period/B Lunch
12:16 – 12:42	Fifth Period/C Lunch
12:47 – 1:21	Sixth Period
1:25 – 2:01	Seventh Period
2:05 – 2:39	Eighth Period
2:40 – 3:00	Assembly – dismissal via P.A.

Concealed Carry Law

Unless otherwise authorized by law, pursuant to Ohio Revised Code no person shall knowingly possess, have under his or her person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

Locks and Lockers

Each student is assigned a locker and is responsible for everything that is put into that locker. Students should NOT share lockers with other students. Lockers should remain locked at all times when not immediately in use. Since the locker is the property of the District, there is no expectation of privacy. Students are NOT allowed to make any unauthorized locker changes. If changes need to be made, students should notify the staff in the Junior/Senior High School office. Only school locks may be placed on any school locker. Do not write, mark, or inappropriately decorate a locker. The Junior/Senior High School administration reserves the right to search lockers and their contents to ensure the safety of students in the building or for any other reason deemed necessary.

Search and Seizure

In accordance with Napoleon Area City School's Board Policy 5771, Administrators may search a student or his/her property (including vehicles, purses, backpacks, bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Student lockers are the property of the district and students have no reasonable expectation of privacy in their content or in the contents of any other district property including desks or other containers. School authorities may conduct random searches of lockers, desks, cabinets, etc. and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

Restrooms

Students are not permitted to loiter in the restrooms at any time. Students must use their official passes when using the restroom during class time. No more than one student shall occupy a stall at any time for those stalls intended for one person. If a student becomes ill while in the restroom, the student should report immediately to their teacher, main/guidance office, and/ or nurse's clinic. Napoleon Area City Schools allows students equal access to restrooms in accordance with relevant law.

Backpacks and 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.

Visitors

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.

Students are not permitted to bring visitors into the Junior/Senior High School during the school day. Special cases may be approved with at least 48 hours prior notice to the administration.

Eighteen Year Old Students

State law identifies 18 years of age as being the age of majority, or in other words, 18 year-olds enjoy adult status in our society. State law also requires that all students (regardless of age) adhere to school rules and regulations. Consequently, an 18 year-old student (living at home) would be required to have parental permission for all activities that would require parental permission of the non-18 year-old student. This is also true of school mailing or notification.

Automobiles and Student Parking

Licensed Napoleon Junior/Senior High School students enjoy the privilege of driving to school and parking in the student parking lot. 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, High School 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. If administration suspects illegal contraband or has other reasonable suspicions, searches of vehicles on school property may be conducted. Students must leave their vehicles immediately upon arriving at school and shall not return to them until dismissal. Reckless or unauthorized operation of a motor vehicle and/or parking in an unauthorized area may result in disciplinary action and/or loss of privileges. Driving privileges may be withdrawn at any time. The administration asks for student cooperation to set an example for all visitors, guests, and each other.

Lunch

All students must eat in the Junior/Senior High School Cafeteria. Students may not eat outside of the Cafeteria without the permission of the administration. Students will be expected to behave with respect and dignity while in the Cafeteria. Directions given by the Cafeteria staff and/or monitors must be obeyed at all times. Students may bring a packed lunch but it must be brought in at the beginning of the day. Food may also be bought in the cafeteria. DELIVERIES OR SPECIAL ORDERS OF FOOD WILL NOT BE ALLOWED.

Academic Information

Student Schedules

All students will register in the spring for the following school year. Information about scheduling and registration will be explained by the Guidance Department. Students must also consider state and local graduation requirements as well as those of their considered colleges when scheduling every class. Schedules may be changed only with the permission of parents, teacher(s), counselor, and administration. With the exception of special circumstances, all changes must be made within the first three days of the semester. All subjects dropped after that may receive a "Withdrawal Failure" (WF) for the semester. The administration will consider parental/guardian requests and recommendations regarding student scheduling. School officials will make the final decision as it pertains to each child's course offerings, times, locations, and placement during the academic day.

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of growth. Student promotion, academic acceleration, placement, and retention are defined according to Board of Education Policy #5410.

College Credit Plus Program (CCP)

The College Credit Plus program gives college-bound high school students the opportunity to earn college credit and high school credit simultaneously. This gives students the advantage of starting the transition to college early, while reducing the cost and length of time needed to graduate once they enroll in college. High school students can take part in the college experience, interacting with full-time college students and university faculty, while experiencing the rigor of college-level courses. Courses may be taken face-to-face at a college campus, online, or here at NHS for specific courses.

Students should see their guidance counselor for detailed information pertaining to eligibility requirements in order to participate in CCP. Students and parents who are interested must attend an annual informational meeting held at NHS where they will obtain an informational packet, sign the intent to participate, and have the opportunity to meet with high school counselors and college admissions officers. The intent to participate form must be submitted no later than April 1.

Grading System

Grade Point Average and Class Rank

All courses receiving High School credit will be used to compute a student's grade point average and class rank. One unit of A=4.0, B=3.0, C=2.0, D=1.0, F=0.0. Point value variations will occur in the 4.0 scale based upon the status of a letter grade with a "+", only the letter grade, or the letter grade with a "-" as earned. In addition, students will receive additional or weighted grades for Honors or Advanced Placement courses. Students are ranked at the end of each semester. The cumulative grade point average and rank at the end of each school year are recorded on the student's official transcript.

	Range	Regular	Honors	AP
A+	97-100	4.0	4.5	5.0
A	93-96	4.0	4.2	4.5
A-	90-92	3.8	4.0	4.2
B+	87-89	3.5	3.8	4.0
B	83-86	3.2	3.5	3.8
B-	80-82	2.8	3.0	3.5
C+	77-79	2.5	2.8	3.2
C	73-76	2.2	2.5	2.8
C-	70-72	1.8	2.2	2.5
D+	67-69	1.5	1.8	2.2

D	63-66	1.2	1.5	1.8
D-	60-62	1.0	1.2	1.5
F	0-59	0.0	0.0	0.0

Requirements for Graduation

State law introduced new, permanent graduation requirements for students in the class of 2023 and beyond. Student entering ninth grade after July 1, 2019, must meet the new requirements outlined in state law.

The new graduation requirements can be found at www.napoleonareaschools.org > Board of Education > Board of Education Policies > 5460 Graduation Requirements. Requirements may also be viewed on the Ohio Department of Education website at <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>.

Fees

All students are responsible for paying required fees for items such as workbooks, labs, fines, etc. Final exams, grade cards, and the diploma will be withheld until all financial and other school-related obligations are met. Also, students will not be assigned any Board-owned property (textbooks, etc.) until the required fees or debts are paid from the previous school year or semester.

Participation in School-Related Functions

For school-related functions such as visiting with college recruiters, field trips, performances, and competitions, the administration reserves the right to deny participation if the student is in poor academic standing.

General Information Approval of Events

All events must be approved by the administration and entered on the Master Calendar located in the Main School Office. Fundraisers, meetings, dances, concerts, field trips, assemblies, and other school-related activities must be authorized by the administration and recorded.

Emergency Medical Forms

Emergency medical forms are required by Ohio law and must be on file for immediate access in case of injury. These must be on file by the Friday of the second full week of school. Disciplinary action may result for failure to submit emergency medical forms.

Medication Guidelines

If possible, all medications should be given at home. The school nurse will supervise the secure and proper storage/dispensing of both prescription and non-prescription medication. The use of either without the written permission of a parent/guardian is prohibited.

Fire, Tornado, and Safety Drills

Students should know the fire drill exits from all rooms where they attend classes. During fire drills, the building should be left in a quiet and orderly fashion within a minimum amount of time. Students should exit without excessive noise. Running or shouting will not be permitted.

Students should also learn the procedures for tornadoes, severe weather, and safety situations for each of their classrooms. The general rule for tornadoes and severe weather is to stay away from doorways and windows. Students should crouch on their knees and cover their heads with their hands.

Safety drills whether a building lockdown or evacuation should also be learned by students for each of their classrooms. Each fire, tornado, or safety drill should be taken seriously with the understanding that it may not be a practice.

Telephone Use by Students

A telephone is available in the high school office for emergency purposes. Students should request permission from high school office staff or administration to use the telephone.

Computer Use

Before any student may log into the district owned Wi-Fi or use any of the various computers located on school property or with district owned resources, a Computer Systems and Internet Safety User Agreement and Parent/Guardian Agreement must be signed by each student and parent/guardian, usually done at the end of the 8th grade year prior to coming to Napoleon High School, or as a new student to the district.

Weather Related Announcements

Tune into WNDH-103.1FM, and other local media for announcements regarding delays, postponements, and cancellations.

Library Media Center (LMC)

The Napoleon Junior/Senior High School Library Media Center is open to all students and staff members. All are encouraged to use the LMC and ask the Media Specialist for assistance when necessary. LMC resources are circulated for a three-week period and may be renewed by returning them to the LMC for renewal.

Library sign-in from study hall must be done immediately upon entering the library at the beginning of a study hall period. Students must sign-in electronically via an iPad or other electronic device provided by the Media Specialist. Students coming on a pass should present their library pass to the Media Specialist on duty immediately upon arrival. The number of students using the LMC from study halls may be limited.

Rules to be followed in the LMC include:

1. Students must be studying and working. Quiet conversation is permitted at the discretion of the teacher.

2. Students are to treat all resources, equipment, and furniture with care and consideration.
Any infraction of LMC rules and procedures may result in study hall sign-in privileges being revoked.

Athletics/Activities

Eligibility

The Napoleon Area School District's Board of Education has approved the following academic eligibility requirements for students who want to participate in extracurricular activities at the High School.

1. In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. For the purpose of this Bylaw 4, Section 4, the term "grading period" is defined as the school's Board-adopted calendar (e.g., six week, nine week, 12 week or semester) and does not mean an interim marking period. Furthermore, during the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation in grades 9-12; and four (4) one-credit courses or equivalent in grades 7 & 8. For the purpose of this bylaw, the term "immediately preceding grading period" refers to the grading period of the school which immediately precedes the grading period in question.
2. A student under disciplinary action, whose conduct or character reflects discredit on the school, may be ruled ineligible by the administration.

Student Drug/Alcohol Testing Policy

In an effort to promote a safe and drug-free/alcohol-free school environment at Napoleon Junior/Senior High School, students who participate in co-curricular or extracurricular activities may be required to consent to Napoleon Area School's Student Drug Testing Policy in order to become eligible for participation.

Athletic/Activity Requirements

1. To participate in any extra-curricular activities, each student must have:
 - a. Record of a current medical physical examination on file
 - b. Adequate medical insurance to cover expenses if an injury or a waiver stating medical insurance coverage
 - c. Student and parent/guardian consent by a signed Code of Conduct
 - d. Emergency medical form on file.
2. To *attend, participate, and/or practice* in any activity before or after school, the student must attend five (5) full periods on a traditional schedule day and two (2) full periods on a block schedule day, unless approved by the administration or disciplinary action will be taken.
3. Custodial papers on file with the local juvenile court must also be on file in the High School Guidance Office for any student living with someone other than natural parent/guardian.

Athletic Code of Conduct

Participation in extra-curricular activities, including athletics, is a privilege, not a right. Student-athletes in extra-curricular activities are in a highly visible setting of leadership and/or competition/performance. Thus, the student-athlete will be held to a higher standard of conduct and behavior than one who chooses neither to participate nor represent Napoleon Area City Schools. The student-athlete should ALWAYS be a responsible individual and bring pride to him/herself, the school, and community. Furthermore, our young men and women athletes are role models for younger children. This responsibility is a year round commitment and does not end with the school year. Therefore, these rules (the "Code of Conduct") are in effect all four years of a student's high school career or all years of a student's middle school career and are enforced all 12 months of the year beginning on the date adopted by the Napoleon Area City School Board of Education (the "Board"). Support and encouragement from parents to ensure that student-athletes abide by these rules is vital. The athletic code of conduct in its entirety is available on The Napoleon Area City Schools Website.

Students who do not abide by the rules of Napoleon Junior/Senior High School will face consequences for their actions. In addition, students who damage school or personal property, either accidentally or purposefully will be held responsible for paying for the damages. Students who violate the discipline code and are removed/suspended may be required to receive counseling before returning to school.

Extra-Curricular Activities

Napoleon Junior/Senior High School offers a wide variety of extra-curricular activities including varsity, club, and intramural sports. The following are available after school hours:

Co-Curriculars Clubs/Activities

Student Advisory Board (ABC)	National Honor Society
Athletic Assistant Trainer	Quiz Bowl
DECA (Marketing)	Envirothon
Spanish Club	French Club
HIOY	Jazz Choir
N Club	Student Council
Thespian Club	Art League
Speech	Jazz Band

Jazz Choir

Student Class Officers

Varsity & Club Sports

Baseball

Softball

Basketball

Soccer

Bowling

Swimming

Cheerleading

Tennis

Cross Country

Track & Field (Indoor & Outdoor)

Diving

Volleyball

Football

Water Polo

Golf

Wrestling

Gymnastics

Esports

Drone Racing

Intramural Sports

Basketball

Volleyball

NCAA

Students may qualify to participate in Division I or II college athletics and also must meet with the Athletic Director by May of their junior year to register with the NCAA Clearinghouse.