



Napoleon
Middle School
“Helping All Students Excel”

2008 – 2009

Napoleon Middle School
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Napoleon Middle School Mission Statement

The mission of Napoleon Area Schools is helping all students excel in life by providing excellent educational experiences.

Napoleon Board of Education

Mr. Thomas F. Moriarty - President
Mr. Michael Wesche - Vice-President
Mr. Larry Long - Member
Mrs. Shelley Rhoads - Member
Mr. John S. Stovcsik - Member

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Superintendent – Mr. David E. Watson
Technology Coordinator – Mr. Timothy Ricketts

Napoleon High School

Principal – Mr. Jeffrey Schlade
Assistant Principal - Dr. Barbara Ward-Bovee

Napoleon Middle School

Principal – Mr. Tony D. Borton
Assistant Principal – Mr. Gary B. Dulle

Central Elementary

Principal – Mr. Adam Niese

C.D. Brillhart Elementary

Principal – Mrs. Karen Bachman

West Elementary

Principal – Mr. Steve Fogo

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Program of Studies

Sixth Grade

Required Classes

Language Arts
Math
Reading
Science
Social Studies
Computers

Related Arts

Art
Band *
Choir *
Health
Physical Education

Other

Intervention, Exploratory and
Enrichment Classes offered by the
6th Grade Teachers

Seventh Grade

Required Classes

Language Arts
Math
Reading
Science
Social Studies
Computers

Related Arts

Art
Band *
Choir *
Health
Physical Education

Other

Intervention, Exploratory and
Enrichment Classes offered by the
7th Grade Teachers

Eighth Grade

Required Classes

Language Arts
Math or Algebra
Reading
Science
Social Studies
Computers

Related Arts

Art
Band *
Choir *
Health
Physical Education

Other

Intervention, Exploratory and
Enrichment Classes offered by the
8th Grade Teachers

* = Electives

- Fees are required for some classes.
- Teams will post required class materials.

Academic Information

Board Adopted Grading Scale:

A+ = 100% & over	A = 93-99	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 0 – 59		

Progress Reports

- Are issued for each and every middle school student midway through each grading period.

Honor roll

- In order to qualify for the honor roll, a student must have at least a 3.2 average and no grade lower than a “C.”

Homework

- Allows the teacher to see what you know and what you don’t know.
- Shows the teacher what the class has mastered and what areas need further instruction.
- Make parents aware of what a student is studying.
- Gives a student time to practice skills.
- Helps a student with questions before test time.
- Can make a significant difference in a student’s understanding of a subject.
- Can make a significant difference in a student’s grade in a subject.
- Builds responsibility.
- Establishes independent work skills.

Suggestions for Students

- Write down all assignments, tests and project due dates in your agenda book.
- Show your agenda book AND your homework (whether you finished it at school or not) to a parent or guardian every night.
- Ask questions about homework before you go home.

- Set aside a regular time and a quiet place to work.
- Turn in all work on time.
- Always do your best.
- Organize your notebooks, folders, book bags and locker.

Suggestion for Parents / Guardians

- Ask your child to show you his/her agenda book AND homework (whether it was finished at school or not) every night.
- Encourage your child, but don’t do the work for him/her.
- Support and reward regular school attendance.
- Ask your child to share team rules and expectations.
- Read the Student Code of Conduct and discuss it with your child.
- Get involved in your child’s school.
- Consider requiring you child to ask for teacher signatures on his/her agenda book at the end of each period.
- Communicate with teachers by writing comments in the agenda book.
- Call or e-mail to ask to meet with the team if you have any questions or concerns.

Daily Schedules

7:45 Cafeteria accessible for students to eat breakfast. Students should not be on school grounds before this time.

8:00 Doors open for students. Students are not to enter the building before this time unless involved in a scheduled school activity.

8:12 Tardy Bell – Student not in their classroom at this time must come to the office to sign in and receive an admit slip.

3:00 End of the school day.

3:30 Students are not to be in the building or on school grounds unless in a supervised activity.

Attendance Policy

General Information

- Students who attend school on a regular basis tend to do better in school because they hear the teacher's explanations, participate in the labs and discussions and have time to ask questions.
- The Ohio Department of Education completes an annual report card on each district and building. In order for us to receive a passing grade for attendance, we need to have a student attendance rate of at least **93%**.
- Attendance policies are subject to change when laws are changed. If this happens, there will be notification in parent newsletters.
- A student will be required to have a medical excuse after 12 days of absence per year. Students may receive warning letters when they are getting close to this maximum number of days.
- Court mediation will be scheduled after 4 unexcused days for parents and student.

Tardiness, Late Arrival & Early Dismissal

- Up until 10:00 a.m. a student is considered late arrival or tardy. Any student arriving after 10:00 a.m. is considered ½ day absent.
- In order to be excused, students late to school due to medical, legal or other appointments should bring a note or card from the professional with whom the appointment was held. This is considered a *late arrival*.
- Students *arriving late* to school due to morning illness should bring a note from home.
- The cut-off time in the afternoon for absences is 1:30 p.m. Any student leaving prior to 1:30 p.m. will be considered ½ day absent.
- Any student leaving after 1:30 p.m. will be considered *early dismissal*.
- An office detention will be given to students when they have accumulated 5 tardies in one semester. Additional consequences will be given for every 5 tardies in a semester.
- At 10 tardies student and parents will be referred to court mediation.

Parent Responsibilities

- Call the school before **9:00 a.m.** if your child will not be at school or tardy. There is an answering machine you can reach after school hours and is checked every morning. Feel free to call and leave a message (with your child's first and last name included) at any time. If a call to Napoleon Middle School is long distance for you, call 1-888-592-6991.
- Homework may be requested when the student is called-in absent before 9:00 a.m. Early call-in requests ensure that teachers have ample time to get assignments around. Homework assignments may be picked up from the office between 3:05 and 3:45 p.m.
- If your child needs to leave early for the dentist, orthodontist, counselor, court appearance, etc. send the child to school with a note specifying the time and reason that morning or a day beforehand. This note is to be given to the Attendance Secretary or put in the designated area in the office prior to 8:15 a.m. When your child returns, he/she should have an official note, appointment card or other document on letterhead and give it to the office to be filed.
- If the attendance officer calls to check on your child's absence, you are still expected to send a note to school with your child when he/she returns to school.
- If your child needs to leave early for personal reasons, he / she should bring in a note in advance and turn it in by 8:15 a.m. that morning. Another note should be brought in afterwards.

Information included on Notes

- *Date of Absence*
- *Child's First and Last Name*
- *Child's grade*
- *Reason for Absence* (The state EMIS report requires a reason code for each absence.)
- *Parent or Guardian Signature*
- All information should be legible.

Attendance Policy – continued

Student Responsibilities

- Bring notes for early dismissal or for future absences to the Attendance Secretary or put in the designated area in the office prior to 8:15 a.m.
- Make sure you make up all missed work. Check with your teachers to find out when they expect you to have your work completed and given to them.
- When tardy or leaving early, you must always sign in or out on the sheet provided on the counter in the office. You must neatly write your name, reason, and time in or out.

Vacations

- There may be an occasion when a family vacation can only be scheduled when school is in session. When this occurs the following should take place:
 - Students should bring in a note as far in advance as possible. It should be given to the Attendance Secretary or put in the designated area in the office prior to 8:15 a.m.
 - Students are to pick up an assignment sheet from the Attendance Secretary and see each teacher to get their assignments in advance.
 - Some activities and exercises will be very difficult for students to do on their own. Lab experiments, class discussions, group work, presentations, and hands-on exercises are among these.
 - Teachers are encouraged to be flexible in meeting students' needs. Therefore, what is actually done in the classroom during your child's absence may vary from what the teacher had planned to do.
 - Students must find out in advance of their vacation when they will be expected to turn in work.
 - School personnel acknowledge vacations, but they are not approved or disapproved. As with illness, students are expected to stay within the school's parameters for attendance / number of days missed.

Emergency Closing

- If you think school may be delayed, cancelled or ended early due to inclement weather,

DO

- Listen to 103.1 FM WNDH; 98.1 FM WDFM, 1280 AM WONW or 1370 AM WSPD
- Check the Toledo television stations they may list the information.

DO NOT

- Call the school, transportation department or the Board of Education.

Discrimination/Harassment

District Policy

- All persons associated with the district, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from discrimination and harassment.
- Sexual harassment whether verbal, physical or occurring in or out of the District Buildings or at school sponsored activities is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of Board policy.
- The Board's policy of nondiscrimination will extend to students, staff, the general public and individuals with whom it does business and will apply to race, background, religion, sex, economic status, age, disability and other human differences.
- If any person believes that the Napoleon Area School District or any of the District's staff has inadequately applied the principles and / or regulations of Title IX of the Education Amendment Act of 1972, they may bring forth a complaint, which shall be referred to as a grievance to the District's Title IX Coordinator. Please contact the school office for name of current coordinator for the District.

Dress Code

Why have a dress code?

- Health Concerns
- Safety Concerns
- Minimize Distractions
- Provide a good learning atmosphere

Who is responsible for the dress code?

- Student Council reviews the dress code every year.
- The Board of Education approves it.
- The staff enforces it.

Guidelines

DO NOT wear any clothes, body decor, or accessories that...

- Might disrupt the educational process of teachers or students
- Are low cut at the neckline and chest
- Might damage school property (i.e. chains)
- Are sold as underclothing, loungewear, or pajamas
- Are sold as outdoor clothing (i.e. jackets, coats). You may wear windbreakers and sweatshirts.
- Are designed for physical education activities unless you are in physical education class – sweatpants or tear-aways (snaps down the side)
- Are considered head coverings – hats, scarves, bandannas, etc.
- Dishonor the American Flag (The American Flag must be worn in ways that are in accordance with the rules of the National Flag Code.)
- Could cause you to fall:
 - Overly long, sagging, or loose clothing that you could step on. Habitual offenders may be required to wear a belt and tuck in their shirt.
 - Any other garments that make it difficult to walk around the school building safely
- Allow others to see your midriff or your undergarments (for example: tanks tops unless you keep a shirt over the top of it, short tops that show skin when your arms are raised or when you are sitting, etc.)
- Are frayed or ripped unless patched or sewn so that no skin is exposed
- Are too tight, such as spandex and bike shorts
- Are too short (shorter than fingertip length or more than 5 inches from your knee)

- Make references through words or pictures to drugs, alcohol, tobacco, sex, bad language or gang activity
- Have words written across the seat of the pants
- Hide your eyes (i.e. no sunglasses)

General Reminders:

- If you are in violation of the dress code, you will be required to change clothes, call home for a change of clothes, sit in the office for the day (all assignments will be given a zero), or any/all of the above.
- Wear a belt if your pants are too loose or sagging.
- Undergarments must not be visible (i.e. boxer shorts and lingerie).
- Wear underclothing
- Display body piercings only in ears.
- Check with teachers about what you can wear on “spirit” and other special occasion days
- If you are a multiple time offender, you may receive Saturday schools for violations
- Remember that as styles change, dress code guidelines may change, so listen to announcements and read parent newsletters.
- **THE PRINCIPAL WILL MAKE THE FINAL DECISION ON ANY QUESTIONABLE DRESS CODE ITEM.**

Extra-Curricular Activities

Participation

- Participation is a privilege, not a right.
- May be denied to those who:
 - Do not conduct themselves properly
 - Fail to follow rules set forth by the coach or sponsor
 - Do not maintain the needed GPA
- Ohio Revised Code allows the building principal to combine discipline consequences to a student’s extra-curricular activities.
- Students are required to keep track of their own eligibility for current activities and what is needed to qualify for the next season or year’s activities.

Extra-Curricular Activities – continued

Interscholastic Sports

- The mission of NMS athletics is to provide a dynamic environment, which inspires and promotes competitiveness, teamwork, and self-discipline. Our goal is to build character and sportsmanship, which will become life long traits.
- 6th grade students do not have the opportunity to participate in interscholastic sports. However, there are several city-sponsored programs that students can participate in. These include programs in football, basketball (boys & girls), and soccer (boys & girls). In addition to the city programs, students may participate in club sport (non-school) programs in wrestling and swimming.
- **7th & 8th grade boys:** cross country, football, basketball, wrestling and track
- **7th & 8th grade girls:** cross country, volleyball, basketball and track
- The purpose of the 7th and 8th grade sports program is to develop players who possess the desire and potential to contribute at the freshman, JV, and varsity level in upcoming years. In some sports, for the first time, players are required to “make the team.” “Cutting” is a possibility in the sports of basketball and volleyball, due to large numbers, limited number of coaches, and lack of available gym time.
- Playing time is not given. It is earned.
- A \$15.00 participation fee is required for each sport that an athlete participates in at the middle school. The fee must be paid before the first game or scrimmage; whichever comes first. Athletes will receive detailed information concerning the participation fee at the first practice of each season.
- Minimum grade point averages required
 - 1.5 GPA
 - No more than one F
- If an ineligible student is allowed to participate in practice, they must meet weekly eligibility requirements in order to continue practicing.

Expectations for Those Attending Extra-Curricular Activities

- The NMS Student Code of Conduct is in effect for home and away activities at all school sponsored events. That includes events sponsored by another building, for example Napoleon High School events or those sponsored by another district, such as away games.
- Students who attend games / meets / contests / activities are expected to behave as if the main reason they are there is to watch the game / meet / contest / activity.
- Students are expected to be seated and watching and may be removed from such activities and may receive school disciplinary consequences for horseplay, running, or other violations of the Student Code of Conduct.
- Students are reminded to behave respectfully during the playing of the national anthem and the Alma matter.
- Students who are not sitting with an adult must sit in specified areas for some events.
- Students are not to bring any type of noise-makers (horns, bells, etc.) only voice power.
- Students are not to litter or to throw confetti.

General Business

Posters, Signs and Meetings

- The principal must approve all of these.

Pupil Records

- Board Policy #JO
- Records are kept in school office.
- Parents have a right to review education records.
- Procedure for Reviewing Records
 - Parent(s) submit(s) a written requests to the principal.
 - Principal notifies of time and place of inspection.
 - Procedure should be completed within 14 days of receipt of request, must be completed within 45 days.
 - Records are not to be removed from the school.
 - Principal or other qualified school personnel must be present to explain any of the tests or other materials.

General Business

continued

- Parents have a right to correct information believed to be inaccurate, incomplete, misleading or in violation of a student's rights.
- Parents have a right to file complaints with the Department of Education.

Receipt of Checks with Insufficient Funds

- Make checks payable to either Napoleon Area Schools or Napoleon Middle School.
- The Napoleon Area School District works with E-Collect of Ohio for non-sufficient (NSF) check turned into the school district. The company will collect NSF checks by electronically checking the availability of funds and then debiting the account when the funds become available. The company also will collect the maximum fee allowed by the State of Ohio, presently \$30.00, by debiting the account of the check writer. The District feels this is the most efficient and effective way to deal with these checks and protect taxpayer dollars.
- A second check issued that is returned for insufficient funds will result in all payments being made on a cash or certified check basis only.

Public Complaints about School Personnel

- Board Policy #KLD
- Complaints about school personnel will be investigated fully and fairly; however before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints will be disregarded.
- Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution.
- The Superintendent / Designee will develop, for approval by the Board, procedures that assure prompt and fair attention to complaints against school personnel. The procedure will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts from his/her vantage point.
- If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for a formal hearing and decision.

- Statutory restrictions on executive sessions will be observed.

Guidance & Counseling

Guidance and counseling services are available to help students maximize potential. School counselors are student advocates who work cooperatively with other individuals and organizations to promote the academic, career, and personal/social development of children.

- Referrals may be made to the counseling staff by formal and informal methods. Self-referral forms for students are available outside the guidance office.
- Students scheduled for individual or group counseling will be sent a notice.
- Guidance Counselors are actively involved in Individual Assistance Teams (I.A.T.'s) to participate in suggesting interventions for students. Similarly, counselors may also participate in the I.E.P. process, team meetings, or collaborate with other community agencies.
- Information shared with a counselor is kept confidential. Although some general information may be shared on a "need to know basis", many agencies or parents will request that information not be shared with staff. These requests are honored.
- After-school Assistance Groups provide a support group for middle school students. The group meets once a week for six sessions and includes discussion on school attitude, self-concept, decision-making, relationships, harassment, drug/alcohol use, abstinence, etc.
- Support groups are offered throughout the year based on need. For example, groups may be formed on divorce, self-esteem, managing conflicts, etc. If a parent does not want their child enrolled in such a group, the guidance office must be notified in writing. Most discussions in a counseling office are confidential except for issues of abuse, suicidal ideation, and threat of action (duty to inform).
- By law, counselors have an open door policy allowing all students the availability to seek contact with a school counselor.

Library Policies

- The Central School Library is open to all students, faculty and staff from 8:00 a.m. to 3:30 p.m.
- The school library is a valuable place to gain media and technology skills, complete reference & research assignments, and enjoy reading materials.
- The Library Staff is here to help you. Please feel comfortable asking for help at any time.

Library Rules

- All students must show respect for other people while using the library.
- All students must use care when using library materials and facilities.
- All students must be quiet coming to the library and going back to their assigned areas.
- All students must be studying, working, or reading while in the library.
- Students must return all library materials on time.
- Students should return all reference materials to their proper place before leaving the library or ask for help in doing so from a staff worker.

Library Procedures

- **Checking Material Out of the Library:**
 - Material to be checked out must be brought to the circulation desk.
 - The person working the desk will check out the material and stamp the date due on the date due slip.
 - ***If the student had overdue material or owes the library money, the computer will not checkout more materials to that student.***
 - All materials are due in two (2) weeks.
 - To renew library material, bring the material to the library and give it to the person working at the circulation desk. The worker will change the date due in the computer system and stamp the date due slip with the new date.
- **Returning Library Materials:**
 - Return library materials by placing them in the **book drops** at the entrance of the library or circulation desk.
 - If the library material is overdue, it must be given to the person working at the circulation desk.

- **Overdue, Lost, or Damaged Materials:**

- Overdue lists will be issued regularly.
- Failure to pay for the lost or damaged materials will result in the student losing library privileges.
- If library materials are damaged or lost, the student responsible must pay the assigned cost.
- Grade cards can be withheld until overdue materials and charges are taken care of and cleared by the school office.

- **Library Computer Use & AlphaSmart Policy:**

- Students wishing to use the Internet or check out an *AlphaSmart* must have a signed *Electronic Systems User Agreement* permission form on file and have no overdue material, fines, or fees.
- Computers are to be “checked out” at the circulation desk on a first come basis.
- A computer pass will be issued and the pass must be returned to the circulation desk before the student leaves the library.
- Napoleon Middle School library has *AlphaSmart* keyboards available for student use. These keyboards will allow students to type and temporarily save files. *AlphaSmarts* can be connected to classroom or lab computers to print documents.
- *AlphaSmarts* cost approximately \$400. Included with each keyboard is a black carrying case to help protect the machine.
- Students must follow these guidelines in order to use the *AlphaSmarts*:
 - The classroom teacher must instruct students on how to use the *AlphaSmart*.
 - *AlphaSmarts* may be checked out for one day at a time and may be renewed.
 - Students will be responsible for the care and safety of the *AlphaSmart* keyboard and will be liable for damages.
 - Any students not complying with all these guidelines will lose the ability to borrow materials from the library.

Nursing Services & Medicine Information

Access to Nurse

- Ask permission of the teacher or supervisor if at lunch or recess.
- Sign on the green sheet in the Middle School Office before going there if at all possible. If not possible, the student should inform the nurse that he/she did not sign out so that the nurse can call the Middle School Office to inform them that the student is there.

Non-Prescription Medicine

- **Cough Drops:** A note from a parent or guardian is required and must be signed by the principals or the secretaries before the start of the school day. The student must carry the note with them.
- **Non-Prescription Pain Relievers:** A *Parent's Request for the Administration of Medication by School Personnel* form must be completed by parents and returned to the NMS Office. This documentation and the medication in the original bottle or box will be kept in the NMS Office or Nurse's Room.
- Non-prescription medication will be stored in the NMS Office or Nurse's Room and administered by office personnel upon the student's request.
- Students may not store medication in their lockers, coats, pockets, backpack, etc.

Prescription Medicine

- A *Physician's Request for the Administration of Medication by School Personnel* form must be completed by the doctor and returned to the NMS Office or nurse.
- This documentation and the medication in the original prescription bottle or box will be kept in the Nurse's office.

- Each and every year, prescription medical forms must be completed by both the doctor and by the parents for each and every prescription.

Inhalers

- If students need to have an inhaler at school, but does not need to keep it with them, that student should follow the instructions for prescription medications.
- If students need to keep the inhaler with them at all times, they need to have their parent/guardian and doctor complete the Physician's Request for Self-Medication for Asthma Inhalers form. On this form, the doctor must specify that the student must have the inhaler with them at all times.

Special Notes

No person designated by the building principal to administer medication could be held liable for administering or failure to administer medication.

- NMS Office fax number is 599-7638. Doctors can fax medical excuses or prescription drug information if necessary.
- Any time a student misses all or part of a day to see a doctor, dentist, orthodontist, counselor or other health professional, the student should bring back a note, appointment card, or verification on the professional's letterhead.
- All NMS students are screened for scoliosis during the school year.
- Seventh grade students are screened for distance vision.
- Students are required to have a second MMR immunization upon entering seventh grade.
- Any student that has lactose intolerance or milk allergy needs a doctor's slip each year to receive the juice substitute with lunch or breakfast.

School Property

Access to Building

- From 8:00 to 8:15, all doors will be open. The rest of the time, there will be only two doors open: one door is to the left of the outdoor stairs and the other door is the handicapped entrance to the right of the stairs.
- For the safety of our students, all visitors entering the building are to report immediately to the office where they will sign in and be issued visitor badges. Only those students and adults who have a handicap are to use the handicap button.

Lockers

- Student lockers, desks, cabinets and similar property are the property of the Napoleon Area City Schools and are provided to students as a convenience for their use.
- Lockers and other such property carry no expectation of privacy for the students who use them.
- School lockers, desks, cabinets, etc. and its contents are subject to search by school authorities at any time and without warning.
- Teams will tell their students when they are allowed to use their lockers.
- Students are to use appropriately sized binders and backpacks that will easily fit in the locker and allow it to close safely.
- Make sure all items are pushed back and will not jam the lockers before closing them.
- **DO NOT**
 - Give anyone else your combination (ever!)
 - Treat your locker roughly
 - Put glass items in your locker
 - Have open containers in your locker
 - Use tape on your locker
 - Override the combination lock by jamming the latch.
- Students may be held liable for any damage to their lockers.

Outside Grounds

- Students may not use footballs, basketballs, tennis balls, etc., in front of the school building; before or after school hours.
- While in the front yard of the school, please use the sidewalks at all times.

- Any damage to the building, property or equipment—accidental or intentional—should be reported to the office immediately.
- Students may be held responsible for any damage.
- Snowballs, stones, rubber bits or other such objects are not to be thrown on any school property including playground.
- No rough play is permitted.
- No skateboards or roller blades may be used on school property. Carry them to your locker.
- Students are not to play on snow hills.
- Napoleon Middle School's Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to
 - Misconduct by a student on their way to or from school that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
 - School buses
 - Property under the control of school authorities
 - Interscholastic competitions
 - Extracurricular events or other school activities or programs
 - Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
- Unless in a school activity which is under supervision of a school coach or other school employee, students are not to arrive at school
- Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

School Property - continued

Recess

- In addition to the rules for school property and all items in the Code of Conduct, students must do the following during recess:
 - Use all equipment in a safe way. Sixth and seventh graders may use all outdoor equipment.
 - Eighth graders may only use the swings
 - Stay outside during the entire recess.
 - Report **all** problems **immediately** to the supervisors on duty (injuries, harassment, arguments, fights, equipment damage, etc.). Do not wait until after recess is over to let the adults know what has happened.
 - End all games and activities as soon as the bell rings and proceed into the building immediately.
 - Stay within boundary fences, the blacktop and the grassy areas.
 - Stay away from parked cars.
 - Drink bottles and food are not permitted on the playground.

Telephones

- Students should use the Office telephone only for emergencies such as illness.
- The following are not considered to be emergencies:
 - Forgetting items at home
 - Asking for permission for social plans after school
- When the Napoleon Middle School's number is displayed on caller identification devices, office personnel will check with the principals and nurse as to reason for call. Unless otherwise informed by staff that a call was made, no further action will be taken.
- Students are not to call from classrooms for dismissal due to illness or appointment. They should come to the office or nurse's room.
- Cell phone use is not permitted during school hours. Students with cell phones should have them turned off and in their lockers. Students may use cell phones in designated areas after 3:00.
- 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.

Wildcat Café

- Deliveries of food to students from local restaurants are prohibited.
- Fries cannot be served with salads or meals that include potatoes due to federal law.
- Breakfast Program
 - Serving starts at 7:45 a.m.
 - Students approved for Free and Reduced are also eligible for breakfast.
 - Breakfast will not be served on delayed schedule days – either planned or weather related.
 - Students must eat breakfast in the cafeteria and in a timely manner as to not be late for class.
- **Payments**
 - Take checks or cash to the cafeteria between 8:00 and 8:30.
 - Make checks payable to Napoleon Middle School or Napoleon Area Schools.
 - Those students who do not make payments in the morning need to go to the back of the lunch line so they can pay without slowing down the rest of the lunch line.
 - Cost is \$2.00 for Type A lunch and \$2.20 for blue plate (French fries are offered on Monday & Friday only).
- **Account Questions**
 - Call 592-6991 and ask for the cafeteria's extension. The best time to call is between 10:00 and 10:45 a.m.
 - Students are given receipts when their balance falls below \$2.00.
 - Decide what you want to eat in the morning and tell your teacher. At lunch time you must take what you order.

Wildcat Café - *continued*

- A monthly menu is posted.
- **Free & Reduced Breakfast & Lunch Program:** Apply for this at the start of every school year and any time your income changes. Contact office for details.
- **Cafeteria Behavior**
 - Please be quiet when going through the line so that orders can be heard.
 - Speak in “indoor voices” when in the lunchroom.
 - Clean up your area including any items you have dropped or spilled.
 - Return your own tray to the kitchen window.
 - Remain seated until your table is dismissed.
- **Lunch Times**

Grade 8	12:00 – 12:30
Grade 7	12:17 – 12:47
Grade 6	12:45 – 1:15

School Transportation

Bus Rules

- Do not enter the lot until the buses have stopped and you have been given permission by the supervisors on duty.
- When your bus arrives, go directly to your bus and remain on your bus.
- Students should help younger students.
- If there is an early dismissal, students should remain in the building until their bus arrives and they are dismissed.
- Students are to follow the directions of the transportation director, bus lot supervisors, bus drivers and other school officials.
- Buses and bus lots are school property. Therefore, the Student Code of Conduct applies to behavior on them.
- The transportation director may be reached at 592-2403.

Field Trips

- Students are expected to follow all bus regulations and the Student Code of Conduct when on any school sponsored field trip.
- All students are permitted to attend educational field trips.

- Incentive field trips may have criteria for student participation such as completed homework, student behavior and grades.
- Students are not to bring any more money with them on the field trip than absolutely necessary. In some cases, students may need to bring a small amount of money with them for food or other such items. Students should check with staff member in charge of trip as to the maximum amount of money they are allowed to bring with them.

Student Code of Conduct

What we believe:

- Each student deserves a safe and orderly environment in which to learn.
- No student should fear for his/her safety.
- No student should have his/her education disrupted by the misbehavior of another student.
- One of our tasks is to encourage the development of responsibility and good citizenship.
- Every middle school student and staff member should do their best to make Napoleon Middle School a positive place for everyone.

Guidelines

- Read the Student Code of Conduct. Ask questions about any part that you do not understand.
- Follow directions the first time they are given.
 - Be seated in class on time.
 - Be prepared to learn.
 - Listen and pay attention.
 - Bring your book and writing materials to class every day, unless the teacher specifically tells you otherwise.
 - Always use appropriate language.
 - Treat people and things with respect.
 - Keep hands, feet and things to yourself.
 - Behave in an honorable and responsible manner at all times.
 - Remember that you represent Napoleon Middle School.

Student Code of Conduct –

continued

Where the code is in effect:

- School rules may be enforced in all school settings:
 - School Buildings
 - School Buses
 - Any School Function (home or away)
 - Off- School Property
 - When it is connected to activities or incidents that occurred on school property.
 - When it is directed at a district official or employee or the property of an official or employee.

Consequences

- Consequences for not following the Student Code of Conduct include warning, parent notes or conference, loss of privileges, office detention, Saturday School, In-School Suspension, Out-of-School Suspension, Expulsion, and Court Referrals.
- Students that miss a consequence due to absence are automatically expected to serve detentions on the day they return.
- Students who are too ill to attend Saturday Schools should have a parent call in before 8:30 a.m. on that Saturday morning. An answering machine will pick up any calls between working hours and 8:00 a.m.
- If a phone call is received, the student is automatically expected to serve the following Saturday. If a phone call is not received, the student may receive other consequences.
- OHIO REVISED CODE 3313.66 states that the building principals may require students to perform community service in conjunction with or in place of a suspension or expulsion.
- OHIO REVISED CODE 3313.66 states that any discipline and consequence procedure shall be in effect off of school grounds if the action took place on the way (in transit) to school, or if it can be “tied” back to a school incident.

Level One

Expectations & Violation Examples

- *Be seated in class on time:* **Tardy** - Late
- *Eat and drink only in the cafeteria*:* **Gum/candy/ food / drink** - Eating or having food or gum outside the cafeteria (*unless given teacher permission due to a special occasion).
- *Classrooms should be an orderly atmosphere:* **Disruptive Behavior** - Talking out of turn, bothering others, noises, out of seat or anything else that interferes with teaching and/or learning.
- *Students will know and follow rules of classroom:* **Violation of Classroom Rules** - Did not follow rules posted in the classroom or given in the team handbook.
- *Students will be honest:* **Falsification of Truth** – Lying, stretching the truth, (oral or written); "leaving out" important information; forging a signature; making up stories about others; being dishonest.
Deceit / Fraud / Cheating - Making people believe something that isn't true on purpose; letting others believe that work, answers, research, etc. that was done by someone else was all your own thoughts and efforts.
 - Saturday Schools may be given to students caught cheating on homework, tests, projects, etc.
- *Students will bring only necessary materials:* **Unnecessary Personal Items – DO NOT** bring toys, cameras, electronic items, such as CD players, cell phones, pagers or 2-way radios to school. These disrupt school. The school will not be responsible for loss or damage to these items.
 - 1st Offense-Saturday School and the electronic device will be returned to the student at the end of the school day.
 - 2nd Offense-Saturday School and the electronic device will be returned to the parent.
 - 3rd Offense-Saturday School and the electronic device will be returned at the end of the year.

Level One - continued

- *Students will be responsible* **Failure to serve assigned consequences** – Did not attend your recess or after school detention or other consequences assigned to you.

Consequences for Level I Violations

- Usually given by teachers (regular and substitute), lunch / recess supervisors and teams
- May include, but are not limited to
 - Warn and/or Advise
 - Teacher Notes in Agenda Book
 - Team Detentions
 - Loss of Privileges (Special seating, cafeteria seating, recess, media, restroom)
 - Student called into Team Meeting
 - Phone call or e-mail to parents
 - 45 min Office Detention
 - Saturday School
 - Court Mediation and/or Court Referral
 - Referral to conflict resolution
 - Community Service
 - Referral to office for chronic offenses (at which point the student may be given Level II consequences)

Level Two

Expectations & Violation Examples

- *Dress and behave appropriately:* **Inappropriate Clothing or Actions for a school setting** - Students will follow the dress code, treat all others with respect and conduct themselves properly.
- *Always use appropriate language:* **Offensive Language or Actions** - Do not talk or behave in a way that upsets others.
- *Act respectful towards others:* **No inappropriate touching, public display of affection, obscene gestures or drawings, possessing obscene materials and similar issues.**
- *Treat others with respect:* **Belligerent / Disrespectful** - Acting in an angry way towards adults, being rude to them or not behaving in a respectful way.

- *Follow directions the first time:* **Not Compliant** - Not doing what you are told to do the first time when you are told to do it.
- **Insubordination** - Doing the opposite of what you are told or behaving in an angry way when refusing to do what you are told.
- *Behave in a way which keeps you and other safe:* **Reckless Endangerment** - Acting in a way that could cause harm to yourself and/or others. This includes pushing, shoving, throwing items and other such behaviors even if you do not purposely mean to hurt anyone
- *Treat everyone with respect:* **Fighting/Threatening/Harassment** - Assaulting fellow students or students from other buildings, school staff or employees - This includes physical and verbal fights. It also includes sexual, racial, electronic and other types of harassment.
- *Treat school property and flags with respect:* **Destruction/Vandalism** - Damage to school building, property or American or State of Ohio flag. This includes breaking, scratching, marring, marking, tearing, and any other action. This may be treated as a Level Two or Level Three Offense.
- *Treat yourself with respect:* **Self-mutilation** - Intentionally hurting, injuring, marking or otherwise damaging yourself.
- *Be in the right place at the right time:* **In Wrong Room or Area** - Not being where you are supposed to be; leaving a room or area without adult permission.
- *Be in the right place at the time:* **Truancy** - Skipping a class or classes; leaving school grounds. This may be treated as a Level III Offense.
- *Students will be responsible* **Failure to serve assigned consequences** – Did not attend your recess or after school detention or other time assigned to you.

Consequences for Level II Violations

- Usually given by Principals, often after a teacher or team referral.
- May include, but are not limited to
 - Phone call home
 - Parent conference
 - Referral to office
 - 45 min. Office Detention

Consequences for Level II Violations continued

- Restitution
- Referral to Conflict Resolution
- Removal from class
- Saturday School
- Community Service
- In-School Suspension/Alternative School
- Out-of-School Suspension
- Referral to Guidance
- Referral for Treatment
- Referral to Court Mediation
- Contacting police, juvenile court, social service agencies or other sources
- Referral to the office for chronic offenses (at which point the student may be given Level III consequences)

Level Three

Expectations & Violation Examples

- *Students will not steal:* **Theft** – Taking an item that does not belong to you.
- *Students will be in school unless they have an approved excuse:* **Truancy** - Not coming to school or leaving school without permission.
- *Each student will have a safe and orderly environment in which to learn:* **Misusing Fire Alarms or Fire Extinguishers or threaten to misuse; calling in or making a bomb threat; calling 911 under false pretenses; or other behavior that puts the welfare of the school community in jeopardy.**
- *Students will treat all school employees with respect:* **Threatening or Assaulting a School Employee or School Employee's property or belongings on or off school property.**
- *Students will make positive choices:* **Alcohol, Drug or Tobacco Issues** - Students will not use or possess alcohol, drugs, tobacco or items that are used with these substances, such as a lighter. They will also not use or possess items that are being represented as being alcohol, drugs or tobacco.
- *Each student will have a safe and orderly environment in which to learn:* **Possession of weapons (i.e. guns, knives, etc.), which**

includes look-alikes, such as weapons, explosives, or nuisance items. – Do not have these items anywhere that the School Code is in effect – ever.

Consequences for Level III Violations

- Usually given by Principals
- May include, but are not limited to
 - Restitution
 - Removal from class
 - Saturday School
 - Community Service
 - In-School Suspension/Alternative School
 - Out-of-School Suspension
 - Referral for Treatment
 - Referral to Court Mediation
 - Referral to Juvenile Court, Police, Social Services Agencies, or other sources
 - Referral for Expulsion

Office Detention

- Time: 3:00 p.m. – 3:45 p.m.
- Bring pencils, agenda book, homework to complete, and Code of Conduct slip with parent signature.
- Location: NMS Office unless informed otherwise on the announcements.
- If not served due to cancellation of the session that day or absence of the student, it **must** be served the **following day**. No new paperwork will be issued.
- If not served for an unexcused reason, the student will be issued a Saturday School.
- If a student misbehaves during the office detention or does not cooperate, he/she may be required to attend a Saturday School or receive another consequence.

Saturday School

- Saturday School is 8:30 to 11:30 a.m.
- Students should arrive between 8:15 and 8:30 a.m.
- Students should be silently working within 5 minutes of when they are taken into the classroom.
- Students should report directly to the Middle School office.

Student Code of Conduct – continued

Saturday School - continued

- Doors will be locked very shortly after 8:30.
- The supervisor will be in the building from 8:00 until 11:30. From 8:00-8:30 he / she will answer phones.
- Phone calls to inform of student's inability to serve due to illness or an emergency should be made at or before 8:30 a.m. on Saturday.
- Messages may be left on the answering machine between the closing of school on Friday and 8:00 a.m. Saturday.
- Parents are responsible for transportation to and from the session.
- Students must bring
 - writing materials
 - textbooks and assignments
 - appropriate books to read
- Excused absences due to illness (and for which a phone call was received before 8:30 a.m. on Saturday) are automatically expected to be served the next Saturday. No new paperwork will be issued.
- If there is inclement weather, listen to WNDH, 103.1 FM. If Saturday School is canceled, the supervisor will call them before 8:00 a.m.
- When a Saturday School is canceled, students are automatically expected to serve it the next Saturday. No new paperwork will be issued.
- Unexcused absence from Saturday School may result in the following:
 - Additional Saturday Schools
 - A day of In-School/Alternative School
 - Community Service
 - A day of Out-of-School Suspension
 - Other appropriate consequences
- Disruptive behavior in Saturday School may result in the following:
 - Being sent home
 - Community Service
 - Additional Saturday Schools
 - A day of In-School/Alternative School
 - A day of Out-of-School Suspension
 - Expulsion
 - Other appropriate consequences

Community Service

- OHIO REVISED CODE 3313.66 states that school administrators in agreement with the superintendent may require a student to

perform community service in conjunction with or in place of a suspension or expulsion.

- Community service is defined as but not limited to student-initiated work on or off of Napoleon Area School's property. This may be in conjunction with but not limited to Napoleon City Courts community service projects.
- Community service may be required during or after normal school hours on weekdays or weekends.
- Adult supervision will be provided during community service.
- Community Service criteria (if used) will be explained during the student consequence hearing.

In-School Suspension

Students receive credit for current work done while serving in-school suspension dates.

- Takes place at Napoleon Middle School or Wauseon Alternative School.
- Follows due process and can be appealed. You must serve while on appeal.

Items to Bring:

- Writing materials (paper, pencils, pens)
- All of their textbooks
- Homework, late work, etc.

Out-of-School Suspension

- Denies the student the right to attend school and any school functions.
- Places the student in the custody of the parent or guardian.
- Results in "F's" or zeros with no make-up privileges.
- Are served on days when school is in session.
- If school is closed during one or more of the suspension days, that day or days will be added to the suspension.
- Follows due process and can be appealed.

Student Code of Conduct – continued

Expulsion

- See Board Policy #JGE
- Prohibits a student to attend classes, school activities, or be on school property during the expulsion.
- If a student is expelled from school during the school year once they return, his/her first suspendible offense may result in a recommendation for expulsion.

Napoleon Area City Schools Computer Systems & Internet Safety User Agreement

Every student and his/her parent or guardian must sign a computer user agreement before he/she is allowed to be on the computer. This is a board policy and there are no exceptions.

Each student received a copy of the agreement and signature sheet. One signature covers the student's computer use for his/her career at Napoleon Area Schools. Listed below are excerpts from the policy. Please contact the school office to obtain a complete copy of the agreement.

General Policy

The Napoleon Area City School District (NACSD) provides access to electronic computing, communication and network systems. These systems include stand-alone computers, interconnected computer systems in a building, district or inter-connected computer systems and state/national/international connections that include services such as e-mail, forums, bulleting boards and web sites. Access is provided solely for the purposes of education and educational research. The District will exercise reasonable effort to limit pupil access to inappropriate materials, but cannot provide assurance that all materials are appropriate. The ultimate responsibility for monitoring usage is that of the student and the student's parent or guardian, staff member or other authorized user. The District

further provides no assurance that any specific information, service or system presently available on the electronic network will continue to be available. Access to electronic equipment and networks is a privilege that may be lost in the event of failure to comply with any of the terms of NACSD Electronic Systems Usage Policy (ESUP). This policy must be read and approved in writing by each staff member, pupil, parent or guardian of pupils under the age of 18 or other authorized user of NACSD electronic systems.

Termination of User Privileges

Violation of any of the above may result in reduction, limitation or termination of the user privileges and access at any time without prior notice or hearing of any kind. Violation of this agreement by NACSD pupils is also a violation of the District Pupil Discipline Code and may result in punishment as provided therein. Fines may be assessed to cover wages, materials and equipment required to repair system damage. Violation of the above faculty, staff and other authorized users will result in appropriate disciplinary actions.

No Child Left Behind

Information for Parents

At the beginning of each school year, school districts must make available to parents, ***upon request***, the following information about their child's classroom teacher:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas taught if the teacher is considered highly qualified for their position.
- Whether the teacher is teaching under emergency or other provisional status
- Whether the child is provided service by paraprofessionals and, if so, the paraprofessional's qualifications.

Napoleon Middle School Calendar
School Year 2008–2009

<u>Date</u>	<u>Day</u>	<u>Activity or Event</u>
August 20	Wednesday	First Day of School
September 1	Monday	Labor Day – NO SCHOOL
September 25	Thursday	Late Start Schedule for In-Service
October 13	Monday	Professional Development – NO SCHOOL
October 24	Friday	End of 1 st 9 Week Grading Period
November 3	Monday	Evening – Parent-Teacher Conferences
November 6	Thursday	Parent – Teacher Conferences – NO SCHOOL
November 7	Friday	Parent – Teacher Conferences – NO SCHOOL
November 27	Thursday	Thanksgiving Break – NO SCHOOL
November 28	Friday	Thanksgiving Break – NO SCHOOL
December 9	Tuesday	Late Start Schedule for In-Service
December 22 – January 2	Monday – Friday	Winter Vacation – NO SCHOOL
January 5	Monday	School Resumes
January 15	Thursday	End of First Semester/2 nd 9 Week Grading Period
January 16	Friday	In-Service/Work Day/IAT's – NO SCHOOL
January 19	Monday	Martin Luther King Day – NO SCHOOL
February 11	Wednesday	Late Start Schedule for In-Service
February 16	Monday	Presidents' Day – NO SCHOOL
March 9	Monday	Professional Development/IAT's – NO SCHOOL
March 20	Friday	End of 3 rd 9 Week Grading Period
April 6 - April 10	Monday - Friday	Spring Break – NO SCHOOL
May 11 – 15	Monday - Friday	Camp Palmer for 6 th Grade Outdoor Education
May 25	Monday	Memorial Day – NO SCHOOL
June 1	Monday	Last Day for Students* *Subject to change if we need to make up days.

Make Up Days – February 16, June 2-3-4-5

Other events will be announced to students at school or in parent/student mailings.

2008/2009 Napoleon Middle School Consent Form

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the Napoleon Middle School Handbook for 2007 – 2008. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook. Failure to sign this receipt form then states in meaning that I am in agreement with the statements.

Name of the Student: _____

Date: _____

Signature of Student: _____

Homeroom Teacher: _____

Signature of Parent/Guardian: _____

DIRECTORY INFORMATION NOTICE

Federal law requires that “directory information” about my child be released by the Napoleon Area School district to anyone who requests it unless I object in writing to the release of any or all of this information. For example, if you object to your child’s picture being released it will not be entered in the yearbook. The objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the following:

- Student’s name
- Address and telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Photographs / Videotaping / Yearbook
- Dates of attendance
- Awards received in school
- Most recent previous school attended

By signing below, I am exercising my right to limit the release of my child’s information. I have circled the directory information above that shall not be released to the public.

Name of the Student: _____

Date: _____

Signature of Parent/Guardian: _____

SCHOOL SPONSORED TRIP PERMISSION NOTICE

I give permission for my child to take all school-sponsored academic, athletic and extra-curricular trips during the 2008 – 2009 school year. If you do not sign this form, your child will not attend any field trip or activity off of school property.

Name of the Student: _____ **Date:** _____

Signature of Parent/Guardian: _____

Complete and return to your child’s homebase (1st period) teacher within 10 days.

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