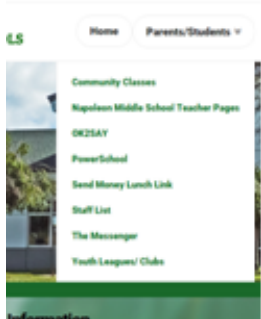


Helpful hints about Napoleon Community Schools updated website.

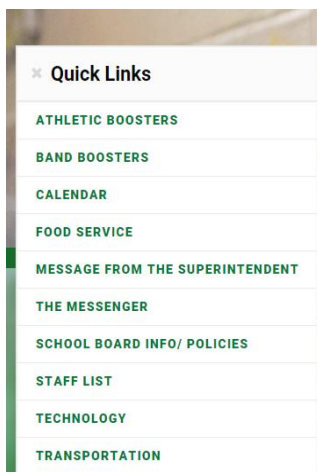
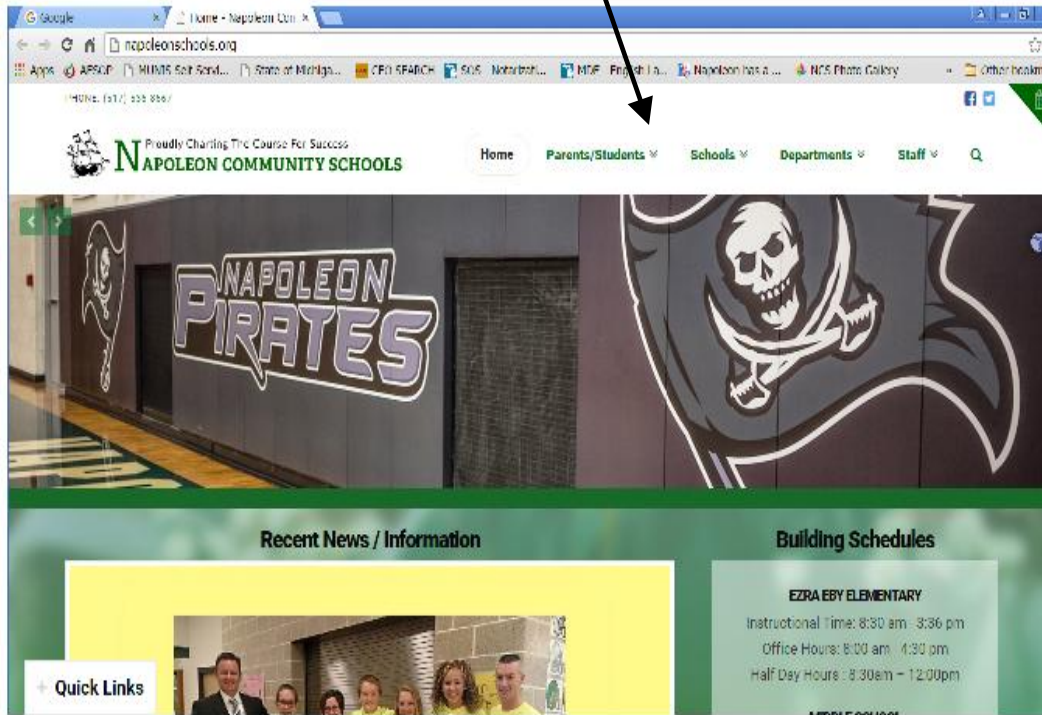
**Drop Down Menu Sample  
Parent/ Student**



The **Parent/ Student** menu was created with the purpose of putting the areas of the website most frequently used by our current families in one convenient area. Here you'll find the **SEND LUNCH MONEY** link, **Powerschool** Parent Log In, a complete **Staff List**, and the most recently added areas **Community Classes**, and **Youth League/Info** links- which are simply areas where community & youth groups may submit info. To be shared with our NCS Families.

\*We continue to add to and build this area as the need arises and ask that you please be patient while we work towards making this a useful tool. Currently in process is the NHS School Store Link (Open at certain times to the public) and a HS Counseling page containing info. from the HS Student Services Administration and staff. The **RESOURCE** areas of each building page are also being reviewed.....check in frequently for updates!

Drop down menus along the top of the district home page contain links to main areas of interest. \*See sample photo to the left & Parent/Student explanations.



The **QUICK LINKS** menu on the lower left offers another option for accessing specific areas of interest. \*Color issues of the district newsletter "The Messenger" from 2012- current are available in this menu.

As per state mandate the above right icons for our Budget and Salary Compensation Transparency Reporting and MI School Data Information open immediately when entering NCS District homepage and can be conveniently closed to the small blue Michigan circle when not in use.



**Check It Out/ Things to Know  
about our HOMEPAGE**

**Recent News** on the district homepage contains new stories, flyers & ads about what's happening throughout the district. Towards the middle of the homepage a green button labeled "MORE RECENT NEWS" opens to show another area containing even more info about up to date happenings.

**Pirate News** is a spot that will contain archives of past events that have been posted on the website. Eventually allowing us an area to look at what our staff, students and community have been doing over the past few years. We will continue to add to this section, archiving any stories of interest and photo albums, building this area into a library of PIRATE PRIDE moments for everyone to enjoy for years to come.

In our **Schools** menu you will find an alphabetical list of the schools in our district. By clicking on any of these links you will go directly to the area of our website built for the individual school teacher pages, stories, calendars and general information pertaining to that buildings activity. You may also find building info and links at the very bottom of the district page. By scrolling to the bottom of each building page you can find the **RESOURCE** area containing important documents pertaining to that building.

Located under the heading **Departments** you have a means to access the Boosters, Athletics, Food Service, Transportation Departments & School Board information; all important areas of our district in one place.

The **Staff** menu contains a job opportunities as well as areas for our current staff members to access their grade books & email system.

Also, along the upper right hand corner of our homepage are links to social media (facebook/twitter) and the **CALENDAR** link.

\*Check out the short list of tips on the side 2 of this flyer for tips how to use the calendar tools on our website. And FAQ's about this site.

## COMMON FAQ'S

- **Where can you find School Board names and information?** *School Board members names, contact information and NCS Board Policies may be found under both the DEPARTMENTS and the QUICK LINKS areas on the district homepage.*
- **Are the Sports Schedules available on the website?** *Yes, you can find Sports Schedules several ways- you can click into the Calendar Areas and select your building color and sports events will be in the listed events OR for a one page, easy to print schedule you can go to the Schools drop down menu, choose the school and scroll to the bottom of the school page and look for "Sports Schedules" PDF document under the RESOURCES.*
- **I'm interested in youth sports for my elementary age child does the school offer programs in that age group?** *You may find youth league/ club info under the Parents/Students link on the website. This information is posted as a courtesy for groups in the community and a way to share information however, these are community leagues run by volunteers. School sponsored sports are not available until 7<sup>th</sup> grade. You will need to contact the league directly for further information.*
- **A sign in front of Ackerson Lake advertised for Karate classes, where can I find out more information?** *Click into the Parent/Students drop down and check under Community Classes or contact Cheryl Snyder at 517 905 5713 for more info.*
- **What time does my student get released from school on half days?** *On the main district page is a list of building schedules including full day, office hours & half day schedules or you can call the district main phone line at 517 536 8667 and follow the prompts.*
- **Where can I get information about the Pirates Cove Daycare/ Pre-school?** *These programs both have links under the Schools menu. If you cannot find the information you are looking for on these pages (perhaps under the RESOURCES sections on the bottom of each page) you may contact the program director, Jennifer Snyder at 517-905-5855.*
- **Where can I find information on Free/ Reduced lunch program?** *All Food Service program information can be found by looking either under the DEPARTMENTS menu or under the QUICK LINKS menu and choosing the Food Service link. Applications, menus, and send money lunch links are all available in this area.*
- **My child needs to be dropped off at a different location, where can I find the bus dept. contact information?** *Find Transportation Department contact information by clicking on the DEPARTMENTS menu and choosing Transportation or you may call the Transportation Secretary, Tonia Bearden direct at 517-905-5710.*
- **Can I enroll my new student online? Where can I find information about Napoleon Community Schools and what they offer students?** *You may not enroll students online at this time, please contact the building you wish to attend to make arrangements to enroll your student. Also, you may find information about our district on each of our web pages starting with the "MESSAGE FROM THE SUPERINTENDENT" located under our QUICK LINKS on the lower left of the district homepage. Further info on individual buildings may be found by clicking into each building under our SCHOOLS menu and reading the "About" section found on each building page.*

## CALENDAR TIPS-

There are multiple areas in our website to find calendar information.

On the upper right hand corner of the NCS District homepage you'll find a green calendar icon. By clicking this icon you can open a color coded list of the upcoming month events. If you click directly on an event it opens to an in depth description containing times, locations, etc.

By scrolling part way down the homepage under the Recent News/ and current Emergency Drill Documentation & OK2SAY program link you will see a list of upcoming events, under this list is a green "View More..." area that when opened again reveals a full page, month long calendar.

To sort this calendar in either view, you may click on your building color to limit events to only the chosen building or to export all items (entire district) you may simply click the export month's events button on the lower right hand side of the monthly calendar page.

You can search any of our calendars in the top gray search bar area by various methods.

There is an **Event In** search (where you can search by month), or a simple **Search** section (where you can search by key word), OR a **Near** section (where you can search by location).

Websites are full of information and take much time to develop. We are pleased with our site and hope that the community finds it a useful tool when learning about our district or exploring what our students are doing. If you have any questions or would like to submit an idea about something you would like to see posted to our pages please feel free to email those ideas to either:

[tonia.bearden@napoleonschools.org](mailto:tonia.bearden@napoleonschools.org) OR [brandy.ashe@napoleonschools.org](mailto:brandy.ashe@napoleonschools.org)

\*Please keep in mind that the website is an ongoing project and we will continue to do our best to continue to add important information.