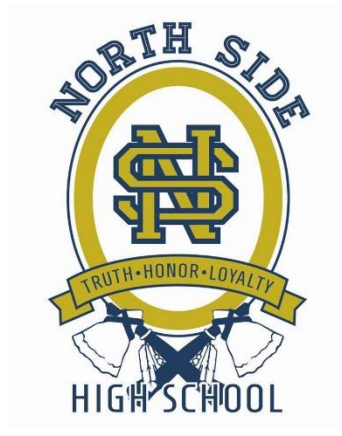


# **NSHS 2022-2023 Faculty Handbook**



## **NORTH SIDE HIGH SCHOOL MISSION STATEMENT**

The mission of North Side High School is to provide a stable learning environment where students can access information and develop the skills necessary to find success in the workforce and or community.

## **North-Side High School Staff**

### **NSHS Administration Team**

Dr. Bryan Chandler	Executive Principal	Middle Building
Mr. Brad Barnett	Assistant Principal	South Building
Mrs. Dionne Springfield	Assistant Principal	South Building
Mr. Tony Brown	Assistant Principal	North Building
Dr. Adam Peachey	Assistant Principal	North Building

### **NSHS Instructional Coaches & Guidance Team**

Dr. Andrea Woody	Instructional Coach	
Jennifer Arnold	Instructional Coach	
Kendra Smith	Counselor-12th	Middle Building
Jennifer McCauley	Counselor – 10 <sup>th</sup> -11 <sup>th</sup> (A-L)	Middle Building
Sandra Lanier-Patterson	Counselor – 10 <sup>th</sup> 11 <sup>th</sup> (M-Z)	Middle Building
Robyn Newman	Counselor 9 <sup>th</sup>	Middle Building
Tomeka Willaims (Mercer)	Guidance Clerk	Middle Building
Aaron Woods	Student Interventionist	Middle Building

### **NSHS Office Staff**

Leslee Kelly	Secretary	Middle Building
Helen Brooks	Attendance	Middle Building
Chelsea Ledbetter	Bookkeeper	Middle Building

### **Security Staff**

Dept. Yarbrough	SRO
Dept. Parker	SRO

## **North Side High School Staff Beliefs**

- All staff will treat students in a professional manner. The administration cannot support discipline if a staff member has acted unprofessional.
- Each student is valued and will make informed choices to promote their mental, physical, and emotional well-being.
- Consistent attendance is a key factor to help students reach their highest academic potential.
- All students can learn when they are actively engaged in the learning process.
- Data-Driven Instruction is essential for student achievement.
- Staff will recognize and embrace the value of all individuals, regardless of social, cultural, and economic diversity. These core values include but are not limited to respect, honesty, fairness, integrity, responsibility, and dignity.
- Staff will value the process of teaching, produce quality work, and strive for content mastery in all subjects taught.
- Staff will support a safe supportive environment which communicates ideals that help students become responsible citizens.
- All staff will adhere to policies not only mandated by Jackson-Madison County School System, but also school policies and procedures, as stated in the North Side Handbook.
- Staff commit to continuous improvement to enable students to become confident, self-directed, life-long learners.

## **Staff work expectations**

- **Daily Work Schedule**
  - All staff must enter their attendance in Execu-Time daily.
  - Being present is vitally important to student success. Be on duty promptly at 7:00.
  - 7:00 A.M. to 2:30 P.M. (If due to some type of “life emergency” a staff member is going to be late for work or needs to leave campus prior to 2:30 P.M., they must communicate with their building level administrator. Failure to follow this procedure will result in disciplinary action.
  - Each teacher will receive 60 minutes of planning per day. This equals to five (5) hours per week. This exceeds the state recommendation which is 2.5 hours per week. Planning time should include lesson prep, grading, parental communications, collaborations with colleagues, PLC meetings, and other instructional activities.
  - Each teacher will have an assigned duty for 30 minutes of their non-teaching block.
  - Assigned stations during arrival, dismissal, and for 30 minutes during their non-instructional time.
  - Each certified staff member will be assigned 7 days of late and early bus per semester. This will ensure each day has adequate student to teacher coverage during this venerable time, create a safe environment, and add stability to our campus.
  - Athletic events-as scheduled
  - Other events as assigned by the administrative team.

- **Staff Dress Code**

Appearance is important. Therefore, all employees should adhere to the following dress code expectations.

- All employees should dress appropriately to their job duty.
- For most certified and non-certified staff, dress should be business casual. Blue jeans, clothes with holes, T-shirts, stretch pants, yoga pants, provocative clothing or other casual clothing items are not acceptable.
- We will have specific days with specific expectations for staff “jeans” day.
- If you have questions about this procedure, see an administrator.
- **Instruction**
  - Lesson plans should be prepared prior to instruction delivery. Daily plans are essential. If while “rounding”, administrators do not see plans or a teacher is unable to provide a plan upon request, the teacher will be required to submit plans on Friday for the upcoming week.
  - The daily lesson objective(s)/content standard should be posted on your white/electronic board daily and correlate to the lesson being taught that day.
  - Each teacher should have an immediate activity for students as they enter class. This activity should relate to the upcoming or previous lesson taught. This activity should take 10-15 minutes.
  - Each teacher should have a closing activity for students before they exit class. This activity should relate to the upcoming or previous lesson taught. This activity should take 10-15 minutes.
  - Teachers should be actively engaged during the entire 90-minute block. Teachers should be involved in direct instruction. As a result, they should be up, walking, monitoring, and accessing during this time. Teachers should spend very little time “behind” their desk. Students should be actively engaged as well during this time.
  - Sample class Timeline
    - 15 minutes bell ringer/do now
    - 45 minutes direct instruction
    - 15 minutes of in-class work to demonstrate comprehension of the lesson
    - 15 minutes exit strategy
  - Make all work meaningful. Assigning work to just “fill” time is counterproductive to good teaching. Homework should be assigned at each individual teacher’s discretion. However, if you assign homework, it should not be excessive, and it should receive feedback from you. If it’s important enough to assign and the students complete it, provide feedback.
  - All videos shown in class must have Instructional Coach (IC) approval. The selection must have educational merit, reinforce the lesson, be approved by the appropriate IC, and it must have a lesson plan explaining its educational relevance. JMCSS Board Policy 4.408.
  - Students must be given the opportunity to complete missed classroom work for all absences. The student is responsible for getting and returning all work in the period set forth by the teacher. All make-up work is allowed 100% credit. Per JMCSS Board Policy 6.200, the student will have a minimum of 2 days per day absent to complete the make-up work. However, if the goal is to teach content mastery, all returned work should be accepted for grading, work should never be punitive, excessive, and not related to the content being taught.
  - Homework assignments are at the teacher’s discretion. However, all assigned work should follow the above expectations.

- Never cover your window. You may have a roll down cover in the event of a active shooter incident.

## GRADING SCALE

A	(90-100)	4 quality points
B	(80-89)	3 quality points
C	(70-79)	2 quality points
D	(60-69)	1 quality point
F	(0-59)	0 points

Test	60%
Daily work	30%
Homework	10%
Final Exam	25% of grade

- Minimum of 4 tests per 9 weeks
- Daily and homework grades-14 minimum at Middle and High School Level
- All assignments should reflect mastery of standards.
- Middle and High School keep the 60%, 30%, and 10% homework split to keep teachers from overweighting homework.
- Homework is reinforcement across all levels.
- 14 total per 9 weeks no set number of grades per week. We will suggest 2 per week to meet the goal by the end of the 9 weeks. This gives wiggle room for shorter weeks.
- Homework, Do Now, and exit tickets go in 10% for high and middle schools.
- Teachers will need to use their judgment when grading exit tickets to ensure that they fairly assess students' abilities or have a fair number of items to avoid causing students to fail.

## Calculations

- **Middle and High School:**
  - Test Grades (60%), Daily work (30%), and Homework (10%)
- **Minimum Number of Grades Expected per 9 weeks**
  - (Daily)Minimum 14
  - (Tests) 4
  - (Homework) teacher's discretion
- **Teacher absentees**
  - Teachers are responsible for obtaining their own substitute. Please follow all the steps below:
    1. Notify building level AP about projected absence.
    2. Find a substitute. (Contact secretaries about reliable substitutes)
    3. Enter absence in Smart-Find Express and enter sub's information. Plus, you must now log your time in Execu-Time each day for attendance.
    4. Submit lesson plans to your assigned Instructional Coach

5. Lesson plans/copies/materials/rosters/referrals should be available for subs (left in classroom in your sub folder) Every room should have a sub ‘box’ with this information prepared.

6. Provide detailed information for subs about expectations and schedules.

- Non administrative staff work a 200-day contract. This contract has vacation, in-service, and administrative days embedded within the School Board approved calendar. Therefore, all 200 day contracted employees must use a sick leave (see policy 5.302) or a personal day (see policy 5.303) according to the JMCSS Board Policy for any absence.
- According to Sick Leave Policy 5.302. You must notify your administrator when you are going to be absent. Smart-Find Express is the substitute teacher system not the approval platform for absenteeism. In addition to notifying your administrator, you must log your day in Execu-Time (Munis). This is the district’s pay portal. The absence must be logged in both. If absences are not entered into Munis correctly, the day will be entered as "absence no pay."
- School Board policy allow administrator to require a medical provider’s note for any absence. If an employee has excessive absences, a note may be required for days missed.
- **Smart Find** (<https://jmcss.eschoolsolutions.com/logOnInitAction.do>)
- Execu-Time
- Student attendance should be entered into POWERSCHOOL at the start of your class **EVERY PERIOD, EVERY DAY.**
- Announcements (on the school form) should be submitted to (AP) the day prior to the needed announcement.
- All teachers are to monitor their assigned area (hall and classroom) or other assigned area (restrooms and doorways). Students are not to loiter outside of classrooms, hallways, or breezeways. Class changes are for moving from class to class.
- All staff must help while students are moving to insure orderly class changes.
- All students should move through the building (NEW). No one should use the outside walkways during class change. If students are going to the fine arts building, they should take the path between the middle and South campus.
- Classes should never be left unattended. In the event of an emergency, notify your building administrator.
- Teachers must have administrative approval for a class to meet outside of their designated area. An administrator must approve all special activities for the class.
- Teachers referring students for discipline must complete a disciplinary form. Forms must include student's name, teacher's name, date, time, and explanation of behavior. Students with severe infractions should be sent to the building administrator with the referral form and all personal items. Students with less severe infractions should remain in class and the referral should be sent to the office (Level 1 or 2). The Administrative Team will address the student's behavior at an appropriate time.
- Office Referral Procedures

- All level one behavior should be handled in the class and no further action should be needed. If a student has repeated level one issues, see an administrator for next steps.
- For all level II, III, IV, & V you should buzz the office and let them know you are sending a student to the office with a referral. Administrators will not see a student without a referral unless it is a serious infraction that requires immediate attention (i.e., a fight-you must call a admin to your room, etc.).  
However, you must submit a referral for documentation as soon as possible.
- Dress code focus areas should be strictly enforced at NSHS. It is every teacher's responsibility to address dress code infractions. Teachers should counsel out-of-code students and give them an opportunity to "fix" their infraction if possible. Students who are unwilling or unable to correct their attire should be reported to an administrator.
- Dress code violation procedures.
  - All students should be allowed the opportunity to fix their violation by asking them to comply. If they comply, the issue is resolved, and no further action is required. However, if the student is unable to fix the dress code violation, (i.e., wearing red shirt with no other shirt to put on), you will need to send the student to the office with the referral so they can call a parent to bring the appropriate shirt and the infraction will be recorded. If they refuse to comply send them to the office with a referral notating the dress code infraction but the referral should be based on non-compliance.
- Students should not be disciplined for failure to follow dress code. Rather, students should be disciplined for not following the instructions of the staff member.
- Tardy Policy (Only tardies entered in PowerSchool will be reviewed by a school level administrator. Tardies are accumulated by class, per nine-week. Teachers should not escalate a tardy issue. Notify the student they are tardy and document the tardy in PowerSchool and contact the parent. Do not waste more instructional time than this addressing a tardy event. Call parents and work through your administrator to address this type of issue with the student in a one-on-one setting.
  - a. First Tardy-Warning by the classroom teacher-documented in PowerSchool
  - b. Second Tardy- Warning by the classroom teacher-documented in PowerSchool-Parent must be contacted by the teacher before a third warning can be logged in PowerSchool. Communication should be made to the parents via email and or by phone. The teacher must contact the parent. If the teacher is unable to make contact, you should notify your building level administrator.
  - c. Third Plus Tardy-Referral submitted to building level administration. If the parent has not been contacted the administrator will not assign a punishment until contact has been made.
- Additional General Information
  - Field Trips: The appropriate documentation should be submitted to the principal four weeks in advance. This allows time for the district office to also approve. Overnight or out of state trips require Board approval. Therefore, 8 weeks' notice is required.
  - Bus request- See Mrs. Springfield for all athletic busing. For academic busing see Mr. Barnett. Bussing will not be scheduled until you have approval for your fieldtrip.

## **Fiscal Policies for purchasing, collecting, and depositing money**

- **Uniform Financial Policies and Procedures for JMCSS**
  - All staff must read and sign this document. (See hard copy)
- **Card Holder Purchasing Card Agreement (P-Card)**
  - All staff must read and sign this document before they use the P-Card. (See hard copy)
- **Purchasing Laws** (from the state accounting manual)
  - Failure to follow JMCSS fundraising or collection of money policies will result in the appropriate disciplinary action up to and including termination. Plus, gross violations could result in criminal prosecution.
  - Any Purchase over \$49.99 will require a purchase order.
    - ❖ Dr. Chandler must approve any purchase order.
    - ❖ The bookkeeper will secure this for you.
  - Purchase orders totaling \$7,000.00 or more will require written quotes.
  - Any purchase order totaling \$25,000.00 or more will require formal bids.
  - No cash purchases are allowed. Money will not be refunded.
  - All sales at NSHS will adhere to point-of-sale procedures.
  - No one should collect any money until it is approved by Dr. Chandler. (See process below)
- **Fund Raisers**
  - The following guidelines must be followed in order to do a fundraiser. The funds from your fundraiser should be used in the current school year for the students who raised the money. If you are planning a fundraiser, you must see Mrs. Ledbetter in the Middle Office to get a fundraiser packet. (Fundraiser Approval Request/Collections Page/Summary Report)
  - **The following guidelines must be in place before you begin your fundraiser.**

Fundraiser Approval Request Form must be filled out and turned in for approval by Dr. Chandler and Central Office.

    1. You may not begin fundraising activities until the form has been returned to NSHS with the approval of Central Office. This can be a lengthy process. You must submit your completed application at least three weeks prior to your planned fundraiser start date.
    2. Request a PO for the vendor that you will be using for the fundraiser. You must request and get a contract from the vendor stating the conditions of your fundraiser. (This must show your margin of profit, how money will be collected and paid, etc.)
  - When you start collection from your fundraiser, funds should be recorded on your **Teacher's Receipt/Collection Log or Count of Collections Form and turned in daily.** You will need to fill out your fundraiser collections page as you record on your teacher collection log. This information will be needed to complete the fundraiser summary report.
  - As soon as you finish your fundraiser, a Fundraiser Summary Report must be filled out and returned to the bookkeeper. She can help you with this, but you must ask.

- **Purchase Orders and Check Requests**

- A purchase order or check request form must be obtained from Mrs. Ledbetter (Bookkeeper) before a purchase is made or services rendered. Once the request form is completed, return it to Ms. Ledbetter and she will get Dr. Chandler's approval. Once approved, a purchase order number will be issued by the bookkeeper. Be sure to request enough to cover all charges. You cannot spend one penny more than the amount requested, this amount should include the shipping and handling charges too. **Any overage will be the responsibility of the person requesting the Purchase Order. ALL PURCHASES MUST BE APPROVED BEFORE MAKING YOUR PURCHASE. If you make a purchase without approval, you will be responsible for the cost!**
- A check request is used for services, not purchases unless the purchase is less than \$50.00. Services such as JMCSS transportation cost, officials, entry fees, security would all use a check request. Check requests still require prior approval by the principal.

- **Invoices**

- Payment for goods or services will not be made until all merchandise has been received or the services rendered. No partial payments will be made. You will need to check invoices/receipts to verify you received all products ordered. You will sign and mark OK to pay on the invoice and return to Mrs. Ledbetter for payment. If you are using the school purchasing card, you will need to check out the card and return it along with the signed receipt the next school day. We only have three staff purchasing cards so it is important that this policy is followed.

### **Teacher Collection Logs**

**ALL MONEY MUST BE DEPOSITED DAILY! YOU MUST TURN IN ALL MONEY THE DAY IT IS LOGGED.**

Mrs. Peggy Tomlin is the Cashier. She is located in the South building. Money is to be turned in to her by 1:15p.m. daily. **Do not hold money in your classroom!**

The **Teacher Receipt/Collection Log** is to be filled out completely, **using one color of ink, no pencil, no mark outs and no white out.** The log should specify the amount collected from each student, date of collection, cash amount or check amount, check number and purpose. Only one purpose per log. The check and cash column should be totaled separately, and the daily total recorded.

Some activities such as bake sales, car washes, etc. do not lend themselves to the use of a collection log. The **Count of Collection Form** will be used for these events. It is to be signed by two responsible adults/teachers at the close of the activity. It will be turned into the Cashier along with the money collected.

- **Pay Online with School Cash Online**



- Jackson-Madison County School System uses School Cash Online for online payments. This is a safe, simple, and secure way for parents to pay for field trips, before and after care, yearbooks, athletic fees, and more. All JMCSS schools offer School Cash Online as their preferred payment method for student fees.
- To use the system, parents can set up an individual account at the following address, [jmcss.schoolcashonline.com](http://jmcss.schoolcashonline.com)
- Payments can be made by eCheck and Credit Card (Visa or Mastercard). School Cash Online integrates with PowerSchool to allow parents and guardians easy access to make payments related to any of their children, regardless of what school they attend.

## North Side High School Safety Procedures

- **Drills and Terms**

**Fire:**

Possible fire, smoke, or environmental issue. Evacuate the building to assigned area fire safety areas.

**Tornado:**

Tornado warning has been issued, report to assigned area.

**Hard Lock Down:**

School Lock Down – Armed Intruder or eminent threat. Announcement will be made clearly, “Lockdown in progress”. Announcement will be made clearly, “Lockdown in progress”. (See procedures below)

**Soft Lock Down:**

High alert- Teachers and students should all remain in classes with doors secured. Classes should continue as normal. There should be no movement in halls until given an **All Clear** signal. Announcement will be made clearly, “Soft Lockdown in progress”.

**All Clear:**

All Clear. All life safety announcements will come from a NSHS staff member or from law enforcement that the threat is past and resume normal schedule.

**Code Blue medical:** Medical Emergency- Campus First Responders should be alerted. Students and teachers can proceed with regular activities unless directed otherwise.

**Bomb Threat:** An administrator will announce on the intercom that we are having a Fire Drill. A true fire drill will be accompanied by the fire alarm. In both drills, following your evacuation protocols. During a bomb threat we will not sound the fire alarm only make a verbal call. Upon hearing this, check your room for anything out of the ordinary. If something is found that warrants inspection, bring your class to an area designated by the administrator and report your findings. Remain until administration dismisses classes. Disregard bells until further notice

○ **Hard Lockdown**

- You will hear over the intercom or in person an administrator announcing a hard lockdown
- Everyone is to remain in their current location. There should be *no* movement in the building except for staff securing exits. (See attached assignments)
- **Classroom teachers** are to:
- Quickly glance outside the room to direct any students, or staff members in the hall into your classroom immediately.
- **Lock your door.**
- Lower or close any blinds.
- Place students against the wall so that an intruder cannot see them if looking in the door.
- Look for the '**Safe Corner**'.
- Keep students quiet.
- Take roll and place RED/GREEN indicator strip over the door window. RED indicates missing students. GREEN indicates all students present.
- Turn out lights and computer monitors
- **Note: All staff members should locate rosters prior to turning out the lights. This will aid in accounting for all students should an evacuation become necessary. Each roster should have an emergency indicator card at all times.**
- Physical education classes being held in the gym should move quickly into the closest locker-room, lock all doors, and find a safe area.
- Any students in the cafeteria should move quickly to a safe area in the kitchen. The cafeteria monitor should secure all doors.
- If students and teachers are outside the school building, they should find shelter in the nearest safe location.
- If teachers and students are in the bathrooms, they should immediately move to the nearest classroom.
- Anyone in the hallway should immediately move to the closest classroom. Nurses/cafeteria workers/support staff should remain in the area they are in, secure doors, and turn out lights. Students and staff in the library should move

to the media room, lock all doors, turn out lights, close blinds, and move to a safe area.

- Classes in the auditorium should move quickly to the stage dressing room and the teacher should lock the dressing room door. In the case of an assembly of large groups of individuals, students should get under seats and remain still and quiet.
- Teachers/directors/administrators present should secure all theatre exits and turn off lights.
- Remain in safe areas until directed by law enforcement officers, or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open doors, or announcements will be made over the intercom.
- An administrator will announce if the lockdown has been lifted. **The code “All Clear-Resume Classes.” Will notify that you can continue your regular schedule.**

- **Building/Campus Evacuation**

- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer, or administrator to a safe location. Students and teachers will be directed to move to one of two rally points.
- **RALLY POINT** - If directed to move to this location, teachers and students should leave the building using only the rear exits and move quickly to the football stadium. Students will sit with their class and teacher until further instructions are given by law enforcement, or school administration.
- **NOTE:** If an evacuation occurs, teachers should have their class rosters to account for all students' attendance. Upon taking roll, teachers should hold up the RED/GREEN indicator card to indicate whether all students are present. RED indicates students are missing. GREEN indicates all students present. These cards will also help students to locate their classroom teacher if they get lost in the crowd.

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



WH1422 REV 03/20

# Substitute Teacher Daily Report

Classroom Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Substitute: \_\_\_\_\_

Absent Students:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following students:

Helpful

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disruptive

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Class.....

\_\_\_ was helpful and courteous \_\_\_ was respectful \_\_\_ Followed classroom rules

\_\_\_ worked well on assignments \_\_\_ Other: \_\_\_\_\_

Assignments NOT Completed:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

## Sign IN / Sign OUT Sheet

### Hall Pass Log

[illegible]

# North Side High School Announcement Form



*Please deliver announcements as early as possible to the Middle Office Announcement Binder*

- Announcements will be scanned to Mrs. Dunlap so that they can be placed on our Social Media Outlets

Date Submitted: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

First Day for Announcement: \_\_\_\_\_

Last Day for Announcement: \_\_\_\_\_

\*Write your announcement verbatim, exactly as you would want it read over the intercom (Please Print Neatly)

Please include Date, Time, Place, and any other pertinent information!!!!


Also, I would like this announcement published on NSHS's

Circle your choice(s): Facebook

School Website

Twitter

Instagram

Editor's Only:

Date Rev'd: \_\_\_\_\_

Dates on Social Media \_\_\_\_\_

Date of Subm. To WebMaster \_\_\_\_\_

## **NSHS Resources**

- Request a Workorder

<https://forms.office.com/r/Wdxd6ErcK6>

## **District Resources**

**Web links:**

**JMCSS High School Curriculum:**

<https://www.jmcss.org/Page/1401>

**JMCSS Board Policies:**

<http://tennesseesba.schoolinsites.com/?DivisionID=19438&ToggleSideNav>

**TEAM Resources:**

<https://www.jmcss.org/cms/lib/TN01917090/Centricity/Domain/64/TEAM%20Resource%20Websites.pdf>

**Office 365 login:**

<https://www.office.com>

**PaperCut:**

<http://pecos.jmcss.org:9191/user>

**Password Self Service:**

<https://password.jmcss.org/showLogin.cc>

**Technology Help desk: Check with your on campus Tech coach first**

<https://helpdesk.jmcss.org/>

**Employee Self Service:**

<https://madisontn.munisselfservice.com/>

**Smartfind Express:**

<https://jmcss.eschoolsolutions.com/logOnInitAction.do>

**Power Teacher:**

<https://jmcss.powerschool.com/teachers/pw.html>

**Edu Toolbox:**

<https://www.edutoolbox.org/tntools>

**Office 365:**

<https://www.office.com/?auth=2&home=1>

**Execu-Time:**