

Procedures

Beginning of Class

- Please be in your assigned seat with your materials out by the time the bell rings.
- Begin working on the Warm-Up activity.
- During the Warm-Up, you may also: write homework questions on the board into your planner, correct your HW, staple/hole punch your HW, pass back old papers, and organize your binder.
- You **MUST** complete your Warm-Up first.
- If you are not in the classroom by the time the bell rings, you are **TARDY**; see the school-wide tardy policy.
- If you are tardy, please enter the room **quietly** and hand your excuse slip to Mr. Sabado before sitting in your assigned seat.
- Come prepared!
- You may **NOT** use class time to go to visit your locker.



During Class

- Participation is an important part of learning.
- You must be **ACTIVELY ENGAGED** in the class activity at all times.
- Class time is NOT time for you to work on HW.
- I will confiscate HW worked on during class time and you will receive a zero on the assignment.
- You may talk with your classmates during the Warm-Up and during class work/group work time.
- Be **RESPECTFUL**. Do not talk while I am talking!
- Please **raise your hand** to participate or to ask a question.



End of Class

- Please work until the end of class.
- The bell **DOES NOT** dismiss you.
- Mr. Sabado will dismiss you.
- If there is time at the end of class, we may play a game.
- **Every student's** participation is required.

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Homework

- Turn in your homework in the method shown in class.
- Turn any late or absent work into the box labeled "**Late or Absent Work.**"

LATE WORK:

- Late work may be turned in only as late as the exam for that particular unit.
- Write **LATE** on the top left corner of the paper.

ABSENT WORK:

- You may have as many days as you were absent to make up the work.
- Write **ABSENT ON [DATE]** on the top left corner of the paper.

- Homework will be assigned nightly and collected periodically.
- Write and record each assignment in your planner.
- Assignments will also be posted on my website:

whs.saba.do

- Format your homework as detailed in the Homework Guidelines.
- Be sure to write your **HEADER** on the top right corner of your paper.
- When your HW is returned, keep track of your scores and file your homework in your binder.
- **DO NOT** work on HW during class unless specifically given time to do so.

"Mr. Sabado, I need..."

... A PENCIL

Extra pencils may be borrowed from the rental center for a small fee (cleaning the board, ID card, etc.) Please return it when you are finished.

... PAPER

Ask a neighbor for a sheet of paper and bring an extra one back to give back to them the next day. Paper may be used from supply table for a small fee (cleaning the board, ID card, etc.)

... A TEXTBOOK

You must bring your textbook with to class. If you do not have your textbook, you may share with a neighbor. **CONSISTENTLY FORGETTING** your book will result in a **REDUCTION** in your grade.

... TO GO TO THE BATHROOM

Raise your hand for permission and take the bathroom pass; one at a time.

... TO SHARPEN MY PENCIL

The electric sharpener is on the supply table; you do not need permission, but please do it discreetly.

... TO THROW AWAY TRASH

You do not need permission. **DO NOT** throw away trash while I am talking.

... A DRINK OF WATER

Raise your hand for permission; one student at a time.

... TO GO TO MY LOCKER

You must come to class prepared. You will not be allowed class time to go to you locker.

... A TISSUE

There is a box on the supply table. You do not need permission, but please do it discreetly.

... TO STAPLE/HOLE PUNCH PAPERS

Take care of this before or after class, or during the Warm-Up.

... TO SPEAK WITH YOU.

You may speak to me anytime except during the Warm-Up time period. I will be busy taking roll, grading work.

... TO GO TO THE NURSE'S OFFICE

Raise your hand for permission.

... HELP WITH MY HOMEWORK

Write homework questions on the board during the Warm-Up. I offer assistance during tutorial and before or after school. Please make an appointment with me. There is also tutoring in the library after school.

... TO COME TO TUTORIAL

Sign up for tutorial in advance. You may try to drop-in to tutorial, but I cannot guarantee that there will be enough room if you do not sign up in advance.