**SUBSTITUTE INSTRUCTIONS FOR THURSDAY 12/04/14 FOR MS. SANTOS (Rm. 115)**

**ALL PERIODS (1, 3, 4)**

* Students should enter and sit in their assigned seats. (1st and 3rd do not have assigned seating; only 4th period). Instruct them to pick up their assigned calculators. Take attendance within the first 30 minutes of class. Anyone who enters after the bell without a pass, should be marked unexcused tardy.
* **ASK SUPPLIES MANAGER TO COLLECT ALL CALCULATORS AND MAKE SURE THEY ARE ALL RETURNED WHEN THERE IS 5 MINUTES LEFT IN CLASS!**!!! The only calculator numbers that should be missing are 18, 20, 25, 28 & 29 from the back holder. Supplies Managers for each period are Maria Barron (1st period), Amir Howell and Jasmine Brown (3rd period), and Kiaja Scott (4th period).

**AGENDA FOR STUDENTS:**

1. Students should pick up their assigned calculators and check their files. Tell them they can find their current progress reports and last test in there.
2. First, have students do pages 2 and 3 of their Unit 7 Homework Packets. They can work in their teams of 4 on these practice problems. If students say they lost their packets or don’t have them, tell them to get an extra one from the *yellow “While You Were Out Bin”* located along the window under the fire extinguisher. Students should know where this is. If there are no extra hard copies left in the bin, students can log on to the back computers and print one off from my website (wmhsmath2santos.weebly.com). My website is also written on the white board under my name in the top left corner. Students can keep their packets and do not have to turn them in. *Tell them I will stamp these pages when I return Friday.* Allot at least 30-45 min for this assignment.
3. After students have completed pages 2 and 3 in their Homework Packets, they can work on test corrections and any missing work they have. They can find out if they have any missing work or tests needing corrections by referring to their progress reports. If students need extra copies of any missing assignments, direct them to the yellow While You Were Out bin or to print off an extra copy from my website.

RESPONSIBLE STUDENTS TO ASK FOR ASSISTANCE: These students can help you with daily procedures, finding items, and to help other students.

FIRST PERIOD:
Justice Opoku
Maria Barron
Reign Sykes
Zy’Kiyah Rankin

THIRD PERIOD: Lexi Waters

Kelly Stancil

Jicela Arita
Derick Galindo

*\*Sequora Hamilton is allowed to go see Ms. Herman and do her work in there if she asks. Just write her a pass on a post-it note.*

FOURTH PERIOD: Tauja Hairston

Joshua Fisher

Cheo Rahlan

Isaiah Hudson

*BELL SCHEDULE:
1st period – 7:15-8:44
2nd Period – 8:50-10:19
3rd Period – 10:25-12:42 (D lunch 11:52-12:14)
4th Period – 12:48-2:15*

**EMERGENCY DISPERSAL LIST**