



# Tutorial Program

## Woodside High School



# Objectives of Tutorial

- ▶ Students have a chance to start homework and ask for help within the school day.
- ▶ Students can make up work from absences without using up their brunch/lunch.
- ▶ All teachers are in their rooms and students have access to them.
- ▶ To complete activities that normally interrupt class time such as surveys, special announcements, Frosh Assembly, etc.

# Behavior Expectations for Tutorial:

To maintain an academic environment in which all students can learn, the following behavioral expectations apply across all tutorial classrooms:

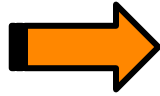
1. Students will not be allowed to distract or disrupt the learning process of another student or another tutorial class, the teacher will have full discretion in determining disruptive behavior.
2. Cell phones will be placed in the provided classroom pocket, laptops or other electronic devices are to be used for academic purposes (no movies, social media, etc).
3. To maintain a quiet learning environment academic conversations or group work activity may not distract from the learning process. Bathroom passes should not be issued for the first 10 minutes of tutorial, only the D Wing restrooms will be open.
4. Students without academic work are expected to remain quiet (ex: reading).
5. Students may be given prearranged passes to see other teachers and/or make up assignments. **Students outside their tutorial classroom without a pass will automatically receive a detention by school personnel.**

# Pass System

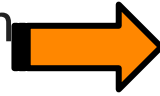
**Students must remain in their 6/7th period unless they have a prearranged pass**

## Pass System Steps:

**Step 1:** The student and/or teacher of the visiting classroom communicate they will meet during tutorial (ensuring there will be space), the inviting teacher may provide a pass at that time.



**Step 2:** Ideally, the student informs their 6/7th period teacher (email or in person), the student goes directly to the visiting classroom at the lunch bell.



**Step 3:** Upon finishing their visit students are given an appropriate time stamped pass and return to their 6/7th period. Utilize a progressive discipline process for students without a pass.

# Sample Tutorial Pass:

**Tutorial Pass**  
**Pase Tutorial**



**Student Name:**  
*Nombre del Estudiante:*

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**Will Attend Tutorial in Room:**  
*Asistirá al tutorial en sala:* \_\_\_\_\_

**On Tutorial Date:**  
*La fecha del tutorial:* \_\_\_\_\_ (A Day/B Day)

**Tutorial Teacher Signature: (Sign ONLY when sending back to class)**  
*Firma del maestro del tutorial: (Firme SOLAMENTE cuando envíe de vuelta a la clase)*

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*Tutorial passes can be obtained from Zayra Padilla (zpadilla@seq.org), students are not permitted to pick up passes (they will be left in your box or picked up in person).*