

PACKER PROCESS



P

PREPARE FOR LEARNING

Be seated when the bell rings. Review the day's agenda slide to start that day's first task and have the necessary materials ready.

A

ASK FOR HELP

Schoology will have all the information you need including lesson plans, assignments, and due dates. Email is the preferred method of communication (bhill@west-fargo.k12.nd.us) or sign up for my WIN session!

C

COLLABORATE WITH OTHERS

In this class you are expected to **listen**, **speak**, and **act** with **integrity** and **empathy**. You are expected to honor all individuals in this classroom. Every voice matters and deserves to be treated with respect.

K

KEEP TRACK OF ASSIGNMENTS & DEADLINES

Schoology will have all the information you need including lesson plans, assignments, and due dates. If you are receiving a physical/paper copy of the assignment, this will still be indicated on Schoology.

E

ENTER AND EXIT THE CLASSROOM APPROPRIATELY

Be seated when the bell rings. Review the day's agenda slide to start that day's first task and have the necessary materials ready. We do not line up at the door before the end of the block. E-hall pass is required to leave the classroom. Any unexcused tardies over 20 minutes count as a UV.

R

RESPECT SCHOOL & CLASSROOM RULES

Review the daily agenda slide, return any classroom supplies to their appropriate places, check your space before leaving and throw away any garbage. The classroom is a no cell phone zone.

S

SUBMIT WORK

Most assignments will be submitted via Schoology dropboxes. If it is a physical/paper assignment, you will turn it in at the start of class at the front of the room. If you are submitting an assignment late, you **MUST** email me **AND** your guardian before I will grade it. Please see the syllabus for this detailed policy.