

# PACKER PROCESS



**P**

## PREPARE FOR LEARNING

1. Review the day's agenda slide for your first task & have the necessary materials ready.
2. Have your iPad charged
3. Bring your best self to class!

**A**

## ASK FOR HELP

1. Review Schoology, email, & announcements.
2. Ask a friend.
3. Communicate with teacher ([cmhughes@west-fargo.k12.nd.us](mailto:cmhughes@west-fargo.k12.nd.us))
4. Come to WIN sessions!

**C**

## COLLABORATE WITH OTHERS

You are expected to listen, speak, & act with integrity & empathy. Be respectful & understanding.

**K**

## KEEP TRACK OF ASSIGNMENTS & DEADLINES

Look at Schoology! Lesson plans, assignments, & due dates will be posted (even if it is physical/paper copy).

**E**

## ENTER AND EXIT THE CLASSROOM APPROPRIATELY

- Be ready to go when the bell rings.
- Look at today's agenda slide to begin the first task & have materials ready.
- No lining up at the end of the block.
- E-Hall pass is required to leave the room (Cannot leave the first 15 minutes of class).

**R**

## RESPECT SCHOOL & CLASSROOM RULES

- Review the daily agenda slide, return classroom materials to their spot, check your space before leaving (toss any garbage).
- NO cellphone/smartwatches from 8:25am-3:35pm.
- Headphones will only be allowed with teacher permission.
- Plagiarism & the use of AI will not be tolerated.

**S**

## SUBMIT WORK

- Majority of assignments will be handed in on Schoology. If an assignment is physical, the teacher will let students know where to hand it in at the beginning of class time.
- If an assignment is late, you MUST email me AND your guardian for me to grade said work.