Grades PreK, and K Learning Packet Flow Chart Purpose

Teacher creates the Learning Packet which includes assignments and directions. Packets will be labeled by subject/grade, school, and teacher name.

Building Principals will inform teachers the date when Learning Packets are due to them for review before printing.

Learning Packets will be made available for student pick up on the first school day of each week at the school building and the BOE.

Upon picking up packets, student/parent/guardian will sign for the work. *This will ensure that teachers can keep track of what students are in receipt of learning packets and can monitor submission of work.*

Learning Packets will be returned to the same location that it was picked up

Returned work will be scanned to the teacher. The teacher will record for attendance and grading.