

How to do the Banker's Job

The banker's job is one of the most important jobs in the classroom, and that's why it pays well. The job is so important, that without good, accurate, honest, and fast bankers, we would not even have our classroom simulation of jobs, rent, rewards, and auctions.

1. Get some check sheets from Maestro Chris. Cut them apart, and order them with the 4 checks on top and the 4 deposit slips on the bottom. Staple them in the upper left corner to make a checkbook for your customers.
2. Give one checkbook to each of your customers. Keep a record of when you give them to people. Your customers can have one free checkbook every month. If they lose their checkbook during the month, you call sell them a second one for \$25. You probably will want to keep a record of who you give free checkbooks to.
3. **Keep a ready-made supply of these stapled check books so you can pass them out to your customers at any time they need them.**
4. Make a 'Banker's Wallet' of construction paper with your bank name on it. You will put all of the money, deposit slips, and checks you receive into this wallet and hand it to Maestro Chris when you are finished.
5. Take customer paychecks and bonus cash on paydays and other days the banks are open.
6. Your job is "exempt," and you do not need to fill out a time card for the steward.

First Time Bank Setup

1. Open the Excel file 'New Bank Ledger.' Go to the File menu and select 'Save as...'. Give the file the name of your bank. For example, if your bank is called 'Bank of the USA,' then in the Save as... windows type in 'Bank of the USA.' BEFORE clicking OK, navigate to your Documents folder on your computer account. This will save the file 'Bank of the USA' to your account.

| Date | Transaction | Debit (Withdrawal) | Credit (Deposit) | Balance |
|------|-------------|--------------------|------------------|---------|
| | | | | \$0 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

2. Once the ledger file is saved to your account, you can type in the names of your customers. Each customer has his or her own tab in the Excel file. Type their name in at the top of the page where it says 'Name goes here.'
3. At the bottom of the page, double-click on the tab where it says 'Person 1.' When 'Person 1' highlights, type in the first name of your customer that you typed at the top of the page.
4. Do this for every customer you have. You have 10 tabs, which should give you 1 or 2 extras.
5. Save the file when you are done. The computer should save it to your account.
6. Make a backup copy of your bank for emergencies. THIS IS IMPORTANT! Put your thumb drive (sometimes called flash drive or USB drive) into the computer (NOT the keyboard slot). Once the thumb drive is in, go to 'Save as...' on the 'File' menu. Navigate to your thumb drive and click OK to save it there.
7. Eject the thumb drive by clicking on the tiny down arrow in the navigation window, or by dragging its icon to the trash icon. Once it disappears from the Finder, it's safe to remove. IF YOU DON'T DO THIS, YOU CAN LOSE DATA. THIS HAS HAPPENED BEFORE!

What to do on Banking Days

1. Open your bank by going to a computer and opening your bank ledger file from your account document folder.
2. When a customer comes to you, check to see if they have filled out their deposit slip AND their green ledger sheet correctly. If they have not put the total of their cash on the cash line of the deposit slip, and the total of their check(s) on the check line, kindly ask them to go back to their desk and fill it out properly, then get back in line.
3. COUNT that the amount of money on the deposit slip is the same as the money the customer hands you, and the check(s) are the same amount as on the deposit slip. If it's not right, tell the customer, and have them go back to their seat to fix it if necessary.

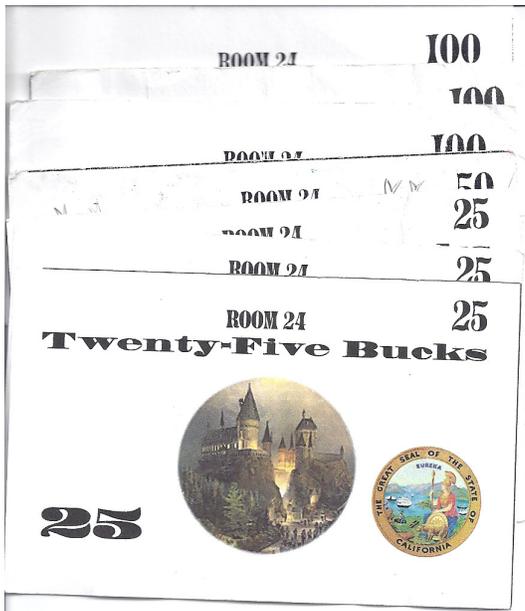
LOOK to see if the customer has signed the back of the check (endorsed the check). GROUP the money together neatly facing the same direction (\$25's together, \$50's together, etc.)

| | A | B | C | D | E | F | H |
|----|---|-----------|---------------------|-------|---|-------|---------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | Name: Jose Garcia | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | 1 | 30-Sep-12 | Paycheck | | | \$623 | \$623 |
| 9 | 2 | 30-Sep-12 | Bonus money | | | \$425 | \$1,048 |
| 10 | 3 | 30-Sep-12 | Sept rent | \$850 | | | \$198 |
| 11 | 4 | 30-Sep-12 | Loan to Janet Smith | \$100 | | | \$98 |
| 12 | 5 | | | | | | |
| 13 | 6 | | | | | | |

Step 5. You enter each item on its own line entry. The balance total is automatically calculated for you!

5. Enter the info into the computer ledger for that person. Make separate line entries for the cash and checks. For example, if they are depositing a paycheck and bonus money, make 2 transaction entries in the computer: 'Paycheck', 'Bonus' with the correct amount on each Credit line. SAVE THE FILE IMMEDIATELY AFTER EACH CUSTOMER.
6. Later, they will be paying rent money. Don't make a Debit transaction for any rent money until you get a rent check from Maestro Chris. Renters pay rent to the landlord (Maestro Chris), and NOT to the bank. See step 14.
7. Once you enter a check into the computer, CANCEL any checks you receive, either student checks or paychecks, by drawing a diagonal line through the check and putting your initials on it. This way a check can't be used twice.
8. If the check is a paycheck from Maestro Chris, stack it together with the deposit slip on top, any cash next, and the check on the bottom, and paper clip it together. (I check it all later for accuracy.) Put the stack INTO your banker's wallet. KEEP IT SAFE. If there's a check from another student, put it in a separate pile for later.
9. Make sure that your entries in the computer match what is on the customer's green sheet. If they match, put your initials on the outer right side edge. If they don't match, fix it with the customer and then initial it. The customer is finished for today.
10. Go back to Step 2 for the next customer.

Special Note: Sometimes students lose their green ledger sheets, and they completely rely on you to tell them how much money they have. Since they lost their sheet, they can't complain that your numbers are wrong! Also, they will need the data you have to re-create their ledger sheet. You may charge them **\$25 classroom money** for a printout of their account!



ROOM 24
Checking Deposit

To the account of: Jose Garcia

| | |
|---------------|-------------|
| Cash | <u>425</u> |
| Checks | <u>623</u> |
| TOTAL Deposit | <u>1048</u> |

Bank Bank of the USA

Bank of Room 24
Paycheck

Date September 30, 2010

Pay to the order of Jose Garcia

Six Hundred twenty-three dollars and 00 cents \$ \$623

Authorized Signature Maestro Chris

Steps 2 & 3: Make sure the cash amount is correct and matches the deposit slip, the check amount is filled in on the deposit slip, and that the paycheck has been signed by the customer (Jose Garcia) on the back.

Step 8: Put the Deposit slip on top, cash in order next, and paycheck on the bottom. Clip together with a paperclip. Put the whole thing in a "Banker's Wallet" that you have made to keep your paperwork safe when giving it to me.

When You Are All Finished With Your Customers

11. Sometimes students give each other checks. Once you are finished will all of your customers, see if any other bankers are giving you student-to-student checks from other students, or if you have put aside any student checks written to other students.
12. If you don't have any student-to-student checks, go to step 14.
13. If you have any student checks, give them to the correct banker. Take any student checks from other bankers, and take that money from the customer's account by making a Debit entry for the person who wrote it. In your Excel file, put in the date, write 'Check to (student name) for (memo line)' in the Transaction area, and the amount in the Debit column. (See picture on previous page.)

EXAMPLE: Jose gives a check of \$100 to Janet because she needs it to pay her rent. Janet deposits it into her account, and her banker gives the check to you because you are Jose's banker. You get Jose's check, and enter a \$100 Debit (withdrawal) into his account. Cancel Jose's check, and give it back to him. The \$100 has come out of Jose's account and gone into Janet's account.

If a check will make your customer have a NEGATIVE amount, you have a choice:

- a. You can cover the check with your personal money for the difference by making a private loan to the customer. First take what money you can from the customer's account. Then have YOUR banker take the additional money from your account as a loan to the person. You write in their Excel file in the Transaction area that you are making a loan. The customer will need to pay you back for the loan amount, plus a bank fee to you personally for making the loan. The fee you collect is \$25 for a \$1-\$100 loan, \$50 for a \$101-\$300 loan, and \$100 for a \$301 and up loan. Be wise in making loans: if your customer can't pay back your loan, you are stuck with the bad debt and will never collect the money.
- b. If you don't want to make a loan to cover a negative amount, simply refuse to take the check by writing 'NSF' and circling it on the front of the check. (NSF is banker jargon and means Not Sufficient Funds.) Give the NSF check back to the banker who gave it to you. That banker will have to go back and take the money back out of the person's account that the check was written to.

EXAMPLE: Carlos is your customer and he writes a \$200 check to Maria. Maria deposits it in her bank account with her banker. Later, her banker gives you Carlos' \$200 check. You see he only has \$150 in his account, and not \$200. It would make his account go negative by -\$50. He has written a 'bad check.' You know Carlos never pays back loans, so you don't want to make him a loan. You write NSF and circle it on his bad check. You give the bad check back to Maria's banker. Maria's banker has to go in to her Excel file

and take the \$200 deposit out of Maria's account, and then gives the bad NSF check back to Maria to deal with. She has to make an adjustment in her green sheet too. When all student checks are finished, had your banker's wallet with grouped deposit slips, cash, and paychecks to Maestro Chris.

14. Before you close your bank, Maestro Chris will give you all of the rent checks he collected from his renters. Enter the rent as a Debit for each person's account. Cancel the check by drawing a diagonal line through it and initialing it, then give it back to the customer who wrote it.

15. IF ANY CUSTOMER GETS A NEGATIVE AMOUNT, NOTIFY MAESTRO CHRIS IMMEDIATELY (after closing your bank)!

16. It seems complicated at first, but it really gets easier after a couple of times!

ROOM 21
Checking
To Maestro Chris
Amount 850
From My Account José Garcia
Signature José Garcia
Memo Sept Rent Bank USA

A student check made out to Maestro Chris

Step 14: Get rent checks from Maestro Chris, make a Debit for your customer, cancel the check, and give it back to the customer.

How to do the Clerk's Job

The clerk's job is important because it keeps the classroom's paperwork flowing and under control. Clerks need to be fast and efficient in passing papers back to the correct people. There are two clerks: the 'back clerk' and the 'front clerk.'

1. Collect papers from students when Maestro Chris asks for them.
2. Sometimes you will need to collect papers from only the boys or girls, so listen carefully.
3. Check the "Out Box" sliding drawer to see if any graded reports or tests have been put there. Ask if it is a good time to pass them back to everyone.
4. If you are the 'back clerk,' make sure that there is paper in the back counter trays. One tray has expensive white lined binder paper, and the other has scratch paper. Keep both of them filled.
5. If you are the 'front clerk,' check that the drawers of paper supplies are kept up. If supplies run low, you will need to refill them. The front clerk also keeps the drawers of colored construction paper supplied and tidy. Occasionally the back clerk will have to help the front clerk do this.
6. Clerks may be required to create filing labels for the "Out Box," or other miscellaneous duties.
7. You will need to keep a time card record of when you do jobs 3-6 described above, and give it to the Steward to check.



How to do the Decorator's Job

The decorator's job is important because it keeps the classroom colorful and interesting. Students who do well on papers get them put on the wall. It's the decorator's job to make sure they look good up there to inspire others to do well and so the person with the paper being displayed feels proud.



1. Collect papers from students who have an A- or better on a paper. These are people who get paid a reward.
2. Carefully and artfully put the papers on the wall.
3. Carefully take down old papers from the wall, and place them in the "Out Box" for the clerks to return.
4. Familiarize yourself with all of the posters in the drawers. Check through the collections of pictures and posters in the classroom and make suggestions to Maestro Chris when to put them up. For example, put up the fractions math poster when we are studying fractions.
5. Have creative ideas and suggestions on how to make the classroom more beautiful and inviting to students.
6. You will need to keep a time card record of when you work, and give it to the Steward to check.

How to do the Computer Engineer's Job

The engineer's job is important because it keeps the classroom computers up and running so they are ready to be used by people. The computers are used for classroom jobs such as bankers, librarians, and transcribers. We use them for online book reviews and collecting temperature data. Students also use them for reports and other school work.

1. If you are in the morning class, turn on all of the computers when you first come in.
2. If you are in the afternoon class, turn off all of the computers before leaving for the day.
3. On Monday, check the printer to see if it's full of paper. If it's less than half full, fill it up, putting the new paper on the bottom of the stack.
4. Disinfect one different computer every day by wiping down the mouse with a disinfectant cloth. Disconnect the keyboard and scrub moderately hard to get dirt and germs off of the keys. Plug the keyboard back in when done.
5. Check to make sure all of the computers are working and have internet connections. If there is a problem, use your computer skills to fix it if you can. If you can't, tell Maestro Chris so he can fix it or tell you what to do.
6. If you are the afternoon engineer, remove any papers and other rubbish from the computer tables. Slide all of the chairs in. Make sure the cables are out of the way so people won't trip.
7. If you are the morning engineer, dust the computers and tables to keep dust and dirt away from the machines.
8. From time to time, you may be required to take one of the daily temperature readings from the internet.
 1. Go to my web site: <http://chris618.wordpress.com>
 2. Once on my web site, click on the **Yosemite** link.
 3. In the data section, click on **Yosemite Web Cams**.
 4. You should now be on the Yosemite Conservancy's web cam site. Click on the Ahwahnee Meadow link.
 5. A large real time image of the meadow should appear. Look in the upper left corner for the temperature data (F° and C°), pressure, and humidity. Read this data to the teacher or to another student to write down on the board.
9. You will need to keep a time card record of when you work, and give it to the Steward to check.



How to do the Gardener's Job

The plants help create a friendly cheerful atmosphere in the classroom. Keeping the plants healthy and growing is an important job to make the classroom a more pleasant place to learn and work!



1. When you come into the classroom, quickly check the plants to see if they are droopy from lack of water. If they are, water them immediately or tell Maestro Chris so they can be placed in the sink for an emergency soak.
2. For non-emergencies, you normally water the plants when the dirt gets dry. If they get too much water, they will get root-rot and die. In general, they will only need to be watered once a week or so.

Be sure you don't put in too much water so the catch-trays don't overflow onto the bookshelf!

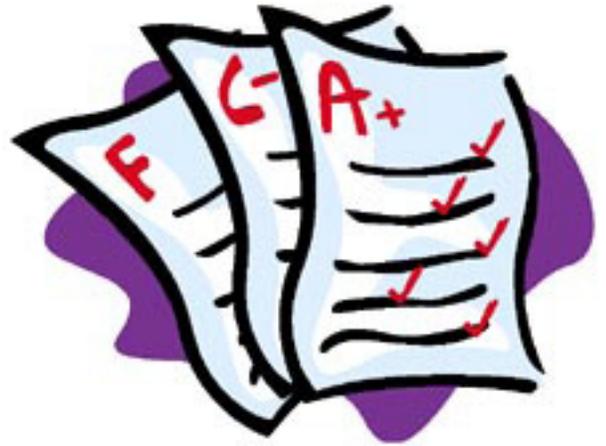
3. Use scissors to prune off any completely dead leaves.
4. Clean up any dirt spills, dust accumulation, and dropped leaves or flowers.
5. If a plant seems to be dropping leaves (more than 1 every couple of weeks), tell Maestro Chris. It may have a microscopic pest infestation and need treatment.
6. If a plant is losing dirt from its pot (maybe somebody knocked it over or water sloshed it out), tell Maestro Chris so he can get some more potting soil to replace what was lost.
7. Check for dead leaves and flowers that have not fallen off of the plant. If they're dead, they're not doing any good, so cut them off with a pair of scissors (don't just pull them off — this can result in tears or rips). Ask Maestro Chris for advice or help.
8. You will need to keep a time card record of when you do your job, and give it to the Steward to check.

Info: Normally, potted plants need to be watered often, especially potted plants that are kept outside. The pots just don't have much soil to hold the moisture. The smaller the pot, the more often the plant needs to be watered.

If potted plants are kept outside, they should be watered so that the water level reaches the top of the pot, and then drains through. Fill an outside potted plant three times this way when watering.

For inside potted plants, they don't need as much water because they don't get the drying effects of direct sunlight and wind. Only fill them enough so that water runs through and collects a half inch or so in the tray below the pot. The plant's roots will be able to draw on this collected water over the next few days.

How to do the Grader's Job



The grader's job is important because it takes the time load of grading the simple assignments away from Maestro Chris so that more important things like auctions and doing the paperwork for Yosemite can happen. It takes a responsible person to be a grader! You will be grading multiple choice tests and spelling tests. Maestro Chris will give you an answer sheet for each assignment you grade. Obviously it's important that the graders be *accurate and completely honest*, and not share answers with anyone.

If you lose the papers you are grading, the students whose papers you lost will have to retake the test. You will have to retake the test too (it's only fair).

1. Before starting to grade, make sure you don't have your own paper to grade (that's a conflict of interest). Ask Maestro Chris what the total possible score is for the test. Place all of the tests you will grade in a folder with your name on it so the papers won't get lost!
2. When grading a paper, make sure you have the correct answer key for the test you are grading! It sounds simple, but big mistakes can happen if you don't have the right key.
3. Use a different color pen for contrast to the paper you are grading.
4. If an answer is correct, just leave it alone. No checks, stars, smiley faces, etc.
5. If an answer is wrong or blank, draw a line through the problem number (and multiple choice space if appropriate). Remember, blank answers are wrong answers.

Note: Everyone makes mistakes, even graders! If you make a mistake and mark a problem wrong that was really right, just gently scribble through the line you drew and write "OK" in the margin.

6. When you are finished with grading a paper, you will put a grade fraction on it. Count the number of problems that were correct and write down that number **at the top of the paper**.
7. Draw a fraction line, and in the denominator, put down the total number of possible points. Be sure you ask Maestro Chris what the total is. Extra credit points, if any, do NOT get added to the denominator (if they are extra, then they are not part of the total).
8. Put your initials next to the fraction grade so if we have any questions we know who graded it.
9. That's all. Don't write comments on another student's paper because that's the teacher's job.
10. When you are finished grading your papers, give them to the transcriber to copy into the computer.
11. Graded papers are ALWAYS due the next day, and occasionally they are due on the same day as the test.

How to do the Janitor's Job

The janitor's job is important because with budget cuts, we only get the room cleaned once a week by the school custodian. This obviously isn't enough. A clean classroom is inviting and makes people want to come in and learn. It keeps the dust and dirt away so people don't get allergies, and the surfaces everyone touches sanitized to prevent the spread of disease. All of this is important, so it pays very well.

1. Each janitor will have a specific part of the classroom to clean and be responsible for. If you want to sometimes trade with another janitor for variety, that's OK as long as the work gets done.
2. You may need to help the gardener if requested by Maestro Chris.
3. 10 minutes before class is over, and without being told, quietly leave your seat without disturbing the class and begins cleaning the classroom.
4. Every time you do your job, you will need to fill out your time sheet and let the Steward check it so you can get paid at the end of the month.



Floor Janitor - Left Side

1. Sweep the floor in the back of the room between the door and the sink.
2. Sweep the floor under the desks on the window side of the room.
3. Sweep the floor mat by the door.
4. Once a week shake the floor mat outside with the other Floor Janitor.

Floor Janitor - Right Side

1. Sweep the floor in the back of the room between the sink and the library.
2. Sweep the floor under the desks on the right side (inside toward big wall) of the class.
3. Sweep the floor under the computer tables.
4. Once a week shake the floor mat outside with the other Floor Janitor.

Library Janitor

1. Sweep the floor in the library area.
2. Get a rag from under the sink and dust all of bookshelves and items in library area. Throw away any paper bits, staples, etc. that you find.
3. Tidy and organize the green library table.

Counter Janitor

1. Tidy up the back counter, wipe it down, dry if necessary. This includes the paper and pencil area. If we are out of paper, tell the Back-of-the-room Clerk so it can be replaced.
2. Clean the sink, wiping it down and dumping in the trash anything caught in the strainer.
3. Disinfect the water fountain and sink faucets that everybody touches with a disinfecting wipe.
4. Empty the electric pencil sharpeners on the counter and the mechanical sharpener by the door.
5. Disinfect the inside and outside door handle with a disinfecting wipe.

Teacher's Janitor

1. Sweep the floor in the teacher's desk area (OK to cross the blue line).
2. Sweep the floor and black mat in the front of the room.
3. Get a rag from under the sink and dust/wipe down the book area (dictionaries and text books) bookshelves under the windows.
4. Clean the white boards and marker trays when they are dirty.

How to do the Librarian's Job

The librarian's job is very important because the librarian is in charge of keeping track of all of the classroom books, plus my personal books that I let students borrow. I am trusting the librarian to take care of my books for the class. All of these books are worth hundreds of dollars, and if they get lost or are not returned, students won't have as many choices of what to read. They can't easily be replaced due to the cost.

Books also need to be in the correct location so they can be found. A book that is misfiled acts just about the same as a book that was not returned, because nobody will be able to find it.



The librarian gets to use a special computer to keep track of the library books, and has special access to a library data base.

1. When you first come into the room, check to see if the library computer (black PC) is turned on. If it is not, turn it on, and load the student book review page for students to look at and use.
2. Make sure there is a checkout sheet for your class for students to fill out to check out a classroom book.

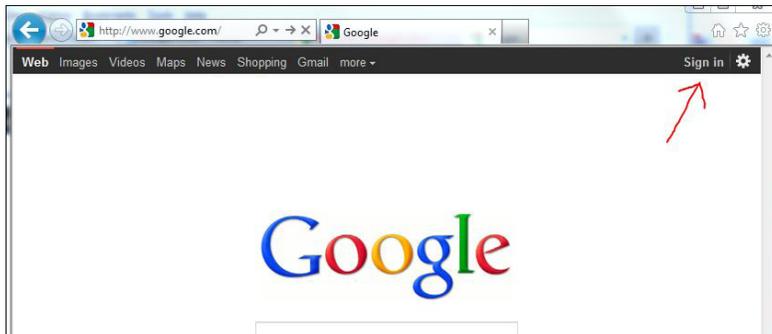
Classroom Library Check Out

Class _____

| Book Title | Student Name | Date | Checked Out |
|------------|--------------|------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

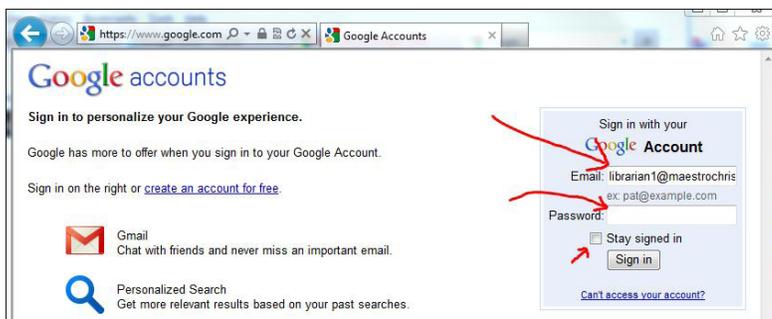
3. Watch whenever anyone goes to the library to be sure they fill in their book on the check out sheet. Lots of students forget this important step!
4. Any books that have been returned in the library box should be checked in, and then placed in the correct place on the shelf.
5. You check in a book by crossing the student's name off of the sign in sheet, and erase their name and checkout date from the book checkout in your database on the computer.
6. After checking in books that have been returned, check out books that students have borrowed. Look at the checkout sheet and see if there are any new books checked out, and enter their name and date into your database. Mark the check box on the sheet to let you know you've entered it in the database.
7. Important: Once a week check a section of the library to be sure the books are correctly in that section. Talk with the librarian in the other class so you both don't do the same section!
8. You will need to keep a time card record of when you do your job, and give it to the Steward to check.

How to Get to the Library Database



Step 1. Launch a web browser, such as Firefox, and go to google.com

Step 2. Click on the Sign in button.



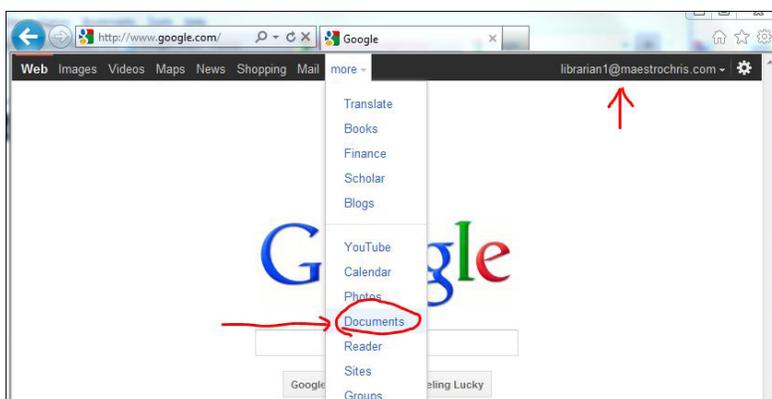
Step 3. Enter your librarian email address and password. Only the one Maestro Chris gives to you will work. Do NOT check the 'stay signed in' box.

Step 4. Click on the Sign in button.



Step 5. You will see that you are signed in with your account name on the menu bar.

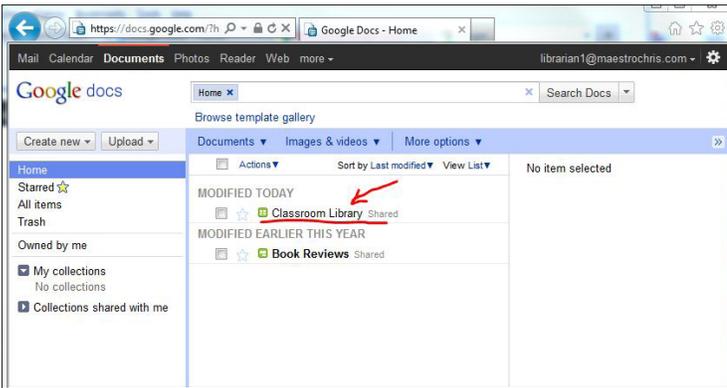
Step 6. Click on the 'more' menu in order to get to the Documents area.



Step 7. Select 'Documents' from the 'more' menu.

Step 8. Two documents should appear. The Classroom Library and Book Reviews databases.

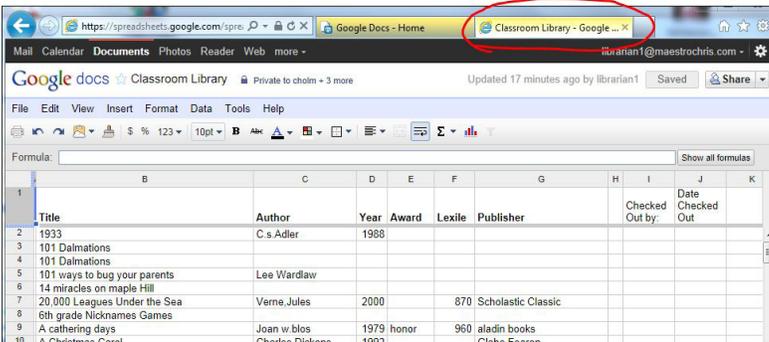
Step 9. Click on the Classroom Library document.



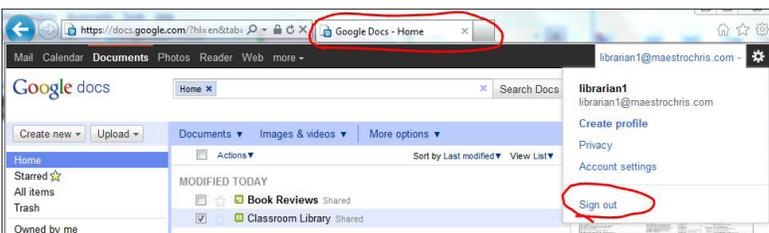
Step 10. The database of books in the classroom library appears in another tab in the web browser. It is not perfect, so if you see obvious errors, you may correct them.

Step 11. When a book is being checked out, put the person's name in the 'Checked Out by' field, and the date they checked it out.

Step 12. When a book is returned to the library, just erase the person's name and date checked out.



Step 13. When you are all finished using the database, you need to sign out in **TWO** tabs. Click on your sign-in name, and then select Sign out from the list. You will be signing out from the database tab, and then sign out from the Goodgle Docs Home tab. This way nobody else can make changes to the librarians-only document.



How to do the Messenger's Job

The messenger's job is important because you represent the honor and pride of the sixth grade when you go to another classroom or the office. The messenger must be honest and accurate in relaying messages, and get out and back from the classroom quickly.

1. Accuracy in relaying messages is the most important. Repeat back your message to the person giving it to you to ensure that it is correct. If in doubt, write it down.
2. It's important to be polite and respectful when relaying messages. You do NOT have to knock to go into another classroom. Approach the teacher and stop at a respectful distance. The teacher may be teaching and making a point to the class. WAIT for the teacher to acknowledge you before delivering your message.
3. Thank the teacher or adult for their time and for allowing the interruption.
4. You may not work for a long time. Opportunities for the messenger to work seems to come in waves.
5. You will need to keep a time card record of when you do your job, and give it to the Steward to check. You have the ONLY job in the classroom where you can get paid for not having any work to do during the month!



How to do the Police Officer's Job

The police officer's job is important for several reasons: it keeps track of who gets an attendance bonus at the end of the month, helps me see who is keeping up with their homework or abusing bathroom privileges, and helps create classroom order. Just like with the real police, there is paperwork involved with being a police officer!



1. At the start of class, record the name of any person who is tardy and fine them \$50. Have the offender make out a check to 'Maestro Chris' and give it to him. Write down the date they were tardy and fine in your police notebook.
2. If anyone in your beat is absent, mark their name and date down in your police notebook. They will not get an attendance bonus at the end of the month. If they later come to school, even if it's in the other class, cross out their name with one line through their name in your police notebook and mark them down as tardy instead. If they have a valid school excuse, such as a doctor appointment, do NOT fine them. If they are just late, then fine them and give the money to Maestro Chris.
3. At the start of math, circulate through the people in your police beat to check that they have done their homework. Just check briefly to see if they've tried to do the work. It should only take about *10 seconds* per student. If they have done it, that's great! If they have not done it, fine them, collect the check or money, and write down their name and fine in your police book. Give the money to Maestro Chris. If they have part of the work done, but it's only the work they did in class the day before, fine them. If they have part of the work done, but not all because they ran out of time at home or didn't understand the work, write their name down with a note they didn't understand, but do NOT fine them.

If a person has two fines in a month for not doing the homework, notify Maestro Chris every time they don't have their work. Example: **notify Maestro on the 2nd, 3rd, 4th, 5th, etc.** time someone doesn't have their homework. The record gets cleared every new month.

4. If someone needs to use the bathroom, write down their name and date in your police notebook. You *must* let them go to the bathroom; they are only checking in with you so you can record that they left the room. Once someone has **three bathroom trips** in a month, notify Maestro Chris.

Note: sometimes police officers are not in school because they are sick. In this case, you will need to cover for the missing officer by doing their jobs described above. Write down the name and date for tardies, absences, missing homework, and bathroom trips so you can give the data to the missing officer when he or she returns to school.

5. Periodically there will be surprise backpack or desk inspections. We will usually give people advanced notice so they can be ready; the purpose is NOT to collect fines, but to keep people organized. We are looking to see that people's backpacks and desks are tidy and organized and not full of junk. When checking a backpack, you *cannot* put your hands into their bags. They will open the main part, and you can look in to see if it's organized or not. For completely trashy backpacks or desks, fine the person.
6. At the end of the month, you will need to fill out the monthly report form that you hand in to Maestro Chris. This has the totals of all the tardies, absences, bathroom trips, etc. If you are organized, you can start getting it filled out the day before the month end.
7. Keep the classroom peace. This is the fun part of the job where you get to watch for violators during class time. Watch for talking, note passing, eating, pushing, kids taking stuff from other kids, and just general fooling around while Maestro Chris is teaching. Raise your hand to report the violators. You will get a **\$25 reward** for each time you catch offenders, including other officers (heaven forbid!).
8. Your job is "exempt" and you do NOT have to fill out a time card.

How to do the Recycler's Job

The recycler's job is important because it keeps papers, cans, and bottles from going into the trash and landfill. Instead, these materials get remade into useful products.

1. Pick one day a week when you will take the paper recycling out. Tell that day to Maestro Chris and the steward, so they know when you will be working.
2. Before you take the paper recycling out, do a quick check through the bin to make sure nothing important, or bottles & cans, are in there by mistake. We have found people's notebooks in there by accident in the past.
3. On the day you take out the recycling, take it to the recycle bin which is next to the big dumpster behind the cafeteria. Be sure to bring the recycling box back!
4. Once a week there is usually a parent in the front of the school collecting cans and bottles as a fund-raiser. (The day changes from year to year.) If you are in class on the morning of that day, get a plastic bag from under the sink and take any cans and bottles out to the parent. Bring the bag back to the classroom and put it back under the sink.

If you remember to do this before the morning bell rings, tell Maestro Chris and get a cash bonus!

5. You will need to keep a time card record of when you work, and give it to the Steward to check.



How to do the Scribe's Job

The scribe's job is important because it gives Maestro Chris extra time to do important stuff like run auctions, plan tests, and do necessary paperwork for the Yosemite trip. You will be writing the grammar exercise for the day on the board for all of the other students to copy. In addition, you will help with the auctions, and create word lists from the books we study in class.



1. If you are in the morning class, check to make sure that the “Caught-ya” of the day has been put on the white board by the other class’ scribe from the afternoon before. If it’s not up there, quickly put it up so students can get going on it!!!
2. If you are in the afternoon class, erase the “Caught-ya” from the day and put the new one up for tomorrow.
3. When we read books together in class, we will be learning new vocabulary words. Make sure you all ALL of the words and definitions, because we will be using YOUR list on the test. Before the test, Maestro Chris will ask for the list, which you will have to photocopy or make a computer printout.
4. When we have auctions, you will need to write down who won the auction for which item, and how much money they bid for it. You will do this on the white board or on a separate piece of paper.
5. You will need to keep a time card record of when you work, and give it to the Steward to check.

How to do the Statistician's Job

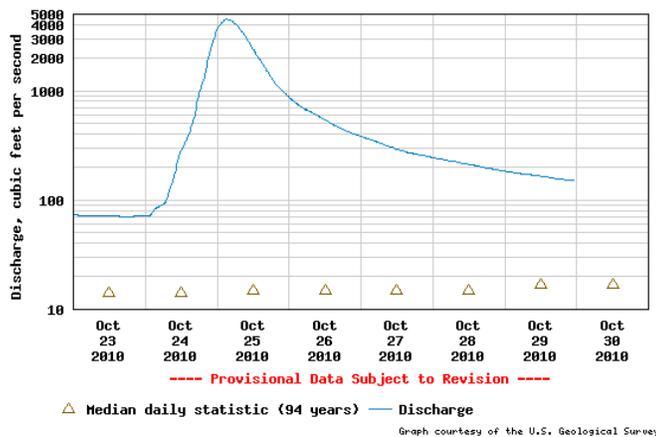
The statistician's job is important because it keeps the official record of temperature data that we record in class. This data is used by everyone in class to make graphs for part of our math grade. Maestro Chris does NOT keep a copy of this data, so it's important for the statistician to keep complete and accurate data.

The statistician can **sell** his/her data to other classmates who are lazy and don't record their own data for free off of the board. Last year one statistician made over \$2,000 in classroom money selling data to lazy students! This was an unusually large amount, but it shows the possibilities.

1. Every day we take two temperature, pressure, and humidity readings. Write them down in your notebook when you first come into class.
2. Keep your data clear and accurate. It must be readable.
3. If you are ever absent, get the data from a reliable person in class, or the statistician in the other class, and copy it into your notebook as soon as possible.
4. On Friday, copy your data into a computer spreadsheet. It will only take a few minutes if you do this every week. Make a backup copy on a thumb drive (also called flash drive or USB drive). When people want to buy data from you, all you have to do is print it out instead of taking an hour or more to copy it by hand!!! You can charge classroom money of \$25 - \$50 - \$100 - \$200 depending upon how much data people need. Heh.
5. Make your notebook and computer data look like this, with morning and afternoon data columns:

| | A | B | C | D | E | F | G | H | I | J |
|----|--------------------------|---------|------------|----------|----------|---------------------------|------------|----------|----------|---|
| 1 | Morning Data at 10AM PDT | | | | | Afternoon Data at 2PM PDT | | | | |
| 2 | Date | Celsius | Fahrenheit | Humidity | Pressure | Celsius | Fahrenheit | Humidity | Pressure | |
| 3 | 18-Apr: | 13.5: | 56.3: | 53% | 30.11 | 16.0: | 50: | 45%: | 30.09 | |
| 4 | 19-Apr: | 12.0: | 53.6: | 57% | 30.18 | 21.0: | 69.8: | 37%: | 30.05 | |
| 5 | 20-Apr: | 11.0: | 51.8: | 58% | 30.23 | 11.0: | 51.8: | 62%: | 30.23 | |
| 6 | 21-Apr: | 13.0: | 55.5: | 51% | 30.18 | 15.5: | 59.9: | 54%: | 30.17 | |
| 7 | 22-Apr: | 16.0: | 60.8: | 40% | 30.11 | 17.5: | 63.5: | 41%: | 30.05 | |
| 9 | 25-Apr: | 10.0: | 50: | 66% | 30.05 | 9.0: | 48.2: | 67%: | 29.99 | |
| 10 | 26-Apr: | 10.0: | 50: | 52% | 30.09 | 11.0: | 51.8: | 54%: | 30.02 | |
| 11 | 27-Apr: web cam was down | | | | | web cam was down | | | | |
| 12 | 28-Apr: | 11.0: | 51.8: | 43% | 30.11 | 15.0: | 59.1: | 57%: | 30.03 | |
| 13 | 29-Apr: school holiday | | | | | school holiday | | | | |
| 15 | 2-May: | | | | | | | | | |

- A. Be sure you draw a line separating each week.
 - B. Some weeks you may not have 5 days of data. This can happen if we have a holiday, or if the web cam is down. If this happens, just make a note for that date.
6. You will need to keep a time card record of when you work, and give it to the Steward to check.
 7. You can earn *extra bonus money* by recording data off of your home computer at the proper time during vacations.



How to do the Steward's Job

The steward's job is important because you will be making sure that the other people in the classroom are doing their jobs so Maestro Chris doesn't have to remind them. You will keep track of when they do their jobs, and they will have to have you sign their time cards at the end of the month so they can get paid! You are responsible for the **clerks, decorators, janitors, engineer, gardener, librarian, statistician, messenger, recycler, and any scavengers**. You do NOT have to manage the graders, transcriber, police, or bankers.



1. Keep a simple list of the names of the people you manage in your steward's notebook. Make a new list every week.
2. When people do their job during the month, put a check mark next to their name. Have them bring their time card to you so you can initial it.
3. If you see that people haven't done their job in a week, remind them that they need to do their job. Keep reminding them until they do it. If they don't do their job, tell Maestro Chris so he can encourage them.
4. At the end of the month, on the day **before pay day**, the people you manage will have to bring you their time card with the times that they have worked and that you have signed. If anybody doesn't do it, you need to have them get it to you.
5. Once people have their time cards turned in, notify Maestro Chris on pay day. People must have at least one check for doing their job during the month (except the messenger who may not have had any work). These people will then get paid!

Example of your list of names:

September 1-7

| | |
|-----------------------------|---------|
| Carlos Sanchez, engineer | √ |
| Juan Mejia, clerk | √ √ √ |
| Maria Gomez, clerk | √ √ √ |
| Greg Johnson, decorator | |
| Isabell Dufuy, statistician | √ √ √ √ |
| etc | |
| | |

September 8-14

| | |
|-----------------------------|---------|
| Carlos Sanchez, engineer | √ √ √ |
| Juan Mejia, clerk | √ √ √ √ |
| Maria Gomez, clerk | √ √ √ √ |
| Greg Johnson, decorator | √ |
| Isabell Dufuy, statistician | √ √ √ |
| etc | |
| | |

How to do the Transcriber's Job

The transcribers's job is important because like the grader's, it takes the time load of grading the simple assignments away from Maestro Chris so that more important things like auctions and doing the paperwork for Yosemite can happen. It takes a responsible person to be the transcriber. You will be entering test grades into a computer spreadsheet and giving it to Maestro Chris for his grade book. Obviously it's important that the grades you enter be *completely accurate and honest*.

If you lose the papers you are transcribing, the students whose papers you lost will have to retake the test. You will also have to retake the test too (it's only fair).



1. The graders will hand you the papers that they have graded. Put them in your transcriber's folder so they don't get lost. It's best to handle all transcribing at school so the papers don't go home and potentially get lost.
2. Once you have all (or most) of the graded papers, you can start transcribing. Open up the grade sheet in Excel on the computer, follow the directions in the spreadsheet for entering the date and assignment, then start entering the grades. Be careful and accurate!
3. When you are finished entering the grades, you will need to save the file to your thumb drive (sometimes called a flash drive or USB drive). It's important to name the file correctly so Maestro Chris knows which file is for which assignment.

Do a "Save As..." in Excel, and target your thumb drive as the save location. Name the file "Spelling 3 Pumas" or "Math Mid 2 Grizzlies", where the subject is the first word, assignment is the 2nd word, and class is the 3rd word.

4. Make a backup copy of the assignment by doing another "Save As...", but this time target your Documents area in your computer account.
5. When you are finished, click the eject button, or drag the thumb drive icon to the trash to safely eject the thumb drive. If you don't do this, you can lose data. **THIS HAS HAPPENED IN THE PAST!**
6. Hand the thumb drive to Maestro Chris so he can copy the file to his grade book, and place the graded tests into the "Out Box" so the clerks can distribute them later. You will get your thumb drive back later.
7. Transcribed grades are due to Maestro Chris the **SAME DAY** that the graders hand you the graded papers.
8. Your job is "exempt," so you do not have to fill out a time sheet for the steward.