

Computer Tech:

Each morning between 7:45 and 8:00 you are to uncover all computers. Fold up the covers and place them in the basket under the computers. When the password box pops up you simply push the enter key twice. Each afternoon you are to correctly shut down each computer. You do this by going to the start menu and push turn off computer. A small box will pop up and you are to check the box shut down. After shutting them down wipe off the keyboard and mouse for each one. Cover them up. Only on Friday you are to wipe the entire computer table and computers.

Cubby Monitor:

Each afternoon, you are to check the cubbies and make sure that you find each cubby to be neat by the guidelines below.

1. All books should be stacked on the right hand side from largest to smallest.
2. All tubs should be placed on the left side.
3. Only a binder may be placed in the middle section of the cubby.
4. Make sure that no paper, trash, food, drinks, or other items are in the cubby.
5. All crayons, pencils, markers, calculators, etc., should be inside the tub.

If a cubby is not clean, then go to that person and ask them to correct the problem. If the problem is still not corrected as stated by the guidelines you are to come to me with the cubby number.

Student Organizer

Each day you will be in charge of helping pass out and take up any workbooks and papers. Follow the guidelines below:

A. Papers

1. Make sure that you put them in order from 1-27.
2. As you put them in order you must check for a name, date, and number on each page.
3. Paper clip the papers together and place them on my desk in the basket labeled CLASSWORK

B. Workbooks

1. Make sure that you count the workbooks/notebooks each time
2. Make sure that when you take them up, you recount and get the same number.
3. Place all books back where you got them from neatly.

Pass out Pens

You are in charge of passing out and taking up the pens for the week. Make sure that you keep a count of how many you pass out and that you collect the same amount each time. Place them in the appropriate place in the classroom.

Class Gardener

Each afternoon you are in charge of checking the plants in the room. Plants do not have to be watered every day. You must check them first to see if they need water. You do this by sticking your finger in the soil to see if it feels dry or moist. A dry plant needs water and a moist plant does not. Please check carefully, if you give a plant too much water it can die. Use a plastic cup and put small amounts of water in the plants that need water. Do not use too much or cause the water to spill over the sides of the pot. Any plant that has dark brown or black leaves, carefully pull these off the plant and throw away.

Trash Patrol (2 people)

Your job each day is to pick up any trash that may be found on the floor during the day. You are to make sure that a trashcan is not too full throughout the day. At the end of the day both trash patrols are in charge of sweeping the room. There are two brooms in our room for this job as well as two dustpans. Make sure that after you finish sweeping, you put the broom and dustpans back in the corner by the white cabinet.

Center Organizer

Your job each day is to record where everyone is going for centers and pass out the folders when it is time to get ready for centers. Every day between 7:45-8:00 you will get the center sign up sheet and a visa-visa pen and record each person's name. You will pass out the center folders at a designated time that I give you daily.

Center Captain's (2 people)

Your job each day is to set up the centers in our classroom. One person will set up the have to center and the other will set up the non-have to center. Make sure that you ask me for numbers and seating arrangements. It is always better to spread people out during centers. Never put too many people at one table. Your job after centers each day is to straighten up the returned center work and materials. This will help you prepare for the next day.

Dust Patrol (3 people)

You are in charge of wiping each and every table at the end of the day. You must use a Clorox Wipe. Make sure that you get all tables clean each afternoon. We need our room to stay healthy and clean.

Chair Stackers (3 people)

Your job is to stack and un-stack the chairs each and every day. It is important that you do this quickly in the afternoon so Dust patrol can clean tables and Trash Patrol can sweep under the tables. All chairs should be stack in small piles under the coat rack. Never stack the chairs more than 5 high, because they can fall over. Each morning you will be called in the room earlier to un-stack the chairs and check for tennis balls. Please make sure that each chair has tape or tennis balls on them.

Bathroom Monitors (4 people)

There will always be two boy and two girl bathroom monitors each week. You may be a bathroom monitor and have another class job for that week. This job is separate in order for easy rotation. You are to always go to the bathroom each time we go as a class. You are to stand in the doorway and let the next person in line know how many available spots are in the bathroom. You do this by holding up your hand showing the number of openings. You do not yell the number or a person's name.