

Room 504 Classroom Economy Student Handbook



This handbook belongs to _____

Please follow the rules and regulations of the Classroom Economy Handbook. This designed to be an incentive based plan with a focus on behavior, classwork, homework, citizenship and effort. There are opportunities to earn “dollars” as well as the potential to be fined for offenses. Some of you will receive a banking slip where you will keep a record of money earned to be signed by Mrs. Stewart/Ms. Grass at the end of the day. Some of you will be receiving monies in hand. You are responsible for maintaining your funds. ***Lost or misplaced funds will not be replaced.*** All monies are to stay in Room 504. You will be receiving a folder to keep all of your financial documents. The expectation is that by the end of the year, we will be able to move towards an electronic banking system.

Ways to Earn Credit (Payment)

Please refer to chart below for credit options! All salaries are subject to change. You can only apply for one position at a time and when it becomes available.

Job Title	Job Description	Weekly Salary
Custodian (2)	A custodian keeps the classroom spotless. Custodians are responsible for all surface areas including boards, trash, and floors.	25.00
Supply Manager (1)	Supply Managers are responsible for maintaining classroom supplies. All supplies on the counter must be kept in a neat and orderly manner. They must also inform the teacher when supplies (inventory) are running low, so that the class does not run out of necessary materials.	25.00
Librarian (2) – long term position. Must have a recommendation from a previous teacher for this position.	The librarian is in charge of the classroom library and keeps bookshelves clean and orderly. These students maintain an up-to-date classroom library inventory. Students go to the librarian for help finding a book. Also hand out Scholastic Book Order forms. Will also be trained for an electronic checkout system.	50.00
Bus Recorder (1)	The bus recorder must record bus dismissal at the end of the day. They must be able to record both A and B dismissals. Also, are responsible for making sure the “bus” board is clean at the end of the day before leaving for the day.	25.00
Locker Manager (1)	Locker Managers are responsible for making sure that classmates are able to get into their lockers during am and pm homeroom. They are also responsible for notifying the teacher of any problems or disregard for locker privileges. Must demonstrate proficiency at opening lockers.	25.00
Teacher’s Assistant (2) – long term position. Must have a recommendation from a previous teacher for this position.	This position is a catch-all position. General running of classroom. (calendar upkeep, letter day) Must be willing to give up recess when necessary. Must have a stellar homework and classwork record.	50.00

Banker (I) – long term position. Must have a recommendation from their math teacher for this position.	Bankers have strong math/computation skills. Able to count money and pay weekly salaries.	50.00
Line Leader (I)	Line leader is responsible for leading the class to any location in an orderly fashion. Must be able to follow directions the first time they are given correctly. Responsible to leading the class to the designated location for fire drills.	To be determined on a as needed basis
Substitute(I)	The substitute performs jobs for absent students.	To be determined
Energy/Technology manager (I) - Must have a recommendation from a previous teacher for this position.	The technology manager makes sure the electricity/technology in the classroom is used wisely and efficiently. These students are responsible for lights, CD player, video/DVD player, electric pencil sharpener, and window blinds. These students are responsible for making sure no laptops are left unattended and that all are put in their proper place. Must also be knowledgeable with computer functions (saving to the desktop and flash drive)	50.00

Payday

- Payday is the second and last Friday of each month. Employees will receive their earned salary in cash and will be responsible for their money.

[illegible][illegible]

Fines! ☹️ (These double when offenses are repeated)

Subject to Change

Offense	Penalty
Dishonesty	25.00
Rudeness (as reported by another adult in the building)	25.00
Missing Homework - (without a valid documented reason from parent)	2.00 per assignment
Off- Task Behavior -(calling out, talking during instruction, out of seat excessively)	5.00
Tardiness - Unexcused tardy or lateness to class (this includes loitering in the halls during restroom breaks and not returning to class)	5.00
Unprepared for Class - Coming unprepared to class without essential required items (planner, writer's notebook/notebook paper, daily take home folder, pens/pencils)	25.00
Gum Chewing (this also includes candy)	10.00