

# Boy Student of the Week Job Description

## **A. Post Attendance**

Each morning between 7:30-8:00 you are to post attendance in the attendance record book. This is located in the student of the week basket. You may only use a pencil when posting attendance. At 8:00 bring me the attendance book so I can record it in the computer.

### **Follow these rules when posting attendance:**

1. Any student that is present by 7:45, write a **P** by their name.
2. Any student that comes into the classroom from 7:45 (or by second bell), write a **T** by their name. Also, they must hand you a slip from the office for being late.
3. Any student that is not at school by 8:00, write an **A** by their name.
4. Any student that is taking part in a school field trip, write an **F** by their name.

## **B. Take up lunch money**

You will take up lunch money every Monday. This is only for students paying for multiple days. Use the LUNCH form for this job.

### **Follow these rules when taking up lunch money.**

1. Be very careful with the money!
2. Write down each student's name, lunch number and amount in the space provided on the lunch form.
3. Place the check or cash in a plastic bag after each person hands you their money.
4. At 8:00 take the money down to the cafeteria.

## **C. Teacher Helper**

You will help with other things in the room as needed. You will also help with homeworkopoly on Friday.