

# Ms. Lyness'

## Classroom Manual

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### 1. Introduction and Expectations

This manual is an extension, not a replacement, of the Roscoe C-1 School District's Student Handbook. As stated in the Student Handbook "teachers are responsible for the success of their classes and have the authority to make those rules which they believe necessary to produce good conduct." I have developed procedures and rules that will promote an orderly and efficient classroom environment. This manual strives to provide the student with a detailed written reference regarding such procedures and rules. It is impossible to list every procedure; therefore, there will be times when circumstances may dictate a deviation from the norm or a deletion or addition of a procedure. These will be communicated to the student in such a way and timely manner to assure understanding and ability to comply.

I enter the teaching field after many years in the business and accounting profession. I will draw on this background to enhance the curriculum. I believe this enhancement will teach life skills that will help students in high school and beyond. The primary way I will teach these skills is by operating our classroom as a Mini Economy Classroom (MEC). As in real-life, our MEC will have many earning opportunities, some mandates, decisions to consider, and consequences as a result of the choices made.

Initially our MEC will operate on a cash basis using Mini Economy Bucks (MEBs). The first and primary job duty that will be expected and compensated is for the student to be ready and willing to learn. This readiness is evident by their timely presence, respectful conduct, and thorough completion of assignments.

In addition to the job as a productive student, other classroom wage-earning positions will be available. The first two weeks will be used for hiring and training for these positions. Shortly after that the infrastructure of our MEC should be in place, thus allowing students to be able to pay for necessities and enjoy luxury shopping at our MEC Store. Throughout the year other aspects of a real economy will be added such as a bank and IRS agency. With that students will learn the joys of making bank deposits, having taxes withheld from their paycheck, writing checks, and filling out income tax forms.

Along the way, there are sure to be bumps in the road. I view these as exciting opportunities for all to learn and work together to fine tune our MEC. I am excited and looking forward to this venture. I hope students will be too. Who knows, perhaps one will become our first MEC entrepreneur success story? After reviewing the manual please direct all questions or concerns to me. Parents may contact me by calling the school phone number or by sending a message through the school Teacher Ease program. Thank you.

Sincerely,  
Mrs. Lyness



## 2. Entering Classroom / Clocking In

Upon entering the classroom complete the following in order:

- move attendance magnet to the lunch choice,
- place any notes or money due from home in dropbox,
- place open Daily Planner on corner of desk
- pull time card and **put your cell phone in its place;**
- place time card on top of Planner,
- remove all other necessary items from backpack and place on desk
- hang back pack on hook
- write agenda in daily planner
- wash hands and line up for breakfast.

Once the timecard and student planner have been verified you may place them inside your desk.

Students who do not fully comply with this “clocking in” procedure will be marked absent for MEC compensation purposes. In a MEC an absent worker cannot earn any Mini Econ Bucks (MEBs) for the day. Obviously the cell phone requirement is exempt if do not have one, however, if it is discovered later that the student did have a phone, the phone will be confiscated, all earned MEBs for the day will be forfeited and a storage box rental expense will be charged. A second offense of this nature will result in parent contact. Third offense the phone will be turned over to the office and must be picked up by a parent.

MEBs: Earnings – Clocked in timely & on task  
Expenses – Storage box rental

## 3. Notebook Grades

Often times the primary reason employees fail is due to their organizational skills. Students will be graded on organization, completeness, and neatness of their Student Planner, Cash Transactions Journal, and Student Data Binder. A rubric and occasional spot checks will be used to guide the student. At end of each quarter the student must use the rubric to assess and justify his/her notebook grade to the teacher. An occasional “surprise binder rubric quiz” may be administered. So it be wise, to stay up-to-date and neat at all times. ☺

MEBs: Earnings based on rubric score  
Grade: Based on rubric score

## 4. Morning Work after Breakfast

Finish all Clocking In procedures first, including writing daily agenda in planner. Then start Spelling activity. Refer to white board for further instruction. The activity should be completed within the **first 15 minutes of class**. We will grade and/or discuss these prior to moving on with the day’s lessons.

MEBs: Earnings - Clocked in timely & on task  
Grade: As applicable

## 5. Finishing Work Early

Each student will have an Early Finisher & Incomplete Work folder. Throughout the day students will place any incomplete work and work in progress documents in one side of it. An Early Finisher work log will be in the middle brads followed by notebook paper. This is where the student will document and complete Early Finisher tasks.

Students can not have any unfinished, late, or poor-effort work if they are working on Early Finisher tasks. On the log students must record the date and the assignment that was finished early. The folders will be reviewed periodically and feedback provided.

Students are expected to use this system to utilize every minute for learning. An “idle” employee or one that does sub-par work in order to move on to something else often results in becoming a “fired” employee. In our MEC, such choices will result in a MEB fine.

MEBs: Fine - Idleness is Devil’s Workshop

## 6. MEC Jobs

Several employment opportunities will be available to earn MEBs. Everyone will be required to complete at least one job application and one interview per quarter for a grade. From this process the MEC job positions will be filled. If feasible, students may apply (and possibly get) more than one position. Fulfillment of job duties will be reimbursed in accordance to the payroll schedule on a biweekly basis. Failure to complete duties may result in pay reductions. Paychecks will also be subjected to MEC income tax withholdings.

MEBs: Earnings – Classroom Jobs Schedule  
Grade: Job application and interview

## 7. Supplies

Students need to come to class with all the items needed to fully participate in class. At a minimum this will entail pens, pencils, and paper. The textbook and other specific supplies will be purchased from the teacher with MEBs.

Throughout the year when students forget to bring these items to class, they will be required to borrow, rent, or purchase from within the MEC. Hall passes will not be issued to retrieve items from their bags, car, another classroom, or elsewhere. Instructional time is a precious commodity and it will not be wasted outside the classroom chasing lost or forgotten items.

MEBs: Expenses  
Grade: Not applicable

## 8. Other Costs

Building with utilities and equipment are luxuries often taken for granted by students; but not so for students of a MEC. Why? Because students will be paying rental fees for use of the facility, desk, chair, and textbooks! They must be paid on



time to prevent late fees or having services taken away. Shopping at the MEC General Store will be suspended for anyone in arrears on their rental bills.

MEBs: Expenses

Grade: Not applicable

## 9. Real Life School Fees

Remember the MEC procedures are specific to Mrs. Lyness' classroom and in addition to the school wide policies, not in place of. Therefore, students will still be responsible to pay the office (in real life dollars) for all applicable fees and for any school property lost or damaged.

## 10. Lining Up / Breaks / Hall Passes

When lining up to travel throughout the building as a class, the Administrative Assistant will lead and the Property Manager will be the last in line. All others shall immediately fill in between. Any issues with lineup will result in assigned spots being made for all. Students are to stand and travel with feet located one floor tile square from the wall. No leaning on or touching the wall. No talking and hands to self. Do not enter classrooms until invited to do so by teacher.

Scheduled breaks and meal times are the time to take care of personal business "for free". Having to take care of restroom, drinks, locker/hook, nurse, office and other needs outside of the scheduled times will result in a Hall Pass fine. Hall passes will be granted only during non-instructional time. Excessive, unnecessary requests may be denied and/or subject to Classroom Rules Consequences at the teacher's discretion.

Once permission granted, students are to record the fine in their MEC Transaction Folder, place bucks in teacher drop box, sign hall pass log, move number magnet to the appropriate location and quietly exit the room. Upon returning students will record time in log, re-place the magnet and quietly resume work.

In most cases no other permissions will be granted until the first person has returned. Students are asked to please review the magnet board first prior to raising hand for such request.

Students are asked to please use common sense for emergencies. If a student is about to puke, pass out, or worse taking immediate appropriate action will be understood.

MEBs: Fines-Talking, Self-control & Hall passes

Grade: Not applicable

## 11. Deadlines / Work in Progress

In real life completing high-quality projects in a timely manner is crucial to the success of both the employee and employer. Thus students will be compensated for timely submission of quality assignments. Compensation will be a set amount per day for ALL assignments due. "ALL" will include the assignment of having a parent sign your daily planner. Days which 100% of assignments due are not submitted the student will receive a pro-rated amount only AFTER

completion and approval of a Work in Progress (WIP) plan. The WIP plan will address why the assignment was not completed, how to assure it can be completed, a new deadline, and consequences if not submitted per WIP plan. File an approved copy of the WIP in your Incomplete Work folder. Once work is complete attach the WIP and submit in the Late Work bin.

Full grade credit is still given for late work; however, there is no MEC compensation. If work is not submitted in accordance to the WIP plan, in addition to any agreed upon consequences within the WIP plan a note will be sent home to parents and the student will serve a lunch detention to complete the work. If the work is not completed by the next day's class, the student will continue to remain in lunch detention. If work is not submitted the day after the second lunch detention parent contact will be made and the student will be required to attend my next Homework Workshop. These workshops are held after school one day a week. If workshop is not attended as planned or if work continues to not be submitted, student will be referred to the Superintendent's office. Per the Handbook, "students who have incomplete grades at report card time...have two weeks in which to make up the work; [after that time] work not made up will be averaged into the grades as a failing score."

On a per quarterly basis, if a student has been late 3 or more times a MEB Late Work fine will be assessed. If at any one time a student has a cumulative total of three missing assignments a MEB Missing Work fine is assessed.

MEBs: Earnings and Fines

Grade: WIP, Lunch Detention, Homework Workshop.

## 12. Grades

Students' grades will be calculated by comparing their work to a standard. The standard will be communicated to the student at the time of the assignment.

By their nature of having more points projects and tests will be the majority of the final grade. However, homework and daily assignments, though individually small, do add up and could make the difference in what letter grade a student may end up with. Point being, students should not slack on doing small assignments because they think a good test will carry them. Realistically, that same slacking often results in the student not performing as well on tests too.

That said I also realize we all experience times beyond our total control or timing. One bad day/week could tarnish an otherwise earned good grade. So each quarter I will drop the lowest homework/daily assignment grade and the lowest binder rubric score. Additionally, I will encourage assignment do-overs and test re-takes. Do-overs are doing the same again. Re-takes are being assessed over the same material but in a different manner. Either way, it is the student's responsibility to come to me and complete a "Request to Retest" application.



### 13. Labeling & submitting documents

Unless directed to do otherwise, all documents should be labeled in the top right hand corner in the following manner:

**First and Last Name / Student Number**  
**Subject, p# or project name**  
**Current Date / (MU: Date)**

On all sequential pages place the SID# in right hand corner. On last page, write the SID# on the back side in the right hand corner. Submit work in the proper subject bin. Before doing so, review it carefully. Once submitted it is subject to fines.

MEBs: Fine—No name no fame (label improper)  
Search-n-Rescue (lost papers)

### 14. Grading Papers

Often we will grade papers in class. The teacher will instruct you as to if you are to grade your own paper or are to trade with someone. Use a red pen to grade. Write “gb by your initials in the upper left hand corner. This signifies that the paper was “graded by ....” Then record the score next to it and circle it. Your grade may be subject to point deductions if you alter answers or intentionally falsify grades.

MEBs: Fines – No name no fame  
Grade: If applicable a zero for cheating.

### 15. Computers

Using the computer for anything other than the intended assigned task will result in an Idle Worker fine. No visiting social media, unauthorized or inappropriate websites. If a questionable site is accidentally viewed, exit it immediately and report it to the teacher. The teacher will make note of it in order to protect the student if their history is viewed at a later date. Privileges will be revoked for continued intentional misuse of the computer or internet.

MEBs: Fines – Idleness is devil’s workshop  
Other: Privileges revoked and other consequences as per student handbook

### 16. Food and Drinks

No food or drinks are allowed around any computers or electronics in classroom or the computer lab. Assigned cups will be provided for students to get a drink at the classroom sink. Only bottled water will be allowed at students’ desk. Occasionally food will be allowed for special events, or rewards. Clean up after yourself. Not doing so may result in fines and/or such privileges being revoked.

MEBs: Fines –Tip the Maid

### 17. Electronic Devices

Cell phones must be turned off and placed in attendance “clocked in” spot each morning. All other electronic devices must be turned off and out of site to avoid items being confiscated and box storage rental expense being assessed.

MEBs: Earnings- Clocked in Timely & On Task  
Expense: Storage Box Rental

### 18. Tardy

When tardy students must obtain an admit slip from the office. Then proceed to enter classroom with minimum disturbance. Place admittance slip from office in teacher’s drop box and proceed with appropriate procedures for the time. Refer to daily agenda to complete anything missed.

MEBs: Earnings – Clocked in timely & on task.

### 19. Class Participation

Students are asked to please raise hand to speak and to wait for teacher to call on them. Infractions will follow the Classroom Rules Consequences schedule.

Only comments and questions relevant to material/lecture will be addressed. All other inquiries will be addressed at the end of class--so save them to ask then!

Group discussion and projects require good manners. Remember to take turns, not interrupt, participate but don’t monopolize. Important words to use: “Please” and “Thank You” “You’re Welcome”, “May I”, “Excuse Me”

MEBs: Fines – Talking violations  
Earnings – Caught being good

### 20. End of Class / Day

End of the day procedures will begin approximately 10 minutes before dismissal time. Students are to complete steps in the following order:

- Reconcile cash
- Complete time card checks and reflection
- Gather materials needed to complete HW, including daily planner
- Complete clean up and job duties as assigned

Once these are done, students are to remain seated reading a book until dismissed by the teacher. Teacher will dismiss class after workstations are clean, items are in proper place and everyone is seated!

MEBS: Earnings – Cash reconciled & reflection

### 21. Noise Control

To request quiet the teacher will raise hand and say “Give me 5”. Students are to stop whatever they are doing, be quiet, raise hand and wait for further instruction.

When outside a whistle signifies everyone to stop, be quiet and direct attention to the teacher.

MEBs: Fines – Talking & noise violations



## 22. Getting Out of Your Seat

During instructional/lecture time please remain seated.

During independent work time students may leave their seat to perform assignment related tasks. Occasionally students may also leave seat without specific permission to care for distractions such as a runny nose, throw away trash, get a drink at the sink, etc. as long as it does not become excessive and a disturbance to others.

MEB: Fines – Other distractions

## 23. Absent / Make-Up Work

Once absent, the student must check in at the office upon their return. They will receive an admit slip for class. Place the admit slip in my drop box and proceed with the normal morning attendance procedures. Within their planner at the top of the columns for the dates they were gone, students are to record the word “ABSENT”. Students are responsible to borrow a classmate’s planner to copy the agenda of those dates. Not doing so will affect their quarterly Notebook Rubric grade.

Throughout the student’s absence an Absent Student Folder was maintained at their desk. Upon the student’s return, they are responsible to assure all necessary materials needed to complete their make-up work have been placed in this folder. Once quickly reviewed, the student is to move the items to their Incomplete Work folder and replace the Absent Student Folder in its proper location.

For excused absences 2 days for every 1 day absent will be allowed to complete the work. Beyond that time, work will be subject to the “Deadlines and WIP” consequences as described in procedure number 11 of this manual.

Test scheduled prior to the student’s absence will be made-up immediately upon their return. I may implement a two-tiered testing system. This allows students that take the test on schedule more favorable conditions, but all students will still have a chance to prove their mastery. In other words, while the material tested over is the same, the test may be different in content, format, or both.

MEBs: Earnings – All work submitted timely  
Grade: As applicable

## 24. Out of the Ordinary Events

Out of the ordinary events will happen. The following is just a few of them:

*Assembly / Field Trips / Emergency Drills / Guest Speakers / Teacher conferencing with others / etc.*

Normal class procedures are enforced. Respectfulness, patience, and best manners will be expected. Anything less may result in MEB fines assessed to individuals or to the class as a whole.

## 25. Substitute Teacher

Normal class procedures unless directed otherwise by the substitute. Students are NOT to argue or be disrespectful with the substitute that directs them to do something different than normal. We can discuss any issues that evolve from it when I return. .

Substitute Teachers will be directed to use the MEC system of earnings and fines. However, because of their unfamiliarity with it, they may not administer it as students are used to. Students are to remain patient, flexible, and respectful in regards to such situations. Do not make a mountain out of a mole hill. Save discrepancies for me to smooth out when I return.

Homework passes are not valid for use while you have a substitute. Honoring other reward coupons will be left to the discretion of the substitute. Students are to respect his/her decision.

MEBs Earnings – Positive comment from adult  
Fines – Negative comment from adult

## 25. Class Earnings

In addition to individuals having the potential to profit from our MEC, the class as a whole will operate as an entity. Eventually, its operations will resemble a non-profit entity within the MEC, much like a civic club. Together the class will elect officers, conduct meetings, develop class goals, earn MEBs, pay fines and vote on purchases. Purchases available include Class Popcorn Party, Board Game Party, Movie with Lunch Party, Lunch Outside Party, Music While We Work Day, and miscellaneous others.

MEBs: Class Earnings, Fines and Expenses

## 26. General Store

Approximately bi-weekly the MEC General Store will be open for business where students may shop with their earned MEBs. The store will be operated by a student as part of their MEC classroom job duties. Donations of items to be sold at the store are welcome. Suggestions are welcomed in regards to the type of items the students would like to see in the Store’s inventory. Currently the store inventory will consist of:

- School supplies,
- CD/DVD rental items,
- Teacher issued coupons –
  - No homework pass
  - Computer time pass
  - Listen to music on headphones
  - Stinky feet coupon \*subject to smell patrol
  - Snack time pass
  - Turn it back pass
  - Bathroom punch card
  - Use teacher’s chair coupon
  - Comfy chair/pillow to read coupon
  - ...and miscellaneous others.

## 27. Rules / Discipline Plan

### Classroom rules

Rule #1: Respect others.

Rule #2: Observe all rules in the student handbook.

### What does respect for all at all times look like? It is...

Recognition of differences as ones to be abided and valued.

Empathy and understanding of others' feelings.

Safety for all by keeping hands, feet, and objects to one's self.

Prompt, prepared, positive, productive, and polite. (The 5 P's)

Encouraging words spoken, no put downs, or foul language.

Courtesy abounding, especially "please" and "thank you"

Time wisely utilized for promotion of learning for all.

### Consequences if choose to break a rule

For violations specifically addressed in this manual, consequences will be as aforementioned. All others will be handled as follows on a daily basis:

1<sup>st</sup> offense – Fine assessed per MEC schedule.

2<sup>nd</sup> offense – Fined at double the rate per MEC schedule.

3<sup>rd</sup> offense – \*Lose 10 min. recess, behavior card to yellow.

4<sup>th</sup> offense – \*Lose full recess, behavior card to red, "My Action Plan" assigned and note to parents.

5<sup>th</sup> offense – Re-address "My Action Plan", referral written and student sent to the office.

Behavior card returned to green at the beginning of each day.

\*During lost recess time students are not allowed to participate in playground play or games and must walk under the teacher's supervision without any talking throughout the assigned time.

When a student reaches the 3<sup>rd</sup> offense level twice within the same week, a note will be sent home to parent. Any offenses after that within the same week a parent may be contacted by the teacher.

Continued offenses may warrant eliminating one or more steps in the list of consequences. Severity of offenses may also warrant skipping steps in the list.



## 28. Appendix A: Acknowledgement Signatures

By signing below, one is acknowledging an understanding of how the Mini-Economy Classroom (MEC) and how its procedures are intended to work as described in Mrs. Lyness' Classroom Manual.

The signature also documents one's acknowledgment, understanding, and support of the Classroom Rules and Discipline Plan as described on the last page of the 2016-17 Roscoe 7<sup>th</sup>/8<sup>th</sup> Grade Classroom Manual.

**STUDENTS:** I have read and understand Mrs. Lyness' Classroom Manual which includes an introduction of how a MEC works, the classroom's procedures, classroom's rules, and discipline plan. I commit to honor and respect it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT(S):** My child has discussed Mrs. Lyness' Classroom Manual with me. I have specifically reviewed the classroom rules and the discipline plan. I understand it and agree to support it. (At least one signature required)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TEACHER:** I will be fair and consistent in administering the procedures, the MEC process, the classroom rules, and discipline plan which are documented in Mrs. Lyness' Classroom Manual.

Signature \_\_\_\_\_ Date \_\_\_\_\_

