

# Class Procedures

Card	Responsibilities
<b>A</b>	Collect and turn in classwork, homework, etc. Sometimes works as decision maker for the group.
<b>K</b>	Helps out the Ace or takes over for Ace if absent.
<b>Q</b>	Manages supply box for group, making sure all supplies are there and in good shape.
<b>J</b>	Helps out the queen with supplies, or takes over when they are absent.
<b>10</b>	Takes over for Jacks if they are absent.
<b>9</b>	Takes over for 8 if they are absent.
<b>8</b>	In charge of making sure the desks are lined up and in order, chairs pushed in (or stacked depending on the day) before everyone leaves at the end of each period. Takes over for 7 if they are absent.
<b>7</b>	Helps 6 carry textbooks if needed, takes over for 6 if they are absent. Will report who has their book and who doesn't when we do book checks.
<b>6</b>	In charge of collecting textbooks and returning them to their proper place on the shelf, stacked neatly.

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