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SPCE 266 Koch
Class Procedures
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Artifact 1

I work in Northside Middle School in the resource room with Ms. Jackson—there are school rules, however, her students follow a different set of rules that she makes. The school follows the rule of conduct, which states “Students are expected to comply with all reasonable requests by all staff member. A request will be held reasonable unless it is immoral, illegal, or personally degrading. Students who disobey a reasonable request from any teacher, paraprofessional, secretary, security officer, custodian or cafeteria worker may be suspended from school pending a parent/ guardian conference. Violations of any of these rules may be punished by a penalty of suspension. Repeated violations may be punished by suspension and/or expulsion.” Since teachers are able to make their own rules, which is exactly what Ms. Jackson does. She has different expectations for her children and her classroom rules are stricter than most.

Students should only leave their seats to get a tissue, receive more work or return homework, get their AR book(s) and take the AR test on the iPads. To receive help or ask a question they must raise their hand and either Ms. Jackson, Ms. Peirce or I will come and help the student. Ms. Jackson’s expectations of the students are students will have gone to the bathroom and their locker before class so that they will not have to leave the classroom under any circumstances—unless it is an emergency. To leave the classroom the student must receive a signed pass from Ms. Jackson and also the teacher the student sees must sign the slip as well as put the time the student left the classroom. In the

resource room there is no group work or discussions. All work is independent meaning that the class should be silent as to not disturb the other students.

In Ms. Jackson's class students, follow specific instructions for the start of class and attendance. Students are expected to enter the room with inside voices, they will sit down in their seats, take out their assignment notebooks for Ms. Peirce to check and they will begin on their work straight away. Student's homework will remain with Ms. Jackson in her tray and is kept there until it is completed. It is then returned to the teacher who assigned it. If a student is late they must have a pass from either their previous teacher or the office. That pass will then be given to the tardy room to be handled. When Ms. Jackson wants her student's attention she will call them up to her desk and she will then go over what she needs to discuss with them. At the bell she will go over what she thinks are the most important things to discuss or the most important assignments for the students to get done by the end of class. Ms. Jackson herself handles all of the paperwork. Each teacher will hand Ms. Jackson the incomplete work of each student who goes to the resource room. She will keep it until the student comes into their resource period and completes it. Students will turn work into the class tray or to Ms. Jackson herself, which she will give to the office and the office will deliver it to the appropriate teacher.

In the resource room the work that is done is all makeup work that the students are behind on or just have neglected to do. This is why that late work will be graded on according to the teacher's policy. However Ms. Jackson's rule is that receiving some points is way better than receiving zero points. Each student's responsibility is to get as much work done as they can within the 9-week time period of each of the four quarters. Quizzes however will be made up the day that the student returns to school.

Ms. Jackson has rules for dismissal as well which is more structured than most. Her biggest rule though however is: “The bell does not dismiss you I do.” The students must return everything to its correct place and then remain seating until they are dismissed. Yes, students can be asked to stay behind. Students are to have followed all the class rules. Students are expected to stay on track, clean up after themselves and be respectful of everyone. If this was not the case Ms. Jackson can keep them her students there and talk to them as long as she sees fit. However one of the most important rules that Ms. Jackson has is about iPads. Since students have to be doing homework in this classroom, iPads are not supposed to be out. However there are exceptions, such as when a student is taking an AR test or if their work requires it. If they use their iPads under any other circumstances, they will put it into the iPad drop box and will get it back at the end of class. These are just the rules that Ms. Jackson expects her students to follow. Northside expects their students to follow a set of rules for each specific location they are in.

The hallway is never an ideal spot for people to stand and talk. Northside avoids this by placing a set of rules that must be followed. Students shall not congregate in the halls, make unnecessary noise, run in the halls, and throw objects of any kind. There will be no food or drink of any kind in the halls. Students are not to push, shove or trip others. Headphones should not be used at anytime during the school day and iPads should not be out. This is to help students move along quickly in the five minute passing period that is given between each class. Passing period is not free time it is not time to catch up with friends that is what lunch is for. The lunchroom has its own set of rules. The items that a student purchased in café must be eaten in the café, students are to remain in the

lunchroom, they must return trays and clean up after themselves, and students must use good manners. Good manners are not just expected to be seen in the lunchroom. Students are expected to use good manners in classes and on the bus. The bus takes each student home and to be safe students are expected to follow specific rules. On the bus students will be seated immediately, they will not move from place to place while the bus is moving. Loud, boisterous or profane language will not be tolerated, since it will distract the driver. No type of nonsense play is allowed on the bus. To ensure safety only the bus drivers will open or close the doors, and student will not leave the bus until it has come to a complete stop. The bus drivers can actually recommend that a student will not be able to ride the bus if they do not behave. In every location and situation a teacher or supervisor will monitor the children and will take the necessary action according to what the child has done. However, certain things are one hundred percent not tolerated. Students caught doing or having drugs, alcohol, weapons of any kind, or using threats against another student, will be sent to the office and the necessary actions will be put into place. This could mean suspension or expulsion depending on the degree of severity. Teachers are trusted to have the knowledge of what to do in every situation to keep children safe and safety drills are no different.

During a tornado drill everyone is expected to move quickly and quietly with his or her class to a designated spot, such as the auditorium, the gym, and or the lobby. The teacher is responsible for making sure that every child in that class is where they need to be. During a fire drill it is expected that everyone will move in a quick, quiet, and calm manner to the designated exit. Once in the designated area the teacher is to take attendance and make sure each of his or her students is out of the building. A lock down

requires that each classroom door is locked and that no child under any circumstance leaves the room. The teacher is to make sure that this is so and that students are away from the doors and windows. A teacher is put in charge of twenty to twenty-five lives every year. Their job is to keep students safe under any circumstance that may arise.

I will be managing this classroom the exact way that Ms. Jackson does now—respect will be given. If it is not, then the students will stay after class. They are to be doing work at all times and they will raise their hands or come to me if they need help. But, first and foremost, Ms. Jackson is in charge. I look forward to learning from Ms. Jackson through my observations and interactions not only with the students but with the faculty as well.