



Indiana Conference of Seventh-day Adventists Description of Required School Processes

Desired Product: Students who are well-mannered, well-behaved, polite and respectful.

4.1 Teachers will will make sure all students fully know what is expected of them academically and behaviorally before they are taken anywhere in public.

Rationale Research and theory support the intuitive notion that well-articulated rules and procedures that are negotiated with students are a critical aspect of classroom management, affecting not only the behavior of students but also their academic achievement (Marzano, Marzano & Pickering, 2003).

So parents and teachers, listen up. It's time to hit the road with a group of kids. Preparing the students for the trip is important. Once that preparation is done, the kids not only have a better time, but learning will take place in ways you could never predict. Through the opportunities these trips create, students are allowed to discover important life lessons by themselves and, in doing so, take charge of their future lives . . . Politicians have a popular expression: leave no child behind. Some children should be left behind. Some children are not ready to go to the movie or play . . . yet. They must be prepared. (Esquith, 2003).

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity 1 Timothy 4:12 (New International Version, 1973)

The home in which the members are polite courteous Christians exerts a far-reaching influence for good (White, 1952).

Procedural Guidelines Teachers will not take students out in public until they have been fully prepared academically and behaviorally for the event. Full preparation includes the following:

- a. Clearly defining and rehearsing the purpose, goals and schedule of the event.
- b. Clearly defining and rehearsing behavioral expectations.
- c. As a prerequisite for participating, requiring students to demonstrate they have the background knowledge necessary to fully appreciate what they will see and experience.
- d. As a prerequisite for participating, requiring students to demonstrate they know, understand and can model the rules of etiquette appropriate for this particular event.
- e. Notifying parents in writing in advance of the event, identifying the purpose of the event, and all pertinent logistical details, including student dress and behavioral expectations. Students should wear clothing that is appropriate for the event, enhances the public's image of your school, and makes it easy to identify and supervise all members of the group.
- f. Ensuring supervisors are properly trained and supervision is adequate for the nature of the event and the age and experience of the students involved.
- g. Scheduling the activities of the event in a manner that ensures students are always adequately supervised and meaningfully engaged.
- h. Ensuring students are transported by drivers and vehicles that meet legal and

conference requirements. Unless traveling in a bus that is not required to be equipped with seatbelts, all drivers should ensure each student wears his/her seatbelt. The number of individuals transported in a vehicle shall not exceed the number of seatbelts in that vehicle.

- i. Ensuring Permission to Treat forms for each student are current and taken on each event.

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| Quality Control Mechanisms | <ol style="list-style-type: none">1. The Superintendent of Schools will meet with each teacher to determine if that teacher's formal and informal methods of communication meet the expectations of the K-12 Board.2. The Superintendent of Schools will include questions on the parent survey designed to determine their satisfaction with student behavior at public events. |
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References and Definitions	<p>Esquith, Rafe. (2003). <i>There Are No Shortcuts</i>. New York:Pantheon Books.</p> <p>Marzano, Robert J., Marzano, Jana S., & Pickering, Debra J. (2003). <i>Classroom Management that Works: Research-Based Strategies for Every Teacher</i>. Alexandria, VA:ASCD</p> <p>White, Ellen (1952). <i>Adventist Home</i>. Nashville, TN: Southern Publishing Association.</p>
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