

CLASS PROCEDURES TO IMPROVE KINDERGARTEN STUDENTS LEARNING RESPONSIBILITY IN THE CLASSROOM IN A CHRISTIAN SCHOOL IN TANGERANG

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ABSTRACT

Responsibility is one of the important characters that are necessary for students. Based on the writer's observations and research in grade Kindergarten 2 (K2) at a Christian school in Tangerang, the students did not show responsible behavior in following class procedures. The purpose of this writing is to explain the cause of K2 students not following the class procedure to the maximum viewing from responsibility and to explain how the teacher uses the class procedure to help K2 students practice responsibility. This research is done by using descriptive qualitative research methods. Being responsible is a must for both teachers and students not only to complete assignments but as a response to God as Creator. In the classroom, the class procedure is very useful to help K2 students to practice responsibility. Therefore, the writer observed and tried to apply class procedures in the K2 classroom. The result is that K2 students still need to be reminded about class procedures at every chance. In conclusion, applying class procedures is very useful in a classroom to practice K2 students' responsibilities. The recommendation for the next research is to collect comprehensive data and focus on one type of learning (online or onsite).

Keywords: Class procedure, responsibility, class community

ABSTRAK

Tanggung jawab merupakan salah satu karakter penting yang diperlukan oleh siswa. Berdasarkan pengamatan dan penelitian penulis di Taman Kanak-Kanak 2 (TK2/K2) di sebuah sekolah Kristen di Tangerang, siswa tidak menunjukkan perilaku bertanggung jawab dalam mengikuti prosedur kelas. Tujuan dari penelitian ini adalah untuk menjelaskan penyebab siswa K2 tidak mengikuti prosedur kelas dengan maksimal dilihat dari segi tanggung jawab dan untuk menjelaskan bagaimana guru dapat menggunakan prosedur kelas untuk membantu siswa K2 berlatih tanggung jawab. Penelitian ini dilakukan dengan metode deskriptif kualitatif. Bertanggung jawab merupakan keharusan bagi guru dan siswa, tidak hanya untuk menyelesaikan tugas-tugas, tapi sebagai respon kepada Allah sebagai sang Pencipta. Dalam kelas, prosedur kelas sangat bermanfaat untuk membantu siswa K2 berlatih tanggung jawab. Maka dari itu, penulis mengamati dan mencoba menerapkan prosedur kelas di kelas K2. Hasilnya adalah siswa K2 masih butuh diingatkan prosedur kelas di setiap kesempatan. Kesimpulannya, menerapkan prosedur kelas sangat bermanfaat untuk diterapkandi kelas untuk melatih tanggung jawab siswa K2. Saran untuk penelitian ke depan adalah agar data dapat dikumpulkan dengan lengkap dan fokus pada salah satu jenis pembelajaran (daring atau tatap muka).

Kata kunci: Komunitas kelas, prosedur kelas, tanggung jawab

BACKGROUND

One of the learning communities is a classroom and classroom itself consists of a teacher as the educator, a student as the learner, and a room that fits those two. Teachers as educators have the responsibility to educate the students. The student has the responsibility to learn from the teacher because they are the learner. These two groups have responsibilities on their own yet they are having a relationship that is meant to complete each other. As Christians, we have the responsibility to believe and do in the name of Jesus Christ (Shaw, 2006). Listening and obeying what the Bible said is part of being responsible to God. The same goes in a classroom, both the teacher and the student are responsible for following the class procedure.

Looking at these times, the changes between onsite, online, and hybrid learning have significant impacts on a sense of responsibility in a classroom. Based on the writer's observation of grade Kindergarten 2 (K2) students in a Christian School in Tangerang from July to August 2022 found that most of the students did not show responsibility within the learning process. When it was an online class, most of the students carelessly unmute their microphones almost all the time actually since the first lesson of the day, the homeroom teacher always reminded the students about the online class procedures (appendix 1). In both online and onsite classes, sometimes the students were being noisy like talking and making noises, they walked around the class, and did not sit nicely while the teacher is still delivering the lesson in the class. They often did not follow the hand signal when the teacher showed some of it. Some of the students were straying away, and most of the boys could not sit nicely when it was

about to do the learning activity (appendix 6). All those actions and behaviors are called of being irresponsible toward the class procedure.

Those actions and behaviors are not reflecting a conducive class. A classroom is a learning community where everyone learns and prays together to achieve success in learning (Van Brummelen, 2009). It means that everyone who is part of the classroom is having a mutual relationship and mutual goals. In line with that, the relationship between teacher and student is more about the feeling of trust, safeness, respect, et cetera (Kanu, 2019). As mentioned, the classroom consists of a mutual relationship between teacher and students that should have the same attitude towards each other. Giving respect to the teacher means that the student is being responsible just by listening to the teacher, as his status is a student in a classroom. Having an attitude of being irresponsible can be seen when the students talk by themselves or with their friends instead of listening to what the teacher says.

The issues above are emphasizing that students still need to learn and understand their responsibility as a student in a classroom. Not only do they have to be responsible to the teacher, but they also have to show their responsibility to God as the Creator. It is in line with the statement from Hoekema (2019), about humans are ultimately being responsible to God as their Creator. God creates humans and gives them life, it is only right that everyone in this world shows their responsibility to God. In a classroom, students have a responsibility to follow the class procedure that is given by the teacher. In observation, most of the students did not show responsible behavior in following the class procedures. As a Christian teacher, it is important to guide the students toward responsible

behavior in the classroom. And students, have to learn and understand that they have responsibilities as students in a classroom.

In the first paper, the Christian teacher as a guide is to improve academics and provide a Christian environment to students, so they can enjoy God's presence and become more competent disciples of God. The teacher's guidance is important so that the student can develop their character. Christian teacher as a guide means that the teacher is being responsible to the student by guiding them. In responding to that, the student also should show respect by fulfilling their responsibility in the classroom. The first initiator is the teacher who guides the student by giving them the class procedure and how to do it, then the student can follow the teacher's guidance by following the class procedure. Following class procedure is important and need to be understood by the students. The simple way to tell the "why" is because if the students did not do their responsibility, it will make the learning process less effective and the class becomes inconducive. As Shaheen, Ahmad, and Shah mentioned in their journal (2020) that both the teacher and the student are responsible for creating an environment that can boost the teaching and learning process. It means that conducive environment is important in teaching and learning process.

Responsibility can be formed from cognitive and social aspects. According to Piaget in his cognitive development theory, kindergarten students are in the preoperational stage, and in this stage, one of the characteristics is egocentrism (Babakr, Mohamedamin, & Kakamad, 2019). This character means that children hardly take others' perspectives, but they only view from their perspective. That's why they need to learn to take others' perspectives since a child. Piaget

believes that children best learned from interaction (Semmar & Al-Thani, 2015). It means that through interaction or conversation, children will learn quickly and eventually be able to learn to take others' perspectives. In social, Erikson said that in early childhood, children actively engage with their environment by independently playing (Syed and Mclean, 2017). From these theories, it can be concluded that kindergarten students are still at the stage of being egocentric and independent play, that is why it is difficult to make kindergarten students responsible.

Since the problem is on how the student's behavior did not show being responsible in a classroom, then one of the methods that can be applied is by using the class procedure. According to the Cambridge dictionary, class means a group of students who are taught together in a classroom and procedure means a set of actions of doing something. That means the class procedure is a set of actions of something that have to be done by the students in a classroom. For example, at home everyone has their routines or procedures for getting dressed in the morning, getting out of the door, getting ready for meal time, or getting to bed (Holewa & Rice, 2008). For those simple examples, the teacher can apply the same concept in a classroom. Try to convert those home procedures to class procedures, then there will be procedures for walking out of the class, preparing for mealtime, sitting down, lining up, et cetera. Looking at those examples, they showed that basically, it is all about being responsible towards self. To become responsible, one must be aware, because the more awareness the freer one can choose one own response (Hannush, 2021).

Applying class procedures can teach the student to be more responsible. From the observation in a Christian school in Tangerang, the class procedure is one of the most important parts of a classroom. If the teaching and learning process can not go well because the students are not following the class procedures that made the class inconducive, the teacher will put forward class procedures over lessons (appendix 7). It shows how essential class procedure is. The class procedure is given to the student about how to do something by giving them an example of problems to make sure they know it (Roediger & Pyc, 2012).

Christian teacher as a guide is to lead and guide the students to trust more in God and develop the willingness to be responsible towards His commands (Dewi, 2019). In a classroom where the students have responsibilities as learners mean that they have to be responsible towards lessons and assignments that are given from the teacher. The students need to learn how to be responsible in any actions and any tasks they have got.

Based on these explanations, class procedures help the students to improve their sense of responsibility in a classroom and train them to be more responsible towards the class procedure. The research method being used in making this paper is descriptive qualitative, using the portfolio from the internship to explain the problem and solution.

The problems that will be discussed in this paper are:

1. What caused kindergarten 2 (K2) students not being responsible in following the class procedure?
2. How the teacher uses the class procedure to help K2 students practice responsibility?

So, the purposes are:

1. To explain the cause of K2 students not being responsible in following the class procedure.
2. To explain how the teacher uses the class procedure to help K2 students practice responsibility.

KINDERGARTEN STUDENT'S RESPONSIBILITY

Every student has responsibilities in the classroom. Responsibility itself is a particular kind of response that is warranted from a person to his own significant action (Eshleman, 2014). Students as a learner have to be responsible for their learning (Can, Yıldız-Demirtaş, & Altun, 2017). So, student's responsibility is when the student is able to show expected responses in the classroom during the learning process, for example readiness.

In a classroom, a teacher is the one who has control over the class. Therefore, students have to listen to every direction from the teacher (Stormont & Cohen, 2021). To be responsible can be shown by how students listen to the teacher in a classroom. When the student does not listen to the one who gives directions, it means the student is still not ready to learn in the classroom.

Responsibility character is very necessary so the student can be aware of their duties and those that need to be done (Eliza & Putri, 2020). Kindergarten students still need to be told about why they have to be aware of their duties, surroundings, rules, procedures, et cetera. After they understand or at least know why they have to be aware, they can perform responsibility easier. For example,

student have to listen to the teacher, because if they do not listen they may can not do the class activity.

In the classroom, a teacher will have to evaluate everything that happens in the classroom. By giving evaluations to the students, they will get to learn how to be responsible with what they did (Amik, Nuraini, & Sugiarti, 2016). Through the evaluation from the teacher, the students will learn that they still need to be more responsible in their doing. Evaluation from teachers is very helpful for the students to know what kind of expectation the teacher has for the students in sense of being responsible in a classroom.

Through responsibility, the student's character can be built by habituation, in other words by making it into a habit (Waljinah, Dimiyati, Prayitno, & Dwilaksana, 2019). Kindergarten students can learn things quickly when they are taught directly through repetition. By making a certain habit, the students will develop a sense of responsibility because they have been doing it repetitively to the point it became a habit. They will know for themselves that it only feels right to do things in habit.

From those theories, it can be concluded that kindergarten student's responsibility is the response that is shown during learning process in a classroom, like the readiness in learning, and kindergarten student need to know their responsibility so they can do it. In a classroom, their responsibility can be seen through how they listen to the teacher's directions, and their awareness of their duties that has to be done. The teacher can help the students by giving evaluations to the students so they can know what the teacher expects from them. A repetitive direction and action can become a habit that the student will have to

follow and do in a classroom. The character of responsibility from kindergarten students will eventually be seen through their daily habits in class.

CLASS PROCEDURE

The procedure itself is made of approved ways that have goals to achieve specific tasks in a class (Widiasworo, 2020). Since it was made of approved ways, it means that the procedure had gone through many discussions, reasons, and trials, so the final product is ready to be established. In a class, the class procedure must have been approved by the teachers at that school. The procedure must have been discussed for many reasons so that finally it can be carried out in class.

In essence, procedures are policies or regulations that have various steps to get things done (Weinstein & Evertson, 2013). Since it is a policy, it has consequences for those who either follow and do it or be denied and not doing it. In kindergarten, the consequence term is usually known as reward and punishment. There will be a reward for those who follow the procedure and punishment for those who do not follow the procedure. Applying reward and punishment is also part of the policy.

Doing behavior repeatedly will eventually become a habit (Morgan, 2010). By doing things step by step, in addition, every time, every day, or at a certain time, the same thing over and over again will eventually become a habit. Once it becomes a habit, it would be hard to change it suddenly, because the change will be different from the procedure. Demonstrating the class procedure and asking

the student to follow it time over time, will become a habit that the student will do in class.

A classroom needs rules and procedures or a clear routine so the class can be effective (Kuntjojo, 2021). It means that without class procedure, the class will more likely be less effective. Align with that, Parhusip, Heryanto, Tambunan, Hartono, & Togatorop (2021) mention that managing classroom is easier by applying class procedure, because the student will learn how to be responsible in the classroom. To deliver class procedure, a simple way is by doing a routine based on the class procedure. Doing it routinely will make the class procedure easy to be remembered and applied.

In conclusion, class procedure consists of approved ways to achieve specific goals in a classroom. Procedure itself is considered as a policy that has various steps within it. Doing the class procedures in routine will eventually become a habit. Doing this will lead the classroom to be effective and the student can be more responsible.

RELATIONSHIP BETWEEN STUDENT'S RESPONSIBILITY AND CLASS PROCEDURE

A conducive class is every teacher's dream. To maintain the class' conduciveness, students must be responsible for the class procedure (Moran, Stobbe, Baron, Miller, & Moir, 2008). When the student can show responsibility in the class, the class can be more conducive. It means that one of the aspects to make a conducive class is the responsibility of the student in the class. Students have a responsibility to follow the class procedure.

The class procedure is necessary to be applied in every class. Students need to understand the class procedure. They need to be displayed regularly what is included in the rule, so they eventually can be responsible for the class procedure (Roiha & Wiseman, 2021). When the student is applied of class procedure regularly, they will eventually remember and understand that the rules and procedures are necessary for them. If it is not necessary, then they will not have to do it.

The classroom needs to be managed by the teacher as the person in charge of the classroom. One of the things that are included in classroom management is a class procedure. The class procedure is used to organize the student's behavior to achieve the learning goals in the classroom (Kumayas & Cendana, 2021). Class procedure makes everything clear and organized in the learning process. Align with that, an established class procedure means that there expected of the students, of them is to be responsible in completing their assignments (Melser, 2022). Studying, learning, and completing assignments are students' responsibilities in a classroom. Every student is expected to complete the assignments that are given to them. Completing an assignment is also part of being responsible because it means the student listens to the teacher's explanation and can apply or finish the assignment from the teacher, which is part of the class procedure.

The class procedure can help classroom management. From that, the students may be more in order and can form their characteristics to be responsible students (Parinding & Tangkin, 2022). Students' characteristics can be formed through many approaches and methods, one of them being by

applying class procedures. Being responsible means the students can follow the class procedure in order, not out of order. The students need to learn that there are orders in doing things as part of the whole procedure.

That being said, class procedure and student's responsibilities are fulfilling each other, completing each other. Without the class procedure, the students do not have a clear responsibility in the classroom. It means that the student's responsibility is being managed or has to follow the class procedure. The class procedure can organize students' behavior in order, to maintain the classroom environment. At the end of the day, the students are expected to understand the class procedure necessary, that they have to do and complete their assignments.

K2 STUDENT'S RESPONSIBILITY IN THE CLASSROOM

Kindergarten students have simple responsibilities, considering their young age. Responsibilities they can do are keeping their stuff safe, putting back things in their place, and finishing the task that is given to them (Sarsabila & Nurmaniah, 2021). When K2 students were asked to keep their stuff safe, it taught them that if they do not want their stuff broken or missing, they have to keep it safe on their own and be responsible for their stuff. It can be done by putting it back in its place, so they can remember and know where to find it again. And when they were given tasks, they would have to do and finish them or they will get left behind.

K2 students like to listen to stories. When they found their favorite books and then done with them, they have to put them back on the bookshelf, and if they use a pencil they have to put it back in its place (Suprihatin & Rosita, 2020).

Reading a book is a good thing to do, but as good as how it is, put the book back on its shelf is also a good thing to do. The same goes for the students using their writing tools, they have to put them back in their place. By put things back to its place, the student can find them again when they need them.

Another simple example of kindergarten's responsibility can be seen in how they maintain their toys in a good state (Wresniwira, 2017). Kindergarten students also like to play with their toys. However, they do not usually maintain their toys, because what they know is only use or play with the toys. Teaching kindergarten students how important it is to maintain toys can help them to realize that if they play too hard or out of their excitement, their toys might break at sometime and they can not play with their toys anymore.

Other basics and obvious responsibilities that kindergarten students can do are obey the rules, take self-care, and maintain environment cleanliness (Isnainingsih & Rohman, 2020). Obeying the rules is basic for them because if they do not obey the rules, usually there will be punishment, and they dislike punishment. For taking self-care, it is also basic because kindergarten students learn quickly that when they do not take care of themselves, they might get hurt or sick.

In the end, kindergarten students can produce rights and responsibility laws, such as "my right is to have friends and my responsibility is to be a good friend" and "my right is to play and my responsibility is to play and organize the games after me". It is a simple way of kindergarten thinking and understanding. But through this understanding, kindergarten students may learn that being

responsible for something is very important if they want to get what they want (Lousky, 2018).

To summarize, kindergarten students can produce rights and responsibility laws. For example, they have the right to get a good toy and play with it, so they have the responsibility to play nicely and put it back in its place so it will not go missing. The same goes for taking care. They have the right to do things according to the rules, so their responsibility is to obey the rules and take care of themselves while doing things.

CLASS PROCEDURE FOR K2 STUDENTS

The class procedure is one of the most important things in a classroom that needs to be known, understood, and done by the students. The class procedure is started before the student enters the classroom, opening session, core/delivering materials, meal/lunch time, break, and closing (Ita, 2018). Even before entering the classroom, there is a procedure. That procedure is part of the class procedure because it is a procedure on how the students enter the classroom. And then every session has its procedure. During mealtime, there is a procedure, for example, students are not allowed to talk and walk while eating.

In online classes, the rules and procedures are turning on the camera, unmuting the microphone before being allowed, sitting nicely, and focusing from the start to the end of the learning process (Naibaho, Cendana, & Araini, 2021). While online, the teacher only interacts with the students through technology using a gadget. So to manage the class, the procedure must be applied using the technology as well. Turning on the camera is for the teacher to observe and

monitor the student during the learning process. The mute-unmute microphone is important because if everyone unmutes their microphone, the lesson can not be delivered properly.

Still in online learning, other procedures that can be applied are using “hand signal”, using “reaction or thumbs up”, and “one voice only” (Kumayas & Cendana, 2021). In school or education online platforms, usually there are features that can be used without the participants have to speak. By using “hand signal” and “thumbs up”, the student can show their expression or tell to the teacher what they want to do. For example, the student gives 2 finger hand signal, which means they want to go to the toilet, and also gives thumbs up if they understand or the same as saying “okay”.

During the learning process, there will always be an interaction between the teacher and the student. Mostly, the teacher will ask the student and the student will respond to the question, whether they know or not know. One of the procedures for responding to the teacher’s question is for the student to raise their hand and wait until the teacher point and allow that student to answer, only after that the student may answer the question (Parinding & Tangkin, 2022). But if there is more than one student, then the students have to wait until the teacher chooses who may answer the question.

Kindergarten students have to follow the procedures in their school and class. Some of the procedures are if there is trash they have to put it in the rubbish bin, put back toys after playing with them, and get in line to wash their hands (Lusiana, Ali, & Miranda, 2018). Those procedures will help the student to become more responsible. Students can not abandon their trash just like that

because there will be bacteria and smells. And then since they live as one class community, they can not just run away because they want to wash their hands, there is a procedure that they have to get in line. Everyone gets their turn.

Based on the research above, it can be concluded that actually kindergarten students have to follow simple class procedures. The procedures are about things related to them, for them, and by them. The procedures must be done because they are the ones who did it, and they would get benefit from it. The benefit is also to help them more aware of their surroundings.

While looking back at the writer's internship in a Christian school in Tangerang, class procedure is a very important aspect that exists in a classroom to practice the student's responsibility. Since they are still at a young age and their emotional and cognitive are still in development, they have to learn how to be responsible from kindergarten through the class procedure. The class procedure has a positive impact on student's behavior. The student can be more responsible in their excitement if the procedures or instructions are given to them clearly (appendix 8 and 9). Compare to the mathematics class, the students went into chaos because they were too excited that made the writer did not deliver or apply the class procedure faithfully (appendix 10). During the language lesson, the writer managed to deliver the class and learning procedures to the student with clear instructions (appendix 8). The same thing happened in art and craft class, the students were very excited that they were looking carefully and following the instructions, they do not get distracted, and only focused on the writer that was giving the demonstration (appendix 9). These facts show that a

clear procedure and being attractive in delivering the lesson will get the student's attention which makes them stay within the procedure.

Different thing if the procedures were not delivered properly and faithfully. The students will stay out of the procedure and do what they like. To put it together, to improve the student's responsibility, the teacher should faithfully deliver the class procedure clearly and get their attention. The teacher must not lose composure just because the student did not follow the class procedure.

DISCUSSION

Kindergarten students as learners have the responsibility to listen to the teacher's direction and follow the class procedure. A class procedure that had been followed would eventually become a habit so that the student will remember how the class procedure works. The students have the responsibility to do and complete their assignments as part of the class procedure. Following the class procedures as well as the rules will improve their sense of being responsible because it is the same as taking care of their possessions. The class procedure will help the students to nurture their responsibility.

A Christian teacher as a guide has the responsibility to improve the student's academic and provide Christian environment learning to the students (Tung, 2021). A Christian teacher must know and understand this role entirely. It does not only mean being responsible to the students, but also to God. A Christian teacher is a human that owes his existence to God and is primarily to be responsible to God (Hoekema, 2009). So in other words, a Christian teacher

must be responsible to God first, then it can be applied to the students. It is the role of a teacher as a guide, that is to lead and guide the students to trust God more and be responsible in carrying His commands (Dewi, 2019). The teacher must give the example to the student, then the student will have to follow the teacher.

In practice, Christian education has one goal, which is for the teacher to guide the students toward developing a love for God and neighbor (Erck, 2018). The love for God in a classroom can be applied as simply as being responsible to the class procedure. When the students follow the class procedure, listen to the teacher, be responsible in their assignments, those are actions of love for God and neighbor. Classmates and teachers are also neighbors. So, by fulfilling the responsibility, the students are already taking action for loving God and their neighbor.

Being able to be responsible toward others is a good thing. But, as written in Genesis chapter 3, where humans fall into sin, there are consequences that humans received, which are being separate from God and others, a sense of loss, irresponsibility, loneliness, and death (Choi, 2005). This event is the first time human being irresponsible to God. God gave them life, necessities, and one rule. But the human did not follow that rule that made them fall into sin. Sin makes humans have a sense of being irresponsible, but God brings salvation to humans, so responding to that, humans have the sense of being responsible, which is by responding to that in the process of becoming Christlike (McDermott & Netland, 2014).

In the learning process, there is a procedure to be followed. Between online and onsite classes, the essence of the class procedure is the same, which is to maintain class conduciveness and to achieve the learning goals. But when the class procedure itself could not be fulfilled, then the learning goal will harder to be achieved effectively. An effective learning process requires a pleasant classroom, not-so-tense interaction between teacher and student, and being active (Rusdinal & Afriansyah, 2018). When these requirements are met, the class will be more likely conducive and the learning process will be effective.

Based on the internship portfolio data, K2 students found that they still did not follow the class procedure to the maximum. This misbehavior was seen during both online and onsite classes. In the online class, when the teacher was still talking in the classroom, sometimes the active students ignore and just talked about what was on their minds without raising their hands first (appendix 4). Around 2-3 students did not show up in the camera during the class and two students were strolling in their room while the teacher was still talking (appendix 4). Most of the students still carelessly unmuted their microphones, almost all of the time (appendix 5). In onsite class, there is no difference. During the learning process, 3-4 students did not sit and pay attention to the teacher, and one student always moved independently from his spot (appendix 6). During learning activities, some students show that they are lacking to be responsible for their assignments. Instead do their learning activity, some students were moving here and there (appendix 6). These misbehaviors were shown by the students that can be concluded that the students did not follow the class procedure responsibly. They did not show their behavior being responsible towards the class procedure.

Looking back at the problems, K2 students could not follow the class procedure to the maximum because of the responsibility they have to do in the classroom. They have to be responsible for everything they did. So, if they are responsible, they will be allowed to do things, but if they do not or could not fulfill there will be a consequence. But the responsibilities they have to do are not always what they like. These K2 students still love to do things that they like. They can try to follow the rules and procedures, but they also can easily get distracted by other factors. The main part is within the students themselves because they have the final decision in doing things or not doing it. The procedure exists to guide the students and be on the track.

The writer overlooked that applying class procedure and reminding it is very important for K2 students. The teacher in observation gave and reminded the students what to prepare and the class procedure before the lesson started (appendix 1). Online, one of the procedures is for the students to turn on their cameras. When the student turns off their camera, the teacher will try to check them and ask them to turn them on their camera (appendix 1). In class, the usage of hand signals is very important, and the students manage to follow the teacher (appendix 2). But still, the students are not that consistent to stick with the class procedure, they sometimes still need to be reminded of the class procedure, like to raise their hand first if they want to talk (appendix 3). In teaching reflection, the writer stands with the rules and procedures so the students can be directed on how to do things during the class (appendix 8). The writer also tried to engage with the students by checking their understanding but

keeping up with the class procedures, like being in front of the camera, asking permission, or waiting turns to unmute the microphone (appendix 8).

Unfortunately, most of the time, the writer could not deliver and remind the class procedure faithfully (appendix 10). Based on that experience, the class went into chaos because the writer could not keep up with the class procedure. There was also one time when the class was very inconducive which made the teacher have to deliver the rules and procedures of the class all day long made the teacher did not have the chance to deliver the subject materials (appendix 7). It means that the class procedure is very important to be applied and to be reminded constantly and faithfully.

In delivering the class procedures, the teacher only deliver verbally and show example about it. There are no specific steps on applying the class procedure. In guiding the students, class procedures will help both the teacher and the students to be responsible. In the end, the writer unable to fulfill the role of a guide by applying class procedures to practice student responsibility because the writer did not deliver and remind the class procedure faithfully.

CONCLUSION

The causes of K2 students not following the class procedure to the maximum viewing from responsibility are they were easily distracted during following the class procedure, the teacher did not deliver the class procedure faithfully, and the teacher forgetting or rarely reminding the student about the class procedure. Therefore, to help K2 students to practice their responsibility is done by using the class procedure. The writer realized that class procedure must

be applied in the classroom and the teacher must remind the student about the class procedure faithfully. From there, the teacher can guide K2 students to be more responsible in following class procedures.

It is important for a teacher to deliver and remind the class procedure to the K2 students faithfully. This will help them to practice their responsibility in the classroom. A Christian teacher as a guide must be firm with the class procedure, faithful in reminding the class procedure and guide the students to be Christlike. These steps will make a classroom more conducive and bring shalom to everyone in it.

RECOMMENDATION

In doing this research, the writer admits that there are still a lot of data that are essential that need to be attached here. Apart from the internship is limited to one month only, and within the school itself there are still some adjustments between online, onsite, and hybrid, the other factor is from the writer himself that unable to collect more comprehensive data.

For the next and future research, the writer has some suggestions. Since this paper is discussing kindergarten students' responsibility in following the class procedure, it will be better for the next writer to choose one type of learning (online or onsite) so the class procedure and the actual real-time are more relatable and accurate. The second is for the next writer to choose one kind of class procedure, for example answering procedure or hand signal procedure because there are many class procedures to be discussed, so better to focus on one class procedure. Lastly, the next writer have to collect more data

comprehensively from observation, reflection, and lesson plans. The writer hopes that through these papers, teachers can be responsible guides for the students in a classroom.

