

# I KNEW THAT!

## HELPFUL HINTS FROM THE



**B**E THE KIND OF PERSON YOU WANT YOUR STUDENTS TO BE. IF A TEACHER DOESN'T LIVE UP TO HIS OR HER OWN STANDARDS, HOW CAN THE CHILDREN BELIEVE THEY ARE IMPORTANT?

**D**ON'T GIVE HOMEWORK AS A PUNISHMENT. **E**XPLAIN EVERY HOMEWORK ASSIGNMENT. **E**NCOURAGE STUDENTS TO ASK THEIR PARENTS FOR HELP WITH HOMEWORK.

**U**SE PURPOSEFUL, EFFECTIVE QUESTIONING TECHNIQUES. **B**E SURE TO ALLOW "WAIT TIME" OF AT LEAST 5 SECONDS FOR A RESPONSE.

**A**DMIT IF YOU'VE MADE A MISTAKE AND APOLOGIZE IF YOU'VE TREATED A STUDENT UNFAIRLY.

**K**EEP YOUR CLASSROOM CHEERFUL AND ORDERLY. **A**LLOW SPACE FOR STUDENTS TO MOVE EASILY AROUND THE ROOM AS NEEDED.

**M**AKE LEARNING FUN, INTERESTING, AND RELEVANT TO THE STUDENTS' LIVES.

**C**OMMUNICATE OFTEN AND OPENLY WITH PARENTS. **E**NCOURAGE PARENT VOLUNTEERS IN YOUR CLASSROOM.

**R**EMEMBER THAT EACH STUDENT HAS DIFFERENT STRENGTHS, WEAKNESSES, AND NEEDS.

**F**ULFILL YOUR RESPONSIBILITIES OUTSIDE THE CLASSROOM AS WELL. **B**E A CONTRIBUTING MEMBER OF THE SCHOOL FACULTY AND TEACHERS' ASSOCIATION AS WELL.

# PRINCIPLES OF EFFECTIVE DISCIPLINE

## HELPFUL HINTS FROM THE



- TREAT STUDENTS WITH DIGNITY AND RESPECT.
- EFFECTIVE TEACHING REDUCES DISCIPLINE PROBLEMS.
- IT TAKES TIME TO DEVELOP AN EFFECTIVE DISCIPLINE PLAN.
- WE CREATE MOST OF YOUR DISCIPLINE PROBLEMS BY HOW WE TREAT PEOPLE.
- BORED STUDENTS BECOME DISCIPLINE PROBLEMS.
- LACK OF SELF ESTEEM IS THE MAJOR REASON WHY STUDENTS ACT UP.
- NO ONE WANTS OR LIKES TO FAIL. A STUDENT WOULD RATHER BE BAD THAN STUPID.
- ANYTHING YOU CAN DO TO MAKE PEOPLE FEEL GOOD ABOUT THEMSELVES WILL HELP MINIMIZE DISCIPLINE PROBLEMS.
- PEOPLE WHO FEEL POWERLESS WILL FIND WAYS OF EXPRESSING THEIR LACK OF POWER. FOR EXAMPLE, NOT KNOWING WHAT THE ASSIGNMENT IS.
- WE DENY MOST STUDENTS WHO NEED TO LEARN RESPONSIBILITY, BY DENYING THEM THE EXPERIENCE TO HAVE RESPONSIBILITY.

FROM, *THE EFFECTIVE TEACHER*, BY HARRY WONG

# RULES

## HELPFUL HINTS FROM THE



AN EFFECTIVE TEACHER HAS RULES AND CONSEQUENCES THAT GOVERN STUDENT BEHAVIOR.

Do you?

HERE ARE SOME GENERAL SUGGESTIONS:

### SUGGESTED SPECIFIC RULES

NO CURSING OR TEASING.

KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF.

FOLLOW DIRECTIONS THE FIRST TIME THEY ARE GIVEN.

RAISE YOUR HAND AND WAIT TO BE CALLED ON.

STAY IN YOUR SEAT UNLESS YOU HAVE PERMISSION TO DO OTHERWISE.

### SPECIFIC RULES FOR ELEMENTARY GRADES

COMPLETE THE MORNING ROUTINE.

CHANGE TASKS QUICKLY AND QUIETLY.

EYES FRONT WHEN THE TEACHER IS TALKING.

REPORT DIRECTLY TO YOUR ASSIGNED AREA.

### SPECIFIC RULES FOR THE PLAYGROUND

DO NOT THROW ICE OF SNOW AT ANYONE.

ONLY TWO ON THE TEETER-TOTTER AT A TIME.

SWING ONLY FORWARD AND BACKWARD ON THE SWINGS.

SLIDING PATHS MUST BE CLEAR BEFORE YOU START YOUR SLIDE.

### SPECIFIC RULES FOR HIGH SCHOOL

SIT IN YOUR ASSIGNED SEAT DAILY.

BE IN YOUR SEAT WHEN THE BELL RINGS.

BRING ALL BOOKS AND MATERIALS TO CLASS.

NO PERSONAL GROOMING DURING CLASS TIME.

FOLLOW DIRECTIONS THE FIRST TIME THEY'RE GIVEN.

# Stress Busters

## Helpful Hints from the



This year will be a year of “firsts” as you establish yourself personally, financially, and professionally. Learning to cope with the stress that accompanies these changes is critical to your success.

**Budget your time as you do your money.** Create a daily schedule that increases your productivity and maximizes learning opportunities for students. Keep it flexible and friendly.

**Don't Procrastinate.** Having something “hanging over your head” can cause more tension than the project is worth.

**Schedule a time for you.** A refreshing walk, good book, or creative hobby will give you a chance to revive and recharge.

**Leave your teaching at school.** If you must lug home some schoolwork, get it done early in the evening. Better yet, do it at school and leave it there.

**Get plenty of sleep.** Go to bed early if you are tired. Don't lie awake worrying about how you should have handled a situation in class.

**Find a friend to be a trusted listener.** Talking a problem out won't make it go away, but it can relieve the tension.

**Observe good eating habits.** Watch your vitamin and mineral supplements. Drink plenty of water. Eat wholesome foods so that your body takes in a sufficient amount of calcium, potassium, iron, vitamins B & C, and protein. When in stress, the body calls on these nutrients for energy.

**Rid yourself of worry.** One study has shown that 40% of the items people worry about never happen, 35% can be changed, 15% turn out better than expected, 8% involve needless concern and only 2% deserve attention.

# Working with Classroom Volunteers

Helpful hints from the



## Survey Parents the First Week

Send a note to parents outlining the ways that they can be helpful to you and the students. Do you need guest speakers? Can they run off materials, correct papers, work with small groups, or assist with big projects? Give them examples of ways they could contribute. Find out what they are willing to do.

## Organize Your Resources

Make note cards with the names, addresses, phone numbers, availability, and the assistance each volunteer is willing to provide. Find ways to use ALL of them. Organize your groups, activities, etc. around the use of those volunteers. Many parents say they volunteer but are never called.

## Plan for Routine

Working with volunteers needn't be extra work for the teacher. Have an established area for volunteers to check in. Have a box or a basket that contains materials they will need. Provide numerous routine tasks that can easily be picked up and done at any time, (flashcard drills, correcting, filing, listening to readers). Volunteers should be able to get started without interrupting your lesson.

## Train Your Volunteers

Take an hour or more and invite all of your volunteers to meet together. Go over your expectations (confidentiality, discipline, punctuality). Show them where to find materials, how to operate machines, and where to put their belongings when in the room. Answer all of their questions at the meeting and save yourself and them a lot of valuable time later.

## Value Time and Effort

Remember that they are VOLUNTEERS. They may have conflicts and be unable to come every time you request them. Value them and appreciate the time they DO give. You will have better working relationships with volunteers if they know they are making an important contribution to the students. Be sure to thank them. Send cards or give other demonstrations of appreciation.

# Your Key to Good Classroom Discipline

Helpful Hints from the



**Be Friendly** — Be the kind of person the children like and trust. Be firm, fair, friendly, courteous, enthusiastic, confident, and keep your sense of humor.

**Keep Your Classroom Organized** — A disorderly environment may encourage disruptive behavior.

**Keep Rules Simple** — Establish as few classroom rules as possible and keep them simple. Have consequences for both positive and negative behavior.

**Get to Know Your Students** — You will soon develop a sense for anticipating trouble before it begins.

**Don't Use threats to Enforce Discipline** — Never humiliate a child. Use established consequences, not threats, to enforce rules.

**Avoid Arguing With a Student** — Discussions about class work are invaluable, but arguments can become emotional encounters.

**Let the Students Know You Care** — Determine jointly with the class what will be acceptable in terms of behavior and achievement and what will not. Show interest in what the students say.