

TIPS FOR DISCIPLINE

1. Insist on the general rule of one voice at a time in the class: progress, not chaos should reign.
2. Set behavior standards immediately. In high school the students are able to draw up suitable codes of acceptable conduct.
3. Plan beforehand. Have alternate plans to fill unexpected gaps. Planning is your best insurance against confusion.
4. Be definite and consistent. Lack of preparation is an open invitation for widespread problem behavior.
5. Sell your subject matter by gearing it to the maturity and interest of class.
6. Motivate your class by every technique possible. Prevention is worth a pound of cure.
7. Be an adult example of the conduct you expect. Be self-controlled, positive, firm but kind. Be yourself.
8. Be friendly, but not a playmate.
9. Give praise, encouragement and inspiration. Refrain from arguing: discuss, explain but never revert to argumentation.
10. Don't make deals nor compromise standards.
11. Action is more effective than words. Take away distracting material without comment, etc. Contact parents when necessary.
12. Don't punish the whole group because of the misbehavior of one or a few.
13. Try silence as a means of checking misbehavior. Stop dramatically in the middle of a sentence and wait for the group to sense the reason for the pause. Then go without comment.
14. Be aware that unacceptable behavior is often a symptom of fear, resentment, insecurity, etc. By fulfilling these needs you can show a student that he does not have to resort to unacceptable behavior to gain his ends.
15. Don't threaten unless you intend to carry it out. Idle threats become meaningless and impair your effectiveness.