

Table of Contents

About this Book	7
The Tone of the Setting . . . Celebrations, Rituals and Rules	9
The Teacher's Mission Statement	10
Giving Students Ownership of the Classroom Routines	11
Prevention	13
Documentation	14
When Counting to Ten Fails	15
Discipline Plans for Middle Year Teams	17
Night School Notification Form	19
Parent Communication with the Team	21
Progress at a Glance	23
Weekly Progress Report	24
Team Progress Report	25
It's Chart Work Time	26
Celebration Week	29
The Fifteen-Minute Countdown Game	31
Strategies and Activities for Positive Student Behaviour	35
Teaching Students to be Self-Sufficient	36
Yellow Pages Scavenger Hunt	37
Name Tags	38
A Letter of Recommendation	40
Positive School Survival Skills with Posters	41
Lunch in the Room	44
Field Trips	45
Field Trip Forms	48
Twenty-Five Alternatives to Corporal Punishment	57
Behaviour Improvement Plan	64
Twenty-Five Rewards that Students Enjoy	66
Managing Hands-on Lessons	69
The Dreaded Clipboard	72
Parties and Rewards	74
Guest Speakers	76

Using Literature and Drama to Impact Student Behaviour 79

The Book of Virtues 80
Using Literature to Assist a Student Who Is Doing Dangerous Things 81
Using Literature to Assist a Student Who Is Angry 83
Using Literature to Assist a Student Who Is Rude 85
Using Literature to Assist a Student Who Has Made a Poor Choice 87
Using Literature to Assist a Student Who Has Told a Lie 89
Eclectic Tragic Behaviour Opera 92

Dealing with Difficult Students and Situations 97

Assisting the Student Who Is in Danger of Failing 98
Assisting the Student Who Will Fail 99
Assisting the Student Who Is Angry 100
Assisting the Student Who Does Not Participate 103
Assisting the Student Who Is Hostile 104
Assisting the Student Who Is Unprepared 108
Assisting the Student Who Is Teacher-Dependent 112
Assisting the Student Who Is a Constant Talker 114
Assisting the Student Who Is Grumpy 117
Assisting the Student Who Needs an Alternative to Extra Tuition 118
Assisting the Student Who Is Lacking Good Classroom Behaviour 124
Assisting the Student Who Is in Time-Out 125
Assisting the Student Who Has Poor Work Habits 126
Assisting the Student Who Does Not Respond 128
Assisting the Student Who Is Rude 130
Assisting the Student Who Is Messy 131
Assisting the Student Who Questions Authority 132
Assisting the Student Who Misses Assignments 134
Assisting the Student Who Is a Vandal 135

Special Situations in the Classroom 138

Reasonable Modifications 139
Evaluation Modifications 142

THE TEACHER'S MISSION STATEMENT

When starting a business, the first item on the agenda is to create a mission statement for the organisation. The mission statement gives a focus to all other aspects of the company. Before the business embarks on new initiatives, the company's officials determine if the new idea is in line with the mission statement. The mission statement sets the direction for the company.

Teachers need to create their own mission statements. Most school systems have one that guides the school system as a whole. That statement is a good place to begin when writing a teacher's mission statement. For example, one school system's statement is as follows:

To ensure that all students are empowered with the knowledge, the skills and the character to become: lifelong learners; successful, productive workers; and caring, global citizens; who practice and extend democratic principles.

(Metropolitan Nashville Public Schools, 1994)

From this broad mission statement, a teacher can define the specific part he or she will emphasise to the students in the school system. For example, if a SOSE teacher was writing his or her mission statement, the focus could be on 'creating global citizens who practise and extend democratic principles'.

At times, mission statements tend to contain broad phrases that do not touch the individual. It is critical that a teacher's mission statement be relevant to him or her. The following questions will serve as a guide for you as you develop your own mission statement:

- What skills are essential for my students' futures?
- What should be valued by my students?
- If I met my students as adults, what would I want to hear that they had accomplished?
- If my students were writing my epitaph, what would I want them to say about me?

Reflect on these questions and then write your mission statement below.

Your mission statement: _____

GIVING STUDENTS OWNERSHIP OF THE CLASSROOM ROUTINES

Classroom Constitution

When students share responsibility for the development of the rules and expectations that guide classroom activities, they are far more likely to understand the necessary limits on their behaviour. Additionally, they are committed to showing respect for expectations. There are many ways to encourage participation in the development of classroom rules. Holding a constitutional convention and creating a classroom constitution give your class an opportunity to celebrate the accomplishment as a group.

You could say the following to the students:

Our country has a mission to ensure the best possible life for everyone in our country. A constitution begins by explaining that mission. A constitution lays out laws and rules to make life as fair as possible for all people. (Explain that the school system has a mission and has rules based on that mission.) The system has responsibilities to the community, so there are rules and limits that everyone in the system must observe. We will now write a mission statement for our class. This mission statement will help us later when we write our class constitution. Think for a few minutes of all the things that are important so that our class can be successful, peaceful and happy. We will listen to everyone's ideas and combine them into a mission statement for our class.

Young children will need help combining the statements, but older students may elect a committee to work on the wording of the mission statement. When the mission of the class has been established, read the mission statement (Preamble) to the class.

An appropriate comment for you to make at this point could be the following:

Our mission statement adds to the mission statements of our school and our school system. Now that we have a mission statement, we know what we are about and why we are here. Think for a minute about the rules we need to accomplish this. Let's make some suggestions.

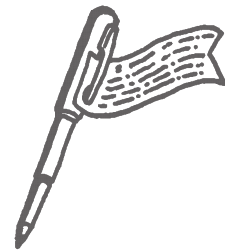
The Tone of the Setting . . . Celebrations, Rituals and Rules

Ask the students to make suggestions for classroom rules and expectations and combine these into the constitution. Ask the students to verify that the constitution matches the mission statement.

When the constitution has been debated and written, call for a Constitutional Convention. Cut a large piece of brown craft paper in the shape of a scroll. Ask students to write the rules on the constitution in large letters. Decorate the document e.g. glitter and a gold paint pen. Stick the document up in a prominent location where it may be reviewed often. At the convention, invite an inspiring administrator to give words of encouragement and reflection. Other staff may be honoured guests. Students are invited to stand and ratify the constitution by voice vote.

To add a bit more ceremony to the convention, print the class pledge on small sheets of paper and tape it to the pens that the students will use to sign the document. Students may elect to dress up for the occasion.

I, _____, as a member
of this class, as a member of the _____
team and as a student at _____
School do hereby pledge to uphold the constitution of
our class to the best of my ability, to respect the rights of
others in our class and to encourage others to uphold the
constitution.



(You may want to include lines for the students' signatures.) Each student then signs the constitution and keeps the pen. You may choose to serve simple refreshments to mark the occasion. Select some music as an appropriate backdrop.

Periodically review the constitution and remind students of their commitment to uphold it. It may be necessary to remind some students often in private conversations. It is important to emphasise that the constitution is the document that guides the class and that everyone must comply with the rules as they have promised.