

## Ways to maintain Student Discipline

1. Never give an order you do not mean to enforce.
2. The response of a student is action. Give directions to stimulate action, not check it. Say, "Do this..." rather than, "Don't do that..." Suggest actions which can successfully be complied with.
3. Give the student adequate time to respond.
4. Have an educational reason for what you ask a student to do, and when possible, take time to explain the reason.
5. Be honest in what you say and do. A student's trust is a great help.
6. Be fair. It isn't punishment, but injustice, that makes students rebel against you.
7. Be friendly. Always show an interest in what the students are doing.
8. Reinforce good qualities and desired actions.
9. Try to be constructive, not repressive, in all dealings with the students.
10. Remember that a sense of humor is extremely valuable.
11. Never strike a student. It may seem the easiest way, but it only aggravates the problem.
12. Do not judge misconduct on how it annoys you.
13. Do not take your personal feelings and prejudices out on students.
14. Maintain poise at all times. Do not lose your temper.
15. "The tongue is the only keen-edged tool which grows sharper with constant use." Don't nag, bluff, or be officious.
16. Look for good qualities. All students have them.
17. Do not "pick" on every little thing a student does. Sometimes it is wiser to overlook some things.
18. Bear in mind that misbehavior is seldom willful. There is usually a cause and it may be yourself or some other influence outside the student.
19. Listen for suggestions and complaints from students.
20. Follow-up all discipline cases. Be certain that you still have the respect and confidence of the student.
21. Be sincere in your work.
22. Set a good example yourself.
23. The secret of leadership is seeing the possibility of results. Take advantage of your education and experience in thinking faster than the students do.
24. Avoid pitting your will against the students'. Defiance comes from failing to keep the situation in hand. Give simple directions that can be obeyed.
25. Never hold a student up to public ridicule. It is the surest way to create a discipline problem.

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