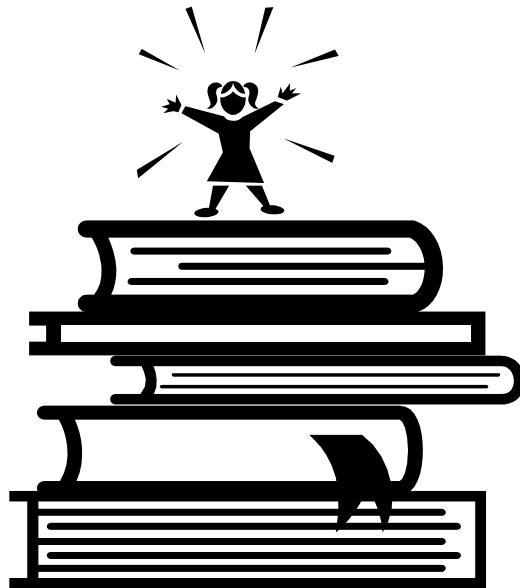


# BASTROP INDEPENDENT SCHOOL DISTRICT



**SUBSTITUTE HANDBOOK**  
**2011 - 2012**

## Forward

The most important role of the Bastrop Independent School District is to provide a quality instructional program in each individual classroom. This program is planned carefully each day so that every student attends a setting that is conducive to teaching and learning.

Times do arise when the classroom teacher is absent due to personal illness, illness within the teacher's family, in-service training or other unforeseen circumstances. While a teacher is absent, it is of utmost importance that instruction continues without interruption. This is the role of the **SUBSTITUTE TEACHER**. The importance of establishing a team of effective substitutes cannot be overstated.

It is of highest priority for substitutes to realize the vital part that they play in continuing the educational process while a teacher is absent. Learning will not continue in the absence of a teacher without dedication and commitment from an effective substitute. The effort made is not easy. Therefore, the District wants to provide its substitutes with all the resources and support needed to ensure success in the classrooms of the Bastrop Independent School District.

There are times when paraprofessionals are also absent for the same reasons as stated above. On some occasions, substitutes for paraprofessionals are also necessary. **PARAPROFESSIONAL SUBSTITUTES** play an important role in assisting teachers and/or administrators.

The District extends its deepest gratitude to everyone who has chosen to become a substitute. Your contribution is enormous, and is very much appreciated.

## Substitute Handbook Receipt 2011 - 2012 School Year

Print Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

I hereby acknowledge receipt of my personal copy of the Bastrop ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

I understand that failure to abide by the standards, policies, and procedures may result in my removal from the substitute list and that I will not be able to substitute in the district.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the District's Department of Human Resources in writing of any phone number and/or address changes, and if I would like to be removed from the substitute list.

I accept responsibility for contacting the Human Resources Department if I have questions or concerns or need further explanation.

I also understand that if I do not return this signed receipt, my name will be removed from the substitute list and I will not be able to substitute.

- I would like to:
- remain on active status as a substitute.
  - have my name removed from the substitute list.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



The mission of Bastrop Independent School District, a leader in innovative student centered education, is to motivate and ignite passion for life-long learning and successfully prepare all students to compete globally by ensuring engagement in a diverse, rigorous, and relevant learning experience that incorporates 21st Century Skills.

Critical Thinking & Problem Solving  
Collaboration across Networks & Leading by Influence  
Agility & Adaptability  
Initiative & Entrepreneurialism  
Effective Oral & Written Communication  
Accessing & Analyzing Information  
Curiosity & Imagination

### **WE BELIEVE THAT...**

Family is the foundation that supports the development of the individual and the community.  
Respect for others and self is shown through attitude and action.  
Appreciation for diversity strengthens our community.  
Investment in optimism leads to success.  
Service to others builds community and personal growth.  
Collaboration and team work enrich outcomes.  
Commitment and strong work ethic are valued qualities.  
A Culture of high expectations is a commitment to our future.  
Positive character produces positive actions.

### **OBJECTIVES**

- 1.To have 100% of Bastrop ISD students graduate.
- 2.To have 100% of our students enter post secondary schooling, military, or work force within three months after graduating.
- 3.To have 100% of our students successful in post secondary schooling, military or workforce.
- 4.To have 100% of our students involved in extra or co-curricular activities.
- 5.To have 100% of our students develop and exhibit strong character traits in their daily lives.

### **STRATEGIES**

#### **Strategy # 1-Learning**

We will meet the needs of each student by providing diverse, meaningful and personal learning experiences and environments.

#### **Strategy # 2-Student Involvement**

We will put into place a framework of independent and interdependent programs and opportunities to encourage and grow student involvement in extra and co-curricular activities.

#### **Strategy # 3-Post Secondary Readiness**

We will strategically organize the district to provide instructional programs to prepare students for post-secondary readiness.

#### **Strategy # 4-Post Secondary Success**

We will take a comprehensive approach to develop a network of support to ensure success after high school.

#### **Strategy # 5-Character**

We will promote age appropriate character development with emphasis on modeling common expectations of behavior.

#### **Strategy # 6-Relationships**

We will encourage our diverse community to ensure the social and emotional well-being of our students and families.

## Administration and Support Staff

Superintendent

Steve Murray

Assistant Superintendents

Curriculum and Instruction

Jane Pollard

Human Resources

Barry Edwards

Chief Financial Officer

Sandra Callahan

Chief Operations Officer

Henry Gideon

Executive Director of Community Svcs./Communications

Donald Williams

Directors

Assessment & Student Support

Camille Smith

Elementary Curriculum

Tessie Young

Secondary Curriculum

Nancy Roll

Human Resources

Nancy Hobby

Employee Relations

Roderick Emanuel

Special Education

Michele Martella

Informational Technology Services

Bryan Doyle

Maintenance

Thomas Dowdy

21<sup>st</sup> CCLC

Laurie Celli

Coordinators

PEIMS

Monica Kadura

Applications Administrator

Randy Sharp

Communications/Webmaster

Lauri Anzaldua

Curriculum Specialists

Linda Autrey

Stephen Autrey

Elva Conrardy

Luis Salinas

Melissa Skinner

Patricia Tips

Stephanie Foster

Melinda Gardner

Rhonda Leon

Shannon Crane

Managers

Custodial Services

Alfred Carter

Benefits and Leave

Donna Smith

Purchasing

Carol Barron

Human Resource

Patricia Krenek

Accountant

Theresa Fierro

Staff Accountant

Shelia Muehr

Certification Officer

Marsha Goertz

Technology Specialist

Jennifer Flood

IT Systems Administrator

Glenn Foor

IT Systems Administrator

Randy Sharp

IT Systems Administrator

Andrew Ferranti

IT Systems Administrator

Matthew Peterson

## Support Staff Continued

Superintendent's Secretary  
Administrative Assistants

Budget and Finance  
Curriculum  
Operations  
Community Services

Administrative Secretaries

Curriculum and Instruction  
Community Services  
21<sup>st</sup> CCLC  
Community Programs  
Technology

Assessment and Student Support

Receptionist

Child Nutrition Specialist

Human Resource Specialist

Human Resource Specialist

Payroll Specialist

Payroll Specialist

Business Specialist

Business Specialist

PEIMS Specialist

Network Technician

Database Technician

Computer Technician

Computer Technician

Computer Technician

Computer Technician

Computer Technician

**Computer Technician**

Migrant Coordinator

Family Engagement Specialist

21<sup>st</sup> CCLC Liaison

Parent Liaison

Child Nutrition Supervisor

Print Shop Clerk

Daycare Manager

Nancy Barrientos

Linda Voight

Donna Fiebrich

Linda Olivarez

Blanche Underwood

Pamela Lira

Deborah Dinscore

Stephanie Davis

Esmeralda Ramos

Evelyn Hamilton

Crissy Watson

Martha Hernandez

Rosie Pacheco

Andrea Perez

Diana Greene

Sindee Glenn

Amanda Rodriguez

Melinda Klaus

Cynthia Cox

Leslie Crouch

Kenneth Barnett

Patricia Reuther

Jesus Delgadillo

Stephen McQueen

Tina Roberts

Ross Perkins

Chris Tawater

**Richard Salazar**

Claudia Munoz

Graciela Rothhauser

Allison Thormahlen

Reina Gallegos

Teresa Human

Kerri Daughety

Rhonda Renfro

**Campus Administration**

Bastrop High School

Principal  
Associate Principal  
Assistant Principal  
Assistant Principal  
Assistant Principal

Dr. Celina Thomas-Estrada  
Martin Conrardy  
Mark Willoughby  
James Matthews  
Natalie Bennight

Cedar Creek High School

Principal  
Assistant Principal  
Assistant Principal

Russell Sassin  
Bridgette Cornelius  
Liz Wysocki

Bastrop Middle School

Principal  
Assistant Principal  
Assistant Principal

Sami Kinsey  
Lisa Gonzalez  
Mark Alvarado

Bastrop Intermediate School

Principal  
Assistant Principal

Terrell King  
Mary Hernandez

Cedar Creek Middle School

Principal  
Assistant Principal  
Dean of Instruction

Jim Hallamek  
Alan Laurent  
Susan Gill

Cedar Creek Intermediate School

Principal  
Assistant Principal

Shawn Adams  
Melinda Soliz

Cedar Creek Elementary

Principal  
Assistant Principal

Kathy Cawthron  
Kelly Doyle

Emile Elementary

Principal  
Assistant Principal

Lacey Padgett  
Delores Moore

Red Rock Elementary  
Principal  
Assistant Principal

LaShun Gaines  
Paula Vinklerek

Mina Elementary  
Principal  
Assistant Principal

Martha Werner  
Michele Stahl

Bluebonnet Elementary  
Principal  
Assistant Principal

Richard Batlle  
Sherrell Moore

Lost Pines Elementary  
Principal  
Assistant Principal

Adelaida Olivares  
Melinda Howell

Gateway Alternative School  
Principal

Michael Granado

Genesis High School  
Principal

Michael Granado

**INSERT SCHOOL CALENDAR**

## Qualifications

It is the goal of the Bastrop Independent School District to employ substitute teachers who hold Texas Teaching certificates; however, non-certified substitute teachers may be utilized. Each substitute teacher applicant must hold at least a high school diploma.

## Application Process

Individuals desiring employment as a substitute in the Bastrop Independent School District are required to complete an on-line support application with the Department of Human Resources. The application must include work experience and references.

## Employment

Documentation required in order for an applicant to be added to the substitute list includes a completed on-line application, transcript(s) for all college coursework, Texas Teacher's Certificate (if applicable), high school diploma or GED, copy of social security card, identification card, W-4, Immigration Form I-9, 457 Annuity form, Criminal Record Release Authorization form and Employee Notice of Alliance Requirements.

Individuals will be placed on payroll after they have attended orientation and all the required documentation has been completed.

## Pay Rates

The following pay rates apply to substitutes:

### **Non-certified Substitute Teachers**

- A non-certified substitute teacher will receive \$70 per full-day.
- A non-certified substitute teacher, whose continuous employment for an individual **teacher** exceeds 10 consecutive days, shall be paid \$85 per day after the 10<sup>th</sup> day. This amount will be retroactive to the first day that the substitute began the assignment.

**Note:** Non-certified teachers who substitute in a *paraprofessional substitute* assignment (i.e. teacher assistant, nurse's assistant, office assistant, etc...) will receive the substitute paraprofessional pay rate of \$70 per full-day (\$75 per full-day of long term assignments as noted in the paraprofessional section on next page).

## **Certified Substitute Teachers**

- A Texas certified substitute teacher will receive \$90 per day.
- A Texas certified substitute teacher, whose continuous employment for an individual **teacher** exceeds 10 consecutive days, shall be paid \$100 per full-day after the 10<sup>th</sup> day. This amount will be retroactive to the first day that the substitute began the assignment.

**Note:** Certified teachers who substitute in a **paraprofessional** substitute assignment (i.e. teacher assistant, nurse's assistant, office assistant, etc...) will receive the substitute paraprofessional pay rate of \$70 per full-day (\$75 for long term assignments as noted in the paraprofessional section below).

## **Fingerprinting Requirements**

In 2007, the Texas Legislature passed a law requiring fingerprint-based criminal background reviews for school employees. This law requires that all substitute teachers be fingerprinted prior to employment. The cost for fingerprinting ranges from \$50.20 to \$52.20, depending on the method required. The substitute is required to pay for the fingerprinting upfront, and the district will reimburse this fee once you have successfully worked 10 full days in one school year. You will be required to submit a request for reimbursement along with documentation of days worked.

## **Arrests and Convictions**

An employee must notify the Substitute Coordinator in the Office of Human Resources within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any offenses involving moral turpitude.

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code

## **Notice of Change of Address or Telephone Number**

If a substitute has a change of address or telephone number, he/she should notify the Department of Human Resources in writing. All written communications should be sent to Bastrop Independent School District, Department of Human Resources, 906 Farm Street, Bastrop, TX 78602.

## **Finding and Accepting Assignments (See AESOP Guide)**

Substitutes find and accept assignments by logging onto AESOP via the web [www.aesoponline.com](http://www.aesoponline.com) or by calling (1-800-942-3767). Once a substitute accepts an assignment, it is his/her responsibility to ensure he/she follows through on the commitment. **If a substitute fails to show up for an assignment, the campus administrator may request to have the substitute removed from his/her campus list.**

A substitute will normally sub in the position he/she accepted through AESOP; however, there are occasions when an administrator may need the substitute in another classroom. The campus administrator may change a substitute's assignment depending on the needs of the campus.

A full-day for a substitute is 8 hours. Substitute teachers do not get a conference period. Administrators may assign a substitute to another duty during the conference period of the employee for whom they are substituting.

## **Cancellation of Assignments**

If a substitute cannot report for an assignment, they must cancel as soon as possible, **but no later than 6:00 a.m.** of the day of the assignment. Cancellation can be done by way of the internet at [www.aesoponline.com](http://www.aesoponline.com) or by calling 800-942-3767. In addition, you will need to call the office of that school to inform them that you cancelled that absence after the 6:00 a.m. cutoff. If an absence is cancelled after the 6:00 a.m. deadline, the Campus Administrator and/or District Administrator have the right to remove the substitute from their campus list.

## **Substitute's Request for Removal from List**

Any substitute wishing to be removed from the substitute list, either permanently or temporarily, should notify the Department of Human Resources in writing.

## **Annuity Withdrawal**

If a substitute is resigning, then an annuity distribution form should be requested from the BISD Finance Department. Send this form to the BISD Finance Dept to receive contributions. A substitute must be resigned for twelve consecutive months before this form is submitted in to receive contributions. Please contact the BISD Finance Department if you have a change of address during this time.

## **Removal from Substitute List by Administrator**

If a substitute fails to notify the Department of Human Resources of his/her non-availability or repeatedly is unable to accept substitute positions, he/she could be removed from active status on the substitute list.

Administrators have the right to exclude a particular substitute from their campus. In the event an exclusion request is received, the substitute will be notified by letter or via telephone by the Department of Human Resources. Depending on the nature of the complaint, the substitute may be allowed to substitute in other campuses. However, if the Department of Human Resources receives a second exclusion request from another campus for the same substitute, the substitute may be removed from the substitute list and will not be allowed to substitute in the district.

In some cases, suspension from the substitute list may be necessary pending an investigation. If the investigation proves that actions taken by the substitute violated policies and procedures, the Department of Human Resources has no other recourse than to remove the substitute from the substitute list.

### **Campus Contacts**

Bluebonnet Elementary	Sherrell Moore, Asst. Principal	308-1325
Cedar Creek Elementary	Kelly Doyle, Asst. Principal	332-0699
Emile Elementary	Deloris Moore, Asst. Principal	321-4451
Lost Pines Elementary	Melinda Howell, Asst. Principal	321-2086
Mina Elementary	Michelle Stahl, Asst. Principal	321-2565
Red Rock Elementary	Paula Vinklerek, Asst. Principal	332-2670
Bastrop Intermediate School	Mary Hernandez, Asst. Principal	321-6023
Bastrop Middle School	Lisa Gonzales, Asst. Principal	321-3911
Cedar Creek Intermediate	Melinda Soliz, Asst. Principal	308-0702
Cedar Creek Middle School	Alan Laurent, Asst. Principal	332-2626
Bastrop High School	Natalie Bennight, Asst. Principal	772-7200
Cedar Creek High School	Robert Washington, Student Svcs	772-7300
Gateway	Michael Granado, Principal	321-2339
Genesis High School	Michael Granado, Principal	321-2593
Special Education Coop	Michele Martella, Director	321-4488

### **Duty Hours**

The substitute will follow the schedule of the teacher or paraprofessional he/she is replacing for the day. In most cases, the substitute will report to the principal's office by 7:15 a.m. for **elementary** campuses and 8:00 a.m. for **intermediate, middle and high school** campuses. The substitute will work in the assignment until officially released by the principal. Before leaving the campus, the substitute should report to the principal's office to see if his/her services are needed the following day.

### **Campus Schedules**

#### **Classes begin on each campus at the following times:**

- All elementary campuses begin at 7:45 a.m. and end at 2:45 p.m.
- Bastrop Intermediate School and Cedar Creek Intermediate School will begin at 8:30 a.m. and end at 3:50 p.m.
- Bastrop Middle School and Cedar Creek Middle School will begin at 8:30 and will end at 3:50 p.m.
- Bastrop High School tutorials will begin at 7:30 a.m., first period will begin at 8:40 a.m., and classes will dismiss at 4:15 p.m.
- Cedar Creek High School will begin at 8:40 a.m. and will end at 4:15 p.m.

#### **Supervision begins on each campus at the following times:**

- All elementary schools 7:15 a.m.
- Bastrop Intermediate School 8:00 a.m.
- Bastrop Middle School 8:00 a.m.
- Cedar Creek Middle School 8:00 a.m.
- Bastrop High School 8:00 a.m.
- Cedar Creek High School 8:00 a.m.

## **Dress and Grooming**

All substitutes shall observe appropriateness, and neatness in clothing and personal appearance. Generally, a strong relationship exists between a person's appearance and his/her ability to be accepted as the instructional leader in the classroom.

A substitute is not appropriately dressed if the substitute is a disturbing influence in class or school because of the mode of dress or grooming. Substitutes are expected to serve as a model for students in their manner of dress.

Bastrop Independent School District shall have the right to appraise any current fashion or fad and determine whether it is appropriate for school wear. The district has the right to ask substitutes to change their attire if it is of such a nature that it provokes unfavorable comment.

## **Professional Ethics**

- ✓ The substitute has a professional obligation even though he/she is not a regular classroom teacher. He/she should use caution in expressing personal reactions and opinions about what he/she sees and hears in the classroom or in the schools.
- ✓ Under no circumstances should a substitute teacher criticize a regular teacher or the student in the presence of other students or teachers
- ✓ Comments comparing one school with another.
- ✓ The schools exist for the student. The first obligation of the substitute is therefore to the students.
- ✓ Be prompt and professional in making and keeping agreement to work.
- ✓ Complaints, comments, and/or questions should be directed to the building assistant principal or principal.
- ✓ No substitute teacher shall intentionally or knowingly solicit, accept, or agree to accept any gift, service or benefit in the discharge of their duties.
- ✓ Refrain from imposing religious or political views upon students or other staff members.
- ✓ Under no circumstances may a substitute make ethnic, racial, or religious jokes, statements or slurs.
- ✓ Maintain the dignity necessary to gain the respect of students. Always act professionally regardless of whether on campus as a substitute or as a parent.

- ✓ Show respect and high regard for each student and address each student by his/her actual name.
- ✓ Substitutes shall maintain confidentiality in regards to student information and other staff members.
- ✓ Respect the property of others, including District property and facilities.
- ✓ Do not engage in verbal abuse or make derogatory and/or offensive comments to students or other district employees.
- ✓ Under no circumstances may a substitute use profanity, lewd language, or obscene gestures.

### **Tobacco and Drugs**

Use of tobacco products is prohibited within all school buildings, on school grounds, and not less than 300 feet from school property. The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

### **Responsibilities of the Substitute Teacher**

#### **I. General**

- A. The substitute teacher is expected to be on duty for a full or half-day and to perform the duties, both curricular and extracurricular, of the regular teacher.
- B. Sign-in and show your substitute teacher badge in the office in the respective school.
- C. Pick up lesson plans, keys, and duty assignment from the principal's office.
- D. The substitute teacher should preserve the regular routine of the class and perform all duties of the regular teacher. Follow the lesson plans left by the regular teacher, unless otherwise instructed by the principal. If you can't understand or figure out the teacher's plan, improvise, but do not move ahead in the lesson plans.
- E. Clarify any concerns, questions, or criticisms with the building principal or assistant principal that supervises substitute teachers.

- F. The substitute teacher should not leave the building during the day without notifying the principal. If you work an 8 hour day you are entitled to a 30-minute lunch. If substituting for a teacher you will probably have a *conference period* without students. During *conference periods* you may be asked to do something in another classroom or in the office.
- G. Teachers appreciate your written comments about the class.
- H. Under no circumstances should a *substitute take a book to read, talk on the cell phone or any other personal work* while on duty.
- I. The substitute teacher is responsible for pupils, equipment, and materials assigned to his/her care, as is the regular teacher for whom he/she is substituting.

## **II. Student Illness or Accident**

- A. If a student becomes ill while at school or has an accident, the student should be sent to the nurse's office. When sending a student to the nurse it is best to send a buddy if the student has a head injury, diabetes, or trouble breathing. This way the student is not alone should their condition worsen. In the case of a serious accident or injury, send for the school nurse or an administrator immediately.
- B. Under no circumstances should a substitute teacher administer medicine to a student. All medications are to be kept in the Nurse's office.

## **III. Fire and Emergency Drills (See Attachment)**

- A. The substitute teacher should be familiar with the district-wide Emergency Procedures and Quick Reference Guide. This guide is included in this handbook; however, each classroom should have the emergency information with colored

## **IV. Classroom Instruction**

- A. The substitute teacher should not feel that he/she is merely "baby-sitting". Instead, make every effort to carry on the work of the regular classroom teacher.
- B. The substitute teacher should not assign written work and leave it to be graded, except by request of the regular teacher or the principal. Any written work assigned, which is beyond the lesson plans of the regular teacher, should be graded and left in the teacher's mailbox.
- C. We realize you cannot know all policies and procedures. We want and expect you to have questions.

- D. If the assignment is to be for more than one day, the substitute should contact the principal concerning contacting the regular teacher.
- E. The substitute teacher should not enter grades in the grade book when he/she is substituting for one day. On long-term assignments, work should be graded and recorded in the proper place in the grade book unless otherwise directed.
- F. If a need arises for a parent conference, it would be approved by the campus administrator to do so and held in the principal's office.
- G. The substitute teacher is under the supervision of the campus administrator and should comply with all instructions given by the principal.

## **V. Student Discipline**

- A. The Bastrop Independent School District has a Discipline Management Plan which establishes expectations of student conduct. (See Attachment) We believe students should be expected to exhibit a high degree of self-discipline in their behavior and to contribute to an educational climate that maximizes opportunities to learn for all students.
- B. The substitute teacher is expected to maintain a level of discipline in the classroom, which is conducive to a positive learning environment for the students. This can be accomplished by following the district's guidelines that are included in this handbook.
- C. Teacher may have a set of rules, consequences, and rewards posted in the classroom. It is the student's responsibility to follow these posted rules. If the student fails to follow these rules, the incident should be reported to the teacher. If the rules violation is severe or persistent, the student should be reported to the principal's office.
- D. The substitute teacher should not leave the class unattended. If the need arises call an administrator to your room by phone, intercom or send a reliable student.
- E. When a student's behavior is disruptive and he/she must be removed from the classroom, send the student to the principal's office with a discipline referral. If a student refuses to report to the principal's office, the substitute teacher should call the office via the telephone (if available), the intercom system or send another student to the office to ask for assistance.

- F. Under no circumstances may a substitute teacher administer corporal punishment.
- G. Firm, fair treatment of all pupils, combined with general explanation and direction will prevent many disciplinary problems.
- H. A campus administrator will always be available to you to give guidance and assistance in the area of discipline.

## **VI. Suggestions for Successful Classroom Management**

- A. Start the day promptly, firmly and prepared. Be pleasant and appear confident.
- B. Get the students busy and on task at the beginning of the class.
- C. Be consistent.
- D. Put things on the students' level. Involve the students.
- E. Be prepared for the unexpected (whatever it may be).
- F. With any group...Smile, Be Friendly and Enthusiatic and remain calm. Don't lose your "cool".
- G. Be positive.
- H. Firmness is important. Students need to know that you can control the situation and will. Never argue with a student.
- I. Solve problems, do not degrade the student in front of the others, but do handle situations when they occur.
- J. Deal with the individual student, not the class, when correction is necessary. Be sure to have all the facts. Listen to both sides of the story. Focus attention on the problem. Give the student the benefit of the doubt.
- K. Never say anything to a student in front of a class that you would not say in the presence of his/her parents.
- L. Don't be a screamer.
- M. Students have plenty of buddies. Don't be a buddy; be a teacher.