**17.1 MAINTENANCE OF DISCIPLINE**

Discipline plays a vital role in maintaining a civilized life. Proper discipline can significantly decreases un-necessary chaos existing in daily life.

* For the effective operation of a school, discipline is very much essential.
* School discipline is a system of a certain code of conduct and behavior for regulating students and making school well organized.
* For making teaching-learning process effective, the classroom environment must be favorable and opportune.

1. **Be organized**

* If there is no proper organization in the class-room, kids feel bored and start misbehaving.
* It will be better if the lessons are properly planned and organized in everything as possible.

1. **Deal with problems right from the start**

* It is advisable to deal with problems before they become too large to handle.
* You can address each and every small issue happening in the classroom.
* A tiny mistake in discipline issue can be a nightmare in future.

1. **Have good control procedure**

* Certain good control procedures are developed to prevent problem.

1. **Teach the procedure well**

* Making good and appropriate procedure is not enough. They should be taught to the students properly as well.
* Clearly explain the procedure
* Practice it with children
* Correct the parts that were done incorrectly
* Repeat it constantly until they do it in the right manner

1. **Keep the students engaged**

* The more students are engaged in activities, the less they cause problems.
* Make sure you give interactive classes and teach the students passionately.
* It is better to make students involved than just giving lectures.
* Hence it would be advisable to make the students write while teaching.

1. **Move around the classroom**

* Most of the teachers stand at the front of the room without even moving their position.
* It would be a good idea to walk around as you teach.
* It is not only a different approach of teaching, but also helps to keep an eye on what the students are doing.

1. **Develop a rapport with students**

* If we want students to follow us, and also create an impression that we care about them, always be genuine, kind, approachable and ready to admit mistakes.

1. **Be professional**

* Rather than becoming a too friendly teacher.
* Try to become a true mentor.
* Interactions must be made friendly but not familiar.

1. **Require students to clear their desks**

* Students should be asked to keep only the required items on the desk.
* When desks are clear, teachers will be able to know exactly about the activities done by their students.
* Then, teacher will have better control of students.

1. **Establish structure first**

* Train the students to work and do their activity in a structured environment.
* Once they understand the structure, they should be able to work in an unstructured environment without losing control.

1. **Stick to the rules but don’t be too strict**

* Rules and routines help to communicate and also establish the kind of behavior and discipline you expect from your students.
* Stick to the rules you create but make sure that the classroom environment does not become too strict and rigid that students feel suffocated.

1. **Deal with misbehaving students personally**

* Ask a misbehaving student to talk you in person and speak to the student in a calm demeanor.
* Try to be a friend with them but be firm with what behavior you would and would not accept.
* When you truly get to understand them you might often be able to recognize patterns and issues the child tries to make up with his/her mischievous behavior.

1. **Keep calm and carry on**

* It is important to have control over your emotions to have better control of your classroom.
* A teacher who loses his/her tempers and yells at the students often lose the battle.
* If a situation gets unruly, try standing in silence and look at your students.
* This will alert them to a change in your demeanor and will make them aware that something they did was not right.
* When everyone falls silent you can resume your lessons.

1. **Connect to your students on a daily basis**

* Classroom management tips are to greet your students every morning and at the beginning of class to connect with them on a daily basis and also to set the tone for the day.

1. **Build Positive Relationships**

* To help a student be his absolute best.
* It is important to wear their shoes and walk a mile in them from time to time.
* This will help you look at things from the student’s perspective and be empathetic with them.
* Support them by encouraging them not only in academics but also with their co-curricular activities.
* This will help building a trusting and honest teacher-student relationship.

1. **Reach out to the parents**

* While you support a child from school, parents should also be considered as active contributors to a child’s growth.
* Make sure to address the drawbacks, but also highlight the positive qualities of the child to his/ her parents.

1. **Be interactive and friendly**

* Interact with your students and speak to them in simple terms to help them be more comfortable in the class-room.
* Communicating and engaging them in conversations will boost their confidence and interest in studies.

1. **Change your teaching style from time to time**

* Classroom management strategy is to adopt multiple instruction methods and styles.
* Students often lose interest when the lessons are conducted in a mundane manner.
* Following a single mode of teaching often leads to a boring classroom session and disengaged students.
* You can change this routine and keep your students engaged by frequently varying your instruction style.

1. **Keep students engaged and involved**

* It is a challenging task, but if you gain mastery over this, your students are less likely to misbehave.
* Having an engaging classroom session will make the students actively participate in the lessons or task at hand and will prevent their mind from wandering.

1. **Keep them busy**

* Following the points mentioned above, you can create an engaging classroom sessions by tightening up time management and by staying organized.
* This will greatly improve classroom culture as well as teaching and learning time.

1. **Motivate students to work hard using rewards**

* A single reward system can be a great motivator.
* The reward could be something that adheres to the school’s policies.
* It is also important to remind that help is always available when you need it.
* Remind them that they don’t have to battle it out alone.
* Encourage students to ask questions to receive timely advice.

1. **Show that you care**

* Teachers’ attitude can easily rub off on their students and most often in the wrong way.
* Make sure to leave your emotional attitude outside the Classroom.
* If you are feeling any negative emotions like anger, sadness or boredom, make sure you do not show it to your students.
* A bad emotion spreads as fast as the flue and your student should be the last one to catch it.
* As an educator, it is important for you to show that you are happy and excited about the lessons you are going to teach.

1. Any reported incident/wave of indiscipline among students calls for high measures of proper planning. Something drastic action needs to be done immediately if we intend to save the school from lawlessness that seems to be creeping in.

**Control of Indiscipline**

* Efforts to boost up moral values through daily moral lecture in assembly on selected topics by principal, teachers, students and eminent personalities.
* Maintenance of school’s discipline through CCTV.
* Rusticate the offenders for a recommended period.
* In case of repetition of offence more severe action is recommended, their parents are liable to be called and informed about their ward’s caustic behavior.
* Habitual offenders deserve even expulsion from the school after following the proper procedures.
* Late coming and early leaving is an offence that requires proper control.
* All types of indiscipline are required to be discussed elaborately in the General Body Meeting of PTA for its control and recommendation of punishment for specific offence committed by students.

**Maintenance of Discipline**

**The role of the Head-teacher**

* Lead in the formulation and implementation of Code of Conduct and a disciplinary policy for the school.
* Ensure that all teachers have written class-room rules and access to the ‘’Code of Conduct, and disciplinary policy for the school’’
* Establish a “Misdemeanors Book” to record instances of disciplinary actions being administered.
* Monitor ‘order and discipline’ both inside and out of the school.
* Draft and monitor the implementation of plan of co-curricular activities to keep the learners constructively occupied.
* Screen all visitors to the school. Visitors of the school must be reported to the head teacher.

**The role of the teacher**

* Participate in the drafting of the “Code of Conduct and Disciplinary Policy”.
* Develop, in collaboration with learners, written class-room rules and sanctions.
* Accept responsibility for maintaining discipline and order inside and outside of the school.
* Impartially dispense punishment and reward.
* Expect support from parents, head-teacher and students in the implementation of disciplinary strategies.

**Role of students**

* Treat each other and school staff members with respect and courtesy.
* Follow established class rules and school rules.
* Report contravention of class-rules, school rules and code of conduct to the class-teacher or head-teacher.
* Avoid use of threats and intimidation against others.
* Protect the school property.
* Avoid engaging in immoral activities.
* Obey teachers, prefects and class monitors.
* Participate in co-curricular activities, debating clubs, and organized in-door and out-door games etc.
* Refrain from carrying, using or being in possession of any weapon, illegal drug or prohibited electronic device in the school or on the school compound.
* Maintain high academic and non-academic standards.
* Attend school regularly and punctually.
* Maintain personal hygiene and practice good grooming.
* Accept responsibility for his/her behavior.

**The role of parents**

* Participate in drafting and reviewing the class rules, school rules, code of conduct and disciplinary policy.
* Study the class rules, school rules, code of conduct and disciplinary policy with their child/ward.
* Keep the school informed of the needs, peculiarities and health status of their wards/child.
* Seek the information of child regarding his performance and behavior at least once each month.
* Encourage the child to adhere to the class rules, school rules and code of conduct.
* Visit the school to discuss the child’s performance and behavior with the teacher.
* Be involved in school activities.
* Ensure that school can make contact with you during the day in case of an emergency, by phone at home or work, by mail or at residence.
* Treat the child with love and respect.
* Seek assistance of the school or a relevant agency if you experience difficulties in your attempt to discipline your child.