

## **Best Practices for the Occasional Teacher**

### **Some common sense approaches when working with students....**

Keep the classroom door open, if possible.

If you must speak to a student alone after class, keep it short and professional. Stay in view of the hall. Stand by the door. Have another teacher nearby.

Maintain your “personal space”. Don’t let students crowd around you or your desk.

Do not spend time with students outside of your professional responsibilities. Participate only in school board endorsed activities with students.

Maintain professional communication and relationships with students, parents and colleagues. Think carefully about what you say, write, or post electronically. Your words and gestures can be misinterpreted, to your detriment.

Do not share phone numbers, email addresses or personal websites with students.

Do not take photos of students, unless authorized by the Principal.

Do not befriend students on any social media websites.

Do not offer students rides in your private vehicle in contravention of the Board’s transportation protocols.

Be extremely cautious about touching students. Unnecessary physical contact with students is fraught with professional risks.

Call for assistance from the office before a situation gets out of control. Explain that you are concerned that the situation seems to be escalating and that you are being proactive in heading off problems.

Document anything that happens during the day which seems even slightly out of the ordinary. Keep your notations to the facts and write down the essential W’s - who, what, when, where and that other W – witnesses. Keep a copy of your notes.

Be familiar with the school’s procedures governing student conduct, progressive discipline, office referrals, emergencies, and the like.

Raising your voice is not an effective classroom management strategy.

**Make these common sense strategies part of your daily routine.**