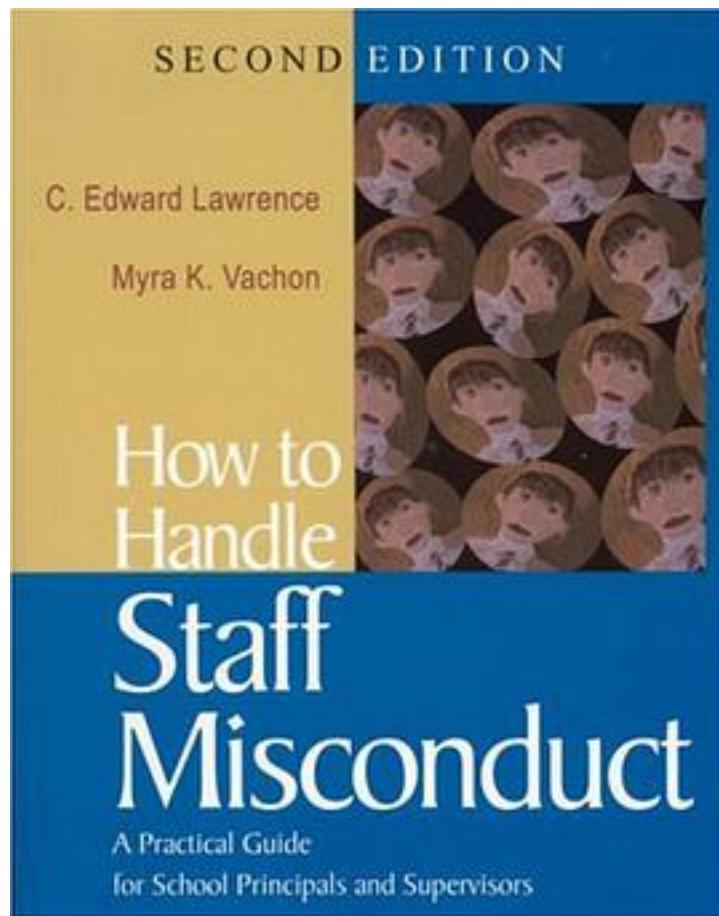


How to Handle Staff Misconduct



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Praise for the First Edition: 'Whilst a wealth of material on disciplinary procedures already exists in this country...commentaries and advice are relatively short. In this very helpful manual Lawrence and Vachon...(provide) a useful companion piece to anything...schools have on their shelves...The authors know their subject, from long

and varied careers in education involving between them positions of headteacher, adviser, governor (and) school administrator..."They have perceived a need among school administrators for detailed help based on legal requirements, natural justice, common sense and best practice. A list of all the manual's sample documents at the beginning...sets the practical tone of the whole...As benefits a manual, it is succinct and direct in style...the language used here is simple and refreshingly light on technical terms...the subject matter and arguments are immediately transferable to our own situation. The print is easy on the eye and a variety of type-sets makes the processing and absorption of the material easy' - "Educational Management and Administration." In clearly delineated sections, "How to Handle Staff Misconduct, Second Edition", offers strategies that include managing excessive tardiness, insubordination, misconduct requiring suspension, and even criminal behaviors. Each section includes an outline of principal responsibilities, and common errors that can interfere with a successful intervention.

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