

What Would You Do?

Admin Edition



Protocol Norms

- **Take risks:** This is a practice space, not an evaluation.
- **Stay curious, not judgmental:** Assume positive intent and focus on learning.
- **Equity of voice:** All voices, all roles, all perspectives matter. Be sure to share your insights and leave space for others to do the same.
- **Maintain confidentiality:** To ensure psychological safety, what is said here stays in the room.
- **Growth mindset:** We're here to get better, not to be perfect.

Guiding Questions

- What policies/protocols apply?
- What is the immediate priority?
- Who needs to be involved or informed?
- What resources are available to us?
- How will I ensure the well-being and safety of students and staff? Have we considered all parties impacted by the scenario?
- What are the potential short-term and long-term consequences of our response?

Campus Safety

During student arrival, two unaccompanied dogs are spotted near the main entrance, barking and growling at families. Students and families are visibly alarmed as the dogs approach closer. A crossing guard reports one of the dogs lunging toward a group of students.

What would you do?

Campus Safety

During lunch, a student informs the lunch monitor that another student has brass knuckles in their backpack and has been showing them to other students. The lunch monitor alerts administration, but the student with the item is still seated and unaware of the report.

What would you do?

Campus Safety

A fire breaks out in the cafeteria kitchen during morning arrival, as students return from winter break. It is below freezing and sleeting outside. Students and staff are arriving and some are already on campus, in the cafeteria or gym.

What would you do?

Student Struggles

A student reports to a teacher that their friend confided in them, saying they wished they were dead. The concerned student fears for their friend's safety. The teacher shares this information with you.

What would you do?

Student Struggles

During passing period, a student with no known medical history suddenly collapses in the hallway and begins seizing. Students nearby panic, creating congestion as they try to help or move away. A nearby staff member witnesses this incident and radios for admin and the nurse to come to the scene.

What would you do?

Student Struggles

Three hours before dismissal, the counselor calls you to let you know about a concern that was brought to their attention by a student. The student shared they overheard a group of students are planning to jump someone at the bus stop after school.

What would you do?

Staff Support

One of your staff members comes to the office after seeing another staff member's problematic social media post on their personal social media account. The content is perceived as offensive and contrary to the school's and community's values.

What would you do?

Staff Support

During instructional time, you hear shouting down the hallway. When you go to investigate, you find two teachers that have left their students unattended in the classroom. They are engaged in a heated argument in the hallway.

What would you do?

Staff Support

While on a field trip an hour from campus, several teachers send a message to the admin team that they suspect the bus driver might be under the influence and expressed discomfort with having the driver bring them back to school from the field trip.

What would you do?

Other Stakeholders

While using the school messenger app to send out the flyer for an upcoming campus event to all parents and guardians, you accidentally attach a screenshot of a private text message. The text message contains sensitive or potentially unprofessional content. Within minutes, multiple parents begin contacting the school office to ask questions.

What would you do?

Other Stakeholders

The front office staff has reported that an unauthorized family member is attempting to check a student out of school. The individual does not have prior approval or identification listed on the student's records. After being told they could not pick up the student, the family member began cursing and making threats to the front office staff.

What would you do?

Other Stakeholders

While on campus, a parent volunteer confronts a student in the hallway for consistently making fun of their child. The situation escalates and the parent begins shouting at the student. The student responds by cursing at the parent and walking away. The parent grabs the student's arm in frustration. Students and staff passing in the hallway witness the confrontation. A staff member radios for admin support.

What would you do?

Human Resources

A teacher recently placed on administrative leave has contacted a local news organization, prompting a reporter to reach out to the school for comment. The situation between you and the staff member has garnered attention, raising concerns among staff and parents. The reporter is requesting details about the circumstances that led to the administrative leave, and the story may become public soon.

What would you do?