

Administrator Do's and Don'ts

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Consulting

Do's for Administrator

- Call it bullying behavior.
- Describe the specific behavior.
- Use active listening skills.
- Establish a discipline rubric/matrix.
- Ask the student what did he/she do!
- Expect the student to minimize and deny.
- Act immediately.
- Involve the parents.
- Involve a resource officer to sit in if needed.
- Model the behavior you expect.
- Share bullying hotspots with other staff.
- Define bullying as more than physical.
- Closely examine behavior that is repeated.
- Give choices.
- Empower bystanders to do the right thing.
- Ask staff to log behavior centrally.
- Create natural/logical consequences.
- Create a safety plan for the victim.
- Set up follow-up meetings with both bully/victim.
- Talk with the bully/victim separately.
- Use natural/logical consequences.
- Make a referral outside of school if appropriate.
- Distinguish between passive & provocative victim.
- Develop sanctions for bullying.
- Talk with the victim first, then the lead bully.
- Address bystander behavior.

Don'ts for Administrator

- Dismiss the behavior.
- Label the person as a bully.
- Use intimidating or aggressive behavior.
- Show favoritism with discipline.
- Lecture.
- Threaten.
- Do as I say and not as I do.
- Blame or re-victimize the victim.
- Raise your voice and show anger.
- Withhold information from others.
- Avoid addressing the problem.
- Expect it to stop after addressing it once.
- Bring the parties together.
- Ask the victim to stand up to the bully.
- Talk with the bully first.
- Give up.