

#1: Executive Director and communication with the public/media

ED is strongly encouraged to consult the Board regarding any serious or sensitive issues before making public statements to parents, staff or media. Public statements on any matters currently in litigation or under advice of Counsel must be approved by the USA Governing Board prior to dissemination.

Discipline actions regarding the above will be researched and discussed later.

#2: Students alone with Staff

Unless required by law, all staff will maintain an open door when only one student is in the room. Should a staff member find themselves in a situation alone with a single student, efforts must be made to rectify the situation, including but not limited to contacting another staff member, alerting Administration or moving the student to another populated area.

#3: Mandated Staff Training

Board questions: Is the training robust enough? Who determines the strength/quality of training procedures?

#4: Social Media Policy

All staff should avoid communications with students on social media (online forums, texts, phone calls, private non-school emails) without specific written parental permission. Administration should be notified of all parental agreements.

Note: Parental permission forms at Registration should be reviewed for wording and specificity.

#5: Hiring Practices and Policies to Protect Against Nepotism

A hiring panel of three current staff members (including the Executive Director and at least one staff member that would be working closely with the new hire) will elicit and review resumes/applications as well as interview the applicant and make a hiring determination.