

## NSAA ADMINISTRATOR PROCEDURES AND POLICIES

Consistency in working with families and faculty is our goal, we must provide an equitable education. NSAA has an unusual administrative model in regards to the chain of command and school leadership. Policies and procedures must be followed to safeguard effectiveness and unprejudiced dealings. It is best practices to have two administrators present in the investigation, and for all searches it is required to have two administrators.

Issues administrators may encounter and must document include:

- Confronting students about drugs/alcohol
- Discussing with students self harm and safety
- Confidentiality and privacy from faculty, staff and students
- Confronting students about forgery, cheating or plagiarism
- Dealing with threatening or intimidation
- Supporting correspondence from teachers to parent
- Administrator evaluations
- Reporting to the Executive Dean
- Observing and advocating for Students with special needs
- Investigate severe discipline issues

All students must complete a **Statement Form** to report an incident, or if they are the perpetrator or victim in an incident, including theft. This form will be used to begin an investigation of interviewing witnesses, and other parties. All must be documented in schoolmaster, and all parents must be informed that their child was questioned for an investigation.

A **Discipline Report** must be completed, sent home and documented in schoolmaster for detentions or other consequences listed on the report.

Accidents causing physical harm may require the EMT, and an **Incident Report** must be completed, and a copy sent home. A statement form must be completed by the effected students.

Any incident of suspected child abuse must be reported to **CPS**. Complete the forms prior to calling so you have all the data they will ask for.

**Emergency:** Call 911: for students involved, document event in SM and contact parents. Call the Exec Dean and report all 911 calls.

### **Checklist for suspension:**

Document in SM(include Police report)	_____
Include Statement form	_____
Communicate by phone with the parent	_____
Call PD if needed 480-350-8311	_____
Provide Parents with Due Process Paper	_____
Photograph evidence, email to the Dean	_____