

Crown Pointe Academy of Westminster
Communication From/With Parents, Staff, Students
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Unless requested not to, all Board members will forward all written correspondence, including emails received by parents, staff or students to the Board President. It is the recipient Board member's responsibility to inform the author/sender that Board procedure is to forward written correspondence to the President to respond (Communication Plan). The Board may assign a designee to fill this responsibility. If the author/sender has requested that the correspondence not be forwarded to the Board President, the recipient Board Member shall contact the Executive Director to discuss the correspondence.

If the correspondence is in regard to a staff or administration issue, the Board President, recipient Board Member, or Board designee shall review the correspondence to confirm that the author/sender has complied with the [Grievance Policy](#).

Board President, Recipient Board Member, or designee shall respond to the author/sender within 24 hours as per the [Communication Plan Policy](#), and the response should be discussed with the Executive Director prior to sending unless it is not possible to do so. Communication with the staff as a group is not allowed unless directed by the entire Board. Acting and communicating independently of the Board or pursuing a private agenda is a violation of the Board Code of Conduct (Board of Directors Code of Conduct).

Adopted: September 8, 2011

Reviewed: Annually at March meeting

Rationale: New doc explaining how to communicate with CPA population.
2015 Removal of number GP 5 doc 1b New Charter Contract
Authorizer .

Revised: September 7, 2013, 10-4-14; November 11, 2015; 04/09/25 to update
language and include links to corresponding policies

Approved: 10-4-14; November 11, 2015; April 9, 2025