

**Crown Pointe Academy of Westminster**  
**Communication From/With Parents, Staff, Students**  
**Page 1 of 1**

---

Unless requested not to, all Board members will forward emails received by parents, staff or students to the Board President. It is the Board members responsibility to inform the sender that Board procedure is to forward emails to the President to respond (Communication Plan). The Board may assign a designee to fill this responsibility.

If the email is in regards to a staff or administration issue, please review and confirm they have followed the grievance procedure appropriately.

Standard email response, “Your concern(s) will be shared with the rest of the Board at the next regularly scheduled Board meeting. A Board member will contact you within two business days from the meeting in which is was presented.”

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  
**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  
**Approved:** 10-4-14; November 11, 2015