

Crown Pointe Academy will develop and maintain a comprehensive and efficient system of personnel records as follows:

1. A personnel folder for each employee (Licensed & ESP) will be accurately maintained in the School office.
2. All personnel records will be considered confidential. They will not be open for public inspection unless required by the Colorado Open Records Act. The Director will take the necessary steps to safeguard against unauthorized use of all confidential material.
3. An employee will have the right, upon request, to review the contents of that person's own personnel file, with the exception of references and recommendations provided to the school on a confidential basis by organizations or persons not connected with the school, and unless otherwise prohibited by the Colorado Open Records Act.
4. Lists of school employees' names and addresses will not be released for general public use.

**Adopted:** April 5, 2004, March 2023

**Reviewed:** May 2014, March 2023

**Revised:** May 2014, March 2023

**Rationale:** The School follows D50 policy but committee felt it necessary to include specific policy stating the personnel records for School are part of Director's responsibilities and not the District. Also, the School's records are kept at the school and not the District 50 office. Renumbered in 2014 from D50 GBLA CPA 1 to D50 GBJ CPA 1 after D50 Policy rewrite. 2015 Removal of D 50 GBJ. Changed "The school" of "Crown Pointe Academy". To be Aligned with Colorado Charter School Institute new authorizer. 2023 added " unless required by the Colorado Open Records Act" under #2 and #3.