



## **School Communication Policy**

The Board of Discovery Charter School believes that clear and timely communication is an important priority. To that end, it is the policy of Discovery Charter School that Discovery School personnel (including administration, teaching staff and the Board of Directors) should answer all inquiries within 24 hours of receipt (or immediately in case of emergency). If a complete response cannot be made within 24 hours, communication to that effect should be made within 24 hours and then the complete response should be made as soon as possible.

In addition, all Discovery personnel (including administration, teaching staff and the Board of Directors) should make every effort to use proper spelling and grammar in all written communications.