



Cordoba Academy Communication Policy

Purpose: This communication policy outlines the guidelines and expectations for communication within Cordoba Academy. Effective communication is essential to maintaining a productive and respectful educational environment. This policy aims to ensure clarity, transparency, and efficiency in all school-related communication.

Principles:

Written Communication: All official communication with Cordoba Academy should occur in written form, primarily through email, official letterhead or official school communication platforms such as our learning management platform. This practice promotes accountability and clarity in all interactions.

Response Time: Cordoba Academy recognizes the importance of timely responses to inquiries and concerns. However, please note that outside of normal operating hours (e.g., weekends, holidays, and after-school hours beyond 7PM), responses may take between 24 to 48 hours. This ensures that our staff has adequate time to address your requests and maintain a healthy work-life balance.

Guidelines:

Official Channels: All official school-related communication should be directed through the following channels:

Email: [info@cordobaacademy.org]

School Website: [www.cordobaacademy.org]

Online Learning Platforms (homeroom teacher email)

School Notices and Announcements via Official Letterhead

Subject Line Clarity: When sending emails or messages, please use clear and concise subject lines that accurately reflect the content of your communication. This helps recipients prioritize and respond to messages efficiently.

Professional Tone: All communication should maintain a respectful, professional, and courteous tone. Offensive, disrespectful, or inappropriate language will not be tolerated.

Privacy and Confidentiality: Protect the privacy and confidentiality of students, staff, and any sensitive information shared within the school community. Do not share personal contact information or sensitive data without appropriate consent. Cordoba Academy is not responsible for any data theft due to sensitive information being shared inappropriately.



Attachments and Documents: When sharing documents, please use common file formats (e.g., PDF, Word, Excel) and provide clear instructions or context if necessary. Ensure that files are free from viruses or malware.

Meeting Requests: When requesting meetings with school staff, including teachers and administrators, please use email or designated scheduling platforms to ensure proper planning and availability.

Emergency Communication: In cases of emergencies, the school will provide immediate communication via text messages, phone calls, or other appropriate channels to ensure the safety and well-being of students and staff.

Compliance:

Failure to adhere to this communication policy may result in appropriate disciplinary action as determined by the school administration. No official communication is done verbally. Any school communication verbally is non-binding. WhatsApp's grade level group messages are for instructional and logistical purposes only. Please refrain from using the group messages for side chat or request for official clarification on issues. These chat groups are to be used Mon-Friday 7a-7p. Please use discretion when using on weekends and on holidays.

Review and Updates:

This communication policy will be periodically reviewed to ensure its effectiveness. Any necessary updates or revisions will be communicated to the school community.

By adhering to this policy, we aim to maintain a transparent and efficient communication process within Cordoba Academy and ensure that all stakeholders receive timely responses to their inquiries and concerns. Your cooperation and understanding are greatly appreciated.