

HOME SCHOOL COMMUNICATION

At Colegio Nueva Granada, we believe that clear communication facilitates understanding and a strong sense of belonging within our community. In an effort to clarify the appropriate channels of communication used at CNG, we have developed a simple flowchart to guide you through the process. This flowchart will allow you to determine the appropriate person or office to contact in order to resolve your issue. We hope you find this helpful and effective in resolving school-related matters.

| | Issue related to | 1st level of Communication | 2nd level of Communication | 3rd level of Communication | 4th level of Communication |
|--------------------------|--------------------------------------|--|--|--|---------------------------------|
| ACADEMIC | Attendance/Dismissal | Building Secretary Administrative Assistant | Associate Principal/ASC | Principal | |
| | Colombian Program | Faculty/Staff | Colombian Program Director | School Director | |
| | Classroom/Student/Grades | | Principal | | |
| | Counseling/Bullying/Child Protection | Counselor | | | |
| | Co-Curricular Activities | | | | |
| | Athletics | Coach | Director of Athletics & Co-Curricular Activities | Principal | Director of Learning & Teaching |
| | Condor Activities | Director Condor Activities | | Director of Learning & Teaching | |
| | CWW & Educational Field Trips | Faculty/Staff | CWW & EFT Director | Director of Athletics & Co-Curricular Activities | Director of Learning & Teaching |
| | Disciplinary Process | Associate Principal/ASC | Principal | School Director | |
| | Learning Center | | | | |
| | Special Education | Learning Center Staff | Learning Center Director | Director of Learning & Teaching | School Director |
| | Gifted & Talented | Gifted & Talented Faculty/Staff | Gifted & Talented Coordinator | | |
| | Health | Nurse | Athletic Coordinator | | |
| ADMINISTRATIVE | Bus routes, Bus/Gate /Parking Passes | Transportation | Director of Finance & General Services | School Director | |
| | Cafeteria | Cafeteria Manager | | | |
| | Invoice | Bursar | | | |
| | Maintenance | Facilities Manager | | | |
| | Matriculation/Registration | Director of Admissions | | | |
| | Security | Chief of Security | | | |
| | Student Pictures & Yearbook | Publications and Media Services Director | School Director | | |
| | Transcripts | Academic Secretary | Admissions Director | Building Principal | School Director |
| | GENERAL | School Program | Principal | Director of Learning & Teaching | Director's Committee |
| School Policy | | School Director | | Scholarship Committee | |
| Tuition and Scholarships | | Director of Finance & General Services | Principal | School Director | |
| Parent Council Topics | | Parent Council | | | |

FEEDBACK FOR CONTINUOUS IMPROVEMENT