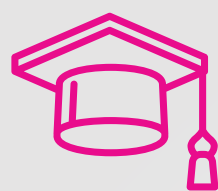




REGULAR CONDUIT



Topics related to the ACADEMIC AREA

Step 1:

Request an appointment with the Teacher, Counselor, or Learning Center Coordinator, depending on the case. It is important to fulfill this step since the people who occupy these positions know and understand the needs of the student. Most problems can be solved at this level.



Step 2:

When your question or concern has not been solved by the Teacher, the parent or the student can request an appointment to talk about this topic with the Vice Principal or Principal of the corresponding school section.



Step 3:

When concerns have not been resolved in the second step, parents and/or students may discuss the topic with the Superintendent.



Step 4:

If all of the above is not enough, families may go to the School Government or Corporate Government that corresponds according to their respective functions and competencies.



Topics related to the ADMINISTRATIVE AREA

Step 1:

Request an appointment with the Director or Coordinator of the area when you have a concern, claim or complaint.



Step 2:

When concerns have not been resolved in the first step, parents, students or staff can discuss the topic with the Business and Financial Manager of the School.



Step 3:

When concerns have not been resolved in the second step, parents, students and staff may discuss the topic with the Superintendent.



Step 4:

If all of the above is not enough, families or staff may go to the School Government or Corporate Government that corresponds according to their respective functions and competencies.

Petitions before the different Councils, Committees or the Board of Directors should be made in writing in a clear and respectful manner and sent to the General Secretary of the School at the email muribe@columbus.edu.co

