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CODE OF HONOR

Golden Rule: Do unto others as you would have them do unto you.

Mission Statement:

CNG serves a diverse student population and prepares responsible global citizens through an accredited American/Colombian college – preparatory program focused on motivating students to achieve their individual potential for excellence.

As a member of the CNG community (students, parents, staff, alumni and visitors) I will follow the Golden rule, abide by the Mission Statement and uphold the Code of Honor as defined by the following 4 pillars:

Integrity
- I am honest.
- I take responsibility for myself, my work and actions, and the resulting consequences.

Respect
- I respect each individual and his or her worth, rights and dignity.
- I do not physically or psychologically harass or intimidate any person.
- I respect school regulations.
- I resolve every conflict in a peaceful and rational manner.
- I respect all property: mine, others’, and that of the CNG community.

High expectations
- I value excellence and support all efforts on its behalf.
- I am open to innovation.
- I accept challenges, and take advantage of options and opportunities offered by CNG,
- I put forth my best effort in everything I do.

Community welfare
- I am fair, show concern for others and cooperate with them.
- I value health and safety.
- I protect the environment.
- I am a positive representative of CNG on and off campus.
- I participate in and am committed to school and community activities and organizations.
CHAPTER 1

FUNDAMENTALS

1.1 WHO WE ARE

Colegio Nueva Granada (CNG) is a bilingual, bicultural, U.S. style college preparatory school that fulfills both Colombian governmental requirements and U.S. accreditation standards.

MISSION

CNG serves a diverse student population and prepares responsible global citizens through an accredited American/Colombian college preparatory program focused on motivating students to achieve their individual potential for excellence.

VISION

Educating the mind, strengthening the body, and developing character for leadership and service in the world of today and tomorrow.
CHAPTER 2

RIGHTS AND RESPONSIBILITIES

The present Manual aims to fulfill the Universal Rights such as the Rights of Children, the Rights established by Colombia’s National Constitution, the Code of Infants and Adolescents Law 1908 of 2006, and all other current national norms.

2.1 COMMUNITY MEMBERS

At Colegio Nueva Granada, all the members of its community are valued and respected in their different roles and diverse backgrounds and beliefs. Students, parents and staff have the right to express their concerns in a respectful and proper manner.

It is their responsibility to cooperate in the fulfillment of CNG’s Mission and Philosophy and to understand and accept the Code of Honor and follow the rules, regulations, and procedures established by the school to ensure a safe educational environment for all.

2.1.1. CNG VALUES / RESPECT, TRUSTWORTHINESS, CARING, CITIZENSHIP, RESPONSIBILITY, AND FAIRNESS

Protect peoples’ and the school’s good name. Problems, differences of opinion, and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Attempt to resolve these issues through calm dialogue with the parties directly involved while respecting the dignity of each and every person. It is easy for opinion to be mistaken for fact. By approaching the appropriate staff member to verify the factual basis of a story, one can allay one’s fears as to the events in question and the intent involved (please see attached Communications Flowchart).

Bullying has no place within our community and as such will not be tolerated. This is as true for adult-to-adult, child-to-child, and adult-to-child interactions. All interactions between members of our community must be in keeping with the values espoused. Instances of bullying must quickly be brought to the attention of the school staff. All our children have the right to feel safe at school. There may be times when you feel that the actions of another child have infringed the rights of your own child. Under no circumstances is a parent or guardian to approach another child while they are in the care of the school to discuss or
chastise them because of their actions. Such an approach to the child may be seen to be an assault on the child and may have legal consequences.

2.2 STUDENTS

2.2.1 RIGHTS

- Students have the right to a safe and respectful educational environment guided by CNG Mission and Philosophy.
- Students are entitled to elect and be elected in the student governing bodies and thus participate through the Student Council in decision making processes when appropriate.
- Students have a right to ‘Due Process’ in case of disciplinary actions, ensuring compliance with Law 1098 of 2006, Art. 26).
- Students have a right to receive complete and timely information about the sum of rules that govern the CNG environment.
- Students have a right to a comprehensive education with equal conditions and without any type of discrimination.
- Students have the right to freely express their concerns, suggestions and complaints, through the channels of communication designed for it.
- Students have the right to rationally utilize spaces and facilities such as the library, sporting courts, laboratories, cafeteria, computer rooms, theatre, etc., according to the schedules and regulations set for it.
- Students have the right to be heard in the presence of their parents or guardians.
- Students have a right to achieve a satisfactory academic performance in response to the development of their individual capabilities.
- Students have a right to receive the totality of the courses in which they are enrolled, completed by all necessary aids and according to the established schedule.
- Students have the right to receive quality education, with scientific and technologic progress and the corresponding aid and help.
- Students have the right to be evaluated in a timely manner and in accordance with the parameters set by the school.
- Students have a right to know, and analyze the tests results.
- Students have a right to be awarded distinctions, be frequently stimulated and motivated to develop their research spirits, their individual skills and abilities, and therefore to obtain results.
- Students have a right to recreation and participation in competitions, to be an active part of all activities in the program and to represent the Institution in academic, cultural and sporting events.
− Students have the right to religious freedom in accordance to what is established by Colombia’s National Constitution and the philosophy of the Institution.
− Students have the right to participate in the development and modification of the Code of Conduct (Manual de Convivencia).
− Students have the right to promote an environment conducive to loyalty, respect, gratitude, and belonging to the Institution.
− Senior students have the right to participate in the Andean committee, in compliance with the Andean Policies intended for this, (see Annex 2).

2.2.2 RESPONSIBILITIES

− It is their responsibility to accept and follow CNG’s Code of Conduct at all times and in all places, and they must abide by the academic and disciplinary rules, regulations, and procedures established by the school.
− Students have the responsibility to accept and follow CNG’s Code of Conduct at all times and in all places, and they must abide by the academic and disciplinary rules, regulations, and procedures established by the school.
− Students must comply with the academic norms and rules of conduct, and with all rules, regulations and proceedings established by the school.
− Students must acknowledge and respect others’ rights, as they would demand for themselves.
− Students must attend school punctually every day established on the School’s Calendar as working days and comply with the established schedule.
− Students must provide a respectful and polite treatment to all staff members of the educational community.
− Students must preserve and take care of their personal belongings and those of the Institution.
− Students must comply with the civic and social obligations that correspond to their individual development and to be educated in the responsible exercise of their rights (Art. 15, Law 1098 of 2006).

2.2.3 AWARDS

2.2.3.1 Primary and Elementary Schools

Primary and Elementary awards are given every month at their assemblies. Students may receive an award for reflecting the value of the month in their lives.
Awards are also received for doing outstanding work in one of the academic areas.

### 2.2.3.2 Middle School

There are awards assemblies for each grade level at the end of each semester. Parents, although they are not formally invited, are always welcome to attend awards assemblies. For each subject, certificates are awarded for “Outstanding Achievement and/or Performance,” “Outstanding Improvement,” and “Honorable Mention.” For sports, ribbons and certificates are awarded for participation and outstanding performance. The Principal presents certificates for the pertinent quarter for “Honor Roll” and “High Honor Roll” students. Although they are not presented during awards assemblies, the dean of students also awards students for “Outstanding Conduct” with a special certificate. There are also a “Principal’s Honor Roll” and a “Principal’s High Honor Roll” for being on an honor roll all four quarters during the academic year.

Certificates of recognition are presented to those students who reach their Targeted Growth goals and/or who scored in the 93rd percentile or higher.

#### Honor Roll

The Middle School quarterly and year-end honor rolls are based on the total GPA which includes all subjects – academic and exploratory.

- **Principal’s High Honor Roll:** For achieving High Honor Roll Status during four consecutive quarters
- **Principal’s Honor Roll:** For achieving at least the Honor Roll during four consecutive quarters

### 2.2.3.3 High School

In the High School teachers recognize students at the end of each semester for outstanding academics as well as for tremendous growth/improvement, exceptional thinking, and/or who best represents the pillars of the subject being
taught. In addition, students are recognized for behavior related to the CNG Code of Honor.

### 2.2.3.4 Graduation Awards

Senior students receive during the Graduation Ceremony the following Awards:

- Valedictorian Award
- Salutatorian Award
- Outstanding *Bachiller*
- Outstanding High School
- Outstanding *Prueba SABER 11*
- David Alvarez Scholarship

### 2.3 PARENTS

#### 2.3.1 RIGHTS

- Parents have the right to expect for their children the best possible education guided by CNG’s Mission and Philosophy according to its characteristics of being a bilingual, bicultural, U.S.-style college preparatory school that fulfills both Colombian governmental requirements and U.S. accreditation standards.
- Parents voluntarily may become members of the Parents Association.
- Parents have the right to freely express their doubts, suggestions and complaints, through the channels of communication designed for it.
- Parents have the right to participate in the *Proyecto Educativo Institucional* developed in the Institution.
- Parents have the right to receive during the school year and on a regular basis, information of their children’s academic and behavioral performance.
- Parents have the right to elect and be elected to represent the Parent Community, within the School Governance.

#### 2.3.2 RESPONSIBILITIES

- Parents are responsible for supporting the school’s Mission, values, and philosophy. Parents are responsible to cooperate with the school in the education of their children, supporting them in their learning processes,
and making sure that they follow the Code of Honor at all times and in all places and abide by the academic and disciplinary rules, regulations and procedures established by the school.

− Parents must comply with the regulations established by the school regarding registration and enrollment, paying tuition fees when due.

The School has two invoicing Systems: annual and bimonthly. The annual payment will be made on the matriculation day with a discount of 5% on the total cost of the monthly tuition. The bimonthly payments will be made in May, September, November, January and March. In this case parents will have to sign a promissory note on the matriculation day. The transportation and cafeteria contracts are optional. At least one parent has to take the education insurance.

For renewal of Registration contract, one of the conditions is that the student has cancelled all educational expenses of the school year immediately preceding. Failure of parents to fulfill their responsibilities will result in a non-renewal of the matriculation contract. Seniors eligible for graduation must have all pending fees and debts paid to date in order to participate in CNG’s official Commencement Ceremonies.

Families with pending debt beyond two payment cycles cannot matriculate their child(ren) until such time that they complete a written contract payment plan with CNG. All 12th grade students must be paid to date in order to begin class in both first and second semester.

− Parents must contribute to build an environment of respect, tolerance and mutual accountability that enhance the education of their children and the best relation among the members of the educational community.

− Parents should contribute in the elaboration of plans and goals for the school improvement.

− Parents must support the educational process of their children in compliance with their responsibility as educators.

− Parents must abide by the school’s official calendar and schedule. Absences before and after holidays and outside designated vacation time are harmful to your child’s education and are not permitted.

− Parents must comply with Article 39 of Law 1098 of 2006, which sets out the obligations of the family.
2.3.2.1 Statement of Expectations for CNG Parents: An Agreement of Parents and their Children

Parents play a formative role in the development of the child's sense of justice, equity, dignity, and worth. Parents also act as one of the most influential role models in their child's life. It is a parent’s responsibility to promote and uphold the core values of our school community. It is the expectation of the community that all parents model acceptable behavior at all times within and outside the school setting. Parents are expected to abide by the following expectations at all times and in all places:

− Everyone is entitled to express his/her concerns in a respectful and proper manner, following the proper channels of communication (Please see CNG Communications Flowchart).
− School matters and concerns should be dealt with privately within our school community.
− Behave and speak in such a way that protects the image and brings honor upon the name of the school.
− Support CNG and all school initiatives.
− Be responsible for your actions on and off campus and understand that every improper conduct has consequences.
− Always tell the truth.
− Respect and care for other people, their rights, and property by being positive, polite and courteous to the entire school community, including general service personnel, bus drivers, bus monitors.
− Resolve every conflict in a peaceful, respectful, and rational manner. Be careful with your words and actions.
− CNG insists on a bully free environment; physical or psychological harassment or intimidation of any person should be avoided.
− Be a good role model for your child; do not use narcotics or any harmful chemical substances.
− Alcohol should not be served to minors. Tobacco should not be provided to minors.
− Follow all legal and procedural expectations regarding transportation and parking at CNG.
− Abide by the school’s official calendar and schedule. Absences before and after holidays and outside designated vacation time are harmful to your child’s education and are not permitted.
− Parents must comply with Article 39 of Law 1098 of 2006, which sets out the obligations of the family.
CNG believes that all community members should be held responsible for their conduct and accept the consequences of their actions. Parents should have high expectations of CNG. Likewise, CNG has the following high expectations of its community members:

2.3.3 PARTICIPATION AND SUPPORT
Support your child in all their educational endeavors by giving praise and showing interest in their school activities (homework and projects).

CNG community members will actively participate in the following activities:
– The school’s community social service initiatives which include Hogar Nueva Granada (financially and/or voluntary work), Amigos de la Alianza, and any other community service initiatives that the school promotes.
– The school’s parenting sessions and values initiatives, including school meetings, conferences, Proyecto Vida, Consentidos. We strongly believe that Parent Support both at school and at home with the anti-bullying, alcohol, smoking, and drug policies is a fundamental part of our community values.
– Participate in the school’s governance entities including the Parent Association, the Parent Council, the Board of Directors, and any other parent committee.
– Parents should support children by respecting the property and values of others. All personal belongings must be clearly marked. Under no circumstance should a parent take from the school premises any belongings which are not theirs, even if the item in question is not fully marked with any student’s name on it. In the same manner, parents should not allow their children to take items and/or bring home items that are not theirs.

2.3.4 ATTITUDE AND CONFLICT RESOLUTION
– A child’s perception is not the same as an adult’s perception due to their developmental maturity. Listen to your child as they tell you their reality, but remember that multiple versions can always exist. Always be positive and approach these situations with a spirit of co-operation and genuine partnership.
– Be prepared to actively listen to another person’s point of view. It may be that the perspective from which one parent is approaching the situation is different than that of the other party; however each may be of equal value. It is appropriate in times of conflict that correct procedures be followed to allow all parties to be heard and for harmonious solutions to be reached. If the conflict centers on a classroom issue, the first contact should always be made with the classroom teacher. If a resolution is not reached, then it is
appropriate to involve the School Principal with the aim of him/her assisting with such a result. Should the matter result from a situation outside of classroom matters then it is appropriate to discuss this with the School Principal in the first instance. If parents remain dissatisfied with the results, then the matter can be referred to the Director.

### 2.3.5 FAMILY COMMITMENTS IN ATHLETIC EVENTS

Abide by the UNCOLI participation, organization, behavior manual and regulations at all times. Athletes, spectators, supporters, coaches, and officials (and anyone else present at a game) must ensure that they and everyone support the UNCOLI and school expectations (see *Manual de Participación, Organización, y Comportamiento en las Actividades Organizadas por la UNCOLI*, available on the CNG website).

- Promote children’s participation in and commitment to CNG athletic teams.
- Commit as a family to the team the child has chosen so he/she can train and play in scheduled games and tournaments.
- Respect the decisions made by the coaches at all times. During the games, coaches are the authority. If at any time one does not agree with the coach’s attitude or decision, one should inform a CNG authority, the Athletic Director, or the Sports Committee.
- Be a model for CNG and other schools when you come to participate and support the teams. Promote positive competition and sportsmanship.
- Help children be on time to practices and games with their equipment and uniforms.
- A review and monitoring of each family’s commitment to this Statement of Expectation will be conducted on a regular basis.
- Refusal to act in a way which is supportive of this Statement of Expectations could result in the need for the school to reconsider the suitability of a child's placement at CNG. As a CNG community member, we must trust that there is no situation which cannot be resolved with dialogue and a desire to provide for our children the very best of educational settings possible.

### 2.4 STAFF

#### 2.4.1 GUIDELINES OVERVIEW

An effective educational program depends upon the *enthusiasm*, *cooperation* and *support* of every member on the staff. It is our desire for these guidelines to assist in carrying out these responsibilities. Guidelines, no matter how
encompassing, cannot anticipate all situations that may be encountered. In situations for which specific provisions have not been made, staff members are expected to use good judgment and to act according to the best interests of the students and the school, following the proper procedures and processes.

The overall administration of the school is the responsibility of the school director. The organization and administration of each school is the responsibility of its principal and assistant principal when appropriate. The secretaries in the school offices have full-time responsibilities assigned by the principal. These duties preclude their availability for clerical tasks that are the responsibility of individual faculty members. Other administrative staff has specific responsibilities to support the overall functioning of the school as a whole. The teachers are the main responsible of the teaching processes throughout the school.

All staff has a right to safe and respectful working conditions in order to contribute to the fulfillment of CNG’s Mission and Philosophy. The school may offer professional development to assure their continuous improvement according to the rules established by the school in the Staff Guidelines. Staff members may participate in decision-making processes through the Director’s Council when appropriate.

It is the responsibility of every staff member to be example and model of the principles that the school conveys, thus following the Code of Honor at all times and in all places. Staff must cooperate with parents to assure the best education possible for the students according to CNG’s Mission and Philosophy. It is their duty to assure that the students comply with CNG’s Code of Conduct its rules, regulations and procedures, and must follow the disciplinary processes established by the school.

2.4.2 GENERAL BEHAVIOR AND DISCIPLINE

All staff members are expected to be positive role models for students; therefore, all staff members must comply with the CNG Code of Conduct and school regulations.

CNG applies a system of progressive disciplinary action, though in the case of serious offenses, the administration reserves the right to impose appropriate consequences with immediate effect. Any employee may be disciplined by his/her principal or supervisor for violations of the CNG Code of Conduct, school policy or expectations of professional behavior outlined in the Staff Handbook. When this is necessary either a verbal or written reprimand is issued. A memo is placed in the employee's personnel file. If the situation is more serious, the individual has a formal hearing before the General Manager and Human
Resources Director. The school director, after there has been Due Process, determines what sanctions to impose. They may include suspension with or without pay, or termination of employment.

2.4.3 STAFF GRIEVANCES

The CNG administrative structure provides a system to handle staff concerns both personal and professional. Academic staff must first contact the school principal with a written grievance. Staff who reports to more than one school should go to the school principal who has direct responsibility for the issue that needs resolution. All other staff must contact their immediate supervisor.

A staff member’s grievance that cannot be resolved at the school level or office level is referred to the General Manager who contacts the appropriate individuals and attempts to resolve the issue. If the staff member's grievance is not resolved, a referral is made to the school director. It is recommended that all parties involved work to resolve grievances before they reach the director's level.

2.4.4. MAJOR VIOLATIONS

2.4.4.1 MAJOR OFFENSES

“Major offenses” as set forth in the section “CONDUCT AND BEHAVIOR” are: fraud, violence, harassment, theft, possession and/or abuse of controlled or use of illegal substances or any other violation of ethical, professional or legal standards, as stated in Colombian Law and CNG’s Code of Conduct.

Any staff member may be disciplined or discharged when they violate ethical or legal standards in such a way that they seriously harm the reputation of the school or compromise the ability of the staff member to function effectively in the work place. Such violations include but are not limited to: conviction for a felony, acts of dishonesty, violence, sexual harassment, public scandal, possession and/or abuse of controlled or use of illegal substances and/or serious violations of school regulations.

CNG reserves the right to test personnel for psychoactive substances at any given moment, and to report the case to the competent authorities, if traffic, fabrication, and use/abuse of illegal drugs are suspected and/or the supply of illegal drugs is being given to minors. The cost of the test may be charged to the staff member, depending on the circumstances.
2.4.4.2 RESTORATIVE PRACTICES

CNG is committed to the philosophy of restorative practices that may include the following:
- Informal Circles
- Formal conferences
- Reparation to all individuals affected

In the case that affected individuals participate in a positive manner and comply with restorative conference agreements, they may influence the disciplinary consequences.

In addition, the following are also considered major violations by staff members:

**Social Relationships with Students**
CNG strongly disapproves of staff members engaging in inappropriate socializing with students. Staff members are expected to refrain from becoming intimately involved with any CNG pupil or drinking alcohol and/or smoking in their presence.

**Misuse of Confidential Information**
Professionalism and discretion should be used in conversation at all times. Confidential information about school matters should only be discussed with the parties involved. Confidential information concerning children and their families should not be discussed when non-staff members are present.

The use of students’ family information such as addresses, telephone numbers, e-mails, places of work is considered confidential and must only be used for contacting parents regarding their children or official school matters.

*The personal phone* numbers of staff members are private and are considered confidential information for staff use only.

*Personal information of alumni* should only be given out by the person in charge of alumni affairs once the request has been screened as to who and why the information is requested.

No staff member can use the school database for personal reasons or to advertise any product. The use of the school database needs to be approved by the general manager.
2.4.5 BENEFITS FOR STAFF

2.4.5.1 FOOD SERVICES

Food services are provided to staff at a discount. Meals can be purchased and consumed in the teacher’s lounge of the administration building or in the student cafeteria. Complaints regarding food service should be directed to the general manager. There are microwave facilities at the teacher’s lounge for those who prefer to bring their own lunch.

2.4.5.2 TRANSPORTATION

a. School Buses

CNG bus transportation is provided for staff. In exchange for this service, it is expected that staff will support the bus monitor by supervising students while riding the bus. Staff members who see students misbehaving should discipline the students and, when necessary, take down names and report the students to the appropriate principal’s office. Bus regulations are clearly posted in each bus. All passengers must abide by these rules. Staff members do not have special privileges while on the bus. They should not choose specific seats and when appropriate, they must release their seat so a child may sit down.

CNG’s transportation service is not a door-to-door service. The routes are laid out with the student’s best interest in mind and in accordance to student residences. Drivers are not allowed to change routes upon request.

b. Parking

The general service office is responsible for monitoring parking spaces and resolving individual concerns. All staff members must have the parking permit displayed at all times.

Staff members are expected to park in the top parking lot (No. 4) and not in the lower parking lot which is meant for the use of parents. While driving in the parking lot, please keep in mind there may be children walking around. CNG reserves the right to ask teachers not to bring their cars on certain days.
CHAPTER 3

SCHOOL GOVERNANCE AND OTHER FORMS OF PARTICIPATION

3.1 GENERAL ASSEMBLY

The General Assembly is composed by all CNG parents who have their children enrolled in the school. It meets at least once a year, and its duties as specified in the School by-laws.

3.2 BOARD OF DIRECTORS

The parents in general assembly elect a seven-member board of Directors for a two-year term. Three members are elected one year, and four on the following year. The Board meets at least once a month. The Board meets at least once a month.

3.3 DIRECTOR

The Director is appointed by the Board of Directors. The Director’s duties are among others: act as the main legal representative of the CNG Corporation before public and private entities.

3.4 DIRECTOR’S COUNCIL

The Director's Council is an advisory group to the Director. Its members are the Director, two parent representatives, two teacher representatives, a student representative, one alumni representative, the PTA president, and ex-officio representatives: principals, Director of Student Services, and the General Manager. The Council meets monthly, and its duties are specified in the school by-laws.

3.5 ACADEMIC COUNCIL

The Academic Council is an advisory group to the Director. Its members are the school Director, department coordinators, the Director of Student Services, the Principals, and a representative of the Board of Directors. It meets monthly, and its duties are specified in the school by-laws.

3.6 ADMINISTRATIVE COUNCIL
The Administrative Council advises the Director on all facets of school operation. Its members are the Director, the General Manager Director, the School Principals and Associate Principals and the Student Services Director. The Administrative Council meets weekly.

3.7 STUDENT PERSONERO AND VICEPERSONERO

The Personero is a Senior (12\textsuperscript{th} grade), and the Vice-Personero is a Junior (11\textsuperscript{th} grade), both elected by the student body to represent them.

3.8 STUDENT COUNCIL

The Student Council is an elected student organization whose purpose is to improve school life in the schools, to learn about democratic processes, and to serve the community. There is a Student Council in the Elementary, Middle and High Schools.

3.9 CNG PARENTS ASSOCIATION

CNG PARENTS ASSOCIATION is an active organization whose members join voluntarily to carry out various projects for the improvement of the school.

3.10 PARENT COUNCIL

The Parent Council is an active, legal, organization whose members are elected by the parent community during beginning of the year open houses. This council is required by Colombian law and is designed to provide support to the administration on school development and school improvement related initiatives.
CHAPTER 4

ACADEMICS

The backbone of achieving student success is a coherent, comprehensive, and aligned curriculum based on standards and benchmarks. CNG complies with the standards established by the Colombian Ministry of Education and by our American accreditation association, SACS (Southern Association of Colleges and Schools).

The sources for most of the adopted standards and benchmarks at CNG are the Mid-continent Research for Education and Learning (McREL), other international schools (Colegio Granadino in Manizales, The Columbus School in Medellin, ASFM in Monterrey, Mexico, and Baldwinsville School District, NYC), the Colombian curriculum guidelines, and national curriculum organizations such as the National Council of Teachers of Mathematics, etc.).

CNG’s curriculum development process allows the staff to focus on the following four principle areas of a strong, coherent curriculum development:

1. **Well-articulated curriculum**: Know and use clearly articulated learning targets (standards and benchmarks)
2. **Delivery**: Plan and use instructional strategies that will help the learner remember content and apply information and skills.
3. **Assessment**: Use a range of assessment methods to clarify the learner’s status relative to learning targets, and generate the information necessary to help the learner achieve these targets.
4. **Criterion-based feedback**: Give methodical feedback to the learner based on targets, and refine record keeping and reporting accordingly
The goals and benefits of this process are multiple, but the ultimate goal is to move the learning curve to the right for all students and as a result increase student learning.

4.2 ACADEMIC REGULATIONS

4.2.1 ATTENDANCE

4.2.1.1 Calendar & Schedules

For purposes of accreditation both by the Southern Association of Colleges and Schools and the Colombian Ministry of Education, the school calendar follows the recommendations of both agencies.

According to Colombian Law, CNG is designated as a Calendario B school (August to June). If school is canceled either by the decision of the School or by the decision of the Colombian or municipal government, the day(s) will be rescheduled later in the year. The number of days that will be “made up” will depend on the number of days missed, the number of school days in the calendar, and the time of year.

A CNG calendar with the most important events is published in the school’s web and sent home before the school year begins. A summarized version with the principal dates is also published. Daily schedules vary in the different Schools. Occasionally students are dismissed from classes earlier than usual or they do not come to school in order for faculty members to engage in curriculum and staff development workshops.

4.2.1.2 Student Status

Students are expected to be in school fulltime. In Middle School and High School this means that students are in class daily for at least four blocks. This is
necessary to achieve all the credits needed for graduation. Teachers are expected to be aware of this provision and to make sure that students are regularly in class.

In the primary and elementary levels, students attend school for seven (7) hours daily. K4 students attend school for (6) hours.

CNG does not normally permit students to audit classes. Exceptions to this rule can be made by the Director of the school. This is done only when the student speaks no Spanish and has limited English proficiency. The audit permits the student more time out of school as well as in school to increase his/her English competency. Principals will approve or not matriculation as a regular student for these students for the following school year.

4.2 ABSENCES

Regular attendance is essential to the learning process. When a student is absent, he/she misses out on a valuable learning experience and it is impossible to make up the missed classroom experience. Additionally, class participation is used as part of the criteria for meeting objectives, so when students miss school, they are also affecting their mastery of the subjects. Parents are expected to respect school days.

Parents should inform the respective school office in the morning that their child will be absent, why their child is absent, and approximately when their child will be returning to classes.

4.2.2.1 Definition and Regulations

An ‘absence’ is defined as being physically not present in class regardless of whether the student is excused or unexcused. In order to earn credit for a quarter, semester, or year-long course, a student may not be absent for anymore than 10% of the classes. Absences are counted together, i.e., sickness, family trips, religious holidays, legal matters, etc. A student may fail a subject for the semester or year when he/she has excused or unexcused absences of 10% or more of the time assigned to that subject. Exceptions are:

- Decree 2845 of 1984 (article 48) – student athletes selected to represent Colombia.
- Educational trips, or academic and sports events that are approved by the Principal.
• A student may petition the building principal for additional absences per year for national tournaments. This must be done in advance of the activity.
• Recognized religious holidays. The School respects to observances of Christian holidays and recognizes the Jewish religious holidays of Rosh Hashanah, Yom Kippur, Succoth, and Pesaj as well as the official holy days of other religions. Students’ absences for observing these days will not be counted as a part of the limit.

However, in the Middle and High Schools, parents of students with special circumstances may petition the administration for an Exemption for Attendance. The granting of such implies that parent and student understand that grades in all classes cannot fall below 2.2. Should the student have a grade below 2.2 during any official progress reporting period or should a teacher indicate that the student has dropped below 2.2 for the average in a class, parents are asked to reconsider his/her teenager’s commitment to this activity. It should be understood by all involved that academic success is a requirement for continued participation in extra-curricular activities.

The following situations are considered individually:
- Personal illness; after being absent for 3 days, and on school days immediately preceding and / or following a school holiday, students must bring a doctor’s certificate.
- Prolonged illness will be dealt with on an individual basis by the administration.
- Medical/dental appointments that cannot be made outside the regular school day.
- Emergency family situations
- Scheduled court appearances

4.2.2.2 Pre-arranged Absences

Absence required for participation in special school-related activities and for family obligations must be “pre-arranged” with at least seven school days of advance notice given to the school (except for emergencies, of course). The pre-arranged absence form is available in the each school’s office. It is the responsibility of the student to provide a statement from the teacher or parent, depending on the circumstances, explaining the absence. The form requires the signature of the student, parents, teachers, and administrators. When all required signatures are completed, the form is to be returned the corresponding school’s office.
Not all pre-requested absences are approved. Parents’ respect for the school’s decision in such cases is greatly appreciated. Taking students out of school during semester review and exam days is absolutely not recommended. Parents who choose to do so need to demonstrate special extenuating circumstances and students need to have academic and behavioral records worthy of making an exception.

When a sports team needs to be absent, for example, to attend the Binational Games, each student should obtain a pre-arranged absence slip signed by all of his or her teachers. This not only indicates approval but also assures that the student receives the homework assignments that need to be made up.

4.2.3 PHYSICAL EDUCATION EXEMPTION

Students with temporary physical ailments will be permitted to refrain from participation in physical education classes with authorization from parents and/or a medical doctor. Also, the school nurse is authorized to exclude a student from physical education and/or sports when the situation warrants nonphysical activity. The nurse must report to the Co-Curricular and Athletics Director (who will inform the principals) any special physical/health limitations found. Parental notes requesting that a child not participate will be honored for duration no longer than five school days. After that period of time, a doctor’s excuse will be requested. A doctor’s excuse will be honored for the duration of the time specified by the physician. If the physical education teacher thinks the system is being abused and/or there are some physical activities which could be permitted, the teacher should contact the Co-Curricular and Athletics Director who, in conjunction with the principals, will contact the parents and consult with them. Students not participating in physical education are expected to attend class. In addition, students not participating in PE class (es) may not participate in after-school sports or physical activities. For students with long-term requirements for non-participation physically, the teacher will require alternative instructional activities. Alternatives may include: weight training, aerobics, yoga, spinning or a report. As a part of the physical education program, students are expected to participate in physical activities including exercises to measure their growth in physical development.

4.2.4 TARDIES
Students are expected to be on time to school. Habitual tardiness creates a disruption to the educational process in the classroom and is viewed as disrespectful, minor faults. Students are required to check in at the office when they are tardy to school.

In the *middle and high schools* when students are late to class, a *tardy pass* must be obtained in order to enter class without being marked tardy.

In the *elementary school*, students who are tardy to class must pick up a tardy pass at the office before going to the classroom. Three (3) tardies to 1st period early morning class because of sports is cause for being taken out of practice for a week.

**4.2.5 MAKE-UP WORK**

Students are allowed to make up work missed when their absence or tardiness has been excused. The suggested guideline for allowing students to make-up work is for each day missed/or tardy one day is allowed to hand in class work after the student returns to school. For example, if a student has been absent due to illness for five days, then upon her/his return, s/he has five days to complete any missing assignments.

**4.3 ASSESSMENT MODEL & PROTOCOL**

The evaluation of learning is an integral part of the teaching/learning process. The school has taken into consideration the requirements of the Colombian education law, Decree 1290, National Ministry of Education, Bogota, D.C., April 16, 2009, U.S. accreditation requirements, and the professional views of the teaching staff at CNG. The CNG plan for assessing student performance has been broadened to meet the individual needs of students. At the same time, the quality of the program will not be lessened, as standards will be maintained at a high level. Teachers are in agreement that opportunities must exist for students to demonstrate academic achievement through means other than a written examination. Assessment may include portfolios of individual assignments, projects, verbal presentations, and other forms of non-traditional assessment. Students with special academic needs who are served through the Learning Center may be given alternative assessment strategies for measuring how much they have learned.

Evaluation policies and procedures set forth the grading process as well as strategies designed to help each child to succeed in school. Students are expected to meet the standards of the school as evidenced by the assessment process.
4.3.1 ASSESSMENT BELIEF STATEMENT

At CNG we believe that student learning and growth is our greatest priority. We believe that internal classroom assessments must be formative and triangulated with external measures and student self-assessment to track student learning and support academic growth.

4.3.2 IMPORTANT POINTS TO CONSIDER

- The ultimate goal of assessing students on grade-level benchmarks is to indicate their true learning based on subjective and objective judgments deriving from real data, observations, and student work.
- Once a student has provided enough evidence for the teacher to conclude that a certain score level has been reached, that score is considered the student’s true score or grade for the benchmark at that point in time.
- Instruction has to be adjusted and modified based on student assessments.
- As basic as this may seem, something that is assessed must have been taught at some point during the grading period.
- Assessments of academic skills should be kept separate from assessments of life skills such as behavior, attendance, etc.
- The 4-point scale listed below is for all sections – K4 to 12; teachers may use their own personal (local) formative grading system, but when it comes to formal reporting, CNG uses the 4-point scale.
- StandardScore (formally known as WebGrader), a standards-based reporting system, will be used by all CNG staff members to record progress of student learning and provide feedback to students and parents. This system will also generate report cards.
4.3.3 CATEGORIES OF PERFORMANCE

<table>
<thead>
<tr>
<th>Performance Levels</th>
<th>Colombian Scale (Based on Decree 1290, April 2009)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced</td>
<td>4 Desempeño Superior</td>
</tr>
<tr>
<td>Proficient</td>
<td>3 Desempeño Alto</td>
</tr>
<tr>
<td>Basic</td>
<td>2 Desempeño Básico</td>
</tr>
<tr>
<td>Below Basic</td>
<td>1 Desempeño Bajo</td>
</tr>
</tbody>
</table>

4.3.3.1 Performance Levels Descriptors

- Advanced – student demonstrates an understanding exceeding expectation
- Proficient – CNG expectation, student demonstrates mastery of benchmark
- Basic – minimum passing grade, student can demonstrate mastery of benchmark with some help
- Below Basic – not passing or not enough evidence to evaluate

4.3.4 SCORE RANGE

The following scale will be used by the StandardScore system to calculate final grades for students throughout the school. This scale will also be used to calculate the final GPA for student transcripts and college application processes. Score Range

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>Equivalence</th>
<th>Score Range</th>
<th>Grade</th>
<th>Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.80-4</td>
<td>4.00</td>
<td>A Superior</td>
<td>2.35-2.44</td>
<td>2.40</td>
<td>C</td>
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<tr>
<td>3.75-3.79</td>
<td>3.80</td>
<td>A Superior</td>
<td>2.25-2.34</td>
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<tr>
<td>3.65-3.74</td>
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<td>2.15-2.24</td>
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<tr>
<td>3.55-3.64</td>
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<td>2.05-2.14</td>
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<tr>
<td>3.45-3.54</td>
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<td></td>
<td>1.95-2.04</td>
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<tr>
<td>3.35-3.44</td>
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<td></td>
<td>1.85-1.94</td>
<td>1.90</td>
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<tr>
<td>3.25-3.34</td>
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<td></td>
<td>1.75-1.84</td>
<td>1.80</td>
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<td>3.15-3.24</td>
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<td>1.65-1.74</td>
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### 4.3.5 EVALUATION PROCESS

- Each grade level team compiles a list of students who potentially are candidates for retention or dismissal based on lack of academic progress during the school year and submits it to the school Principal.
- The school Principal gives the information to the Evaluation and Promotion Commission of the grade level.
- Recommendations of the Commission are recorded in formal minutes of the meeting.
- The Principal informs and reviews the Commission’s recommendation with the school Director.
- The Principal sends a letter informing the Commission’s recommendation to the parents. A meeting will be held with the parents.
- Each case is followed up during the next school year by the Principal.
- In case the recommendation is for student dismissal from school, the Director will submit the recommendation to the Board of Directors who will make a decision. The Director will write a letter and meet with the parents informing them of the School’s decision and the reasons.

### 4.3.6 STUDENT SELF - EVALUATION

The purpose of student self-assessment is to develop independent and autonomous learners who have the ability to search for and acquire new skills, knowledge and learning; capable of self-reflection and able to identify next steps in their learning.

Students are provided self-assessment opportunities on academic benchmarks and other factors such as: effort, participation, attitude, behavior and teamwork.

This self-reflection and goal setting will take place throughout each grading period for each subject according to the parameters established by each section.

Some self-reflection strategies are:
- Use of portfolios as evidence
- Self-evaluation based on rubrics and/or checklist
- Goal setting processes

Evidence of student progress is shared during Parent-Teacher Conferences

4.3.7 INSTRUCTIONAL PERIODS AND REPORTS
In the primary and elementary schools, the school year is divided in trimesters. In the middle school, it is divided into four instructional periods of approximately 40 days each. The high school is organized by semesters, although grades will be reported quarterly.

4.3.8 REPORTS OF STUDENT PROGRESS
Student assessment and reports of student progress will be available periodically in digital form, accessed directly through the StandardScore system.

4.3.9 REPORT CARDS
- At the primary and elementary schools, report cards are issued three times a year, at the end of each trimester.
- At the middle and high school, progress reports are issued on a quarterly basis. Final report cards are issued on a semester basis, consistent with the semester approach to the curriculum. (See CNG CALENDAR for specific dates.)

4.3.10 PARENT-TEACHER CONFERENCES
Conferences are conducted twice a year. Parents are requested to pick up report cards and meet with teachers to review their child’s report card. (See CNG CALENDAR for specific dates)

4.3.11 RECORD MAINTENANCE
An individual cumulative file for every student is kept in the office of the corresponding school. This file contains all the records of a student's academic life at CNG, including copies of the quarterly progress reports. Teachers, administrators, parents and the student are allowed to consult the file, but the file must not be removed from the office. Files of graduates are kept under the supervision of the Registrar’s Office (Secretaría Académica).

4.3.12 STANDARDIZED TESTING
In addition to the grades, written reports, and alternative assessments, CNG monitors student performance through standardized testing. CNG is committed
to measuring student achievement through independent measures. Each year a
testing schedule is developed. Reports are given to parents on the results of
testing. General reports of group data are shared with teachers and used to make
improvements in the educational program.

The following are the tests administered to CNG students:
- NWEA-MAP TESTING - grades 2-10
- PSAT - grades 10 and 11
- Scholastic Aptitude Test (SAT) - grades 11 and 12
- Differential Aptitude Test/Career Inventory - grade 9
- Prueba SABER 11 - grade 12
- Prueba SABER (every 3 years) - grades 3rd and 9th

4.3.13 EXAMINATIONS (MIDDLE AND HIGH SCHOOLS)
In the middle school, the last three days of each semester are dedicated to the
administration of formal, written examinations in the six academic subjects, and
two school days prior to the exams are dedicated to reviewing for the tests. (See
CNG Calendar) There are two tests per day. Students are to wear the regular
uniform during the three semester exam days. Students are dismissed at 11:00
a.m. during these days.

In the high school, three days at the end of each semester will be dedicated to the
administration of exams.

4.3.14 MISSING EXAMS (MIDDLE AND HIGH SCHOOLS)
Parents are asked to help their children prepare for these tests by not planning
outings or late-night activities during the review and testing days. Students
should eat well and go to bed at a time that will provide them with enough sleep.
Semester exams are important and family travel plans should be made well in
advance in order to avoid missing any exams. Foreseeable urgent absences must
be pre-arranged seven school days in advance. Students who have not properly
applied for a pre-arranged absence during semester exam days are not excused
(unless there has been a sudden illness or other emergency), and they will not be
allowed to make up their semester exam. This results in an exam grade of 1.0 for
each subject.

4.3.15 SEMESTER EXAM EXEMPTIONS (MIDDLE SCHOOL)
The middle school policy regarding semester exam exemption as a reward
for excellent performance is as follows:
- The possibility of being exempt from taking a semester exam begins
during the second semester of seventh grade. In other words, no sixth
grade students may be exempted from taking any of their semester exams during either the first or second semester. Seventh grade students may not be exempted from taking any of their first semester exams but they may be exempted from taking a second semester exam. The eighth grade students may be exempted from taking first and/or second semester exams.

- The minimum GPA needed to be considered for exemption is 3.7.
- Teachers have the prerogative to raise the minimum GPA requirement to above 3.7 for their particular subject.
- Teachers have the prerogative of not exempting anyone from taking their particular semester exam.
- The maximum number of exam exemptions per student per semester is two.
- If there are students who are eligible for exemption from more than two exams, they may choose the two subject exams from which they wish to be exempted.
- Students who are eligible for exemption also have the prerogative of taking the semester exam in order to raise their final GPA (with the knowledge that their GPA may also be lowered as a result of the test score).

### 4.3.16 HELPING STUDENTS MEET CNG STANDARDS

#### 4.3.16.1 Opportunity Days

These are special days and hours designated for children to have the opportunity to meet with any teacher to ask questions, clarify their understanding, or take make-up quizzes or tests. Appointments can be made at the initiative of the student or the teacher.

- *Elementary* Students who need extra help will be required to come from 7:00-8:00 A.M. to work with their teachers on opportunity days.
- In *middle and high schools* extra help from teachers is available after school on extra help days or by special appointment with the teacher.

#### 4.3.16.2 Paid Tutoring Services

Tutoring for students is viewed by CNG as a viable means of helping the student who is having difficulty learning educational material. Employee involvement as tutors is desirable for both the students and the employees according to the following guidelines:

- Parents should be aware of the opportunities which the School offers before initiating tutoring on their own. Whenever a parent contacts a tutor who is a
teacher from CNG, the Student Services Director and building principal should be informed.

- A teacher shall not provide paid tutoring to a student from his/her class. A teacher may tutor students from other classes.
- A counselor shall not provide paid tutoring or advisory help or tutor a student from his/her school. Counselors may see students from another school level.
- CNG employees who are tutoring non-CNG students should make it clear that they will have no involvement in the admissions process and should not conduct tutoring on the CNG campus or use CNG resources.
- Tutoring of children should not conflict with school hours and school responsibilities.
- The school will provide a suggested tutoring fee schedule, and this information will be made available to parents.
- Tutoring should be done on a one-to-one basis. Any questions regarding tutoring should be directed to the Director of Student Services and the pertinent principal’s office.

**4.3.17 PROMOTION AND ADVANCEMENT**

Promotion occurs when a student has met the standards of a particular course of study or grade level. It is expected that students will be promoted from grade to grade on a yearly basis.

To be promoted to the next grade a student should:
- Have achieved at least a grade of 2 in each subject (on a 4 – point scale), according to the established criteria.
- Have attended the minimum requirement of days in this document.
- Pass the remedial assessment for each failed subject, when the student has the right to remediate.

At the Elementary School, when a student has not met all grade level standards but should not or cannot be retained, the student can be placed in the next grade.

If a Middle School student fails no more than two academic subjects per year, the student will be permitted to move to the next higher grade level, but the failed areas must be remediated.

The school follows a careful decision-making process in order to respond to parent requests for a child to change grade levels or receive special programs and services. Once the Administration receives this type of request, the appropriate administrator will arrange for a meeting of a Child Study Team (CST). Individual parent requests will be considered;
however, it is extremely rare for a student to change grade levels. A CST is composed of the following personnel:

a. Classroom teacher(s)
b. Team Leader
c. Learning Center Specialist
d. School Counselor
e. Special teacher or outside professional as requested by the CST
f. Building Administrator

The student criteria examined by the CST may include, but not be limited to, the following:

1. Age-appropriate placement
2. Parent input based on a Child Information Form
3. Academic performance
4. Social and emotional maturity
5. Classroom teacher assessment and recommendation
6. Academic assessment (internal and/or external, including standardized testing and psycho-educational evaluations)
7. Child Study Team discussion and assessment

After the CST reviews the above information, the CST will submit a recommendation to the administration for consideration.

4.3.18 NOT MEETING CNG STANDARDS
Colegio Nueva Granada believes that it is important for students to master performance standards established for each grade level and/or course of study. Based on Decree No. 1290 of April 2009 of the Ministerio de Educación de Colombia, the following regulations have been defined:

4.3.18.1 Consequences when Standards are not met

A Promotion and Evaluation Commission evaluates the situation of the student and recommends one appropriate action (Please see 4.2.23.2.1 for committee membership). In every case the recommendation is communicated to parents who must sign a statement of agreement.
4.3.18.2 Remedial Programs (*Recuperación*)

Students who have not satisfactorily achieved the required standards of performance must engage in a remedial program after each marking period or at the end of the school year for the last marking period. Students may engage in remedial programs for no more than two academic courses. Students who do not pass the remediation must repeat the course.

At the High School, a student may retake at the most two courses at a lower grade level in order to repeat courses for credit. If students repeat an entire course as part of a remedial program, the final grade must be a passing one in order for students to proceed to the next grade level. In the High School students must complete the remediation during the course of study. Students who do not complete the remediation and/or fail the course must retake the course for credit.

4.3.18.3 Retention:

Students K4-5: Students who have not made satisfactory progress in meeting established academic standards may be retained once evaluated by a Promotion and Evaluation Commission. Students should not be retained more than one year at any grade level.

Students 6-8: Students in the middle school who fail three or more academic subjects may be retained. Students may not be retained more than one year in the middle school. Students who fail only one or two academic subjects must engage in a remedial program and are reevaluated after its completion. Students who pass the remedial exams are promoted to the next grade level. Students who fail one or two remedial evaluations may be retained by the Promotion and Evaluation Commission. If the Commission decides not to retain a student who has not successfully completed a summer remedial program, the student needs to engage in an intensive tutoring program and be retested at the end of the first quarter to assure that the academic standards of the failed subject(s) have been met.

Students 9-12: Students who have not made satisfactory progress in meeting established academic standards after completing the assigned remediation, are required to repeat the individual course in the semester immediately following the failure. Students may not retake a course more than once. A student failing an academic course for the second time may be placed on conditional matriculation or may be asked to leave the school.

Students in grade 11th who have fewer than 24 credits will not be promoted to grade 12th and will not be considered seniors. Students in this situation or those
who have not successfully completed all pre-requisites for all required courses for graduation, will not be permitted to graduate with their classmates. A student who is unable to complete all graduation requirements on time may not be eligible to participate in graduation, may be placed on conditional matriculation and required to complete a ninth semester at CNG or may be asked to leave the school.

Ninth-semester seniors are subject to all attendance regulations, including full-time status, and are required to register for a minimum of 3 academic courses.

4.3.19 CNG’S MINIMUM GRADUATION CREDIT REQUIREMENTS
Students must complete 33 academic credits as specified, 80 hours of social service, and a Senior Independent Study (SIS) project in order to receive the Bachillerato diploma.

<table>
<thead>
<tr>
<th></th>
<th>Bachillerato Diploma</th>
<th>High School Diploma</th>
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<tr>
<td>English Language Arts</td>
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<td>English Language Arts</td>
</tr>
<tr>
<td>Spanish Language Arts</td>
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<td>Spanish preferred. If not possible another World Language may substitute.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.0</td>
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</tr>
<tr>
<td>Science</td>
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</tr>
<tr>
<td>Social Sciences &amp; Sociales</td>
<td>4.5</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Fine &amp; Performing Arts</td>
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<tr>
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<td><strong>Social Service Hours</strong></td>
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<td><strong>Social Service Hours</strong></td>
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</tbody>
</table>

4.3.20 ACADEMIC CONDITIONAL MATRICULATION
Students who have not made satisfactory progress in meeting established academic standards may be placed on conditional matriculation once evaluated by a Promotion and Evaluation Commission. In case of conditional matriculation, after the first semester of the school year, the Commission may indicate that a student should be removed from “conditional matriculation” status or it may indicate that a student needs to continue for another semester with conditional
matriculation. If, toward the end of the school year, there is doubt as to whether or not CNG is the best educational environment for the student, he/she may be placed on “matriculation hold” until a decision is made.

4.3.21 PERMANENT WITHDRAWAL FROM SCHOOL
Students who have not made satisfactory progress in meeting established academic standards after completing a retention, or in cases where CNG is not the best educational environment for the student, may be required to leave the school once evaluated by a Promotion and Evaluation Commission. Factors of major concern include second-language acquisition and low academic performance.

4.3.22 STUDENT ACADEMIC REVIEW PROCESS
The student academic review process includes the study, evaluation and recommendation of an Evaluation and Promotion Commission established at the appropriate grade level. The student review process takes place as needed. In addition, the Commission meets periodically in order to consider the cases of those students who have failed two remedial evaluations in academic courses and are, therefore, candidates for retention.

4.3.23 EVALUATION AND PROMOTION COMMISSIONS

4.3.23.1 Evaluation of Students
On a regular basis student progress will be reviewed and evaluated by the administration who may include counselors, parent representatives, and teachers.

4.3.23.2 Candidates for retention
The Commission considers the cases of candidates who have been recommended by the grade level team and could possibly benefit from repeating the grade level. Candidates for retention who are Learning Center students must also have the recommendation of the Learning Center.

Middle School Candidates include students who are in any of the following categories:

− Students with three or more academic subjects with an average of 2.2. or lower (or its equivalent) in the subject.
− Students who have had a GPA of 1.9 or lower (or its equivalent) in mathematics and Spanish and/or English during two or more consecutive grades levels.
− Students who have missed more than 10% of the academic activities for any subject during the school year.

High School Candidates include students who are in any of the following categories:

− Students with two or more academic subjects with an average of 2.2 or lower.
− Students who are in danger or who have failed a subject more than once.
− Students who exceeded the allowable absences without exceptions having been granted.
− Students on Behavior Probation and/or who have had a positive drug test.
5.1 DUE PROCESS

Due Process means that the disciplinary process is clearly defined, and it will be observed in all disciplinary procedures, that the student will have the opportunity to be heard, to defend him/herself, contradict all evidence, have his/her case reviewed when necessary, and that the sanction will be in accordance to the offense, the age of the student, the severity of the infraction, the repetition of infractions and the overall behavior of the student.

5.2 DISCIPLINARY PHILOSOPHY

- The purpose of discipline is to create learning in the student that leads to self-discipline.
- There are natural consequences to our actions, and children should experience those consequences in order for learning to occur.
- Disciplinary procedures should maintain the dignity and self-worth of the individual being disciplined.
- Disciplinary consequences have to be adjusted to the age level, understanding, and developmental level of the student.
- As much as possible, opportunities for restitution should be provided that allow students make things right and recover their standing with the school community.

CNG is committed to the philosophy of restorative practices that may include the following:
- Informal Circles
- Formal conferences
- Reparation to all individuals affected

In the case that affected individuals participate in a positive manner and comply with restorative conference agreements, they may influence the disciplinary consequences.

Restorative Practices is a school-wide approach that provides a framework for the development of healthy relationships for the entire school community. It involves opportunities for the peaceful resolution of conflict by means of a proactive and progressive handling of discipline in a community. Community members include all staff, students, support staff, parents, and the broader
school community. It is essential that parents are partners in every stage of the progressive discipline approach and that students are made aware of each stage of the restorative discipline approach so that they become accountable for their own decisions.

In the event that the Code of Honor is not followed, school authorities have the right to search lockers, bags, personal belongings. Video cameras have been installed on school premises to help reduce theft, vandalism, and other disciplinary offenses. The recordings are used as evidence. School authorities also have the right to intervene with consequences for any behavior that in their judging impairs a positive school climate and an optimum learning environment. Administrative decision will prevail when students elected to office are placed on academic and/or behavior conditional matriculation, behavior advisement, or behavior probation. This includes the office of Personero, Vice-Personero, class officers, and officers of student organizations.

5.3 POSSIBLE CONSEQUENCES FOR STUDENTS

Consequences for students, specifically at Primary and Elementary levels, may be adjusted by the school administration according to the specific infraction, developmental stage, and the age of the child. Disciplinary procedures should maintain the dignity and self-worth of the individual. As a community we believe that the development of personal responsibility requires an understanding of the natural consequences to our actions, and children should experience these consequences in order for learning to occur. Whenever possible, consequences should be related to the infraction and should be intended to make reparation to those who have been impacted to help recover the student’s standing with the school community. For other members of the CNG Community who violate the Honor Code, the Administration may determine the specific sanction to apply in each specific case taking into account precedent in similar cases.

5.4 TYPES OF OFFENSES

Colegio Nueva Granada defines a disciplinary offense as any conduct or behavior of a student or staff member that goes against the school’s Philosophy, that does not comply with CNG’s Code of Conduct, or that does not follow the rules, regulations, and procedures established by the school.

Disciplinary offenses are divided into grave offenses, serious offenses and minor offenses.
Grave and serious offenses (unacceptable behavior) refer to all misbehavior that in one way or another significantly hinders the school educational processes, the moral and/or physical integrity of its members, or considerably affects the image of the school. Minor offenses (inappropriate behavior) refer to behavior that does not comply with the general behavior regulations and procedures defined by the school to assure the functioning of the everyday educational processes. The repetition of minor offenses may become serious offenses as any type of repeated misbehavior affects and hinders the everyday functioning of the school and becomes a bad example for the learning process of the students.

5.4.1 MINOR OFFENSES

The Minor Offenses are the following:
- Tardiness to class.
- Classroom disruption.
- Failure to comply with the school dress code or uniform requirements.
- Leaving the classroom without permission from the teacher.
- Displaying inappropriate behaviors or distracting others inside the classroom.
- Use of abusive, obscene, or profane language or gestures.
- Unauthorized use of electronic devices.
- Lying.
- Minor damage to the property or belongings of the school or of others.
- Bringing to school any improper printed material (magazines, pictures, drawing, etc.) that the school deems inappropriate.
- Demonstrating inappropriate displays of affection in school or during school-sponsored events.
- Selling items for personal gain or profit.
- Any other improper conduct that interferes with the teaching and learning environment, which in the judgment of School Administration is minor.

5.4.1.1. Procedure

The following procedure complies with Colombian law requirements:

In Case of Minor Offenses
- The student should try to find a solution directly with the teacher or officer with whom there was a conflict. He must listen carefully to the
observations and accusations, and must explain in a respectful manner the situation in order to clarify it.

- If after the meeting with the teacher or officer, the student considers that there is injustice, he must ask for a meeting with the corresponding school counselor. The student has the right to request the presence of the parents. The Counselor will try to resolve the issue with the class team leader.

- If after the intervention of the counselor, the student still feels that justice has not been achieved, he must have a meeting with the School Principal who will decide on the course of action.

- If after this procedure, the student is not satisfied, he must request in writing with the Personero the intervention of the Director of the school who will take the final decision.

5.4.12 RANGE OF POSSIBLE CONSEQUENCES

Teachers will respond to and assign appropriate consequences for most minor offenses. For cases within the classroom, the teacher’s word or physical evidence constitutes sufficient proof for determining failure to meet expected behaviors. The administrators can also apply consequences to Minor Offenses.

Consequences may include:
- Student Reflection
- Office Referral
- Restorative Conferences
- Removal from class
- Contact Parents
- Student and Parent Conference with Administrator
- Student/Teacher Conference
- Teacher documentation
- In-class, break, or lunch Detention
- Restrictions from attending school events
- Loss of campus attendance or visitation privileges
- After-school detention short-term suspension (up to 5 days)
- Anti-Harassment Agreement
- Behavior Probation contract
- Short-term suspension (up to 5 days)
- Long-term suspension (5-10 days)
5.4.2. SERIOUS OFFENSES

- Displaying disrespect for symbols and/or school property.
- Instigating or participating in any act of harassment, slander, intimidation, hazing, bullying, or threatening any community member. Expression of intolerance relating to race, ethnicity, religion, gender, or personal orientation.
- Acts of insubordination or defiance. Refusal to identify yourself. Failing to comply with the disciplinary measure assigned by a staff member.
- Reckless endangerment including horseplay and inappropriate physical contact which could potentially cause injury.
- Fighting or other physically aggressive behavior in which another person could be injured.
- Committing acts of petty theft.
- Committing any act of false testimony, forgery, or fraud. This includes using the “CNG” name without authorization.
- Inappropriate behavior toward a substitute teacher.
- Skipping class or school.
- Academic dishonesty
- Slander, defaming or formulating unfounded complaints or accusations.
- Using a cellular phone and/or any other electronic device for the transmission and/or downloading of inappropriate oral or text messages, or digital and/or video images.
- Smoking on campus or during school-sponsored activities.
- Repetition of minor offenses.
- Any other improper conduct of students, which in the judgment of the School Administration, was serious.

5.4.2.1 Procedure

In case of serious offenses, the following procedure will take place. All the information regarding the disciplinary process and actions is properly filed. Parents will be contacted at the appropriate stage of this Due Process.

- **Investigation**: The Associate Principal, or the person assigned collects information and proof. Students are given the opportunity to explain in writing what happened. While the investigation is taking place, students may be requested to leave the school premises and may be suspended from school-sponsored activities.

- **Documentation**: The information is put into writing in a clear and complete manner and is presented to the Principal.
– **Report to the Director:** The Principal informs the Director about the situation. The Director reviews the case, meets with the parents when appropriate, requests new proofs if needed, and makes a decision as to whether or not the offense warrants a recommendation for expulsion or some other sanction.

– **Report to the Board:** Recommendations for expulsion are sent by the Director to the Board of Directors. The Board holds a hearing with the parties involved and makes the final decision regarding expulsion, and the Director communicates that decision to the parents. Parents may request revision from the Board of Directors who will confirm or change the decision.

### 5.4.2.2. Range of possible consequences

Serious offenses result in student suspension as the minimum consequence, and Administration may also consider a recommendation for expulsion depending on the severity of the student’s specific actions. Upon serving the specified day(s) of suspension, the School Administration may impose additional sanctions and/or follow-up responses involving one or more of the following:

- Student Reflection
- Office Referral
- Student and Parent Conference with Administrator
- Restorative Conferences
- Restrictions from attending school events
- Loss of campus attendance or visitation privileges
- Anti-Harassment contract
- Behavior Probation contract
- Short-term suspension (up to 5 days)
- Long-term suspension (5-10 days)
- Notification of Authorities (if warranted)

### 5.4.3 GRAVE OFFENSES
The following is a list of grave offenses and does not exclude other offenses that do not comply with CNG Code of Conduct and its rules, regulations, and procedures.

- **Fraud:** is related to any type of untruthful conduct. It includes the following:

- **Copying:** Copying another students’ work, using notes in exams, and other ways of cheating.

- **Plagiarism:** When using information taken from different sources without the proper citing.

- **Forgery:** Knowledge and willful use of a forged document, including signing one’s name to a parent note or hall pass or falsifying a phone call.

- **Truancy:** Not being where one is supposed to be at all times in school. A student is considered truant if he/she is not in class within ten (10) minutes after the tardy bell has rung without the corresponding in-school pass.

- **Slander & Libel:** A malicious, false, and defamatory statement or printed words or pictures that is defamatory or that maliciously or damagingly misrepresents another either in a school publication or on the internet.

- **Violence of any kind including the following:** Violent acts, also known as bullying, such as kicking, pushing, striking or hitting with the intent to hurt another person; tripping on purpose, spitting at another person; physical threats; putting hands on another person including “goofing around”; standing around, watching, cheering on a fight or being involved with anyone seeking to fight another student(s); recruitment or encouragement of others to participate in inappropriate, anti-social, harmful, or intimidating behavior.

- **Insubordination and disobedience:** referred to openly challenging a staff member’s authority, refusing a reasonable request or flagrant disrespect by a student to a CNG community member; use of obscene or inadequate words, symbols or gestures toward a CNG community member, willfully defying a teacher’s request, or yelling at or threatening a CNG community member.
Possession or use of controlled substances

Possession or use of controlled substances (Refer to the existing protocols in High School):

One of the fundamental purposes of the School is the prevention of traffic and consumption of all psychoactive substances in the school premises that lead to addiction. This is why when necessary; we will request the competent authorities to take effective actions against traffic, sale and consumption around the school facilities.

CNG supports laws that protect minors against the consumption of tobacco (Law 1335 of 2009) and therefore, CNG is a smoke-free campus; in accordance, students, staff and parents are not permitted to smoke tobacco on campus, on school buses, or during school - sponsored activities. Students may not possess tobacco on campus or in any school - related activity.

Students and staff may not possess, consume (injection, inhalation or absorption), or be under the influence of controlled substances such as (includes but is not limited to) alcohol, drugs, look-alike substances, nor possess drug paraphernalia.

Students of Colegio Nueva Granada and parents or guardians must understand and accept that the use of drugs, alcohol and other substances by minors is against the law and therefore local authorities may be involved, that these may produce negative effects on the person’s physical and mental health and may bring social, family and legal consequences. That the use of drugs or other controlled substances by a student may affect the normal educational process of the school, is a bad example for others and has a negative impact on the school’s name and image.

CNG will summon the competent authorities (ICBF, Comisaria de Familia, Policía de Infancia y Adolescencia, etc) for the corresponding verifications and the measures to be taken, when necessary.

Due to the fact that consumption of drugs and alcohol is difficult to prove unless the student is found when doing so, and that students will deny its consumption even when their behavior might seem strange, it may be necessary to do testing. Students and their parents or tutors acknowledge and accept the fact that the school is fully empowered to request drug testing whenever necessary.

In such cases, the Principal of the corresponding school with the approval of the school Director will request that the lab testing be done in the school infirmary, with the previous authorization of the parent or legal guardian, and take precautions to ensure that it is carried out under strict confidentiality.
Parents are responsible for any cost incurred. (Approved Director’s Council. January 30/2006).

Keeping the required confidentiality, any community member is responsible for letting the Principal know of any student who may be consuming controlled substances.

If the student informs the school that he/she has problems with the consumption of controlled substances before having been found in the circumstances described above, he/she will receive the necessary support which may include medical and psychological treatment (see Support Programs). The student will be placed on “Conditional Matriculation” (see Behavior Conditional Matriculation) and will sign a contract committing him/her to follow the necessary treatment. The school is entitled to request tests from the Support Programs and periodical reports on the student’s process.

The possession and/or use in and out of school of controlled substances, as stated before, are considered a major offense and in consequence, students may be subject to expulsion on the first offense.

It is very important that STUDENTS, in particular those in middle and high school, prevent and avoid consumption of substances that cause dependence and affect health, such as alcohol, or psychoactive drugs. Thus, aware of this, CNG will administer the random testing of all students in a manner that THE SCHOOL may wish to determine.

The philosophy and aim of the SCHOOL for said exams, particularly in the case of positive results, is that of helping all minors in the institution, providing counseling and preventing this conduct. Consequently, we have understood that these exams have the following characteristics:

- The SCHOOL will conduct random and/or systematic testing. However, under special circumstances, certain students may be tested if the school considers this as desirable.

- The random tests shall be practiced by taking a saliva, urine, or hair sample. Notwithstanding the above, THE SCHOOL reserves the right to take blood samples or other exams available for these purposes in the event where THE SCHOOL considers it strictly necessary, particularly if the first sample requires the confirmation of a result. When THE SCHOOL considers that a blood test necessary, THE PARENTS shall be notified at least 24 hours prior to the above-mentioned blood test, to allow the presence of either of the parents during said test. If after notification,
neither of THE PARENTS is present voluntarily during the blood test, THE SCHOOL nonetheless shall be fully authorized to conduct it.

- The results of the tests mentioned in this section shall be known only by THE PARENTS and THE STUDENT, and by those designated by THE SCHOOL, and THE SCHOOL shall abstain from disclosing such results to any third party without previous authorization of THE PARENTS.

- THE SCHOOL shall conduct the tests in compliance with all sanitary and hygiene requirements, and in case such services are to be subcontracted, it will be done in recognized laboratories authorized by the competent authorities.

- In case of a positive result, the SCHOOL will inform the PARENTS immediately, such that by mutual consent of the parts, the STUDENT join a program that will help, counsel, and provide therapy, always with the intention of helping said STUDENT. The SCHOOL will take disciplinary measures when the STUDENT repeats the behavior or definitely does not cooperate or refuses to join help programs provided or suggested by the SCHOOL, and under such circumstances, procedures established in this handbook and the law, will be strictly applied.

Weapons and explosives
It is illegal to possess, use or threaten with the use of a weapon, explosives or toy item that looks like a weapon or anything that could cause bodily harm to another member of the CNG community. Facsimiles are not allowed without previous administrative approval. It is also illegal to bring to campus or possess any ammunition, weapons, i.e., knives, brass knuckles, explosives, firecrackers, flammable materials and/or use of anything that can be considered a weapon.

Harassment or intimidation
Harassment or intimidation of any member of the CNG community such as: Any materials or actions that either intentionally or unintentionally degrade, insult, intimidate or malign another person based on his/her race, color, religion, national origin, gender, sexual orientation, physical, mental or sensory disability or condition and/or that places that person in reasonable fear of harm to his/her person or property, including professional standing and/or participation in group behaviors which intimidate, threaten, humiliate, or intentionally reject other students. Such harassment may include but is not limited to slurs, remarks, name-calling, inappropriate slang, words, jokes, pictures and gestures, sexual harassment or indecent exposure.
Sexual Harassment Policy

It is the policy of Colegio Nueva Granada that all students and staff be able to enjoy the environment, free from discrimination, including sexual harassment. Sexual harassment is not permitted.

Sexual harassment includes any of, but is not limited to, the following:

- Remarks to a person with sexual or demeaning implications;
- Jokes about gender that are demeaning;
- Sexually insinuating messages about or to a person written on the internet;
- Unwelcome touching or showing of private areas, including underwear;
- Wearing inappropriate, immodest, or suggestive clothing;
- Conduct that creates an intimidating, hostile, or offensive environment; and socially unacceptable behavior for a K4 – 12 educational setting.

Displays of affection between students should remain modest and there should be mutual consent. In addition, students should refrain from displays of affection on campus that would make any community member feel uncomfortable. It is expected that students recognize the need to treat with privacy those acts which should remain private.

Theft and vandalism

Includes willful or malicious damaging, defacing, stealing or destroying property that belongs to others such as:

- Taking or using something without permission; writing on, painting on, breaking, altering, or damaging materials that belong to someone else (including computer files).
- Vandalizing lockers, desks, walls or any other school property by destroying or defacing them with graffiti understood as “drawings or inscriptions made on walls or other surfaces, usually so as to be seen by the public.”
- Performing an act of arson or creating any type of real or potential fire hazard.
- Participating in a serious act or the willful destruction of belongings of a school staff member or classmate.
- Committing a major act of theft or theft of proprietary information.

Other unacceptable behavior

Any other improper conduct of a student, which in the judgment of School Administration is grave, and/or commit any other criminal acts that are punishable in a court of law (as indicated in the Colombian Penal Code).
CNG Theft Protocol

CNG considers it is every citizen’s and CNG community member’s duty to respect the property of the school and fellow community members. Although the School is not responsible for damaged, lost, or stolen items, violations result in disciplinary and restorative consequences as stipulated in this Handbook.

All lost items whether the owner suspects theft, a practical joke, or misplacement of the item requires a theft report be filed. The Primary and Elementary Principals and Middle School and High School Associate Principal investigate the matter and fill out the follow-up portion of the form. The original is sent to the General Services Director to investigate the situation.

- Surveillance cameras have been mounted on the CNG campus to monitor conduct and behavior and contribute to on-campus security. Recordings are handled with the utmost discretion by authorized staff and constitute valid proof of the offense.
- General Service’s personnel and academic staff are authorized to search lockers, backpacks, outgoing cars, etc., at any time. These staff members should be treated with courtesy and should receive complete cooperation.
- It is school policy that valuables should not be brought to school unless they are required for school activities.
- At school expensive belongings should be stored safely and not left unsecured at school.
- The sooner the building disciplinarians are informed of a lost item, the greater is the probability of finding the item.

Procedure

When a student reports a missing item during class or in an enclosed area:

The school reserves the right to conduct locker searches, student searches, book bag, personal item searches and downs.

When a student reports an item that was lost in an outdoor or public area:
Have him/her fill out a “Loss Form.”
Have the information included in the student section of the announcements without the name of the owner so that the entire staff and student body can help locate the lost item.

Inform the teaching and general services staff responsible for that section of the school.
When an item is found:

- All clothing (uniforms and other items) should be handed in to the Central Lost & Found in the Administration Building.
- All items other than clothing should be turned in to the corresponding building office. If they are not claimed within a week, the items are sent to the Reception Desk in the Administration Building. Every building office and the Administration Reception Desk maintain a record of found items showing the date, the item, who found it, who claimed or forwarded it, and the initials of the person receiving the item.

**Viewing of Security Camera Recordings**

Digital security camera recordings are considered legal documents and are treated accordingly. Security camera recordings may be viewed only by staff members approved by the administration. Students may view the recordings only when necessary for the investigation and under the supervision of a school administrator.

**5.4.3.1 Procedure**

In case of grave offenses, the following process will take place:

All the information regarding the disciplinary process and actions is properly filed. Parents will be contacted at the appropriate stage of this Due Process.

- **Investigation:** The Associate Principal, or the person assigned collects information and proof. Students are given the opportunity to explain in writing what happened. While the investigation is taking place, students may be requested to leave the school premises and may be suspended from school-sponsored activities.

- **Documentation:** The information is put into writing in a clear and complete manner and is presented to the Principal.

- **Report to the Director:** The Principal informs the Director about the situation. The Director reviews the case, meets with the parents when appropriate, requests new proofs if needed, and makes a decision as to whether or not the offense warrants a recommendation for expulsion or some other sanction.
- **Report to the Board:** Recommendations for expulsion are sent by the Director to the Board of Directors. The Board holds a hearing with the parties involved and makes the final decision regarding expulsion, and the Director communicates that decision to the parents. Parents may request revision from the Board of Directors who will confirm or change the decision.

5.4.3.2. **Range of possible consequences**

Grave offenses result in the student’s long term suspension as the minimum consequence, and the Administration may also consider a recommendation for expulsion depending on the severity of the student’s specific actions. Upon serving the specified day(s) of suspension, the School Administration may impose additional sanctions and/or follow-up responses involving one or more of the following:

- Student Reflection
- Office Referral
- Student and Parent Conference with Administrator
- Restorative Conferences
- Restrictions from attending school events
- Loss of campus attendance or visitation privileges
- Anti-Harassment contract
- Behavioral and/or Academic Contract
- Long-term suspension (5-10 days)
- Notification of Authorities (if warranted)
- Student Status Behavior Advisement
- Notification of Authorities (if warranted)
- Behavior Conditional Matriculation
- Expulsion

5.4.4. **APPLICATION OF DISCIPLINARY CONSEQUENCES**

CNG rules and regulations for students are defined throughout this handbook. Students and parents should be thoroughly familiar with the school’s expectations of behavior given that CNG will maintain a complete file of behavior infractions in the cumulative file of every student. Failure to adhere to the rules and regulations will result in one of the following disciplinary actions depending on the severity of the offense, its frequency, and the background and age of the student.
These consequences are progressive in nature; however, the Administration may advance beyond any particular step depending on the severity of the incident:

5.4.4.1 Conference with Student

Formal conference between student and one or more school staff members helping the student analyze and understand his misbehavior. This is used in case of minor offenses principally, but not exclusively, related to a class disturbance, out of dress code, lack of responsibility, punctuality, lack of good manners or misuse of school property.

5.4.4.2 Office Referral

Students may be sent to the office for discipline if they have chosen not to follow the school rules. An office referral form is filled out by the teacher who indicates the offense and options tried prior to the referral.

5.4.4.3 Detention

Detention may be assigned during the school day or after school, for the duration and time considered adequate by the administration and in correspondence with the offense. Students must arrive on time and bring schoolwork. If the student does not bring schoolwork, a special assignment is provided. No excuses for missing detention are accepted. Middle and high school students who are in after-school detention spend the last 10-15 minutes doing litter patrol under the supervision of the Dean of Students or Associate Principal.

5.4.4.4 Conference with parents

The Principal of each respective school calls the parents of the student to have a conference with them and the student. This is the case when minor offenses continue to occur after having had a conference with the student, office referral and detention, or when improper behavior is related, but not exclusive, to lack of respect, recurrent non-excused absences, or repeated minor offenses against the Code of conduct. Parents and students must sign a letter of agreement.
5.4.4.5 Letter to Parents

The Principal or Associate Principal sends a letter to the parents describing the student’s disciplinary record and consequences to date and explaining that further incidents of showing a lack of discipline may result in out-of-school suspension. A copy of the letter is kept in the student's permanent file.

5.4.4.6 Suspension

Suspension implies the removal of the student from attending school and school activities. Suspended students may email teachers, check class web pages on Sharepoint, or contact friends to keep up with their learning. All school fees continue to be charged.

Suspension may be:

5.4.4.7.1 In school Suspension:
For a time and length determined by the Administration to be appropriate for the infraction(s). Students are expected to make up all missed work.

5.4.4.7.2 Outside of school short-term suspension

It may last a maximum of five (5) school days. Each school Principal is entitled to take this decision when appropriate after having followed Due Process. In all cases, the Principal must inform the Director.

Parents must help the student understand the significance of his misbehavior and must be sure the student stays at home completing schoolwork. When the student returns to school, he must attend a conference with the Principal or Director, and he must sign the summary of the meeting in which the student agrees to behave according to what is expected at CNG. Any student serving an out-of-school suspension will automatically be placed on Behavior Probation.

There are two types of Outside of School Suspension:

A. SHORT-term suspensión

It may last a maximum of ten (10) school days. Each school Principal is entitled to take this decision when appropriate after having followed Due Process. In all cases, the Principal must inform the Director.
Parents must help the student understand the significance of his misbehavior and must be sure the student stays at home completing schoolwork. When the student returns to school, he must attend a conference with the Principal or Director, and he must sign the summary of the meeting in which the student agrees to behave according to what is expected at CNG. Any student serving an out-of-school suspension will automatically be placed on Behavior Probation.

B. Long-term suspension
It lasts a maximum of ten (10) school days. Only the school Director may make this decision.
A long-term suspension is applied for the following reasons but not exclusively: when misconduct is recurrent after having had previous disciplinary sanctions or when the school administrators consider it necessary due to the severity of the offense and after having analyzed the student’s overall behavior. Two suspensions will result in a recommendation for expulsion.

Students must present the report from the school attended while suspended from CNG and must express in writing his understanding of the significance of misbehavior showing that his conduct has changed accordingly. The school is entitled to request that the student receives psychological or psychiatric help, and the medical report must be sent to the Director in a sealed envelope.

5.4.4.8 Expulsion
Expulsion is the cancellation of the matriculation contract. The student looses the privilege to assist or visit the school. Expulsion is a last resort to deal with major offenses or chronic behavioral infractions. Due Process will be followed. In this case, the Board of Directors makes the decision after receiving a written recommendation from the school Director.

5.4.4.8 Student Status Behavior Advisement
Students who have demonstrated repeated misbehaviors or those who have committed a serious offense can be placed on behavior advisement status. Parents will be informed in writing. Students’ status, depending on their behavior, is reviewed at each instructional period. At each review, a student’s status can be normalized or changed to Behavior Probation.
5.4.4.10 Behavior Probation

Those students involved in major offenses, and/or those who continue to demonstrate repeated misbehaviors after being on Behavior Advisement status can be placed on Behavior Probation. Students on Behavior Probation are not allowed to participate in field trips or week-long class trips nor are they allowed to participate in sports, drama, or any other non-obligatory activities that take place after school. Students’ status, depending on their behavior, is either continued or cleared at the end of each marking period.

5.4.4.11 Behavior Conditional Matriculation (see Annex 3)

When a student demonstrates a persistent pattern of inappropriate behavior or is involved in major offenses, he or she will be placed on conditional matriculation for behavior. The principals may make this decision after having the case presented in writing.

Expectations for the student, the parents and the school during this period will be clearly outlined in a letter/contract which will be signed by all parties. If during the conditional period the student has fulfilled his/her obligations as prescribed in the letter, they will be removed from conditional matriculation. If the student has not met the standards of the letter/contract, he/she may be asked to withdraw from school. A student may not be placed on behavior conditional matriculation for more than two consecutive times during CNG tenure without being asked to withdraw from Colegio Nueva Granada.

Conditional Matriculation will also be applied to those students who have been retained. (See Chapter 4- Academics).

SCHOOL Administration reserves the right to suspend or to recommend for expulsion any student if he/she cannot adapt to school surroundings and/or presents a disciplinary or student safety problem of a serious and continual nature or as a result of in-school or out-of-school grave behavior(s). The following parameters will guide the application of the disciplinary consequences: Disciplinary consequences are applied as follows:
- Minor and Serious offenses are cumulative on a yearly basis.
- Grave offenses are cumulative for the duration of the CNG career.
- Students on out-of-school suspension may not enter the school campus, attend class, or take part in any school-sponsored activity including but not limited to sports events, CWW trips, competitions, and academic or co-curricular events.

National laws, Board Policy, NHS, and Student Council bylaws apply in addition to the consequences listed in this handbook section.
5.5 SUPPORT PROGRAMS

Substance Abuse Intervention:
The counseling department provides a systematic, affective education program that helps our children starting at a very early age to make good choices regarding substance abuse. There are no disciplinary consequences for referral for help which may come from the person in danger of abuse, a friend, a teacher, or a parent. All information and interventions are kept completely confidential. Referrals may be made by students, parents, or teachers. Outside support will be recommended as needed.

5.6 ANTI-BULLYING PROGRAM

The school staff strives to provide a secure school climate that is conducive to teaching and learning and that is free from threat, harassment, and any type of bullying behavior. All types of bullying are regarded as unacceptable. A student who engages in any act of bullying is subject to appropriate disciplinary process. The age of the student and severity and pattern, if any, of the bullying behavior, shall be taken into consideration when disciplinary decisions are made. Remedial instructional measures may be taken following disciplinary actions to prevent the action from recurring and to teach the student appropriate social skills.

The anti-bullying program includes the following:
- Regularly and clearly communicating to students, staff, parents and community members that bullying is not tolerated.
- Immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- Supporting the change of behavior of students engaged in bullying through re-education on acceptable behavior, discussions, counseling, and appropriate disciplinary consequences.
- Supporting victims of bullying by means of individual and peer counseling.
- Developing peer support networks, social skills and confidence for all students through a homeroom / advisory program, a health curriculum, and other programs.
- Recognizing and praising positive, supportive behaviors of students toward one another on a regular basis during classes, homeroom, and via marking period outstanding conduct awards.
- Annual training of staff and students (via health class) to take pro-active steps to prevent bullying from occurring.
CHAPTER 6

BEHAVIOR REGULATIONS AND PROCEDURES

Colegio Nueva Granada is committed to maintaining a safe environment where learning can be maximized. We want to spend our time at school in the most effective way possible, emphasizing teaching and learning. All students have a responsibility toward their education, and our goal is to have responsible behavior from all students. In order to accomplish this, students are asked to observe basic guidelines and follow certain procedures.

6.1 IN-SCHOOL PASS / HALL PASS

All students must have a pass for destinations such as the school office, counselors, infirmary, libraries, labs, etc. The information teachers write on the passes must include the person or place the student is going and the time when the student leaves the classroom. Upon their return, the pass should be checked for the signature of the person visited and the time they left. Teachers may provide bathroom passes.

6.2 HYGIENE RULES (PLACED IN POSTERS IN ALL THE SCHOOL BATHROOMS)

All students and Staff should wash their hands (hand wash instructions are placed in all bathroom mirrors):

- Always after using the bathroom
- Upon arrival from home before classes begin
- Before and after morning snack time
- Before and after lunch recess
- As soon as they arrive home from school

Please follow these recommendations:

- Stay away from people who have a respiratory illness
- Wash your hands frequently with water and soap
- Do not greet people with a handshake nor a kiss
- Maintain hygiene of objects such as telephones, toys, faucets and handrails
- Maintain work and home areas with good ventilation (open windows)
- Do not share eating utensils or food
– Cover your nose and mouth when sneezing or coughing with a disposable handkerchief or with your forearm. Do not use your hands.

Instructions to use the hand sanitizers placed in strategic areas around the school:
– After using the bathroom
– Before eating
– After coughing or sneezing
– After blowing my nose
– After touching animals
– After touching the garbage

6.3 DRESS AND GROOMING CODE
The student dress and grooming code has been established by the Board of Directors, and major changes have been approved by the Director’s Council. Most of the school uniform items can be purchased at the Bookstore. It is recommended that a label with the student’s name be sewn inside at least the sweater and the jacket, the most commonly lost items. Kinder 4 students are not required to wear a uniform.

Students should be clean, well groomed and dressed in the proper uniform at all times. Teachers are responsible for noting down the names of students who are out of dress code at any time during school hours, and offenders should know that the infraction will be disciplined. Students who are inappropriately dressed will be sent home to change, or held at the office until a parent brings a change of clothes.

6.3.1 UNIFORM RULES FOR BOYS AND GIRLS

- **Shirts:** White CNG tennis (polo) shirt, white turtleneck, or plain white oxford shirt with the CNG monogram. Only plain white, short or long-sleeved T-shirts are to be worn under shirts. Shirts must be tucked in for special occasions such as field trips, when there are special guests, and during special ceremonies or assemblies; and / or upon the request of the teacher. Every student is also required to have a colored HOUSE t-shirt for HOUSE activities.

- **Sweaters:** Navy blue V-neck sweater with two white stripes on the right sleeve. No crew neck sweaters are allowed. School sweaters may be taken off in the classroom at the discretion of the teacher. Also, sweaters may be taken off while playing sports during the lunch hour. Sweaters may be tied around the shoulders or waist only during lunchtime on warm days.
− **Sweatshirts**: Official CNG Navy, hooded and non-hooded, sweatshirts may be worn in lieu of the formal sweater on normal class days. They are not considered part of the formal or dress uniform.

− **Pants**: Navy blue, gabardine, and classic lightly flare style trousers without slits as sold in the Bookstore for boys and girls. Length should be such that they do not touch the ground. Girls may wear navy blue skirts of appropriate length.

− **Shoes**: For safety reasons, sandals, open-heeled shoes, ballet-type shoes, clogs, and platform shoes are prohibited.

− **PE Uniform**: The approved CNG PE uniform is required for all students during P.E. classes. Middle and high school students cannot wear P.E. clothing before or after P.E. class; Primary and elementary students may come to school in sweat suits.

**Jewelry and Hair Accessories** are to be removed during physical education classes.

**Hair Color**: Students are expected to have their hair clean and well-groomed at all times. In general, the dyeing of hair is discouraged. In extreme cases, students will be asked to modify their hair.

### 6.3.2 UNIFORM -OPTIONAL ITEMS

- Navy blue CNG jackets; they do not replace the sweater
- Navy fleece vest
- Dark blue or white neck warmers
- Dark blue or white scarves
- Dark blue gloves
- Navy blue, pleated culottes or skirts for girls, they must be no shorter than one hand-width (of the student) above the knee
- Navy blue bike shorts Girls are encouraged to wear them underneath the pleated skirt
- Sunglasses are allowed outside but not in the school buildings
- Only CNG caps or small white or blue hats are allowed outside only but not in the school buildings
- Official CNG senior jackets
- Official CNG student organization sweatshirts (i.e. Leadership, NHS, STUCO)
- Official CNG athletic team warm-up suits (for game days only)

### 6.3.3 FORMAL UNIFORM
The following formal uniform is required for most assemblies, for field trips that do not require casual dress, when representing the school at a special event, and on any other days determined by the Faculty and the Principal.

- Navy blue V-neck sweater (The school jacket may be worn, but does not replace the sweater. Seniors may wear the senior jacket.)
- White oxford shirt and School tie for boys only (for MS and HS)
- White polo shirt (for PS and ES)
- Navy blue gabardine trousers or skirt

6.3.4 OUT-OF-DRESS-CODE DAYS
Each school Principal may authorize special days when students may be out of dress code. Dress should be appropriate for both boys and girls; girls are not allowed to wear tops that expose their midriffs or wear pants that are too low.

6.4 BUS AND PARKING SERVICES
Bus service is provided for all students on a voluntary basis for a fee. As long as students observe bus rules and regulations, they may ride the bus daily.

6.4.1 BUS RULES
Bus rules have been established for the safety of the passengers. They are posted in all the buses. Students are expected to behave at all times in a responsible manner. Students who do not follow bus rules may be suspended from the bus.

- Be on time at your bus stop, the bus cannot wait.
- Obey the driver and monitor at all times.
- Be respectful. Do not use foul language.
- Upon entering the bus, please sit promptly and remain seated, looking forward, throughout the bus route.
- Share your seat with other passengers.
- Do not eat or drink while on the bus.
- Do not leave litter on the bus.
- Windows can only be opened one-third of the way down.
- Please do not put any part of your body out the window.
- Do not scream or throw objects out the window.
- Avoid speaking loudly and distracting the driver.
- Respect school property, do not vandalize or damage the bus.
- If the bus is not yet parked at its assigned space in the school parking lot, please remain behind the gray line, and wait for the bus to arrive.
- Do not run after the bus. Once the buses are moving, no one will be allowed to board the bus; drivers have been instructed not to stop.
- Students must have written authorization from their school office in order to ride a bus other than their regular route.

### 6.4.1.1 Consequences

1\textsuperscript{st} incident: Verbal warning  
2\textsuperscript{nd} incident: Written warning  
3\textsuperscript{rd} incident: One (1) day suspension from bus  
4\textsuperscript{th} incident: One (1) week (5 school days) suspension from the bus  
5\textsuperscript{th} incident: Indefinite suspension

### 6.4.2 RULES FOR USE OF ALL PARKING AREAS AT COLEGIO NUEVA GRANADA

The School has four (4) parking areas which will be distributed in the following way:

1. Parking Lot No.1, situated on Avenida Circunvalar, (when driving from south to north), to be used by parents and their chauffeurs.
2. Parking Lot No.2, situated across the Avenida Circunvalar, (when driving from north to south), (the triangle), to be used by visitors in general.
3. Parking Lot No.3, situated behind the Administrative Building, to be used by those who are physically impaired.
4. Parking Lot No.4, situated at the southern end of the campus with access through the Gate no. 4 (Hogar Entrance), to be used by twelfth-grade students with parking permits and by employees of the school.

In order to have access to any of the parking lots listed above, as of January 8\textsuperscript{th}, 2007, vehicles must display a parking permit identifying them as parents, students or employees of the school. In this way the school will be able to identify who has been authorized to remain on school grounds and take corrective measures when the privilege is abused.

Each family must obtain a parking permit by filling out the format available through our web page at (http://sc.cng.edu/Parking/index.asp) and picking it up in the admissions office. Each family will receive two permits, but can request additional ones by indicating it on the format. These permits will be handed out to a parent only, and under no circumstances will they given to chauffeurs or students.

### 6.4.2.1 Loss of Parking Permit

In order to obtain a new Parking Permit, one must present an official police report, pay a replacement cost, and request a new permit in the communications office.
Parking on campus is a privilege. Requesting the parking permit implies the acceptance of the rules and also of consequences of not abiding by them. Non-fulfillment of the rules set forth in this document will result in the loss of the privilege to have access to school parking areas.

As of January 8th, 2007, no private vehicles will be allowed access into the bus parking area during school operating hours 6:45 AM and 3:45 PM.

6.4.2.2 Rules for the use of Parking Permits in all Parking Areas

- Each vehicle must display the parking permit in a visible place before driving up to the gate. In case the car arriving does not have a visible parking permit, the driver will be asked to identify himself with a valid ID and the name of the student they are coming to drop off or pick up. This will delay the whole process not only for the affected student but also for all those coming up behind them. If the driver is a parent who does not have a parking permit, he/she must show his/her school ID. (Those of you who do not have one must please come to the Technology Office on the second floor of the administration building to get one).

- If the same driver or family relapses and does not present the valid parking permit, he or she will not be allowed to enter the parking area. The security guards on campus are authorized to refuse access to anyone not having the permit, so please treat them with respect. Although parents will be allowed to enter by showing their CNG ID, the idea is that each family should have specific parking permits.

- The parking permit is valid for the 2010-11 school year and it must be validated for the next year, if needed.

- For your own security and that of your children, please do not give the assigned permit to anyone. Access controls are only as efficient and useful if users respect the rules.

6.4.2.3 Student parking

By board policy, Seniors may apply for a CNG student parking permit, to be issued conditional upon behavior and academics. Applicants for this will be chosen randomly filling the given number of spots each semester. Once the parking permit is issued, it shall be displayed prominently in the Senior’s vehicle. Student parking is limited, and available on a first - come, first - served basis. No guarantee of availability is implied in this agreement. The parking permit may be revoked instantly by any member of the school administrative team for reckless and dangerous driving or inappropriate use of a motor vehicle as well as for failure to meet the conditions set by the Board of Directors of CNG. Students must agree to sign the parking restrictions form transcribed below.
6.4.2.3.1 Parking Lot Restrictions

I understand that I will be able to park on CNG property by following the rules listed below:
- The gate will close at 7:10 a.m. No one is allowed to enter after that time.
- The gate will open at 2:10 p.m.
- Respect for CNG rules as listed in the handbook must be followed at all times.
- CNG is not responsible for damage to student vehicles.
- Students may not “block” other parked cars.
- The security guard must be obeyed, and he will report violators to the H.S. administration.
- Students may not go to their cars at break or lunch times.
- Students who leave campus with student drivers MUST have a gate pass.
- Violators will lose their parking privileges.
- All students violating the above-mentioned rules are subject to demerits.

6.4.2.4 Use of Parking Lot No. 1 for Parents

- Parking Lot No. 1 is to be used by parents when they are coming to drop off or pick up their children, or when they come to school for a specific event. Parents who drive themselves to school have a priority over those parents who are driven by chauffeurs. As such, parking spaces nearest to the exit gate (north end) are reserved for parents who drive themselves. Chauffeurs must park their cars on the spaces furthest south of the lot.
- Only those vehicles with the valid parent ID will be allowed to enter the parking area.
- All vehicles must enter through the southern entrance and exit through the northern gate. The northern area of the lot is the pickup and drop off area and must not be blocked, cars should not park here as this is a waiting area.
- Peak Hours of operation on this lot are from 6:45 AM to 7:15 AM, from 7:45 AM to 8:15 AM, from 1:45 PM to 2:30 PM and from 3:15 PM to 3:45 PM, please keep this in mind and help keep the traffic moving.
- Maximum speed in the parking lot is 20 Kph. Please remember this is a school parking lot and therefore most pedestrians are children. Maximum caution must be taken when driving through.
- All vehicles must park in reverse.
- The school will not cover the cost of any lost items left inside vehicles or be responsible for any collisions or accidents which happen inside its parking areas.
6.4.2.4.1 Recommendations for Chauffeurs and “Escoltas”

Parents will be given priority when parking. All vehicles driven by chauffeurs must park in the southern end of the lot and must park in reverse. Chauffeurs must not block any parked cars and should not leave their car unattended at any time. They must move their car when requested to do so. Please make sure:
- Chauffeurs must use appropriate language.
- Smoking is not allowed.
- If the need arises, please use the bathroom at the front gate.
- If for some reasons the driver has to stay and wait in parking lot, he must make sure not to block any parked vehicles.
- Car doors must remain closed at all times.
- In case a family arrives with two vehicles, only one can come into the parking area, the other one can park in Parking Lot No. 2.

6.4.2.5 Use of Parking Lot No. 2 for Visitors

This parking area is to be used by the community and visitors in general. All vehicles with permits which identify them as parents can have access to this area.

- All vehicles must park in reverse.
- The school will not cover the cost of any lost items left inside vehicles or be responsible for any collisions or accidents which happen inside its parking areas.
- Chauffeurs must use appropriate language.
- Smoking is not allowed.
- If the need arises, please use the bathroom at the front gate.

6.4.2.6 Use of Parking Lot No: 3 Handicapped

This area has a limited number of spaces which are reserved for staff members or visitors who have any type of physical disability which may make it difficult for them to walk from the regular parking lot. In order to get this special permit, those interested must ask for the special form at the General Services Office. Since there are a limited number of spaces, we ask that those who have temporary disabilities stop using this parking area as soon as they are physically able.
6.4.2.7 Use of Parking Lot No.4 for Personnel and Seniors

This parking lot is to be used by Personnel and by Senior students who have been authorized. Parking restrictions should be followed and parking permit displayed.

6.5 LEAVING AND MOVING AROUND CAMPUS

By board policy, CNG is a closed campus; therefore Colegio Nueva Granada does not allow any unauthorized leaving of campus. The security guards are instructed not to let students off campus unless they have a CNG gate pass.

6.5.1 PERMANENT GATE PASS CONTRACT

Students who normally arrive and leave by car every day should have a Permanent Gate Pass. It is suggested that students request a gate pass the first week of school. Parents must authorize their sons/daughters by filling in a “Permanent Gate Pass Permission Contract”. As soon as this form is turned into the office, and signed by a parent, a “Permanent Gate Pass” is issued to students. This pass allows students to leave through any of its gates, at regular hours. When the Permanent Gate Pass is left at home, parents must send the school office during morning hours, a written authorization requesting a one day pass.
6.5.2 DAILY GATE OR BUS PASSES
Any student leaving the school via the gate or planning to ride a different bus than he/she normally rides must request a Daily Gate or Bus Pass. Forms must be received before noon. No permissions will be granted over the phone. A “Daily Gate Pass” or “Bus Pass” is then issued. (ORGANIZATION, Transportation Service 5.3.1.). Middle and high school students who leave the school campus during the day must report to the corresponding school office. Students must sign the sign-out book before leaving the campus.

6.6 SELLING, TRADING ITEMS
No selling or trading of items is allowed on school grounds for your personal benefit. Items being sold, bought, or traded will be confiscated and not returned. Exceptions are fund raising campaigns for CNG organizations previously approved by each school.

6.7 CLASSROOM MANAGEMENT
Each school faculty has established a classroom management system contained in this Code of Conduct, appropriate for the age level of students, including the consequences for infractions. This system is designed to relate to academic as well as behavioral concerns. Teachers are encouraged and expected to use positive discipline in their classrooms. Behavior affecting academic performance may have academic and disciplinary consequences at the classroom level. These classroom management systems and consequences are handled by the classroom teacher. The requirements and consequences for violation of teacher classroom rules will be explained by the teacher on the first day of class and posted in the classroom. Teachers are expected to consistently follow the guidelines established in this Code of Conduct, for behavior and attendance, and students are expected to know the classroom guidelines set by the school. The classroom management system includes a provision for teachers to make referrals to the Principal for classroom behavior. Any behavior which interferes with learning cannot be tolerated.

6.7.1 FOOD CONSUMPTION
Food, candy, gum, and soft drinks are not to be consumed in classrooms during class time. The exception to this is when, at the teacher’s discretion, they are permitted for special activities, events, or situations. Drinking water is permitted in class.
6.8 VALUABLES AND ELECTRONIC DEVICES

Students should only bring those personal items to school which is necessary for the completion of school work. It is recommended that valuables not be brought to school (such as expensive jewelry, hi-tech equipment, top-of-the-line sporting goods, etc.). When necessary, students may bring such items but at their own risk. The school is not responsible for personal items brought to school which may be lost, damaged or stolen. Items brought to school should be clearly marked with the student’s name. Primary and elementary students should NOT bring cash to school.

Primary school students are not allowed to bring cell phones or any electronic game devices to school.

In the elementary school, students are not allowed to bring an I-pod, trading cards, or any other electronic device that may interrupt the educational process. Any electronic device found by a teacher or school administrator will be confiscated at the Elementary Office and should be picked up by parents only.

Elementary school students are allowed to have cellular phones in their possession as long as they are turned off while at CNG. These should be kept in the backpacks at all times. Cellular phones should not be used to make last-minute arrangements for dismissal and after-school activities. These arrangements should only be made through the Elementary Office. Any cellular phone found being used by an elementary student at CNG will be confiscated and kept in the Elementary Office until picked up by parents.

In the middle and high schools: Electronic communication devices such as cellular phones may be used during break, lunch, and before and after school. They may not be used during homeroom, classes, or semester exams. Portable music devices may be used during break, lunch, and before and after school. Teachers may grant students the privilege of using musical devices with headphones (which are not to be used by two students at the same time) during class provided that academic and behavioral performance does not deteriorate, or that the classroom environment is not disrupted. Devices may also be used after completing semester exams. Infractions will result in the device being confiscated by the teacher who turns it in to the dean of students or associate principal. The student may not pick up the confiscated device until the end of the school day. Repeated offenses will result in a letter being sent to parents and the loss of the privilege.

6.9 TEXTBOOKS

Textbooks are loaned to students for use during their enrollment in a specific course. All books are the property of the school and should be well kept. Any lost
or damaged book must be paid for by the student. Students will not get books for the next school year until they are paid in full. When students leave CNG, they are responsible for returning the loaned textbooks before they leave school. Classroom teachers are responsible for keeping an inventory of books loaned.

6.10 COMPUTER USE
Computing facilities, local area networks, and internet access are available to students, teachers and administrators at CNG, for educational and/or institutional purposes. The main objective of the school is to provide a safe environment for students to learn to find, retrieve, manage, share, publish and create information resources.

Precautions are taken to restrict access to controversial materials; however, on a global network, it is impossible to control all materials, and an industrious user may discover controversial material either intentionally or by accident. We think the benefit to students from online access far outweighs the possibility that users may acquire materials that are not consistent with our educational goals.

Anyone having access to computer resources at CNG is expected to use these resources in a responsible, ethical and polite manner and to use good judgment in all situations, even those not explicitly stated in the student handbook and the guidelines below.

Proper behavior as related to the use of technology resources is no different than proper behavior in all other aspects of CNG activities. The use of technology is a privilege, not a right. The system administrators and administrative staff reserve the right to monitor all resource activities, will deem what is inappropriate use and may at any time deny, revoke or suspend user privileges, following the procedures in this Code of Conduct.

Guidelines
- Log on the network only as yourself and do not give your password to anyone. Account owners are ultimately responsible for all activity under their username and password. Students should not use, or try to use, anyone else’s account. Seeking unauthorized access to any network accessible resource will result in disciplinary action, following the procedures in this Code of Conduct.
- Do not attempt to harm or destroy data of another user or to harm or destroy computer hardware, software, or configurations. Individuals (and/or their families) are responsible for the costs of restoring vandalized systems to normal operation, and will suffer disciplinary consequences.
- Work in ways that do not violate the privacy of, nor interfere with, the productivity of other students or staff.
- According to copyright laws and as an institutional policy, the computers in the school will only use licensed software. Users are not allowed to download or install software without permission of the Information Systems Office.
- Respect all copyright laws; plagiarism will not be tolerated
  Refrain from wastefully using finite resources. Those acts include: abusing use of storage space and sending massive e-mail in the form of spamming or chain letters.
- Do not use the computer resources for financial, commercial, or political purposes.
- Do not transmit, access, or publish: abusive, obscene, profane, defamatory, sexually oriented, threatening, or illegal information (that which condones or advocates the commission of illegal acts). The school reserves the right to monitor emails or web access.
- Storing or playing commercial games is not permitted.
- Real time messaging, subscription to newsgroups, and on-line chat may only be used with the teacher’s permission.

6.11 COMPUTER RESOURCES

6.11.1 NETWORK ACCOUNTS
Every student at CNG is given a network account which will allow them to login into any computer at CNG. They can receive their login information (user id and password) from their respective computer teacher or the Information Systems Office. This account will also give them access to SharePoint, the CNG Intranet. Accounts for students in Middle and High School will also give them access to a mail box.

Network account information is personal and should not be shared; account owners are ultimately responsible for all activity under their username and password. Users must exercise care to keep this information safe and change their passwords regularly. By the same token, users acquiring access through the unauthorized use of another person’s account will face disciplinary consequences, following the procedures in this Code of Conduct.
6.11.2 HARDWARE AND SOFTWARE
There are computers available for student use in the computer labs and the school libraries. In PS and ES classrooms, students have Classmate computers also available. These resources are CNG property and should be used for educational purposes only. All computers work on a Windows platform and are equipped with the necessary software for the school academic requirements.

6.11.3 WIRELESS NETWORK
CNG has installed a wireless network to provide internet access in all classrooms and several outdoor areas on campus. Students who wish to connect to this network must first stop by the Information Systems Office and demonstrate that their equipment has proper antivirus protection. Only then will they be given a password.

6.12 PRINTING AND PHOTOCOPYING SERVICES
CNG provides students access to printing and photocopying services at the EVL Library or one of the 2 copy centers on campus. In order to use these services, students must purchase a card in the Cashiers Office, and charge it with some money. They can then use this card to pay for prints or photocopies.

6.13 LOCKERS
Middle and high school students are provided a locker for their books and a combination lock by the each school’s office who maintains a list of the combinations in case students forget the combination. For physical education classes, there are lockers in the locker rooms for storing uniforms. Students must bring their own lock for these. Master Lock combination locks are recommended.

6.14 STUDENT GUESTS
Students wishing to bring a guest to school must inform the school office and two (2) days in advance in order to obtain permission. The duration of the visit, if approved, is up to the principal. Please check with each building principal for the specific visitation policy for that division.

6.15 PET VISITS
Pet visits are only permitted for academic purposes and with the authorization of the corresponding school Principal. The visit must comply with the necessary
rules of security in order to avoid risk to any member of the community and the deterioration of the CNG infrastructure. All pets must have the accessories that allow easy handling (leash, cage, etc.) Dogs that due to their breed require muzzle must have it. Pet owners will be responsible for any accident and must clean after their pet’s waste.

6.16 ENTRY OF VISITORS TO CLASSROOMS

It is the student’s responsibility to do class work on time, as it is to bring all necessary elements needed for their academic performance. Therefore, the entrance of visitors to classrooms (parents, drivers, nannies, etc.), to bring forgotten objects is restricted. Ideally, students should assume their school responsibilities, but any situation of this kind must be handled through the office of the corresponding school.

6.16 OTHER SCHOOL ACTIVITIES AND SERVICES

6.17.1 ASSEMBLIES

Assemblies take place at the Theater or the HS Gym. Students will demonstrate respectful behavior during assemblies by listening, participating, and following directions. Students sit by homerooms or grade levels and for special occasions must wear the formal CNG uniform in a proper manner.

6.17.1.1 General Assembly Rules

- Cell phone, pager, or any other electronic device that might disrupt our performance must be turned off.
- Please refrain from eating or drinking in our theater and remember to leave garbage in the trash cans outside.
- Please show respect to those around you by not creating any distractions such as excessive talking, kicking the backs of seats, or rustling papers during the presentation.
- Please be respectful of our speakers and performers by applauding only at appropriate times, such as at the end of a segment or the entire piece. Applause should not be used to force the show to start or force the performers off the stage. A standing ovation at the end of a presentation is acceptable but should not be used as a means to exit early.
- Please remain in your seat during our presentation and refrain from leaving and entering so as not to disturb others. If you must leave,
please wait until a speaker or segment on stage is finished and the next has yet to begin.
- If participation is requested by those on stage, please do so respectfully without disturbing any props or equipment on the stage.
- Finally, please remember that the following are not acceptable in a theater or assembly at any time:
  - whistling, hooting, or booing;
  - any type of noise, gesture, or statement that might offend another person or performer;
  - running, pushing or horseplay while entering, exiting or sitting;
  - throwing anything for any reason.

6.17.2 SPORT ACTIVITIES AND PLAYGROUNDS
Good sportsmanship is expected in all play grounds, during recess, and in all sport-related activities, and at all UNCOLI events. (See rules on Athletic Program section of CNG’s web site) Primary and elementary students may not leave the playground area without permission.

6.17.3 EDUCATIONAL FIELD TRIPS (EFTS)
Educational Field trips are part of the teaching-learning process. Opportunities to participate in field trips, academic competitions, and athletic events are offered to students at Colegio Nueva Granada in order to enrich their educational experience.

6.17.3.1 EDUCATIONAL FIELD TRIPS (EFTS) POLICIES AND GUIDELINES
1. All Educational Field Trips (EFTs) must be approved by the Athletics and Co-Curricular Activities Office.
2. The team leader must request authorization by filling out the Request for Day Trip Form and submitting it to the Athletics and Co-Curricular Activities Office. This request must have approval from the school Principal.
3. All EFTs must have a specific purpose and objective related to CNG’s curriculum.
4. All CNG students who leave from CNG on a field trip must return to CNG where parents must pick them up. Parents may not pick up students in another location different from CNG.
5. Every trip must be accompanied by one CNG staff chaperone for every 10 students.

6. All trips must have U.S. Embassy security clearance.

7. Once the trip is approved, the trip leader must send a written communication to parents signed by trip leader, the Principal, and the Director of Athletics and Co-Curricular Activities Office. The following information must be included: purpose or benefits of the trip, date and place, activities during trip, accompanying staff, way of transportation, cost and specifications about dress code.

8. All logistics arrangements (transportation, food) and payments will be done by the Athletics and Co-Curricular Activities Office.

9. Every student attending the trip must have a Field Trip Permission Form signed by parents/guardians. It is mandatory for students attending the trip. This form must be signed by the parent or guardian and collected by the teacher at least two days prior to the trip.

10. EFT’s policies and guidelines will be applied to all CNG field trips that take place as part of the various activities carried out throughout the school year. These activities include Integration, Leadership, Binationalities, Model United Nations, and National Honor Society among others.

Students who are on behavior probation during the current marking period for which the field trip is planned may not be allowed to participate in school trips. Students who cannot participate in field trips are expected to attend school and complete alternative assignments on topics of which are related to the trip they are missing.

6.17.4 LIBRARIES / MEDIA LABS

The libraries / media Labs are also classrooms and librarians are ultimately responsible for classroom management. In all libraries, students should:

- Follow library rules and guidelines
- Maintain a quiet atmosphere; if communication is necessary use a low tone of voice
- Respect the use of library materials
6.17.5 CAFETERIAS

Food services are available for all students and staff on campus. CNG has a large cafeteria at the northern end of the campus for students in grades K4-12. The cafeteria serves a full hot meal including a fruit and salad bar and juices. Food is prepared carefully on campus, and timely analyses are done to control both hygiene and quality. Information on fees and menus is published monthly for parents to choose or not to use this service for their children. Also, there is a snack shack located by the High School Gym which serves a variety of snacks.

All cafeterias are safe and clean environments where people interact with courtesy and respect. Students are expected to follow all school rules while in the cafeteria.

6.17.6 BOOKSTORE

CNG parent volunteers operate a bookstore by the Flag Patio. Items such as uniforms, school accessories, book covers, notebooks, school stickers, and mugs as well as sandwiches and snacks may be purchased. Funds raised through the sale of its products are donated to the school.

Primary & Elementary Students (1st to 5th grades) may go during morning recess weekly only according to the schedule. Students staying for after-school activities may go to the Bookstore after school. No Primary or Elementary students may go during lunch time.

Middle and High School students may go during breaks, lunch, or after school.

6.17.7 INFIRMARY

The infirmary is for the students and staff. Two nurses are on duty during the whole school day.

The infirmary must be reserved for these situations:

- First aid station, for the ill or injured students or staff members
- A waiting area and emergency station for the severely ill or injured student or staff members.
- An area for students to take their prescribed medication

In the Primary and Elementary schools, students should not possess or use prescription or non-prescription drugs unless a physician specifically directs the student’s parent/guardian and school that the medication needs to be taken at school. The medication must be kept in the nurse’s office with the medical prescription. Students need to go to the nurse when it is time to take their medication.

Teachers must analyze the situation and the student’s medical state before sending them to the nurse; a teacher’s pass that authorizes the student is necessary, except when it is an emergency.

Keeping medicines inside the classroom is not permitted. Teaching staff may not distribute medicine to students.

Any student that asks to be sent home for medical reasons must be sent to the nurse’s office. It will be the nurse’s decision if the student can or cannot remain in school, and if the student must be sent home the nurse will contact the parents and authorize the student’s exit.

All accidents must be reported to the nurse’s office. When the seriousness of the accident permits it, the student must be accompanied by an adult to the nurse’s office. On the contrary, the nurse must be called to attend the student at the place of the accident, in this case the student must not be moved nor touched until the nurse arrives, evaluates the condition and decides on the necessary course of action. If it is necessary to call an ambulance, the nurse will request it and inform the parents.

6.17.7.1 Infirmary Guidelines:

- Children that come to school unwell do not perform at their best and place the health of others at risk.

- Children shouldn’t come to school if they have had symptoms of nausea, diarrhea and/or vomiting the previous evening, night or early morning.

- Students should stay at home if they have had a fever during the previous 24 hours because this indicates that they have either a viral or infectious illness.
– In the event that your child is undergoing medical treatment and needs to take a prescribed medication at school, they should bring a written doctor’s order with the corresponding medicine to the Infirmary for us to be able to administer it.

– If your child has had a restless night he/she should stay at home. This may also be an indication of a health problem.

6.18 ENVIRONMENT CONTROL

6.18.1 SCHOOL CAMPUS
The totality of all school grounds and all school - sponsored events are considered "smoke-free" environments; use of alcohol by students is also prohibited. Possession, distribution, or use of drugs by students or staff is prohibited on our grounds and actions will be taken against students or employees for violation of this prohibition.

6.18.2 RECYCLE, REDUCE AND REUSE

- In order to keep our campus beautiful, students and adults are encouraged to recycle material, reduce consumption of resources, and reuse materials when possible. It is expected that trash be placed in the proper recycling containers. Hallways, classrooms, and bathrooms are to be kept clean and safe at all times. School-wide initiatives in this area contribute to the importance of caring for our environment.

6.18.2.1 Recycling Campaign

- CNG is doing a recycling campaign. The main objective of the campaign is to raise money worth of paper and or cardboard for the Hogar Nueva Granada. The secondary, but very important objective is to improve awareness and change the way we manage waste, which ultimately impacts the environment.
6.18.3 VISUAL CONTAMINATION CONTROL

- Posters must be placed in areas designated in each building, not on walls or columns etc. Graffiti is not allowed. If you see some graffiti, report it to a staff member or tell the office. Bulletin boards are to be kept neatly according to each school’s guidelines.
ANNEX 1

PROCESS FOR CNG PERSONERO/VICE PERSONERO ELECTIONS 2010-2011

Last Updated September 3, 2010

Students interested in running for Personero or Vice Personero must do the following:

1. Read and understand the role and function of the Personero and Vice Personero. These roles function separately, so candidates are asked to not “team up.” Instead, each one will be voted separately.

2. Complete and submit the Electronic Election Form by 5:00 PM on the date announced (more information on this process below).

3. Attend a meeting with the Director on the date announced, to better understand the role and function as well as to understand what can and cannot be promised in this role.

4. Engage in positive and respectful campaigning within the guidelines established by the School.

5. Set up a table in the Flag Patio and attend the Meet the Candidates Event on the date announced. During this time all students from grade 3-12 will have an opportunity to stop by and meet with candidates.

6. Voting for the positions will occur on the date announced for all students in grades 3-12.

7. If elected, the Vice-Personero must attend all Director Council Meetings.

8. If elected, the Personero is a non-voting member of HS STUCO, NHS, Leadership and other student organizations. In addition, s/he needs to attend all meetings in Bogotá for Personeros.

Role and Function of Personero – by Law

1. According to Decree 1860/1994 art. 28, the Personero will be represented by a student in the last grade of the school and will be charged with promoting the rights and duties of the students as established by the Constitution; the law, rules and regulations; and the School Handbook (Manual de Convivencia.)

2. The duties established for the Personero include:
   a. Using the internal communication channels of the school the Personero can promote rights and duties of students, ask for the Student Council’s help, organize meetings, or other forms of deliberation.
b. Receive and evaluate complaints and claims that involve student’s rights and those made by any person in the community that involves student’s not fulfilling their duties.

c. Submit initially to the Principal and then to the Director any formal concerns or petitions to protect the rights of students and facilitate the performance of their duties.

d. When considered necessary appeal to the Director’s Council any formal concerns or petitions which have not been able to be resolved previously by the Principal and/or Director.

3. The Personero will be chosen within thirty calendar days following the commencement of classes in an annual academic year. The Director will meet with all students enrolled in order to choose the Personero by a system of simple majority secret vote.

Additional Comments on the Role & Function of the Personero for CNG

- The student nomination is voluntary but once he/she has decided to participate, it is expected that he/she will maintain the activity for the duration designated.
- The Personero is expected to operate within the limitations of the role and ensure that the administration is made aware of voice of the students in an appropriate and respectful manner.
- The Personero should seek to work as a team with the administration of the school for the benefit of all students.
- There are items which will come to the attention of the Personero which he/she must be able to keep confidential (not sharing with other students, teachers, or adults).
- The Personero must be available to listen to cases of serious discipline which occur in the School and the consequences that can result of such offenses.
- The Personero must read and know the rules of the School according to the School Handbook.
- The Personero must be a student of excellent standing, one who is looked up to by peers, and who embodies the Code of Conduct.
- The Personero is expected to maintain an academic average in accordance with that, which is expected of any student participating in any activity, and cannot fail any subject or be in academic probation for disciplinary reasons.

Role and Function of the Vice Personero
The student nomination is voluntary but once he/she has decided to participate, it is expected that he/she will maintain the activity for the duration designated.

- The main role of the Vice Personero is to support the Personero in ensuring that students have a voice in the school.
- The Vice Personero should seek to work as a team with the Personero and administration of the school for the benefit of all students.
- There are items which will come to the attention of the Vice Personero which he/she must be able to keep confidential (not sharing with other students, teachers, or adults).
- The Vice Personero must attend all Director’s Council meeting.
- The Vice Personero must be available to listen to cases of serious discipline which occur in school which may result in a student being recommended for expulsion by the administration.
- The Vice Personero must read and know the rules of the School according to the School Handbook.
- The Vice Personero must be a student of excellent standing, one who is looked up to by peers, and who embodies the Code of Conduct.
- The Vice Personero is expected to maintain an academic average in accordance with that which is expected of any student participating in any activity and cannot fail any subject or be in academic probation for disciplinary reasons.

Completing the Electronic Election Form – use the template on the web page to prepare the text you will submit. In addition to text for the three statements, students must submit a recent electronic photo of your face with excellent resolution. All submissions must be done on the CNG webpage http://financiero.cng.edu/elections2010/index.asp by 5:00 PM on the date announced.

Use the following form:

**Form for Running for Personero/Vice Personero Office**

Name __________________________________________ Grade _____

It is my intent to run for □ Personero □ Vice Personero for the________________________ school year.

Signature __________________________________________

Please include a recent electronic photo of your face.
Brief Description of My Leadership Experiences:

My Beliefs About How I Will Contribute to This Position:

What Students Can Expect From Me:
ANNEX 2

ANDEAN POLICIES

WHAT IS THE CNG YEARBOOK: ANDEAN?
The Andean is the official all school publication, printed once a year, in which all the members of the staff and all the students of the current school year, appear in pictures, either individually or by groups. It is a historical document, which captures the people and the moments of the school in a specific period in time. The book includes material (pictures or text) of the different events and activities that happen within or outside the school, that involve the school members and that have been representative of that specific school year.

The Andean is a book purchased mainly by CNG Parents, from K4-12th grade.

All the content of the Yearbook must comply with CNG’s Code of Honor. This means that texts and pictures must “bring honor in name of the School”. They must be respectful, should not in any way intimidate, disregard or harass anyone. Therefore, it is not allowed to include swearing, references to sex, nudity, alcohol, drugs or other narcotic substances, slang or inappropriate comments, references to actions that do not agree with the school policies as stated in the Code of Conduct.

ANDEAN COMMITTEES

1. Senior Andean Committee
In the month of September 2010, seniors will be invited to participate in the Senior Andean Committee. 10 seniors will be accepted in the committee and they will be selected by the High School Principal and the Associate HS Principal.

2. Staff Andean Committee
The staff Andean committee will be made up of the High School Principal, the Associate High School Principal, a High School Andean Teacher Sponsor selected by the High School Principal, and the Publications and Media Services Director.

SENIOR PRIVILEGES
The Andean, traditionally, has given special privileges to the students of that academic year’s graduating class. This is the way the school honors their accomplishments and facilitates a publication that, in the future, will permit them to reminisce beyond images but through words as well, about those memorable years of their lives.

Senior Andean Committee Rules and Expectations
1. Once the Committee has been created, the 10 senior students and their legal guardian (parents) must sign the Senior Andean Committee Rules and Expectations Contract (See Annex).

2. **Andean Cover and Back Cover**

   A contest will be opened for seniors for the submission of design proposals for the Andean Cover. If there are no submissions by this deadline, the Publications and Media Services Office will make the design.

   *(Note: In special commemorative years, the cover and back cover of the Andean will be determined by the CNG Communications Office. The contest will only be opened for the Senior Section Introductory Pages)*

3. **Senior Group Picture**

   The 10 Seniors members of the Senior Andean Committee will conduct a survey among seniors to select an “on campus site” for the senior group picture. Several sites will be voted on by the seniors. This picture will always be placed in the internal cover of the Andean. *(Note: An off campus site is not allowed)*

4. **Senior Page**

   **Page Layout Design:**
   - Eight (8) page layout design proposals will be given to the seniors to choose from.
   - Horizontal formats and black or gray pages are not accepted.
   - The following information for every senior will appear as decided by the editor:
     - Birth date
     - Years at CNG
     - House
     - Career Expectations
     - Activities

   **Font:**
   All text font type and size will be determined by the editor

   **Official Picture:**
   One recent close-up picture facing the camera is required. It must be submitted via CNG’s SharePoint and must have the following characteristics.
   - Digital Format: 1.5 Mb (Mega bytes) or greater
   - The file name should be called the students name-main.
Example of a file name: LauraMarquez-main.jpg

Secondary Pictures:

A maximum of 8 secondary pictures are allowed. Please keep in mind the page layout design you select in order to submit the appropriate amount of pictures. The pictures must be submitted via CNG’s SharePoint and must have the following characteristics:

- Digital Format: 1.5 Mb (Mega bytes) with the student’s full name and numbered one through eight

Example of the file name: LauraMarquez1.jpg

Senior Will:

Texts may be “Wills”; farewells or literary writings.

All texts must be submitted in Word format, with a maximum of 2,500 characters including spaces. If the number of characters is exceeded, the text will be cut off at character 2,501 at the discretion of the editor.

The ONLY abbreviations you can make are: in Spanish (que for q, te quiero mucho for tqm and with names of people) in English (are for r, you for u, and with names of people). Any other abbreviations will be deleted.

Texts may be either in English or Spanish. No other language will be accepted.

Texts must be in full words and follow grammatical rules, correct spelling and punctuation, using upper and lower cases when appropriate. If using names, these should be bold; do not use colons. Texts will be revised and will be edited when necessary.

Texts should be submitted via Sharepoint.

When a senior does not submit the information for their page by the deadline date, the decision of what will be published (text, photos, etc.) will be determined by the Staff Andean Committee. NO EXCEPTIONS.
**Former CNG Students who would have graduated in this class:**

A student, who is not matriculated at CNG at the time the Andean is produced, will not be given a “senior page” or any of the senior privileges.

If the Senior and Staff Andean Committee agree to dedicate a page to those students who at some point attended CNG and would have graduated in this class, a special page may be designated for them. This page will clearly state that they are NOT graduating from CNG, and only one picture and their personal information may be included, no wills.

3. **Special Pages Senior Section**  
   *(Senior Andean Committee’s Responsibility)*

   The seniors may select what they would like to publish in 8 additional pages that will be provided for them.  
   Superlatives are NOT ALLOWED.  
   Photos of the senior trip that is not sponsored by the school will NOT BE ALLOWED.  
   All submissions must respect the CNG Code of Honor and the students must focus on highlighting positive and stimulating characteristics of their peers.

   If these pages will contain pictures, these must be taken and submitted in digital format 1.5 megabytes or larger and burned on a CD for the Communications Department.

   **Andean Dedication**  
   The Senior Andean Committee will conduct a preliminary survey among seniors to select the person or group of people that they would like to dedicate the Andean to. The text and picture accompanying this dedication must be submitted by the Student Andean Committee by the deadline.

**SENIOR ANDEAN COMMITTEE RULES AND EXPECTATIONS (Annex)**

1. The student’s previous cumulative GPA must be a 2.8 or above.

2. The students must abide by CNG’s Code of Honor.

3. The Staff Andean Committee, Conformed by the High School Principal, The High School Associate Principal, The CNG Communications Director and the High School Andean Teacher Sponsor reserve the right to engage in Due Process contained in this Code of Conduct, if Senior Andean
Committee Students do not abide by one or all the above code of Conduct expectations.

4. **Attendance to every meeting is mandatory.** If you do not attend meetings, you will be removed from the Senior Andean Committee at the discretion of the Staff Andean Committee. If you are not able to attend, you must submit a request to the High School Andean Teacher Sponsor least three days prior to the meeting stating legitimate reasons. In case of an emergency where you are unable to attend an activity, you must provide a reason to the High School Andean Teacher Sponsor. There is no guarantee that a petition will be approved.

5. The Senior Andean Committee students, with the help of the 12th grade Team Leader, are responsible for communicating to their fellow classmates all the pertinent information discussed at the meetings with the Staff Andean Committee members.

6. When the deadlines for submission of material are not met by the Senior Andean Committee students, the material to be published will be determined by the Staff Andean Committee.

7. The Senior Andean Committee will provide assistance to the High School Andean Teacher Sponsor in the sale of the advertisement pages of the Andean, as part of a learning experience in how to fund special projects.

This **Contract** must be signed by the student and his/her parent or guardian.

I understand and accept all the conditions and rules here stated. Failure to fulfill any of these requirements may result in my suspension of the Senior Andean Committee, after following the Due Process.

Date

Student’s Name ___________________________ Signature ________
Parent/Guardian Name ___________________________ Signature ________

Student’s Email ___________________________
Student’s Blackberry PIN (if have) ____________________

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<th>Tasks</th>
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<td>Committee Rules and Expectations</td>
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**ANNEX 3**

**PROBATIONARY, NON-MATRICULATION AND RETENTION POLICIES**

*Last updated May 12, 2011*

Students in grades K4-12 must fulfill the requirements of CNG, Colombian Education Ministry, and SACS for the satisfactory completion of their course of study and attainment of a passing grade for all courses or subject areas taken during the academic year. CNG will only allow a maximum of one year to be repeated by a student with no allowance for a student to repeat two consecutive grade levels. Failure at CNG indicates a grade below a 2.0 achieved in a class.

**Probationary Matriculation** is a warning to parents and student that if academics and behavior are not on track the following year, he/she may face non-matriculation the coming school year.
In **Primary and Elementary Schools**, consideration is given to the behavior, life skills, developmental level, and needs of students in question. Grounds for probationary matriculation and/or retention include:
- failing one subject in any given year,
- limited achievement
- behavior issues

A committee comprised of teachers, counselor, and Principal, study and determine each case for probationary matriculation and/or retention.

**Middle School Policies**
If a student fails one or more classes or demonstrates serious or chronic behavior issues, he/she will be placed on probationary matriculation for the following year. If a student who is on probationary matriculation fails one or more classes, he/she may not be matriculated the following year.

**High School Policies**
In the event that a student is in danger of failing one or more courses or subject areas at the end of the academic year (end of semester in High School), he/she will be placed on matricula hold. Once grades and behavior reports have been finalized, students who have failed one or more classes will be placed on probationary matriculation for the following year. If a student who is on probationary matriculation fails one or more classes, he/she may not be matriculated the following year.

Students who are on long-term behavior probation will automatically be placed on probationary matriculation. If all the requirements stated in the behavior contract are being met, the student will be provided probationary matriculation for the following year.

Students in high school who do not meet the minimum credits for the grade level may be placed on probationary matriculation for the SAME grade level.

Students who fail a course twice will not be matriculated for the following year.

In addition to meeting the above academic-year requirements of CNG and the Colombian Education Ministry, students in High School must also recuperate all lost credits for any failed courses required for graduation and the attainment of an accredited High School Diploma through SACS. In order to earn the required credits to recuperate a failed course, the school administration will determine if a student must:
1) repeat the course and earn a passing grade,
2) repeat an elective course in the department and earn a passing grade, or
3) complete an approved distance learning course in the elective department.

Missing credits from any failed semester courses must be recuperated to ensure the minimum credits to advance to the next grade level in high school. Students who lack sufficient earned credits to remain on track for graduation with their current grade-level peers will not be allowed to matriculate to the next grade level and must either repeat the academic year or exit from CNG based on the determination of the school administration.

Any credit shortfall must be completed by summer of junior year in order for student to be matriculated as a senior with 24 credits completed. If credits are not recuperated in a timely manner, the student will be recommended for non-matriculation.
ANNEX 4

Protocol for the treatment of infective-contagious illnesses
(November 2009)

1. Early Detection: This first step corresponds in its order
- It is the parent’s responsibility to inform the school of their child’s eventual
development of an infective-contagious illness).
- The teacher will send the student to the Nurse’s Office when he/she
detects signs of illness. In case the Parents notify the teacher directly, he/she
must communicate the information to the Nurse as soon as possible.
- The nurse, once he/she has evaluated the student, will inform the parents.

2. Timely intervention of the physician or hospital
CNG’s Nurse is responsible of keeping track of medical care given to the
student by the physician or by the hospital. Once the physician concept is
known the following measurements shall be taken:
- Check if the symptoms are of an infectious contagious disease
- Determine if it is or not an isolated case.
- If it is an isolated case, the teacher should be informed the way to watch
for the presence of symptoms or signs of the disease in other children in
the classroom.
- If the case is not isolated, it should be informed to the Director of
Students Services and to the Principal of the corresponding School.
- Under the authorization of the Director of Students Services and
acknowledgement of the School Principal an information letter will be
sent to the parents.
- If the presence of contagious infectious disease outbreaks in other
classrooms, the information letter will be sent to all school families.

3. Control monitoring
- The Nurse will continue following up the case (or cases) according to the
evolution of the disease.
- The teacher and the nurse will continue watching for any manifestation
of infectious or contagious outbreaks of the rest of the population of the
classroom.
- The follow up will be recorded in SDS.
- In the specific case of ah1 n1, the secretariat of health will determine the
actions to take by the school and will guide the protocol to follow.