

# CNG CODE OF HONOR AND DISCIPLINARY POLICY



Revised June 2016

# CNG COMMUNITY CODE OF HONOR AND DISCIPLINARY POLICY

## PHILOSOPHICAL FRAMEWORK

**CNG Vision and Purpose:** Educating the mind, strengthening the body, and developing character for leadership and service in the world of today for a better tomorrow.

The philosophy behind discipline at CNG is to support students in their learning of responsibility and self-discipline as an educational process rather than as a primarily punitive outcome. We believe in positive discipline: setting clear expectations for behavior, explicitly teaching those expectations, and providing meaningful and timely feedback for appropriate behaviors as well as consequences for inappropriate behavior. Integrated into our philosophy is the use of Restorative Practices™, which involves building community, repairing relationships, and making restitution within the school community. CNG also utilizes Positive Action™, which teaches children that positive feelings come from positive actions.

We believe that when we work together as a school community, we create an environment of respect and responsibility. Our expectations for behavior are derived from our Code of Honor and the positive relationships that result from its consistent application across the school.

## PRIORITY OF SAFEGUARDING STUDENTS

CNG is committed to protecting children and preventing them from harm as well as to acting with a sense of urgency if a child might be at risk of harm in our out of school. CNG has a shared definition of child protection that is understood and followed by all school community members, aligned to our CNG beliefs and values. As a school, we comply with all legal and statutory requirements. Clear and robust policy/procedures/protocols are communicated and reviewed. CNG also has a designated Child Protection Officer (CPO). CNG ensures education and online/virtual safety along with training and support (PD) for our personnel.

## CNG CODE OF HONOR

FOR ALL MEMBERS OF OUR CNG COMMUNITY

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

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 four pillars:

### INTEGRITY

- I am honest.
- I tell myself and others the truth.
- I take responsibility for myself, my work and actions, and the resulting consequences.
- I do not blame others, make excuses, or rationalize my behavior.
- I do what I say I will do.



## 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 rules and 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 intervene with peers to diffuse or prevent emotional or physical harm to others.
- 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.

**CNG Community members (students, parents, teachers, and staff) are expected to conduct themselves in responsible, respectful, and honest ways at all times, both in and out of school.** Code of Honor violations may be applied to any member of the CNG community. If a student fails to achieve these expectations, there are corrective steps that teachers and Administrators will take to preserve a safe, productive, and orderly learning environment for all students, faculty, and staff.

The rules set forth below serve one or more of the following basic purposes:

1. To protect a member of the CNG community from having his or her rights infringed upon by others;
2. To help a student make responsible decisions about behavior that may affect the student's own life and/or the rights of others;
3. To aid in the effective operation of the CNG community and the school's learning environment; and
4. To protect the reputation of the school, our students, and the CNG community.

We rely on the professional judgment of our teachers and staff to respond in a fair and consistent manner. We believe that initial responses to inappropriate behavior should help students to learn from their mistakes, unless those behaviors are serious or grave in nature and thus require a more directive response.

When negative behavior is repetitive, serious, or grave, School Administrators become involved in the process of determining the most appropriate consequences, as outlined below. Along with disciplinary consequences, Restorative Practices™ are utilized to help students take responsibility for their mistakes, repair relationships, and build community.

**Any member of the community (staff, parents, alumni, etc.) who fails to uphold the requirements and responsibilities as outlined above may lose the opportunity to fully participate in school and community activities.** School-determined sanctions may include the disciplinary consequences as outlined in this handbook as well as restrictions from attending school events and the loss of campus visitation privileges to ensure the safety and well-being of others as determined by the CNG Principals, Director, and/or Board of Directors.

Teachers, staff members, and students are responsible to report any violation of the Code of Honor to a building Administrator. Records will be kept in student files documenting any student involved in violation of the Code. For cases within the classroom or on buses, the teacher's or staff member's observation of the behavior or physical evidence constitutes sufficient proof for determining failure to meet expected behaviors. For cases outside of school, CNG reserves the right to conduct an investigation to determine justification for the school taking further action. As examples, the school may investigate:

1. students who are involved in fights (whether as bystander, aggressor, or victim) outside school;
2. students who are involved in inappropriate online behavior; or
3. students who provide or sell alcohol or other drugs or who may possess any type of weapon.

Final determination or verification of a violation will be made by the Principal or the administrative designee, and if necessary, through the intercession of the Director. The consequences for violating the Code are cumulative throughout a student's time at CNG. Notwithstanding the above, instances of Serious or Grave behavior, either on or off campus, may be subject to immediate suspension or recommendation for expulsion.

## DISCIPLINE POLICY

Given our school and community values, the behaviors outlined below are inappropriate for students attending CNG. This list is not exhaustive and situations not outlined below will be handled by the School Administration in accordance with CNG Board Policy. Inappropriate behaviors are classified as Minor, Serious, or Grave offenses. Disciplinary consequences may be applied for behaviors that occur on school grounds, on school buses, at all school-sponsored events, and when traveling to/from school events as a supervised group. Instances of Serious or Grave Behavior committed off campus at any time may also be subject to disciplinary action aligned with established school consequences.

### I. INAPPROPRIATE AND UNACCEPTABLE BEHAVIORS

#### MINOR OFFENSES

1. Tardiness to class.
2. Classroom disruption.
3. Failure to comply with the school dress code or uniform requirements.
4. Leaving the classroom without permission from the teacher or staff member.
5. Displaying inappropriate or distracting behaviors inside the classroom.
6. Use of abusive, obscene, or profane language or gestures.
7. Unauthorized or inappropriate use of electronic devices.
8. Lying or deceitful behavior.
9. Horseplay and/or inappropriate physical contact.
10. Minor damage to the property or belongings of the school or of others.
11. Bringing to school any improper printed material (magazines, pictures, drawing, etc.) that the school deems inappropriate.
12. Demonstrating inappropriate displays of affection.
13. Selling items for personal gain or profit without the written consent of the Administration.
14. Any other improper conduct that interferes with the teaching and learning environment, which in the judgment of School Administration, was minor.



## SERIOUS OFFENSES

1. Displaying disrespect for school symbols and/or property.
2. Bullying behavior that may include harassment, defamatory statements, intimidation, hazing, threatening, intolerance, and/or exclusion (as defined within the Conflict and Bullying section of this policy).
3. Instigating or participating in any act of harassment (except for sexual harassment, which is a Grave Offense), slander, intimidation, or threatening any community member. Slandering, defaming or formulating unfounded complaints or accusations.
4. Expressing intolerance relating to race, ethnicity, religion, disability, sex, gender expression, or personal orientation.
5. Acts of insubordination, defiance, or gross disrespect. Insubordinate behavior toward a teacher or staff member, including substitute teachers.
6. Refusal to identify oneself. Failing to comply with the disciplinary measure assigned by a staff member.
7. Reckless endangerment which could potentially cause injury.
8. Fighting or other physically aggressive behavior in which another person could be injured.
9. Committing acts of petty theft as determined by Administrator.
10. Committing any act of false testimony, forgery, or fraud. This includes using the “CNG” name without authorization, falsifying signatures on a document, or altering a school document.
11. Being involved in the planning or execution of a party or fundraiser held off campus for a CNG organization, class, or activity that is not authorized by the Administration. If alcohol is involved, this type of action will move to a Grave Offense.
12. Skipping class or school.
13. Academic dishonesty (see additional information in the Community Handbook).
14. Using a cellular phone and/or any other electronic device for the transmission and/or downloading of inappropriate voice, text, image, or video messages or for cyber-bullying as determined by the Administration.
15. Possession of cigarettes, electronic cigarettes and/or other products containing nicotine or non-approved substances on campus or during school-sponsored activities.
16. Possessing or brandishing a look-alike weapon.
17. Repetition of minor offenses.
18. Any other improper conduct of students, which in the judgment of the School Administration, was serious.

## GRAVE OFFENSES

1. Using, possessing, under the influence of, or disseminating alcohol and/or drugs or any type of unauthorized substance prohibited by the laws of the country. This includes drug paraphernalia.
2. Committing any criminal acts that entail any sanction in the penal system (as stated in the Colombian penal code).
3. Bringing to campus or possessing any weapons, i.e., knives, brass knuckles (manoplas), explosives, firecrackers, flammable materials, firearms, ammunition, and/or the possession or use of anything that can be considered a weapon or looks like a weapon.
4. Assault, fighting, or other physically aggressive behavior resulting in bodily injury whether on or off campus.
5. Repeated bullying, bullying that occurs despite intervention, and/or a severe incident of bullying (as defined within the Conflict and Bullying section of this policy manual).
6. Sexual harassment.
7. Indecent exposure.
8. Distribution of pornographic materials and other forms of contraband.

9. Performing an act of arson or creating any type of real or potential fire hazard.
10. Participating in a serious act or the willful destruction of belongings of a CNG community member.
11. Committing a major act of theft or theft of proprietary information.
12. Direct violation of orders given by an administrator.
13. Repetition of serious offenses.
14. Any other improper conduct of a student, which in the judgment of School Administration, is grave.

## II. POSSIBLE RANGE OF DISCIPLINARY CONSEQUENCES

As a community, we believe that the development of personal responsibility requires an understanding of natural consequences for 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. Consequences for students, particularly at Primary and Elementary levels, may be adjusted by the School Administration according to the specific infraction, contextual circumstances, and the developmental age of the child. Disciplinary procedures should maintain the dignity and self-worth of the individual. For other members of the CNG Community who violate the Code of Honor, the Administration may determine the specific sanction to apply in each specific case, taking into account precedent in similar cases.

### MINOR OFFENSES – RANGE OF POSSIBLE ACTIONS OR CONSEQUENCES

Teachers will respond to and assign appropriate consequences for most minor offenses. For cases within the classroom, the teacher's observation of the behavior or physical evidence constitutes sufficient proof for determining failure to meet expected behaviors. Actions or consequences may include but are not limited to:

- Student reflection
- Restorative Circles
- Temporary removal from class
- Student/Teacher conference
- Teacher documentation
- Parent contact
- In-class, break, or lunch detention
- Restrictions from attending school events
- Loss of campus attendance or visitation privileges
- Additionally, Administrators may assign the following consequences:
  - After-school detention
  - Short-term suspension (up to 5 days)
  - Matriculation Hold/Conditional Matriculation

### SERIOUS OFFENSES – RANGE OF POSSIBLE ACTIONS OR CONSEQUENCES

- Student reflection
- Restorative Circles
- Temporary removal from class
- Student/Teacher conference
- Teacher/Administrator documentation
- Parent contact
- Detention
- Restrictions from attending school events
- Loss of campus attendance or visitation privileges
- Anti-harassment contract



- Behavior Advisement/Probation contract
- Short-term suspension (up to 5 days)
- Long-term suspension (5-10 days)
- Matriculation Hold/Conditional Matriculation
- Recommendation for expulsion

Parents are required to conference with the Administration if requested. Additional follow-up actions may include but not be limited to student reflection, student and parent conference with Administrator, and Restorative Conferences.

According to the severity of the case, Serious Offenses may be judged by the Administration as Grave in nature and thus may warrant consequences up to and including expulsion from the school.

#### GRAVE OFFENSES – RANGE OF POSSIBLE ACTIONS OR CONSEQUENCES

Grave offenses result in student suspension as the minimum consequence and Administration may also consider a recommendation for expulsion depending on the severity of the 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
- Parent contact
- Student and parent conference with Administrator
- Restorative Circles
- Restrictions from attending school events
- Loss of campus attendance or visitation privileges
- Anti-harassment contract
- Behavior Advisement/Probation contract
- Short-term suspension (up to 5 days)
- Long-term suspension (5-10 days)
- Matriculation Hold/Conditional Matriculation
- Recommendation for expulsion
- Notification of Authorities

Parents are required to conference with the Administration and Director if necessary.

Instances of Serious or Grave behavior as outlined by this policy, either on or off campus, may be subject to immediate suspension or recommendation for expulsion. The school may also take action based on violations of the four basic principles outlined at the beginning of this behavior expectation section.

A recommendation for expulsion must be taken to the Board of Directors and Director's Council as per established due process considerations.

#### CUMULATIVE SUSPENSIONS

Students accumulating more than 10 days of suspension during a school year may be recommended for expulsion by the Administration.

#### SERIOUS AND/OR GRAVE CODE OF HONOR VIOLATIONS

If a student accumulates a total of three (3) Serious and/or Grave Code of Honor violations during a three year period, the student may be subject to referral to the Director and Board of Directors for a recommendation for expulsion on grounds of repetitive Code of Honor violations.

### III. 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 record of behavior infractions in the cumulative file of every student. Failure to adhere to the rules and regulations may result in one or more of the following disciplinary actions being taken. These consequences are progressive in nature; however, the Administration may advance beyond any particular step depending on the severity of the incident or repetitive nature of previous incidents.

1. MEETING with Administration and parent notification by teacher or Administrator (with further disciplinary action if deemed appropriate by Administration).
2. DETENTION during or after the school day for a time and duration determined by the Administration to be appropriate for the infraction(s).
3. IN-SCHOOL SUSPENSION for a time and duration determined by the Administration to be appropriate for the infraction(s). Students are expected to make up all missed work.
4. OUT-OF-SCHOOL SUSPENSION for a time and length determined by the Administration to be appropriate for the infraction(s). Parents will be required to pick up the student or make arrangements for the student to be taken home. Students are expected to make-up all missed work.
5. BEHAVIORAL AND/OR ACADEMIC CONTRACT that the Administrator may implement at any step.
6. MATRICULATION HOLD for the following school year and recommendations for NON RE-NEWAL OF MATRICULATION may be utilized in cases of repeated issues of inappropriate behavior and/or grave offenses.
7. REFERRAL OF CASE TO THE SCHOOL'S COMITE DE CONVIVENCIA (AS REQUIRED BY COLOMBIAN LAW) may occur as stated below.
8. EXPULSION to be recommended by the Administration through due process proceedings to the Board of Directors and Director's Council based on the severity of an infraction or series of repeated infractions.

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 offenses are cumulative on a yearly basis; Serious and Grave offenses are cumulative for the duration of attendance at CNG.
- 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.
- In addition to the consequences listed in this handbook section, national laws, Board Policy, CNG's Co-Curricular Code of Conduct, as well as all other student organization bylaws may also apply to the potential range of sanctions.





## IV. ADMINISTRATION OF THE CONSEQUENCES

The School Administration has the responsibility for applying consequences to uphold the behavior expectations of the school. Learning Center faculty, counselors, and other relevant personnel may be consulted. These disciplinary consequences can include but are not limited to the following: Detention, In-School Suspension, Out-of-School Suspension, or recommendation for Expulsion.

1. In the cases of Minor offenses, the disciplinary consequences can be administered either by the teacher or administrator.
2. In case of Serious offenses, the disciplinary consequences should be administered by the Administrator and/or Director.
3. In the case of Grave offenses, the disciplinary measures applied may involve the Administrator and the Director. In the case of a recommendation for expulsion, the Board of Directors and Director's Council must be involved in reviewing and deciding on the case as per due process requirements.

### COMMUNITY MEMBERS

All community members (students, faculty, staff, parents, and visitors to CNG) are expected to follow the Code of Honor. In order to ensure the safety and well-being of others, school-determined sanctions for inappropriate behavior may include restrictions from attending school events and the loss of campus visitation privileges as determined by the CNG Administration, Director, and/or Board of Directors based on established due-process procedures.

### CNG DISCIPLINARY PROCESSES

Whenever possible, the following process will be used by the Administration in cases of serious or grave behavior.

1. Student provides a verbal statement and, when required, a written and signed statement to the Administration related to the specific incident or event in question.
2. The Administration may also investigate allegations with other students, community members, or other entities who may also be asked to give statements.
3. The Administration will make a decision regarding appropriate consequences and the disciplinary process; the sanction(s) will be communicated to student and parents. The student's written statement may be shared with parents who may choose to submit their own statement as part of due-process considerations.
4. The Administration may need to inform leaders of co-curricular activities depending on the severity of the sanction and disciplinary outcome. The advisors will then undergo their processes as determined in the organization or athletic bylaws or protocols. The advisors will have ten business days to make a recommendation to the Administration on entity-specific sanctions and the Administration will inform the student and parents of the recommendation.
5. Students holding leadership positions and/or elected offices (Personero, Vice Personero, STUCO President, NHS President, team captain, etc.) are held to the highest standards for behavior. Therefore, the Administration will receive the recommended sanction from the advisor of the respective body and make the final determination of the sanction and disciplinary outcome, especially in cases related to the student's potential removal from office. The Administration will report to the student and parents within ten business days after receiving the recommended action by the entity.

6. As part of the school's established due process, students and parents may appeal to the next level of the school's established lines of authority until the appeal process reaches its conclusion. Within the appeal process, the student and parents will have five business days to request a review of the decision to the next line of authority. The specific governance level which hears the appeal will have ten business days to make an initial response to the appeal request.

*Important Note: The online version of the CNG Community Handbook, including the most updated version of the Code of Honor and Disciplinary Policy, is considered the official document in effect at CNG.*





ADDENDUMS TO CNG  
CODE OF HONOR



## CONFLICT & BULLYING AT CNG

### CONFLICT:

Conflict is a natural part of human development, and as an educational institution, we strive to teach and support students' understanding and skills for conflict resolution - an ongoing component of character education at CNG. We recognize that student management of conflict resolution is developmental in nature with resulting behaviors such as arguments, disagreements and/or a range of unacceptable physical interactions including pushing, shoving or fighting. Sometimes friendships ebb and flow and that can also lead to conflict, but typically conflict can be resolved independently or with the help of an adult.

### BULLYING:

Bullying is **intentional, unwanted aggressive behavior(s)** by one (or more) person(s) toward another that involves an observed or perceived **power imbalance** and is typically **repeated** multiple times. Bullying **may inflict serious harm or distress** on the targeted youth, which would be determined based on the professional judgement of the the school-based team.

- With the aforementioned definitions in mind, it is the responsibility of CNG community members to report bullying situations to the appropriate Administrator in a timely manner so effective follow up and intervention take place.

### CNG PROCESS FOR FOLLOW UP:

1. A report of a bullying situation may be made by a student, teacher, parent or any school personnel to a building-level Principal/Associate Principal (AP) or divisional Counselor. Reports need to be made in a timely fashion to be handled in a comprehensive manner. The reported incident is documented in writing and/or via Skyward referral system. The latter is the process for school personnel. In alignment with our progressive discipline policy, bullying incidents can only be handled by the Administration once they have been reported.
2. A full investigation of all involved parties is then undertaken by School Principal/AP, as well as the Chief of Security, if needed. The CNG Disciplinary Process is outlined in the CNG Code of Honor and Disciplinary Policy (p. 7). Please note: in accordance with best-practice research, in a situation which may be deemed bullying, those involved are interviewed separately. Testimonies are recorded, documented in Skyward, and cross referenced.

3. If after investigation, it is deemed by the school-based team that bullying has occurred (see definition), disciplinary consequences, parent meetings, and counseling sessions ensue in accordance with our CNG Community Code of Honor and Disciplinary Policy. Although as a school we believe in Restorative Practices, this approach is typically not appropriate for situations of bullying.
  - a. All incidents of bullying are serious offenses and will receive corresponding consequences. Repeated bullying, bullying which occurs despite intervention, or particularly severe instances of bullying are grave offenses.
  - b. All cases of reported bullying will conclude with ongoing monitoring, support and full-circle communication with students, parents, and school staff as appropriate.

	Definition
harassment	The act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands.
defamatory statements libel (written) slander (spoken)	A false statement of fact that is negligently or intentionally communicated or published to a third party and that causes injury or damage to the subject of the statement.
intimidation	To make someone afraid for their safety and/or well being.
hazing	The practice of playing unpleasant tricks on someone or forcing someone to do unpleasant things.
threatening	To express that you will harm someone or do something unpleasant or unwanted, especially in order to make someone do what you want.
intolerance	Not being accepting of differences such as social status, religion, ethnicities, sexual orientation, native language, disabilities, etc.
social exclusion	Shunning and not allowing someone to participate.

*Adapted from Definition of Bullying Among Youths (CDC 2014) and Olweus Prevention Program literature. Definitions were taken from dictionary.law.com and other online dictionaries.*



# CNG ACCEPTABLE USE POLICY (AUP) FOR INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

Updated February, 2015

## STATEMENT OF VISION, PHILOSOPHY AND FRAMEWORK

CNG believes that today's students need to be safe and proficient users of technology, information and media, and that the use of electronic resources is an integral and powerful means for students to learn subject content and skills. Therefore, CNG provides access to electronic resources and ample opportunity for students to use tools that enhance the educational process, on-line communication, and a student's ability to live, work, and learn in the 21st century.

**Our goal is to provide a safe learning environment for students to be able to find, retrieve, manage, create, share, and publish informational resources, while protecting confidential information, their privacy and rights as well as those of other computer users.**

Anyone having access to electronic resources at CNG is expected to use these resources in a responsible, ethical, and polite manner. General good behavior rules apply, just as they apply in other areas of the school and students are expected to follow the guidelines set up in the CNG Code of Honor and Disciplinary Policy.

Since network and internet access is provided as a tool for educational and institutional purposes, the school reserves the right to monitor, inspect, copy, review, and store information at any time and without prior notice for any and all usage of the school's electronic resources and online communication.

The purpose of this document is to assist members of the community in the use of all school Information and Communications Technology (ICT) resources to ensure safety, good manners, appropriateness, responsibility, and honesty in line with the vision and mission of CNG. Student safety and children's rights are paramount and will have priority over any other consideration regarding the use of ICT resources in the school and for school purposes.

## GUIDELINES FOR ACCEPTABLE USE

- Access media that is focused on learning and fitting for the academic environment
- Only use school ICT resources for educational purposes.
- Share only information, images, or materials that does not put any member of the

community at risk; share no more information than needed.

- Inquire about the institutional ICT resources available for the specific need you have.
- Be knowledgeable and respectful of the terms of agreement of any resources you are using. This includes software license terms as well as rules for booking, using, and returning school equipment.
- Plan the use of the ICT resources to ensure they are available and will work according to your needs. (Reserve resources, check the links, verify sites are not blocked, test the tool you want to use, etc.)
- Consider the impact of your use of shared ICT resources on other members of the community. (Impact on bandwidth, availability of equipment for others, size of the files sent by email or published for download, etc.).
- Verify that appropriate referencing of the information used is available and respects copyright issues.
- Use secure passwords and always login as yourself. Respect confidentiality of the information you have access to.
- Seek information on the use of the tools you will require either directly or from the specialist who can provide support.
- Be aware of AUP guidelines and report any issues that are not in accordance to the policy. Follow the proper channels to report any problems with ICT resources.
- Do your best to preserve the consumable resources by limiting printing or turning off equipment when not in use (computers and projectors for example).

## UNACCEPTABLE USES OF ICT RESOURCES

Unacceptable uses of school ICT resources include but are not limited to the following areas and descriptors.

### BEHAVIOR

- Copyright infringement is not tolerated. Material should be used only for personal, legal use. Unapproved duplication and distribution of materials is not allowed and neither is piracy, for example.
- Academic Dishonesty including plagiarism, collusion, and fraud are not allowed.
- Disregard for “Netiquette” will have consequences.
- Contravening the “Use of Electronic Communication and Social Media” policy for staff members is not tolerated.
- Violating Terms of Service in any way for software, hardware, and online services used is not allowed. This includes following age restrictions, parental consent, distribution, duration of licenses, etc.
- Using school ICT resources for any commercial purposes, private advertising, gambling, gaming, trading or pornography, is not permitted.
- Using any resources in relation with or in support of illegal activities is not tolerated.
- Attempting to harm or destroy school equipment, materials, or data will not be permitted. In addition, all community members should seek to treat shared equipment in a responsible and respectful manner, returning checked out items in the same (or better) condition.
- Attempting to degrade or disrupt the school’s system performance is not allowed.
- Tampering with or stealing components of school equipment or systems will not be tolerated.
- Illegal or inappropriate access to Skyward and other CNG technology systems which store and warehouse student and family information will not be tolerated.





## SECURITY

- Sharing or publication of sensitive or confidential information such as, but not limited to, home addresses, phone numbers, or birthdates is not permitted.
- Creation or distribution of Malware will not be tolerated.
- Accessing data or accounts of another user, or tampering, deleting, renaming, moving, or making unusable anyone else's files, equipment, or programs will not be tolerated.
- Impersonating someone else is not allowed. This includes taking advantage of devices which have not been correctly "logged out" by the user who has signed in.
- Disclosing personal passwords or allowing others to make use of network access privileges to gain access to resources or information to which they would otherwise be denied is not tolerated.
- Installing or running any software on the school equipment or network without authorization from the network Administrators is not permitted.
- Using proxies to bypass school internet filtering, or using software or hardware that may compromise the security of other CNG systems will not be tolerated.
- Any form of unauthorized or illegal access into CNG ICT will not be tolerated.

## CONTENT

- Accessing, submitting, posting, publishing, or displaying any inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially/ethnically offensive, harassing, bullying, disrespectful, sexually explicit, sexting, or illegal material is not tolerated. Please see CNG Code of Honor and Disciplinary Guidelines for further information.
- Posting pictures, videos, or other recordings of another person, without their or their legal guardians' consent is not permitted.
- Posting material authored or created by another without his/her consent is not allowed.
- Publishing content that negatively affects the name of the school or any of its members is not tolerated.
- Distributing unsolicited junk mail, chain letters, advertisements, or political propaganda is not allowed.

## LEGAL IMPLICATIONS

CNG reserves the right to deny, revoke, or suspend user privileges and/or take other disciplinary action for violations of these guidelines. Disciplinary action may include suspension or expulsion for students and dismissal for staff. Actions that may be regarded as criminal activities may be reported to authorities.

## WARNINGS

In order to protect students against unacceptable web content, CNG uses web filtering technology and makes every effort to limit access to objectionable material. However, no web filtering technology is 100% safe and, on a global network, it is impossible to control all materials. We encourage parents to discuss acceptable use of ICT with their children consistent with the parameters of this document.

Once photographs, student names and other identifying information or student work are released in any public forum, CNG cannot control or prevent the further distribution or use of the material by those who access the information.

Student work and information that is published electronically on the web will follow the **Student Work Parent Consent Form** which is signed by parents each year.

## COLOMBIAN LAW REGARDING SCHOOL COEXISTENCE POLICIES:

### PROTOCOLS REGARDING PROBLEMS AFFECTING A SCHOOL COMMUNITY IN CASES OF SCHOOL HARASSMENT, VIOLENCE, OR INFRINGEMENT OF SEXUAL AND REPRODUCTIVE RIGHTS

The Protocol for School Coexistence refers to a caring model which defines the processes and policies that should be followed by CNG as mandated by Colombian Law, specifically outlined in the National System of School Coexistence and Education for Human Rights, Sex Education, Prevention and Mitigation of School Violence law (Decree 1965 of 2013). The components of the application of this protocol for School Coexistence at CNG involve the following steps:

1. **IDENTIFICATION:** Identify situations affecting school coexistence due to harassment or school violence. These have to be referred to the School Coexistence Committee, which will look at documentation of the case, focusing its analysis on the implementation of CNG's Code of Honor and Disciplinary Handbook. Identification can be carried out through developing a grade-level profile. At the beginning of each school year, each guidance counselor will complete a screening of his/her students both individually and as (a) group(s) identifying strengths, weaknesses, and situations that may negatively impact peaceful coexistence and the exercise of human, sexual, reproductive rights, due to harassment and/or school violence.
2. **REPORT:** This process has the following sub steps: informing, receiving and compiling information, and filing.
3. **INTERVENTION:** When a case of violence, bullying, and/or aggressive behavior violates human, sexual, and reproductive rights, the guidance counselors will help develop timely, appropriate, ethical, and comprehensive strategies to assist those who have been impacted (the child, adolescent, father, mother, or guardian, and/or teacher). School Administration will also intervene in the event that disciplinary measures are required aligned with the CNG Honor Code and Disciplinary Policy. **NOTE:** The counseling component may involve outside professionals when the seriousness of the allegation, the surrounding circumstances, and the physical and/or psychological damage to the children involved are beyond the mission of the educational establishment.
4. **MONITORING:** The monitoring component focuses on the timely reporting of information to the Unified Information System of School Coexistence which will keep track of the state of each of the reported cases of attention.

The situations that affect the School Community and the practice of human, sexual and reproductive rights, are classified into three types. Each situation has a determined protocol under Colombian law as follows:



**Type I Situations** correspond to conflicts improperly handled and those sporadic situations that adversely affect the school climate and in no case generate damage to the body or health.

**Protocol for Type I Situations:** The teacher or staff member who witnesses a situation should strive to meet immediately with the parties involved in the conflict and mediate in a pedagogical way for them to present their views and seek resolution. If there is a need for follow up, the teacher will report the case to the Associate Principal, Principal, or Program Director.

1. Inform the Associate Principal, Principal, or Program Director through a written report.
2. Inform parents or guardians of the situation of the parties involved.
3. The teacher who witnessed the situation, in collaboration with the Associate Principal, Principal, or Program Director, will determine a solution in an impartial, fair and just manner, aiming to seek compensation for damage caused, the restoration of rights and reconciliation, in a climate of constructive relations between the parties involved. **This can be achieved using the Restorative Circles model.**
4. The Associate Principal, Principal, or Program Director will update the student's Discipline Report in the School Information System (Skyward).
5. The teacher who witnessed the situation, Associate Principal, Principal, or Program Director should do the follow-up on the case and of the commitments in order to verify if the solution was effective or if it requires further intervention. (Protocols established in Colombian Law, Articles 43 and 44 of Decree 1965 of 2013.)

**Type II Situations** correspond to aggression, bullying, and/or cyberbullying situations, which will not have the characteristics of a crime and meet any of the following characteristics:

1. That occur repeatedly and systematically; and/or
2. That cause damage to body or health without causing a major injury for anyone involved.

### **Protocol for Type II Situations**

1. Provide immediate physical and mental health care to person(s) affected.
2. Inform the administrative authorities of the situation, especially when measures to restore rights are required.
3. Take protective measures for those involved, to avoid any action against them.
4. Create opportunities to expose and clarify what happened.
5. Parents or guardians of all students involved will be informed immediately by the Associate Principal, Principal, or Program Director. Minutes of the meeting will be kept and stored in the Student File(s).
6. When restoration of rights is required, the situation will be referred to the Principal and this will be reflected in the Discipline Record in the Student Information Software (Skyward). (Law 1098 of 2006)
7. Measures will be taken to protect students from possible retribution. This will be reflected in the Discipline Record in the Student Information Software (Skyward)
8. The Associate Principal, Principal, or Program Director will ensure confidential, private, and safe spaces where the parties involved as well as their parents or guardian, can openly share what happened/is happening.
9. The School Coexistence Committee, considering the educational and pedagogical

strategies and sanctions set forth in Chapter VII of Title V, will determine the restorative actions needed to repair damages and restore the rights and provide reconciliation within a climate of constructive relations in School. They will also determine the applicable consequences for those who have contributed or participated in the reported situation.

10. The Chairman of School Coexistence Committee will inform the other members of this committee, about the situation and the measures taken. The committee will conduct the analysis and monitoring, in order to verify if the solution was effective or if it requires adding the protocol set out in Colombian Law, Article 44 of Decree 1965 of 2013.

**Type III Situations** correspond to situations of school aggression that allegedly constitute crimes against freedom, sexual orientation, integrity referred to in Title IV of Book 11 of Law 599 of 2000, or when they constitute any other offense established in Colombian active Criminal Law.

### Protocol for Type III Situations

1. In cases of damage to body or health, immediate referral and attention by outside physical and mental health professionals is guaranteed. Records of referrals and follow up should be kept by the Guidance Counselor.
2. Parents or guardians of all students involved will be informed immediately by the Associate Principal, Principal, or Program Director. Minutes of the meeting will be kept and stored in the Student File(s).
3. The Chairman of School Coexistence Committee will immediately and quickly put the matter to the attention of the National Police. Minutes of the meeting will be kept and stored in the Student File.
4. Notwithstanding, the provisions of the preceding paragraph, the members of the School Coexistence Committee will be cited under the terms set out in the Manual of Coexistence. This citation shall be recorded.
5. The Chairman of the School Coexistence Committee will inform the members of said committee, providing facts without disclosing information that may violate the right to privacy and confidentiality of the parties involved as well as the report given to the competent authority.
6. Although the situation was taken to the competent authorities, the School Coexistence Committee shall immediately adopt the School's own measures aimed to protect, within the scope of its powers, the victim, the person to whom the aggression is credited and those who have reported or are part of the situation presented. This should be recorded.
7. The Chairman of the School Coexistence Committee will report the information of the case to the applicable system of Unified Information of School Coexistence.
8. The cases under this protocol will be monitored by the School Coexistence Committee, the authority that acknowledged the situation and the committee of the municipality, the district, or the department (state) for School Coexistence that exercises jurisdiction over the educational establishment which presented the incident.



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