

CNG

PARENTS ← → SCHOOL

COMMUNICATION
↓
UNDERSTANDING
↓
COMMUNITY

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

	Issues related to	1 st level of Communication	2 nd level of Communication	3 rd level of Communication	4 th level of Communication
ACADEMIC	Attendance	→ Building Secretary Administrative Assistant	→ NA		
	Classroom/Student	→ Teacher	→ Principal	→ Director	
	Counseling	→ Counselor	→ Principal	→ Director	
	Co-Curricular Activities				
	Athletics	→ Coach	→ Co-Curricular Act. Director	→ Principal	→ Director
	Condor Activities	→ Condor Activities Director	→ Co-Curricular Act. Director	→ Director	
CWW, Activities, Educational Field Trips	→ Teacher in charge	→ CWW & Activities Coord.	→ Co-Curricular Act. Director	→ Director	
Student Services					
Special Education	→ Learning Center Staff	→ Student Services Director	→ Director		
Health	→ Nurse	→ Student Services Director	→ Director		
ADMINISTRATIVE	Bus routes, Bus/Gate/ Parking Passes	→ Transportation	→ General Services & Finance Director	→ Director	
	Cafeteria	→ Cafeteria Manager	→ General Services & Finance Director	→ Director	
	Invoice	→ Bursar	→ General Services & Finance Director	→ Director	
	Maintenance	→ General Services Director	→ General Services & Finance Director	→ Director	
	Matriculation/Registration	→ Admissions Director	→ Director		
	Security	→ Chief of Security	→ General Services & Finance Director	→ Director	
	Student Pictures, Yearbook, Insights Magazine	→ Publications and Media Services Director	→ General Services & Finance Director	→ Director	
	Transcripts	→ Academic Secretary (Registrar)	→ Principal	→ Director	
GENERAL	School Program	→ Principal/Parent Council	→ Director	→ Academic Committee	→ Board of Directors
	School Policy	→ Principal	→ Director	→ Board of Directors	
	Tuition and Scholarships	→ General Services & Finance Director	→ Director	→ Finance Committee	→ Board of Directors

← **Feedback** →

**USEFUL
TELEPHONE
NUMBERS**

Primary School
359 9335

Elementary School
359 9336

Middle School
359 9337

High School
359 9338

Student Services
359 9342

Director
359 9333

General Manager
359 9343

Financial Manager
359 9348

Admissions Director
359 9344

Athletic Director
359 9340

Bursar
317-6181

CNG DINER (Cafeteria)
359 9347

Condor Activities
359 9340

**CWW & Activities
Coordinator**
359 9340

General Services
359 9351

Nurse
359 9341

**PTA
ASOPADRES**
359 9354

Student Services
359 9342

Technology Office
359 9357

Transportation Office
359 9358



PARENT INVOLVEMENT

Parents are an essential part of the CNG community. Parents are responsible for supporting the school's mission, values and philosophy and to meet their financial responsibilities. It is their responsibility to cooperate with the School in the education of their children by supporting them in their learning processes and ensuring that they follow the Code of Conduct at all times and in all places and abide by the academic and disciplinary rules, regulations and procedures established by the school.

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 twice a month.

PARENT COUNCIL

The Parent Council is an active organization whose members are elected by the parent community at the beginning of the year during Open Houses. The Council is required by Colombian law and is designed to provide support to the administration on school development and School improvement related initiatives.

ASOCIACIÓN DE PADRES - PTA

The Parent-Teacher Association is an active organization whose members join voluntarily to carry out various projects for the improvement of the School.

OPEN HOUSE

At the beginning of each academic year, each school has an open house where the principal informs about the overall education process and introduces the staff, and parents are invited to visit each classroom to meet the teachers and learn about their specific approach to each class.

PARENT-TEACHER CONFERENCES

Parent-teacher 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 after the first and third marking periods. In the high school, students are also present during the conferences.

COFFEE WITH THE PRINCIPAL

Periodically, parents are invited to meet with the principals of the primary and elementary schools.

SCHOOL IMPROVEMENT TASK FORCES

As part of the school's Continuous Improvement Process, CNG invites interested parents to participate on Task Forces assigned to work on specified annual goals for K-12 improvement. These Task Forces are comprised of parents, teachers, students, and administrators who work together to help CNG achieve school-wide goals. The specific role and function of the Task Forces are as follows: 1) develop action plans aligned to major school-wide goals, 2) provide oversight on the implementation process, and 3) determine measurable outcomes for demonstrating goal completion. The results of the Task Force efforts serve to fulfill the accreditation requirements of the Southern Association of Colleges and Schools as well as for the Colombian Ministry of Education.

VOLUNTEER OPPORTUNITIES

COLEGIO FUNDACIÓN NUEVA GRANADA (HOGAR)

A group of volunteer parents and teachers coordinated by Perla Douer spend many hours working for the continued success of the Hogar. The Hogar, located in the southern corner of the School's campus, serves lower-income neighborhood communities. It includes preschool, primary and elementary grades as well as Jornada Alternai, a special program to help students attending public schools and those children not in the school system. It also offers medical, dental and psychological services for the children and their parents, as well as vocational courses for adults.

BOOKSTORE

CNG parent volunteers operate a bookstore by the Flag Patio. Items such as uniforms, book covers, notebooks, school flags, 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.

Director
Dr. Eric Habegger
ehabegger@cng.edu

Primary School
Tom Spence, Principal
tspence@cng.edu

Elementary School
Julie Hunt, Principal
jhunt@cng.edu

Middle School
Dr. Robert Imholt, Principal
rinholt@cng.edu

High School
Shayann Kaur, Principal
skaur@cng.edu

Student Services
Annie de Acevedo, Director
aacevedo@cng.edu

Admissions Director
Laura de Brigard
lbrigard@cng.edu

Athletics and Co-Curricular Activities Director
Jonathan Chenier
jchenier@cng.edu

Billing Department
Nelson Merchán
nmerchan@cng.edu

Condor Activities
Sofía Barrón
sexur@cng.edu

CWW & Activities Coordinator
María Paula Soto
mpsoto@cng.edu

Finance and General Services Director
Monique Duchamp
mduchamp@cng.edu

Management System and Professional Growth Director
Claudia Gama
cgama@cng.edu

Nurse
Meme Silva
memes@cng.edu

Parent Council
parentcouncil@cng.edu
PTA Asopadres
pta@cng.edu

Personnel Services and Human Relations Director
María Cristina de Ospina
mcospina@cng.edu

Security Chief and General Services Coordinator
Juan David Vasquez
jvasquez@cng.edu

Technology
Susie Facchin
sfacchin@cng.edu

Transportation Office
Johanna Cortazar
jcortazar@cng.edu