



# Information Manual 2024

## **Mission**

**We promote the integral development and leadership of our students through a top-level curriculum that inspires learning, curiosity, and creativity immerse in a motivating environment, with a culture based on values accompanied by a community of excellent committed professionals.**

## **Vision**

**El Colegio de Panamá is a school committed to the integral development of each of its students, providing them with an environment specially designed with the highest international standards. We aim to stimulate their growth and leadership, preparing them to become future global citizens.**

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## I. Our culture

We know that as our students grow, they begin new stages in their development during which they experience changes and try new behaviors, which we must monitor and sometimes correct. During the time that our students are at **El Colegio de Panamá**, they must comply with the following rules:

- To be on time.
- Come prepared to my classes every day.
- Respect my teachers and other adults.
- Respect and be kind to my colleagues.
- Be a good partner.
- Listen carefully when others speak.
- Work in silence.
- Use the words: permission, please and thank you.
- Be honest and always tell the truth.
- Cooperate with others.
- Give your best.

These indicators are based on the universal values that must be reinforced both at home and in the classes taught at school, and on the Internal Regulations of our website. We ask that you support us at home by sharing with your children these rules that will help them be successful in everything they undertake.

Within the rules established in our internal regulations is the fulfillment of student duties. Furthermore, habits and attitudes are essential for the training of our students, which is why we include them along with the respective sanctions.

## II. Student Habits and Attitudes

Habits and attitudes are areas of great importance at El Colegio de Panamá. Students who attend El Colegio de Panamá must pay close attention to acquiring habits and attitudes that are consistent with the vision and mission of the school. To know the aspects evaluated, you should review the document: **Code of Ethics**.

## III. Schedule of El Colegio de Panamá

- Teachers' arrival time at El Colegio de Panamá is at 7:00 AM.
- The entry time for students to El Colegio de Panamá is at 7:30 AM.

\*After 7:35 AM is considered late.

- From Monday to Thursday, the departure time for El Colegio de Panamá students is:
  - Preschool: at 1:00 PM
  - Primary and Secondary: at 2:15 PM.
- Dismissal on Fridays for all students is at 12:00 PM.
- The dismissal time for teachers from El Colegio de Panamá is at 2:45 PM.

Students will arrive at school on time so that they can enjoy a full day.

Tardiness and absences without appropriate excuses are recorded and evaluated in Habits and Attitudes, since this undoubtedly has a direct impact on the academic performance of students. (See Point VII)

The hours of the administrative offices of El Colegio de Panamá are **Monday to Thursday**, from 8:00 AM to 2:00 PM.

#### IV. Entrances, departures of parents and visits to El Colegio de Panamá

Good organization for arrival and departure times guarantees the safety and well-being of our students, therefore, we ask for your full collaboration in the following points:

##### ENTRANCE

- In the “*Back to school Celebration*”, they will be given a sheet with the school logo and the name of their client who travels by car. This sheet must be laminated and carried in the vehicle that comes to pick up the student at dismissal time. **We appreciate placing it in front of the windshield so that the vehicle that will pick up each student is clearly identified.**
- The Colegio de Panamá as an educational institution requires that parents, students and visitors enter the school in an orderly manner, respecting the line at the entrance to the institution.
- A team of teachers will greet students at the school entrance, whether they come on buses or in their cars. **We ask that you respect and follow the instructions of our security team and personnel in charge of receiving those you receive.**
- **We call for courtesy, do not pass cars, do not park and be brief when dropping off your children so as not to delay this process, or the rest of the attendants who remain in line.**

**The speed they must maintain on the road must not be greater than 20 km/h.**

- For visitors, the first checkpoint to enter the school is the security checkpoint, where you will be asked for some personal identification document and any other necessary information, in order to confirm your entry as a visitor with the administration (guardians, family members, suppliers, etc.)

Visitors must wear a badge that will be provided to them at the school reception. We appreciate respecting these measures and controls approved by the Ministry of Education (Resolution 1183 of June 23, 2008).

- We reiterate to our parents and visitors that they consider appropriate clothing to enter an educational institution, in order to be a good example for our students. You should avoid entering school in tight sports clothing, shorts, off-the-shoulder, transparent blouses or deep necklines. We thank you in advance for your consideration of these measures so that you do not have any inconveniences during your visit.
- **Regarding students who travel by bus:** they must be ready in the morning, 5 minutes before the scheduled pick-up time. For reasons of punctuality and safety, school buses will not be able to wait for students. If they are not ready, the bus drivers and assistants do not have authorization to call the students. We recommend that they do not provide the telephone numbers of the drivers and assistants to their clients. All this is necessary so that the buses arrive at school on time.
- **Regarding 11th and 12th grade students**, those who enter the institution in their own vehicles must do so at the back in the locations provided for them. You will receive a *sticker* which will identify the cars that are authorized. They must wait their turn to enter and the speed must not be greater than 20 km/h.

## EXIT

- Student dismissal time from Monday to Thursday is:
  - Preschool: at 1:00 pm
  - Primary and Secondary: at 2:15 pm
- Dismissal on Fridays for all students is at 12:00 PM.
- Students will be waiting for their cars in their respective sections (Preschool - Primary - Secondary).
- Students who travel in bus will leave first.
- After the buses leave, the car departure process will begin. We appreciate parents to have the laminated sheet with the school logo and the student's name visible on the windshield of their car. The *Teachers* will be in charge of accompanying them to the car, ensuring the greatest safety of each one.
- The cars will line up following the respective signs so that the students are delivered in order and with the necessary controls to guarantee their safety. We request that you follow the instructions of the personnel assigned by the school to support you in this process. As a team, we will ensure that this movement of cars can occur fluidly and quickly to avoid traffic congestion.

- If someone wants to pick up the student and does not appear authorized (whether family member or not) or does not have the car's identification sign at the time of departure, they will have to wait at the reception until their information or request is confirmed, if not, they will not be able to take the student.
- For safety, students will be delivered directly to the cars with the responsible adult. Withdrawing a student walking will not be allowed.
- If your child will **not travel** on the bus on a certain day, it is important that you notify it at least 2 hours in advance, that is, before 12:15 p.m. from Monday to Thursday and on Fridays before 10:00 am both to the school and to the bus driver. This notification must be sent detailing the name of the authorized person who will pick it up, as follows:
  - Preschool: [infopreescolar@ecp.edu.pa](mailto:infopreescolar@ecp.edu.pa)
  - Primary: [infoprimaria@ecp.edu.pa](mailto:infoprimaria@ecp.edu.pa)
  - Secondary: [infosecundaria@ecp.edu.pa](mailto:infosecundaria@ecp.edu.pa)
- Each ECP school bus has a health insurance system that covers only students who formally travel on that route. For no reason, students can change from school bus to another that does not correspond to them.
- The people waiting for the students at home (family members or nannies) must be known by the bus driver and assistant. Students will not be handed over to unauthorized persons.
- Any changes necessary by parents regarding school transportation will be coordinated in writing through the school, in addition to the carriers, to effectively reorganize the logistics of the departure.
- **The Uber service can only be used by Middle and Secondary students.** We thank parents whose students use this service to leave El Colegio, to notify the email [infosecundaria@ecp.edu.pa](mailto:infosecundaria@ecp.edu.pa) two hours before departure, that is, before 12:15 pm. Monday to Thursday and on Fridays before 10:00 am **If there is no written authorization from the parent, the student will not be able to be picked up by this means of transportation.**
  - External transportation not approved with ECP requirements will not be permitted through a formal request to the School Management or Administration beforehand.
- 11th and 12th grade students can enter the Colegio de Panamá in their own car, as long as the parent has provided written authorization and meets the requirements established by the institution (**Copy of their ID, Copy of permit, Car Registration, Minor's Bond, Car Insurance**).  
When any of these documents expire, the guardians must send their updates.
  - Only 45 parking spaces will be provided, assigned in order of receiving the application with a copy of the insurance policy and the student's driver's license.

**Students must enter before 7:30 am because the school access gate will close at that time.**

- If a car student arrives late for the first time, a warning is given, and the guardian is informed. If you arrive late a second time, you will not be allowed access to your classroom during the first hour (If during that period the student has an exam, they must take it at the make-up time on Fridays). If you are a repeat offender, you will not be allowed access until you speak with the guardian and the privilege of coming in your own car will be withdrawn.
- Students who have a car may bring companions with prior written authorization from both the driver's guardian and the passenger's guardian. We ask that you send this authorization before 10:00 am
- Authorized people who come to pick up the student must appear in our records with complete information (full name, ID and family relationship or reason that links them to the student). If there is any change in the authorization of the registered person, we ask that you please notify the school's administrative offices immediately, in writing. This is to have greater security as to who comes to pick up your child upon departure.

**To withdraw a student during class hours, the procedure is as follows:**

- The guardian will send a signed prior departure request to the email as appropriate, at least 2 hours before picking up the student (that is: at 12:15 noon from Monday to Thursday and before 10:00 am on Fridays for primary and secondary students and in Preschool before 10:00 am from Monday to Friday):
  - Preschool: [infopreescolar@ecp.edu.pa](mailto:infopreescolar@ecp.edu.pa)
  - Primary: [infoprimaria@ecp.edu.pa](mailto:infoprimaria@ecp.edu.pa)
  - Secondary: [infosecundaria@ecp.edu.pa](mailto:infosecundaria@ecp.edu.pa)

**Observation: If this process is not followed, the student must wait for the regular dismissal time. There will be no exceptions.**

- Once the request is received, the early departure form will be delivered, which must be signed by the administration and the person authorized by the guardian (signature and ID). After completing the form, whoever picks up the student must hand it over to the security agent when leaving school.
- When a student becomes ill or has an accident during school hours and needs to leave, the nurse or paramedic will notify the guardian and the administration to proceed with the preparation of the dismissal form and inform our security controls.
  - Early departures due to illness or accident will only be notified by the Nursing department; departures will not be authorized without complying with this process.
- In case of early departure, 11th and 12th grade students traveling by car (whether driver or passenger), the guardian must send an authorization email to



[infosecundaria@ecp.edu.pa](mailto:infosecundaria@ecp.edu.pa) and with this notification, it will be delivered to the student the certificate of early departure signed by the administration that certifies his departure, a document that will be requested by the personnel in charge at the security checkpoint to be able to leave the school parking lot.

- **Early dismissals must have a valid justification that makes it necessary to withdraw the student before the end of the regular school day.**

## V. Uniforms

The uniforms of **El Colegio de Panamá** are unique and beautiful. We are sure that our students will feel very comfortable and proud wearing them.

### **Regular uniform:**

- From PK to 9th: School polo shirt of any color, blue or gray sweatpants , khaki pants or skorts (in the case of skorts, they must be 1 inch above the knee), white socks or socks with the school logo , comfortable sneakers in shades that match your uniform.
- 10th, 11th and 12th: Blue or white school polo shirt, blue or gray sweatpants, khaki pants or skorts (in the case of skorts, they must be 1 inch above the knee), white socks or with school logo, comfortable sneakers that match the uniform.

### **Uniform of physical education:**

- From PK to 3rd: Green T- shirt with the Eagles logo, gray sports shorts, short white socks or with the school logo, comfortable sneakers in colors that match your uniform.
- From 4th to 12th: Green T- shirt with the Eagles logo, blue or gray sweatpants, short white socks or with the school logo, comfortable sneakers in colors that match your uniform.

### **PRESCHOOL - PRIMARY:**

- Girls can come with a headband, tail, bow, or hair down, always presentable.
- Men will come well groomed, with hair of an appropriate cut and length.
- No dyes or highlights (of any tone) are allowed.
- Girls can come with nails painted a pale or natural color and of an appropriate length. Nails painted with bright colors are not allowed.
- The use of jewelry must be discreet.
- **Only the use of sweater of El Colegio de Panamá, Deportes ECP, *Eagles On Stage* and academic tours authorized by the school (primary) will be allowed.**

### **SECONDARY**

## **MEN:**

- Men will come well groomed, with hair of an appropriate cut and length.
- No dyes or highlights of any tone are allowed.
- They must attend properly shaved (no beard, no mustache).
- Tattoos, piercings, or anklets are not allowed.
- **Only the use of sweaters of El Colegio de Panamá will be allowed** (*Eagles On Stage*, ECP Sports, Debate Club, Mathematics Olympiads and academic tours authorized by the school).

## **LADIES:**

- Only dyes or highlights of natural tones will be allowed.
- Tattoos, piercings, anklets, and makeup are not allowed.
- The use of garments must be discreet.
- Skirt length should be 1 inch above the knee.
- **Only the use of sweaters of El Colegio de Panamá will be allowed** (*Eagles on Stage*, ECP Sports, Debate Club, Mathematics Olympiads and academic tours authorized by the school).

## **VI. Communication**

For El Colegio de Panamá, direct, clear and constant communication between members of the educational community is of great value for the development of each of our students. Maintaining adequate channels guarantees the success of our management fluidity.

Below, we detail the channels that we will use:

### **I. Preschool:**

- Monthly calls will be made by the homeroom teacher to report on the student's overall performance.
- At the end of the two-month period, a meeting will be held with the parent ("Parent-Teacher Conference") to talk about the performance of your child and deliver the evaluations by subject.
- After this meeting, the parent will be able to access the report card through the school platform.
- The letters and announcements will be sent by email to the parent. Physical letters will only be sent when they require the signature of the guardian.
- Calendars and agendas are documents created by the school to inform parents about daily activities. They will be sent weekly via email, to later be published in the student resource ([www.elcolegiodepanama.edu.pa](http://www.elcolegiodepanama.edu.pa)).

### **II. Primary:**

- Calls will be made as follows:
  - **1st and 2nd** - Periodic calls once a month, by the homeroom teacher.
  - **3rd to 5th** - Call once a two-month period, by the homeroom teacher.
  - **6th** - Calls will be made when there is a need to inform the parent of something specific.

- These calls will be made to report on the student's overall performance and/or in case of emergency.
- The parent may call the school to request a call or appointment with a teacher .
- The report card system is a platform that has different functions, including:
  - Keep track of quantitative grades by subject.
  - It also allows you to maintain digital communication between the parent and the teachers .
  - Starting in 1st grade, the Parent must consult weekly in the grade system everything related to daily activities, assignments, projects and/or evaluations by subject.
- The letters and announcements will be sent by mail and/or email through the established platform.

### III. **Secondary:**

- Calls will be made when there is a need to report something extraordinary to the parent.
- The parent may call or write an email to the school to request a call or appointment with a teacher of any subject.
- The report card system is a platform that has different functions, including:
  - Keep track of quantitative grades by subject.
  - It also allows you to maintain digital communication between the parent and the teachers .
- All students must review assignments, projects and/or assessments by subject weekly.
- The letters and announcements will be sent through the established platform and/or email of the guardian.

### VII. **Miscellaneous Aspects: Bringing money, items and toys to school**

We very respectfully ask you to support us by preventing students from bringing to school or on school transportation: money, balls, toys, smart watches, clothing, wallets or other items that are not part of their school supplies.

#### - **Use of electronics:**

- If you bring your cell phone to school, it must be turned in during the first hour of class.  
Cell phones will be collected and stored in a locked box. They will be delivered at the end of the day.
- The student will not be able to use their cell phone and/or electronic devices to call, chat, create videos or take photos.
- The use of *tablets* , *iPads* , computers, headphones/ airpods is authorized only to be used in class periods where they are required with the supervision

of the *teachers of that subject*. Each student must remember to bring the corresponding chargers for their electronic equipment.

- We inform you that, if we find any of these objects, we will proceed to store them in the administration until the end of the day.
- Students/parents are responsible for the care and maintenance of their devices (antivirus and malware programs installed, updates performed, recharged batteries, device protector, charger and headphones)
- Students/parents are responsible for the security, transportation and guarantees of their devices. (El Colegio de Panama is not responsible for loss or damage to devices).
  - It is the students' responsibility to keep their devices secure.
  - Devices should not be left unattended.
  - If a device is found unattended, it will be sent to the administration offices.
- Students are not authorized to bring electronic cigarettes, cigarettes, *vapes* , *psychoactive substances* or sharp objects or weapons of any type to school. Students who are caught with any of these items will be sanctioned accordingly according to our **internal regulations**.

For more detail on the use of electronics, please refer to our [Student Code of Ethics](#) .

## PAYMENTS :

### VIII. Academic information

#### a) **Preschool**

In the preschool area, our students are evaluated bimonthly and in a more qualitative way in the subjects of Spanish , Mathematics and English. In addition, skills and general performance during the two-month period are taken into consideration.

The evaluation nomenclature is as follows:

LHL - He has achieved it

LEL - He is achieving it

LVL - He's going to achieve it

#### b) **Primary**

The primary grading system is divided into bimesters based on the provisions of the Ministry of Education.

The grading scale is quantitative, by subject, and students will be evaluated with a minimum grade of two (2.0), to a maximum grade of five (5.0). To obtain the student's bimonthly and final grade, the teacher will average all the summative activities of the bimester.

### c) Secondary

Grading system: The grading system in secondary school is distributed as follows:

- 60% midterm test grades.
- 30% mid-term and end-of-term test scores.
- 10% appreciation grades (homework, class participation, timely submission of assignments).

Grades will be continuously entered into the grading system by each teacher. If they have any questions or complaints, guardians can contact the teacher through the grade system platform email , or request an appointment as indicated in point eight of this document.

The **grading scale in high school** is quantitative, by subject, and students will be evaluated with a minimum grade of two (2.0), to a maximum grade of five (5.0). In grades 10, 11 and 12, the grading scale is quantitative, by subject, and students will be evaluated with a minimum grade of one (1.0), to a maximum grade of five (5.0).

## IX. Academic Probity

It is essential to always work in an honest and transparent manner, presenting original works that demonstrate the creativity and capacity of its author. In the process of summative evaluation of students, important aspects that are part of inappropriate conduct are considered (*it is any action of a student by which this or another student benefits or may benefit unfairly in one or more components of the evaluation* ).

The cases considered as inappropriate conduct are the following:

- **Plagiarism**: understood as the presentation of another person's ideas or work as one's own.
- **Collusion**: understood as the behavior of a student that contributes to the inappropriate conduct of another, by allowing them to copy their work or present it as if it were their own.
- **Double use of a work**: understood as the presentation of the same work for different evaluation components.
- Any other action that allows a student to benefit unfairly, or that has consequences on the results of another student (for example, introducing unauthorized material into the exam room, misconduct during an exam, falsifying documentation).
- **Artificial Intelligence**: Starting in the tenth grade, it is allowed to use artificial intelligence tools when doing work, as long as the use of these tools is well documented at work. If this requirement is met, the grade will not be reduced due to the use of Artificial Intelligence.

In the event that the student commits plagiarism, collusion, double use of a work or any other action that allows a student to unfairly benefit, the following measures will be taken:

1. Apply the minimum grade in the assignment presented. The subject *teacher and/or the academic coordinator will notify the guardian of the reason and evidence of the offense committed by the guardian.*

2. If the same offense is committed again, an X will be placed in Responsibility in the bulletin and the guardians will be summoned to draw up a record of what happened. Likewise, the work presented will be cancelled.

## **X. Assignments**

The students of El Colegio de Panamá will carry assignments with the interest of developing responsibility. In addition, a link is established between the school and parents; assignments will be planned and not exaggerated.

In secondary school, students will receive summative and/or formative assignments in the different subjects of the two-month periods, which must be done at home responsibly and delivered on time. It is a requirement that each student complete their assignments in the stipulated time.

**For high school students who are absent, the make-up of tests will be on Fridays with valid justification, from 12:15 to 2:30 PM. Parents will withdraw their students from school once their tests are completed.**

## **XI. Psychopedagogical Care**

The psychopedagogical team of El Colegio de Panamá is made up of specialists from various clinical areas, such as: occupational therapists, speech therapists, psychologists, specialists in learning difficulties, specialists in special education, among other specialties, which influence the development of the teaching-learning process.

This team develops, together with the academic staff, strategies for prevention, detection and attention to the educational needs of students in the school environment, with the aim of all students achieving the established academic and psycho-pedagogical objectives.

Our psychopedagogical team strengthens its interdisciplinary approach in the care of the population with special educational needs, through periodic rotations of specialists in each of the classrooms and in the *Learning Centers* (rooms for specialized individual work).

## **XII. Bullying Policies**

At our school, we maintain a zero-tolerance stance toward *bullying*, emphasizing our commitment to a safe and respectful school environment. Bullying will not be tolerated under any circumstances, and we encourage students *and* parents to address any cases immediately.

If you experience or witness *bullying*, you are instructed to contact the **Child Protection Leader. Teacher Elicia Jiménez** [ejimenez@ecp.edu.pa](mailto:ejimenez@ecp.edu.pa), who will ensure confidentiality, initiate an investigation and coordinate appropriate measures in collaboration with school staff and parents. This approach seeks to ensure the well-being of all students, promoting an inclusive and safe school environment.

The school ensures the well-being and comprehensive development of our population. This bullying protocol is based on Resolution No. 2588-A of May 30, 2018, of the Ministry of Education.

Cases of bullying will be addressed individually with disciplinary measures and socio-emotional support, in conjunction with the management and monitoring of the psycho-pedagogical team, ensuring the well-being of the students.

### **XIII. Social Commitment Program**

Committed to our vision and values, being an increasingly comprehensive academic institution, ECP has a **Social Commitment space**, which consists of the union of two large social areas: **Social Service and Social Responsibility**, where the **values and leadership** of They are all key to acting in the face of social reality and the problems of our environment.

With our **five lines or pillars of social action**, students, parents, teachers and school staff actively and voluntarily participate in various practices and activities in which they add the values of being socially responsible to their routines and study programs :

- **Education and values:** We educate and share our skills, talents and values under programs aimed at improving the teaching process, leadership and self-confidence in public schools and friendly communities through tutoring, plays and storytelling.
- **Health & Wellness:** We learn about the importance of a healthy lifestyle by doing activities that raise awareness, raise awareness and help care for our health and that of everyone together with hospitals, maternity hospitals and foundations.
- **Construction and improvements:** We support the strengthening and continuous improvement of the infrastructure and recreational spaces of our communities and friendly schools with the help of expert foundations.
- **Share and give:** We give love, laughter and gifts full of life to those who need it most in the various homes for children and the elderly, foundations for animals and homeless people, churches and communities.
- **Environment:** We improve the environmental impact by promoting energy and water savings, cleaning beaches and coasts, promoting recycling and planting social gardens together with foundations in communities and public schools.

### **XIV. Health, Safety and Security**

At El Colegio de Panamá, we are committed to providing comprehensive services to guarantee the health, safety and protection of our students. We have a nursing service to attend to health needs, and it is mandatory that parents complete a form that includes their children's medical information. This process allows the institution to have vital information to offer the authorized nursing service.

Additionally, we implement child protection and safety policies that reinforce our commitment to student well-being. These policies include **regular evacuation drills** and “lock **down**” to prepare the school community in emergency situations. In particular, the child protection policy details specific protocols and procedures designed to ensure the safety and care of children in

all circumstances. This comprehensive approach seeks to create an educational environment where the health and safety of students is a priority.

#### **XV. Review Protocol (suitcases, lockers, desks, etc.)**

El Colegio de Panamá as an academic institution ensures the comprehensive security of our educational community, which is made up of students, teachers, administrators and guardians. In order to preserve institutional values, we include the review protocol which contemplates certain processes that we detail below:

- **Inspection of suitcases, uniforms, lockers and/or desks.**

The inspection is carried out by School staff according to the observations of teachers , inspectors or administrators, with the consent of the student or randomly, without prior notice. If any object is found that is not permitted on the School premises, it will be removed and the disciplinary measures mentioned in our Internal Regulations or Student Code of Ethics will be taken.

Parents will be notified by the Administration as part of the process. The guardians are responsible for removing the removed object(s).

#### **XVI. Educational Tours**

It is an institutional program that contributes to comprehensive development, meeting objectives organized by the academic and psycho-pedagogical coordination of the campus. It includes educational outings, institutional outings, and national and international educational tours.

##### **Goals:**

1. Share knowledge and experiences in a different environment to enrich the pedagogical field.
2. Develop abilities and skills other than everyday ones in a teaching-learning process.
3. Expand knowledge based on palpable experiences and thus be able to increase your potential for curiosity.

To attend educational tours, you must meet the following requirements.

1. Be an active ECP student.
2. Maintain a disciplinary and academic record approved by the Board of Directors.
3. In case of trips abroad, it is important that the student has their **approved grades**, since the trips include school schedules.
4. Comply with the schedule established for the departures of the different proposed activities.
5. Compliance with the uniform in case of educational outings.
6. Bring what is listed for each tour, complying with the school's discipline regulations.



7. Have the authorization signed by the parents to attend the corresponding educational tour. It must be delivered in advance to the responsible persons, following the guidelines.
8. On each tour or trip, the same disciplinary regulations of the Institution are considered.

Each tour will have an information meeting and/or email from the school to parents to explain the objectives of the tour.

## **XVII. ECP Nutrition**

The Colegio de Panamá, in its interest to always offer services that support the well-being of its entire community, has a healthy eating project for students, staff and parents through the school food service.

**Natuviva : we have the Natuviva school feeding service.**

Each student must be registered on the website [www.natuviva.com.pa](http://www.natuviva.com.pa)

- To register: go to the website, at the top right you will find the “Children” option, where you will ask for general information (name, grade, school and the size of the meal you are going to choose), enter “Create” to enable your account.
- Orders from **Natuviva** must be placed weekly or monthly through its website [www.natuviva.com.pa](http://www.natuviva.com.pa)
- Orders will be delivered once previously paid. Remember to send them proof of payment when making it.

**Emergencies only** : communication via WhatsApp at 6697-0522.

For **additional questions**, you can contact a Natuviva representative by writing to [info@natuviva.com.pa](mailto:info@natuviva.com.pa) .

Students will be able to make purchases at the Natuviva store, using the “**Tip Tap**” platform.

In addition to our food service, parents can continue to use the lunch boxes so that students can bring their snacks and lunches.

The **use of the cafeteria** will be done in shifts for Primary and Secondary students.

## **XVIII. Advisory Board / Advisory Council**

It is an advisory group to the ECP Board of Directors. It is made up of a group of parents representative of each grade, directors and teachers, with the objective of contributing to the development of the appropriate structuring of activities at ECP, always based on our Mission and Vision.

## **XIX. Delegates**

El Colegio de Panamá has the figure of delegates or room parents to assist with the work of the members of the Advisory Board. The delegate or room parent is a parent who represents each ECP classroom.

The delegate or room parent for the current academic year will be chosen through a vote that will be held in each classroom. After the vote, the result will be announced through the school's communication channels.

- El Colegio de Panamá would like to invite all parents interested in participating in the different activities we have during the academic year. For these, you can sign up with the teachers in charge.
- Participation in these activities will be additional to the role of delegates or room parent. Any parent can be part of the committees without needing to be a delegate or room parent.

## **XX. Policies of El Colegio de Panamá**

In our educational community, we use the following fundamental policies. These policies have been developed to foster a safe, inclusive and enriching learning environment for all.

- Code of ethics
- Health, Safety and Protection Policy
- *College Link* Handbook
- Commitment to Responsible Use of Technology
- Child Protection Policy
- Special Educational Needs Policy
- Assessment Policy

## **XXI. Request for appointments with teachers and directors.**

To request an appointment with our teachers and school administrators, you can gladly do so by email:

Preschool : [infopreescolar@ecp.edu.pa](mailto:infopreescolar@ecp.edu.pa)

Primary: [infoprimaria@ecp.edu.pa](mailto:infoprimaria@ecp.edu.pa)

Secondary: [infosecundaria@ecp.edu.pa](mailto:infosecundaria@ecp.edu.pa)

Address: [lcontreras@ecp.edu.pa](mailto:lcontreras@ecp.edu.pa)

You can also call the school at: **391-3929 / 3930**, and we will assign your appointment to serve you in the best possible way.

Remember to specify in your request who you need the appointment with, the reason for it, the name and level of your contact so that it can be redirected to the team that will assist you.

