

El Colegio de Panamá

# Students and Parents Handbook 2024





# El Colegio de Panamá

El Colegio de Panamá is an academic institution of excellence and tradition, dedicated for more than 15 years to the integral development of the student. We have an interdisciplinary team of more than 150 highly qualified teachers and specialists in the areas of Science, Mathematics and Humanities and a top-notch support team backed by cutting-edge educational technology platforms.

**The school is distinguished by growth thinking and a focus on meaningful learning through experiences that promote the continuous development of the student. We can offer individual adaptations to the curriculum and have modern facilities in a welcoming, warm, and safe environment.**



## Our mission

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

## Our 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.

COMENZAR CON EL FIN EN LA MENTE

PONER PRIMERO LO PRIMERO

PIENSA COMO UN CAMARADA

# El Colegio de Panamá opening hours

**The entrance time for students to El Colegio de Panamá is 7:30 AM.**

\*After 7:35 AM is considered tardy.

**From Monday to Thursday, the dismissal time for students at El Colegio de Panamá is:**

- Preschool: 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.

If the student will not be traveling on the bus on a certain day, it is important that parents notify at least **2 hours in advance**.

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

# Regular Uniform

**From PK to 9th:**

- School polo shirt of any color
- Blue or grey sweatpants
- Khaki pants or skirt
  - \*in the case of pant skirt, it should 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 grey sweatpants
- khaki pants or skirt
  - \*in the case of pant skirt, it should be 1 inch above the knee
- White socks or socks with the school logo
- Comfortable sneakers in shades that match your uniform.

# Physical Education Uniform

**From PK to 3rd:**

- Green T-shirt with the Eagles logo
- Grey sports shorts, blue or grey sweatpants
- Short white socks or socks with the school logo
- Comfortable sneakers in shades that match your uniform.

**From 4th to 12th:**

- Green T-shirt with Eagles logo
- Blue or grey sweatpants
- Short white socks or socks with the school logo
- Comfortable sneakers in shades that match your uniform.

# ECP Student Presentation

## Preschool - Primary:

### Girls

- They can come with a headband, tail, bow, or loose hair, always presentable.
- They may come with nails painted in a pale or natural color and with an appropriate length.
- Nails painted with strong colors are not allowed.
- No dyes or highlights (of any shade) are allowed.
- The use of the garments should be discre

### Boys

- They will come well combed, with the hair cut and length appropriately.

### Both:

- Only El Colegio de Panama sweaters will be allowed to be used (Eagles On Stage, ECP Sports, Debate Club, Math Olympiads, Seniors and academic tours authorized by the school).



# ECP Student Presentation

## High school

### Ladies

- Only dyes or highlights of natural tones will be allowed.
- No tattoos, piercings, anklets, or makeup are allowed.
- The use of the garments should be discreet.
- The length of the skirt should be 1 inch above the knee.

### Males

- Well combed, with hair cut and length appropriately
- No dyes or highlights of any shade are allowed.
- They must attend properly shaved (no beard, no moustaches).
- Tattoos, piercings, and anklets are not allowe

### Both

- Only El Colegio de Panama sweaters will be allowed to be used (Eagles On Stage, ECP Sports, Debate Club, Math Olympiads, Seniors and academic tours authorized by the school).

# Communication

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

**Below, we detail the channels we will use:**

## **Preschool – Primary – Secondary**

- Phone Calls
- Emails
- Parent-Teacher Conference
- Circular
- Student Led Conference
- SEDUCE
- WhatsApp Community - Announcements.

## **In case of appointment request or further information**

- **Preschool:** infopreescolar@ecp.edu.pa
- **Primary:** infoprimeria@ecp.edu.pa
- **Secondary:** infosecundaria@ecp.edu.pa
- **Psychopedagogical:** dalonso@ecp.edu.pa
- **Address:** lcontreras@ecp.edu.pa
- **Phones:** 391-3929 / 3930

# Use of electronics

For more details on the use of electronics, please refer to our ***Student Code of Ethics***.

- If you bring your cell phone to school, it must be handed in within the first hour of class. (Cell phones will be picked up and stored in a locked box. They will be delivered at the end of the day.)
- The student will not be able to make use of their cell phone and/or electronic devices to call, chat, create videos or take photos.
- The use of tablets, iPads, computers and headphones/airpods is authorized only to be used in class periods where they are required with the supervision of the teachers of the subject. Each student must remember to bring the appropriate chargers for their electronic equipment.
- Students/parents are responsible for the security, transportation, and warranties of their devices. (El Colegio de Panama is not responsible for loss or damage to devices.)
- It is the responsibility of students to keep their devices safe.
- Devices should not be left unattended.
- If an unattended device is found, it will be sent to the administration offices.
- Students are not allowed to bring e-cigarettes, cigarettes, vapes, psychoactive substances, sharp objects or weapons of any kind to school. Students who are caught with any of these articles will be sanctioned accordingly according to our internal regulations.

# Bullying policies

At our school, we maintain a zero-tolerance stance towards 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 Child Protection Leader Teacher Elicia Jimenez [ejimenez@ecp.edu.pa](mailto:ejimenez@ecp.edu.pa)**

# Health, Safety & Security

At El Colegio de Panamá, we are committed to providing comprehensive services to ensure the health, safety, and security of our students. **We have a nursing service.** We implement child protection and safety policies that include regular evacuation and lock-down drills to prepare the school community for emergency situations.





# Psycho- Pedagogical 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 from their different perspectives.

# Social commitment program

Committed to our vision and values, being an academic institution that is becoming more comprehensive every day, ECP has a Social Commitment space, which consists of the union of two major social areas: Social Service and Social Responsibility, where the values and leadership of all are key to act in the face of social reality and the problems of our environment.

# ECP Food Service

Natuviva: we have the Natuviva school food service.  
For records: [www.natuviva.com.pa](http://www.natuviva.com.pa)

- For emergencies only: communication via WhatsApp at 6697-0522.
- For additional inquiries, you may contact a Natuviva representative by writing to [info@natuviva.com.pa](mailto:info@natuviva.com.pa)
- Students will be able to make their purchases in the Natuviva store, using the "Tip Tap" platform.
- In addition to our food service, parents can continue to use lunch boxes so students can bring their snacks and lunches.



**Policies of El Colegio de Panamá**

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

**Students and Parents Handbook****Code of Ethics for students****Assessment Policy****Senior's Handbook****Child Protection Handbook****Technology Policy****Special Education Policy**



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de Panamá