



## El Colegio de Panamá

### Student Code of Ethics

*Colegio de Panamá* is an educational community composed of academics, students, parents, and administrative staff which is committed to the values and ethical and moral principles that promote the integral development of each of its members, so that we are citizens capable of contributing positively to society.

ECP students must share with faculty and staff the responsibility of promoting a climate that favors the development of the core values of our institution: **To Value, To Learn, and To Grow.**

As members of this community, we are valuable, valued, and we value each other as well. In our peaceful coexistence we learn, as a result, we grow.

As members of the ECP Community, we are committed to adopting the values, behaviors, and attitudes that honor our Code of Ethics. We are also committed to ensuring that our valuable code is respected by each of the members of our educational community.

To enforce this commitment, the following regulation of habits and attitudes must be practiced in our institution.

The habits and attitudes evaluated are:

- A. Responsibility
- B. Discipline
- C. Order and Cleanliness
- D. Urbanity
- E. Teamwork

A. **Responsibility:**

The students at the school should be aware of their responsibilities related to the academic area as well as the behavioral area. Within the responsibility, the areas assessed are the following:

- **Unexcused absences, tardiness, and early departures**

Please notify the absence, tardiness and/or early departure at:	
<b>General</b>	info@ecp.edu.pa
<b>Preschool Section</b>	Infopreescolar@ecp.edu.pa
<b>Primary Section</b>	Infoprimaria@ecp.edu.pa
<b>Secondary Section</b>	Infosecundaria@ecp.edu.pa

Along with a medical justification if the reason is health, or from an institution when the request is due to a camp, seminar, or competition. They are weighted as follows:

### **Unexcused absences**

Unexcused absences are weighted as follows:

0 to 6 Unexcused absences	S= Satisfactory in Responsibility
*7-14+ Unexcused absences	R=Regular in Responsibility

### **Unjustified tardiness**

Unjustified tardiness is weighted as follows:

0 to 6 Unjustified tardiness	S= Satisfactory in Responsibility
7-14+ Unjustified tardiness	R=Regular in Responsibility

### **Unexcused Early Departures:**

Unexcused early departures are weighted as follows:

0 to 6 Unjustified early departures	S= Satisfactory in Responsibility
7-14+ Unjustified early departures	R=Regular in Responsibility

\*Article 36, Decree 810, MEDUCA

- **Assignment and Assignment Submission:**

Students at *El Colegio de Panamá* must turn in their homework and assignments when requested by the teacher within the indicated date and on time.

- **Justified travel with a commitment to perform specific tasks:**

Students who make a trip to have a justified excuse must notify in advance to the email accounts of their section and academic coordination. Likewise, they must talk with teachers about the academic assignments that will be pending during their absence and commit to complete the assignments and exams on the rescheduled date.

- **Newsletters - Ratings**

The academic performance of each of the students is of great priority at *El Colegio de Panama*. For this reason, good grades reflect good habits and attitudes, and low grades reflect poor performance in responsibility.

## B. Discipline:

The students of *El Colegio de Panama* must always show a behavior of respect and tolerance during the entire time they are at the school. Within the discipline, the areas valued are:

- **Conduct:** Conduct in the classroom and on school grounds is monitored by teachers and inspectors. In the same way, the behavior in the school transport is observed by the driver and the monitor who travels in the transport with the students.

Misconduct	Sanction
Bus Conduct Card	R or X in the newsletter depending on the lack. Absences are measured in the same way as at school. Warning cards are applied to them, which are accompanied by NE-Needs Improvement or DN-Disciplinary Notice, following the same pattern as in the school.
Disrespect towards colleagues	NE- Needs Improvement
Use of profanity	NE- Needs improvement
Hitting, hitting, being physical	DN-Disciplinary Notice
Challenging Authority	DN-Disciplinary Notice
Rude Handling with an Adult	DN-Disciplinary Notice
Harassment	DN-Disciplinary Notice-Suspension
Copying in an exam/project/activity	DN-Disciplinary Notice 2.0 in the examination involved in Primary and Pre-Middle School (1st to 9th grade) 1.0 in the exam involved in average (10th, 11th and 12th)

The assessment of these details regarding the discipline will be converted into the bulletin as follows:

3 NE-Needs Improvements	R in Discipline
+ of 3 NE- Needs Improvements	Primary - X in discipline Secondary - X in discipline and detention
1 DN- Disciplinary Notice	X in discipline and detention (depending on the case)

If the foul results in a suspension, it will be X in Discipline.

If the offence is serious, the procedure indicated in the school's internal regulations will be carried out.

### **C. Order and Cleanliness:**

Order and cleanliness are habits of utmost importance at *El Colegio de Panama* because they will be necessary throughout life. Students should advance in this area over the years reflecting order and cleanliness in all aspects.

### **D. Urbanity:**

Civility at *El Colegio de Panama* is assessed by considering the student's participation in common and civic activities. The way in which the student moves around the school during individual and group activities will be considered.

The students at the school will be valued during their participation in the civic event and other moments of activity in ECP.

Failures to comply with the rules of civility which violate good civic and cultural customs will be reprimanded with NE-Needs Improvements or DN - Disciplinary Notice depending on the severity of the offense.

### **E. Teamwork:**

Teamwork is a habit of great importance for *El Colegio de Panama*. This is a much-needed skill for students' personal and professional development.

This habit will be evaluated by teachers always observing the student's participation in collegial, group and team activities. Collaboration and a good attitude are important to be able to share actively. Each ECP student is expected to actively participate in these types of activities, contributing to the development of the teaching-learning process.

## **STUDENT DUTIES:**

1. Check-in time for all students from Preschool to Middle School will be **7:30 am**. Students will be able to enter the school grounds at **7:15 a.m.** Starting at **7:35 a.m.** It will be considered **tardiness**, and they must present a valid justification to enter.

2. Every student from primary to secondary school must have a computer, tablet and headphones in good condition that allow them to work with the platforms used by the school, which has a microphone and camera, an indispensable and essential requirement for the proper performance of the teaching-learning process.
3. Wear the regulation uniform established by *El Colegio de Panama*. You may only wear other types of clothing if you have authorization from the academic coordination or for an activity held at the school, previously announced.
4. Carry out and deliver all assigned work to the teachers of each subject on time, carry out formative and summative evaluations according to the agreed and stipulated deadlines, and any other type of activity related to the class that has been programmed by their teachers in the marking system. The student who does not comply with it will be evaluated with the minimum grade.
5. Actively participate in the rounds of questions and opinions on the topic covered in each of the classes assigned to their class schedule.
6. Ask the teacher for permission to leave the class if a situation arises.
7. Exemption: For good academic performance, students who have a minimum cumulative average of 4.7 per subject in the fourth semester will be exempt from the final bimonthly evaluation of the subject.

#### **ACTIONS UNACCEPTABLE TO STUDENTS**

1. During all evaluations of the school year, the following requirements must be met or else you will be evaluated with the minimum grade:
  - Arrive punctually at the time of the evaluation.
  - During exams and assessments (formative and summative) students must take them individually, without external help.
  - If the student does not submit the summative assessments on time, they will not get the maximum grade.
  - The copy during the evaluations and any type of communication, use of chat, WhatsApp web, cell phones, etc., that is identified will be evaluated with the minimum grade depending on the section in which it is located.
  - Plagiarism and the use of nonauthorized AI in a summative activity (see Assessment Policy) is considered an automatic minimum grade.
2. Students who, for specific reasons justified by the academic coordinator, do not submit or submit evaluations on the stipulated date must follow the following procedure:
  - Your guardian must write by email to the academic coordinator of the level explaining the situation and attaching the justification, that is:
    - ✓ medical appointments, document management procedures, trips, extra activities, any situation that does not make you fulfill your responsibility in the allotted time.

3. The recovery will be made on the Friday of the week corresponding to your absence, after school hours (between 12:15 and 2:15 in the afternoon).
4. For bi-monthly exams: They must be punctual according to the previously assigned schedule. The student who does not comply and does not have a valid justification will receive a minimum grade in this test.
5. You cannot use your cell phone, WhatsApp web to chat and write to your classmates during class.
6. Have objects that are not related to the class that is being developed.
7. Use disrespectful and informal vocabulary towards the teacher and classmates.
8. Make noises that distract from the development of the class.
9. Cell phones in the classroom are not allowed. All teachers must collect cell phones before starting class. They cannot use cell phones in classes, at recess or in special activities. If they use the cell phone, they must confiscate it.
  - a) If it is the first time, it is removed and removed by the parent before 2:15 pm
  - b) If it is the second time, it is removed and the parent picks it up on the last day of the week (if it was on Friday, he picks it up on Monday).
  - c) If it is the third time, it is removed and not delivered for a month.

**Legal Basis:**

- Resolved 2324 of July 28, 2020. Ministry of Education.
- Executive Decree 564 of July 2, 2020. Ministry of Education.
- Internal Regulations of El Colegio de Panama. Ministry of Education.
- Executive Decree 810 of October 11, 2010. Ministry of Education.