

El Colegio de Panamá

Seniors' Handbook

**Baccalaureate of Sciences and
Baccalaureate of Humanities**



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Introduction

El Colegio de Panamá dressed up in the 2018 school year, when we celebrated the first Graduation ceremony of our Baccalaureate of Sciences and Baccalaureate of Humanities. From this special, unforgettable moment full of many emotions, we have been compiling experiences and learnings that have led us to write an information guide for our twelfth-grade students and parents who are about to complete these stages of their academic journey.

We have prepared this Graduation Process Manual with the purpose of providing a detailed guide to the general guidelines, rules and procedures that must be followed in order to obtain your long-awaited graduation diploma.

This process will guarantee compliance with the regulations imposed by the Ministry of Education of Panama and our School, hoping that each of our high school students will be able to meet each of the requirements on time and be able to celebrate this goal.

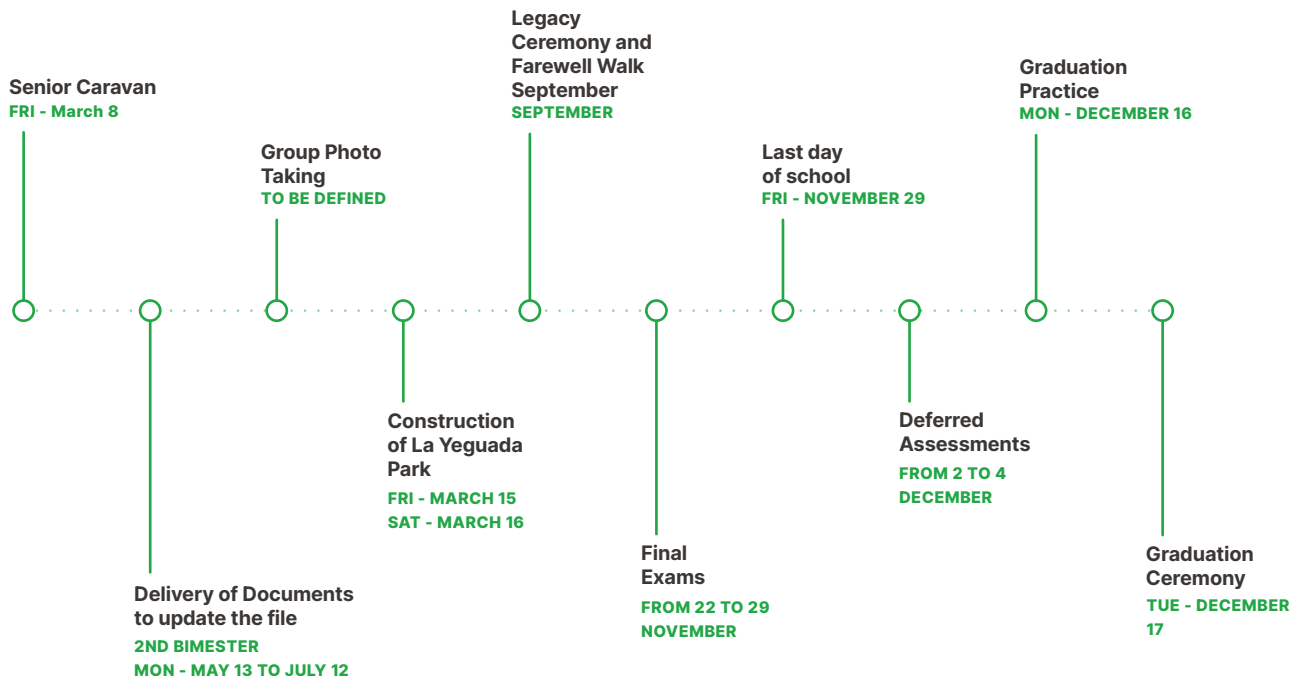
At El Colegio de Panama we are committed to offering the best service to our graduating students. We are ready to support them in this process of completing their studies, wishing them an excellent academic year full of hope, sure of who they are, learning from the experiences that come their way and remembering that they are and will always be "Eagles".

El Colegio De Panamá

Glossary of Terms

- **MEDUCA:** Ministry of Education of Panama.
- **Regional Directorate:** These are the regional offices of the Ministry of Education.
- **Validated:** Document approved and certified by Meduca.
- **Cumulative Record:** Official document in which the accumulated grades of all the years that the student has remained at the school are recorded.
- **Transcripts:** Official document showing the averages by subject of the years studied in the Middle Section of Education. The document is in English and is usually requested by International Universities.
- **High School ("media"):** A stage of secondary school education that includes grades 10 through 12.
- **SEN:** Special Educational Need
- **College Link:** The school's office is responsible for coordinating and liaising with national and international universities and supporting our students in the process and transition to them.

Calendar of special activities



Structure of the Baccalaureate Academic Program

Within the structure of the Panamanian education system, secondary education is the level that follows general basic education and lasts three years. It is a diversified educational offer.

The school has the curricular design for General Basic Education and the Baccalaureate in Sciences and Baccalaureate in Humanities.

Our comprehensive formulation is based on the Humanistic, Scientific and Technological dimensions. The curriculum for high school education begins in tenth to twelfth grade and is organized into three areas:

Humanistic:

It seeks to strengthen the national culture, as well as the social and economic aspects of the country without forgetting the values. It includes subjects such as: Spanish, Ethics, Morals and Human Relations, Social Sciences (History, Geography and Civics), Logic, Philosophy, English, and Fine Arts.

Scientist:

It provides students with the scientific and practical knowledge that will support the development of science and the strengthening of physical and mental health. In this area, the skills, abilities and competencies of the students are developed. Subjects such as: Mathematics, Physics, Biology, Chemistry and Physical Education are included.

Technological:

Comprehensive training is deepened with a broad reinforcement in the orientation and vocational exploration of their interests and abilities, taking into account current technological development. In this curriculum, the teaching of English as a second language and Computer Science are highlighted, subjects of great importance for the economic development of the country.

Tenth grade common curriculum

Subjects marked with an asterisk (*) are taught in English.

10th

English (Grammar and Literature) *

Spanish

Mathematics (Algebra and Trigonometry)

Technology

Fine Arts *

Physical education

Biology *

Chemistry

Physics

Chem Lab*

World History (Modern and Post Modern) *

Geography *

Languages (Portuguese)

Leadership and Value Formation

Baccalaureate of science curriculum

Subjects marked with an
asterisk (*) are taught in
English.

11th

Public Speaking and Pre-College Writing*
General Spanish
Mathematics (Trigonometry and Analytic Geometry)
Applied Technology
Physical education
Business*
Biology *
Applied Chemistry
Chem Lab*
Applied Physics
History of the Panama Canal I
Languages (Portuguese)
Values, Human Relations and Leadership

12th

Public Speaking and Pre-College Writing*
General Spanish
Mathematics (Calculus)
Applied Technology
Physical education
Business*
Biology *
Chem Lab *
Applied Chemistry
Applied Physics
History of the Panama Canal II
Languages (Portuguese)
Values, Human Relations and Leadership

Curriculum for the baccalaureate of humanities

Subjects marked with an
asterisk (*) are taught in
English.

11th

Public Speaking and Pre-College Writing*
General Spanish
Mathematics (Trigonometry and Analytic Geometry)
World History and Geography *
Applied Technology
Fine arts
Physical education
Business*
Philosophy
Integrated Science *
Social Communication
Political Sciences and the Current World *
History of the Panama Canal I
Portuguese
Values, Human Relations and Leadership

12th

Public Speaking and Pre-College Writing*
General Spanish
Mathematics (Calculus)
History of the Latin-American Culture*
Applied Technology
Fine arts
Physical education
Business*
Philosophy and Logic
Integrated Science *
Social Communication
Political Sciences and the Current World *
History of the Panama Canal II
Portuguese
Values, Human Relations and Leadership

Graduation Requirements

Approval of academic subjects

Our students are evaluated every two months and their final evaluation is recorded by subject. Its evaluation by subject considers the integral work of each student and the following aspects:

- Partial tests
- Research work
- Group activities
- Bimonthly exams
- And appreciation activities based on active and collaborative participation within the class, their interest in the exhibition and individual or group work, among other aspects.

The annual grade in each subject will be obtained from the average of the four bimonthly courses. The minimum GPA for the student to be promoted will be three point zero (3.0).

Recovery of failed subjects

Graduating students who fail up to three (3) subjects are required to take a deferred assessment, applied, and evaluated by the teacher of the failed subject, before the graduation ceremony.

The student who passes all the subjects he or she failed will be promoted to the next level; Those who fail any of these subjects must participate in the recovery process that will be carried out during the end-of-year holidays.

You will not be able to participate in the graduation ceremony and will receive your diploma once you submit the notification of the approved subject to the School Management. Students who fail four (4) or more subjects during the same school year will not be promoted.

GRADUATION REQUIREMENTS

Updating documents in your file

The Ministry of Education of Panama, through the Supervision of Private Education, requests schools to update the documents that are presented in the initial admission process and rest in the files of each student. This updating of certain documents is carried out during two periods: at the end of their studies in General Basic Education, in the ninth grade, and at the end of the Baccalaureate of Science and Baccalaureate of Humanities, twelfth grade.

These documents must be delivered to the School Management during the second semester, to be ordered and documented, since they must be presented to the Regional Directorate of Meduca in order to receive approval for the process of signing your diploma. In the event that a student is missing a document or has a failed subject, he/she must comply with the requirement to resubmit his/her transcript in a second phase of review. Any additional questions regarding the delivery of these documents can be written to Teacher Lourdes Contreras, Assistant Director, at her e-mail: lcontreras@ecp.edu.pa.

The records of graduating high school students must be updated with the following documents:

- 2 passport-size photos
- Up-to-date health certificate
- Photocopy of juvenile ID card
- Photocopy of valid passport or immigration card
 - If the student is a foreigner, and Registration Number (according to Decree 176, article No. 3)
- Photocopy of the academic credits of the school of origin, if the student recently entered
- Certificate of General Basic Education
 - if not obtained at our school
- Photocopy of Meduca's Validation, if the school of origin is in another country (Decree No. 70)
- Official credits for the current year, up to the third semester of the school year. (provided by the school)

GRADUATION REQUIREMENTS

Requirements for foreign students

Foreign students must submit their updated passport documentation, migration card, registration number and academic documentation validated by the Ministry of Education. The registration number is indicated on the Panamanian migration stamp in the passport or on the permanent migration card. This information is important, as it will be the number we need to place on your diploma.

The Ministry of Education shall revalidate and/or validate the academic degrees, certificates, and credits of the first and second level of education issued by educational centers from abroad, in strict compliance in each case with the provisions of the International Conventions signed and ratified by the Republic of Panama.

(See legal basis, Executive Decree No. 70).

Certification of Social Service Hours

ECP has always been characterized by its excellence in social commitment and this year we will continue to offer its students the possibility of reaching their goals in our good deeds. The minimum number of social service hours required to graduate from our college is 105 hours.

At the end of twelfth grade, you will be given a certificate by the school with the number of hours of social commitment carried out throughout your school period.

Graduating students will be able to perform their social service and complete their required hours. You can contact teacher Iris Arrocha, who coordinates this area, or write to iarrocha@ecp.edu.pa

Graduation Expenses

The fee for graduation expenses is B/. 250.00, which includes:

- Processing of the diploma
- Cumulative records - transcripts in spanish and english
- Certifications of peace and safety and good conduct
- Invitations
- Rental of the toga
- Toasts
- Recognitions
- Assembly
- Among other special details

This payment can be made in the coming months until November 30 and send us the reference with the detail:

"Payment for graduation expenses",

tocomprobantedepago@ecp.edu.pa. Students are required to maintain good standing with regard to their financial commitments to the school for the current year, afterschool payments, graduation expenses and have all their subjects passed in order to participate in the ceremony and receive their high school diploma.

Official document request process

Official Document Request Process

The cumulative transcript is delivered at the end of the school year with the official documents for each student.

If the student requires this document before the end of the year for their college application or other reason, they must take the following steps:

- The student or guardian must complete the "Request for Official Documents" form at the School Reception or at the Direction and submit it to the office of the Assistant Director. (See Appendix for document). This process can be done by email.
- The student must be at peace and safe with the financial commitments to the school.
- The waiting time for the preparation of the document is 4 to 5 business days.
- Cumulative registration in Spanish has a cost of B/. 20.00 and in English (transcripts), the cost is B/.30.00.
- The document is delivered in physical or digital form to the student after confirmation of receipt of the corresponding payment for the preparation of the document.
- Shipments to international universities are made by teacher María Alejandra Palacios, College Link office, after completing the previous steps.

Certification of Good Conduct

The Certification of Good Conduct is delivered at the end of the school year with the official documents for each student. If the student requires this certification before the end of the year, he/she must fill out the Document Request form at the school reception and pay the handling fee of B/.7.00 at the cashier. The certification will be delivered in 2 to 3 business days.

Certification of Good Financial Standing

Graduating students of Baccalaureate must comply with all their academic evaluations and their administrative commitments with the school regarding the payment of monthly fees, in accordance with the tuition contracts for the academic year. After completing all these commitments, they will be given a certificate of peace and safety in their final official documents.

Letters of Recommendation

Letters of Recommendation

- **Contact teacher María Alejandra Palacios at College Link ECP and inform about the colleges you want to apply to**
- **Thoroughly complete the "Request for Letters of Recommendation" form for each teacher individually.**
- **Consult the teacher personally to ask if it is possible to write the letter of recommendation and submit the completed form at that time.**

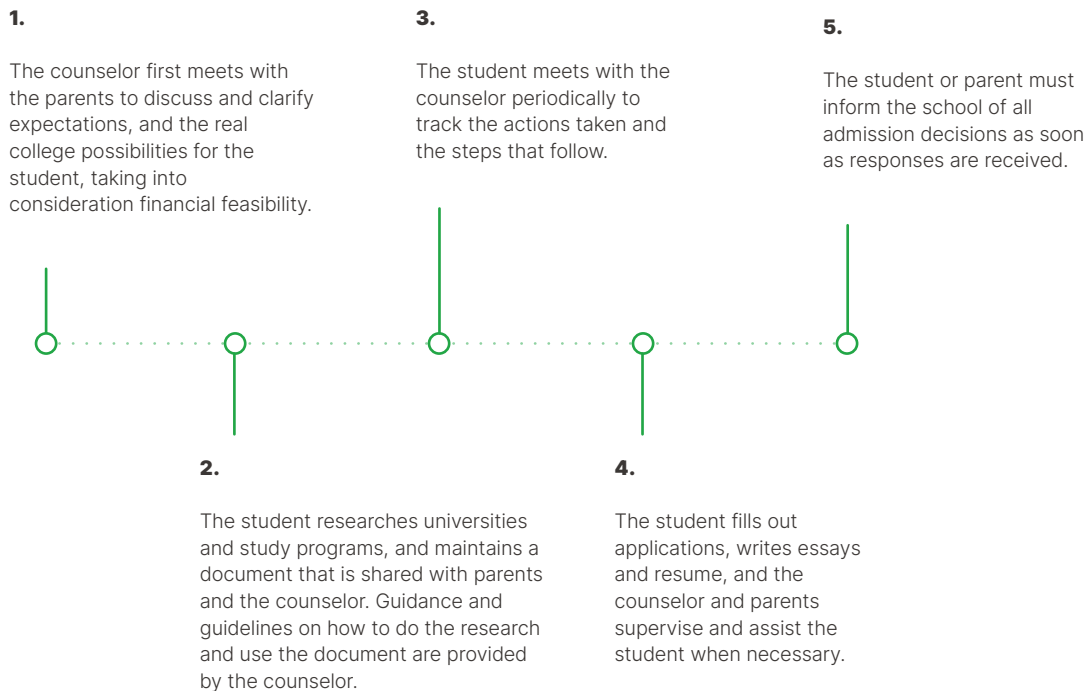
Confidentiality

To protect credibility and strengthen the bonds of trust between the school and international universities, letters of recommendation will be kept confidential between colleges. That is, they will be sent directly to the institution either via Common Application, email or another corresponding platform.

College link

International implementation process flowchart

Parents and Students



Roles and responsibilities during this process

Parents

- Openly discuss the possibilities and/or constraints regarding the budget for the university.
- Prepare financial forms as required: CSS Profile, Finance Certification, bank letters, or others.
- Pay fees for each application as needed.
- Assist students in managing deadlines.
- Read your daughter's essay applications.
- Help balance the pressure on the student. You may need a little push, but always supporting your child.

College Counselor ECP

- Manage the sending of all school documentation to universities: cumulative records, school profile, letters of recommendation and others that are required.
- Offer guidance as to universities and careers to research according to your individual interests and characteristics.
- Help students find and understand information about colleges upon request.
- Oversee the overall process and help students complete all pieces of the application.
- Remind students of upcoming deadlines or deadlines.
- Provide information about college events, information sessions, fairs, and school visits.
- Publish School Profile.
- Write reports or recommendations when requested by the student.

Student

- Research universities and programs of study.
- Read your email daily.
- Ask teachers for letters of recommendation at least 4 weeks in advance of the deadline (after discussing the strategy with the counselor).
- Register for the corresponding tests.
- Talk to university representatives about opportunities that exist.
- Fill out the applications.
- Be attentive to deadlines.
- Complete the forms and submit to the college: Transcript Request Form, Letter of Recommendation Form.
- Inform the counselor of all admissions decisions.

Certification of graduating students with Special Educational Needs

The evaluation process of our students with Special Educational Needs (SEN) will be the responsibility of the interdisciplinary team with the participation of the regular teacher of the subjects and the specialist, when appropriate, and will have the purpose of determining the level of curricular competence, defining curricular adaptations and support requirements.

The criteria for the evaluation of the learning of students who have required adaptations or means of access to the curriculum will be defined according to the objectives or contents proposed for each particular case.

The same grading scale established in the Ministry of Education's evaluation regulations will be used, according to the adaptations according to the needs of each student. Students with Special Educational Needs (SEN) will be promoted to the next grade and will receive the corresponding diploma, as long as they demonstrate mastery of the essentials established in the curriculum.

Students with Special Educational Needs (SEN) will remain for more than a year at a certain grade when it is considered that this action favors their integral development, their level of adaptation and social integration, as well as their learning potential. The regular teacher, the psychopedagogical team, the school principal and the student's parents will participate in this decision.

Students who require significant curricular adjustments and have not achieved the objectives of the individualized programs will obtain accreditation, indicating their situation and guaranteeing the continuity of the educational process.

The Graduation Ceremony

The graduation ceremony of our Baccalaureate of Science and Baccalaureate of Humanities students is a pinnacle moment in school life at El Colegio de Panama.

We set aside that day to say goodbye to them and give them their diploma that certifies the culmination of all the effort and the achievement of their goals in this stage of life. **This year the ceremony will be held on Tuesday, December 17.**

Our intention as a school is to be able to celebrate this special moment of completion of studies for our students, together with their families, teachers, administrators and special guests.

Here are some details to consider about graduation:

Dress Code

For the Graduation Ceremony, the dress code for graduating students must be:

- Male students must wear a white long-sleeved shirt, dark tie, dark pants, and black closed-toe shoes.
- Female students must wear a cocktail dress and shoes with comfortable heels, closed and dark colors. It is not allowed to wear open-toed or brightly colored shoes.

Graduation Practice

A communication will be sent to them confirming the date and time of the graduation practice. On this day, students must show up on time. They may come in comfortable private clothing, but suitable for visiting the school, attendance will not be allowed in shorts, miniskirts, or low-cut, torn, or transparent clothing.

Delivery of the Toga

A gown will be given to each graduating student according to their size and cap, as a rental. The school will keep track of the delivery and return of gowns with the name of each student, grade and size. Upon completion of the graduation ceremony, the student must hand in the robe at the assigned location.

Delivery of final official documents

At the end of the graduation ceremony, the College will give the student their official printed school documents:

- Cumulative log - transcripts
- Letters and certifications of good conduct, peace and safety, hours of social service, in a folder.

This folder will be given to you at the time of returning your robes, once the ceremony is over.

Additionally, the student will take as a souvenir their tassel where they indicate the year of graduation and their pins (Souvenir of the school and Eagles).

Other points to be considered by the graduate:

Graduate Board of Students

The graduating class of the school will have a Board of Students that will represent the students of said promotion, within their respective academic unit, which will be made up of: the president, vice president, secretary, treasurer and member.

The principles of the Board of Students of El Colegio de Panamá are: unity, equality, responsibility, justice, equity, autonomy, solidarity, respect and integration.

Objetives:

- Defend the autonomy of the student movement of El Colegio de Panamá.
- The Constant Search for Values
- Protect the rights of students, through their observation and active participation at the student level.

Fundraising activities

The graduating board of directors, together with the graduating class, will organize in advance several fundraising activities for their celebration expenses or Prom. These activities will be presented to the School Board of Students for their approval and programming in the agenda of activities for the school year.

Legacy activity

All of our graduating classes leave a legacy in the community they visited for social service during their previous school years. During this last school year, students must organize a farewell for the children of the community and leave a souvenir on behalf of their graduating class.

Other expenses: photography, dancing, travel

Students and their families should take into account other important expenses to consider during this graduation year.

Other expenses include:

- Individual & Group Photo Package
- Prom Dance
- Farewell Journey
- Costumes of the Ceremony, among other expenses

The School is not part of the organization of these events and extraordinary expenses.

Contact information

College Telephone Exchange

Reception: [391-3930](tel:391-3930)

School Mail: info@ecp.edu.pa

Director of the School

Teacher Marta Lewis de Cardoze

martalewis@ecp.edu.pa

Academic Deputy Director

Teacher Alexandra Docati

adocati@ecp.edu.pa

Psychopedagogical Deputy Director

Teacher Elicia Jiménez

ejimenez@ecp.edu.pa

High School Academic Coordination

Teacher Diovert Kirsch

diovertk@ecp.edu.pa

**High School and Middle School
Psychopedagogical Coordination**

Teacher Susana Antón

santon@ecp.edu.pa

College Counselor - College link

Teacher Maria Alejandra Palacios

mpalacios@ecp.edu.pa

Assistant Director

Teacher Lourdes Contreras

lcontreras@ecp.edu.pa

High School Academic Assistant

Teacher Indira Cox

icox@ecp.edu.pa

Social Responsibility

Teacher Iris Arrocha

iarrocha@ecp.edu.pa

Legal Basis

(Government of Panama Requirements)

For El Colegio de Panama it is very important to comply with the legal standards and requirements established by the Republic of Panama, through the Ministry of Education. There are a series of laws and decrees on which we are governed and based to comply with the process of completion of studies.

Below, we mention the standards on which we base ourselves to comply with this graduation process of our students at EL COLEGIO DE PANAMA:

- Law 47 – Organic Law on Education
- Decree 176 of 26 October 1998 - Provisions of the Ministry of Education for the issuance of certificates and diplomas
- Decree 810, Art 25, of October 11, 2010 - On the regulations for the promotion and recovery of failed subjects for graduates
- Decree 1225 of October 21, 2015 - On foreign documents that must be validated
- Executive Decree No. 1 of 4 February 2000 on the schooling of students with SEN
- Executive Decree No. 70 of March 14, 1998, on the Validation of Foreign Credits and Certificates
- Resolution 1003 of August 31, 1998 - Student Social Service Regulations
- Resolution 163 of February 18, 1999 – On Procedures Regulating Student Social Service
- Resolution No.818, of June 6, 1988, On the Posts of Honor
- Resolution No. 854 of November 8, 2000, on the process of remedial students.
- Executive Decree No. 74 of December 29, 2023, on the 2019 academic calendar and general provisions.

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**

