



BERKELEY ACADEMY

FOR MULTICULTURAL STUDIES

Berkeley Academy Parent-Student Handbook
Fall 2018



DISCLAIMER/NOTICE

The Berkeley Academy Parent-Student Handbook is designed to acquaint you with the rules and procedures that are essential to the effective functioning of our academy. All rules, regulations and procedures are mandatory for all students Pre-K through Grade 12, unless otherwise specified. Noncompliance may result in corrective action up to expulsion for students. We ask that all parents help students comprehensively understand the rules and regulations so that their experience at Berkeley Academy will be a successful one.

The rules, regulations and procedures were written to conform to the Costa Rican Ministry of Public Education's (MEP) policies, mission, and overall expectations of private, U.S.-based schools abroad. Compliance with these rules and procedures will help us provide the best possible service to our students and to the community, as well as a sense of clarity for situations that may require administrative involvement. Berkeley Academy administrative leadership reserves the right to interpret or change the provisions of this handbook at any time. Staff, parents and students will be notified of any changes. Should any parent, guardian or student have a question, comment, or concern regarding information contained in this handbook, please arrange a visit with an available administrator. It is in our best interest that you and your family are successful at Berkeley Academy for Multicultural Studies.

REVISED: 08/10/2018

OVERVIEW

VISION

The vision of Berkeley Academy for Multicultural Studies is to empower all of our students to positively impact and change the world.

MISSION

The mission of Berkeley Academy for Multicultural Studies is to (PRIDE) –

- Provide an exceptional educational experience that intellectually stimulates all students PreK-12;
- Raise the awareness and importance of multicultural diversity;
- Ignite a daily passion for learning that prepares all students for the complex technological world of tomorrow;
- Develop and empower students to positively impact their communities;
- Equip our students with the skills and knowledge to obtain acceptance to the colleges/universities of their choice and to be successful at those institutions.

MOTTO & CORE VALUES

Honor. Prestige. Excellence. As the core values of our school, it is also our motto.

Honor, as defined by our founders, is honesty, fairness, or integrity in one's beliefs and actions.

Prestige, as defined by our founders, is the level of respect, reputation or influence arising from success, achievement, rank, or other favorable attributes.

Excellence, as defined by our founders, is the state, quality, or condition of excelling; superiority.

Go Pride! is our secondary motto, especially during athletic competitions and school functions/events. A pride is an organized group of lions, usually consisting of several related females and their offspring.

OFFICIAL COLORS

Maroon and Gray. Color Codes: Maroon - #841621 Gray - #CDCCCC

The maroon color is often used to represent intense and passionate things like; confidence, creative thoughts, excitement, power, risk, passion, love, ambition, courage, strength, warmth, and beauty.

The gray color is a neutral or achromatic color, meaning literally that it is a color "without color." It is the color which is connected with maturation, obligation, and balance.

MASCOT –

LION – (the Berkeleian Lion)

The lion is as strong as its pride. It is the most powerful and dominant animal in its habitat. Lions are superior, strong, and naturally dominant, they are also associated with power and royalty. Lions are fearless in protecting their own and are courageous, disciplined and brave.

ADMISSION

Admission to Berkeley Academy is extremely selective based on conduct, academic performance, specialized talent, and/or diversity of personal background. Prospective students are highly encouraged to apply between April and July for admission to the following academic semester in August. Prospective applicants should take the following steps:

Step One: Application Send an official request to Berkeley Academy administration via email or phone to request an official admission interview. Academic transcripts, conduct records, and at least one (1) letter of recommendation from an academic/community service-related source are **required** for applicants entering middle school and above. Applicants will be notified within seven (7) working days if they have received an offer for interview.

Step Two: Interview Prospective students will be thoroughly interviewed by admissions officers who will be examining conduct, English language level, and knowledge of age-appropriate material. If the prospective student(s) successfully pass(es) the interview, they will be notified and scheduled for an entrance examination.

Step Three: Entrance Examination Prospective students who successfully pass the interview will be scheduled for an entrance examination, testing English and Reading Comprehension and Math. A score of at least 85% in all areas is preferred.

REQUIRED DOCUMENTS FOR REGISTRATION

- 1) Berkeley Academy Student Application
- 2) Copy of student's birth certificate
- 3) Copy of student's passport – identification page only
- 4) Copy of current vaccination record
- 5) 1 passport – ID size photo
- 6) 2 years of previous academic records (official transcripts)
- 7) Letter of good financial standing from the previous institution
- 8) Police Report/Background Check

BERKELEY ACADEMY ACADEMIC LEVEL DISTRIBUTIONS (ROTATIONS)

Lower Elementary Rotation (Pre-Kindergarten – Grade 1) – Berkeley Academy's Lower Elementary Education rotation consists of grades Pre-Kindergarten through Grade 1. In this rotation, students receive the basic foundational skills for learning, social interacting, as well as the elementary techniques of technology utilization. Students are introduced to the core areas of the academy (Humanities, Math and Science) as well the local education requirements (Spanish, estudios sociales/civica). Our focus of instruction is to prepare students with a balanced social

and academic skill set. We begin with fine-tuning motor skills, phonics, identification of numbers, letters, sounds and colors.

Upper Elementary Rotation (Grade 2 – Grade 5) Berkeley Academy’s Upper Elementary rotation consists of Grades 2 through 5. In this rotation, students continue developing skills for learning, organizing, as well as utilizing the intermediate techniques of technology. Students augment their skills in the core areas of the academy (Humanities, Math and Science) as well as the local education requirements (Spanish, estudios sociales, civica, and matematica). Basic foundational skills for logical reasoning, critical thinking and social etiquette are introduced.

Middle School Rotation (Grade 6 – Grade 8) Berkeley Academy’s Middle School rotation consists of Grades 6 through 8. In this rotation, students master skills for learning, organizing, and utilizing the advanced techniques of technology. Students perfect their skills in the core areas of the academy (Humanities, Math and Science) as well as the local education requirements (Spanish, estudios sociales, civica, and matematica). Students develop advanced skills for logical reasoning, critical thinking and social etiquette as they prepare for the SAT.

High School Rotation (Grade 9 – Grade 12) Berkeley Academy’s High School – Lower Division and Upper Division – rotation consists of Grades 9 through 12. In this rotation, students apply their mastered skills of learning, organization, and the advanced techniques of technology in their Project Based Learning initiatives and curriculum. Students continue to perfect their skills in the core areas of the academy (Humanities, Math and Science) as well as the local education requirements (Spanish, estudios sociales, civica, and matematica). Students aggressively prepare for the SAT, SAT II subject tests, AP exams and the Costa Rican Bachillerato test.

SCHEDULE

Elementary		Middle/High School	
7:45am - 8:00am	Morning Assembly	7:45am - 8:00am	Morning Assembly
8:00am - 8:45am	Class 1	8:00am - 8:45am	Class 1
8:45am – 9:30am	Class 2	8:45am – 9:30am	Class 2
9:30am – 10:00am	Break	9:30am – 10:15am	Class 3
10:00am – 10:30am	Class 3	10:15am – 10:30am	Break
10:30am – 11:15am	Class 4	10:30am – 11:15am	Class 4
11:15am -12:00 noon	Lunch	11:15am -12:00 noon	Class 5
12:00 noon – 12:45pm	Class 5	12:00 noon – 12:45pm	Lunch
12:45pm – 1:30pm	Class 6	12:45pm – 1:45pm	Class 6
1:30pm – 2:00pm	Independent Study	1:45pm – 2:45pm	Class 7
2:00pm – 2:45pm	Class 7		

GRADING SYSTEM

Percent %	Grade Point Average (G.P.A Unweighted)	Grade
90-100	3.5 – 4.0	A (Outstanding)
80-89	2.5 – 3.4	B (Above Average)
70-79	1.5 – 2.4	C (Satisfactory)
69 or below	1.4 or below	D (Unsatisfactory/Failing)

ADMINISTRATION, FACULTY & STAFF

ADMINISTRATIVE LEADERSHIP

Peter J. Swing – President, Head of School	pswing@berkeleycr.com
Yorlenny Aguilar – Vice President, Director of Administration	yaguilar@berkeleycr.com
Tibisay Izarra – Deputy Head of School	tizarra@berkeleycr.com
Santiago Alberto – Director of Finance	accounting@berkeleycr.com
Marcela Salas – Office Manager	admin@berkeleycr.com
Adolfo Charria – Director of Technology	acharria@berkeleycr.com

FACULTY AND STAFF

Chris Kennedy – High School Principal, AP Math & Science	ckennedy@berkeleycr.com
Ximena Castillo – High School Vice-Principal, AP Spanish	xcastillo@berkeleycr.com
Sergio Cruz – High School Director of MEP programs	scruc@berkeleycr.com
Randall Boughton – AP Humanities - English Lit & Comp	rboughton@berkeleycr.com
Chase Fetters – AP Humanities – US History, Economics	cfetters@berkeleycr.com
David Quesada – AP Sciences - Biology, MS Math	dquesada@berkeleycr.com
Alejandro Hernandez – Athletic Director, MS/HS	ahernandez@berkeleycr.com
Anthony Darce – Physical Education (P.E.) Elementary	adarce@berkeleycr.com
Rebecca Nuñez – Vice Principal, Grade 4	rnunez@berkeleycr.com
Eva Barrantes – Elementary Coordinator, Grade 1	ebarrantes@berkeleycr.com
Monica Vega – Director of MEP programs Elementary, Pre-K	mvega@berkeleycr.com
Rodrigo Hernandez – Elementary Spanish Instructor	rhernandez@berkeleycr.com
Marie Paz Aguilar – Lower Elementary Instructor, Kindergarten	maguilar@berkeleycr.com

Laura Tapia – Lower Elementary Assistant, Kindergarten	ltapia@berkeleycr.com
Silvia Vallejo – Upper Elementary Instructor, Grade 2A	svallejo@berkeleycr.com
Fabiola Alvarez – Upper Elementary Instructor, Grade 2B	falvarez@berkeleycr.com
Amruta Kadaba – Upper Elementary Instructor, Grade 3	amrutak@berkeleycr.com
Maria Elena Wolff – Upper Elementary Instructor, Grade 5	mwolff@berkeleycr.com
Laura Chaves – Elementary Dance & Movement	lchaves@berkeleycr.com
Josue Jimenez – Elementary Music Instructor	music@berkeleycr.com
Amanda Sagasti – Elementary Art Instructor, Substitute	art@berkeleycr.com

ACADEMIC CALENDAR

Berkeley Academy for Multicultural Studies utilizes one academic calendar – the international American calendar (horario diferenciado). We divide the academic school year into two (2) semesters. Two (2) semesters are categorized into four (4) quarters.

FACULTY & STAFF MEETINGS

The administrative and staff team will meet as required by the Head of School and Deputy HOS.

Thursday afternoons at 2:45pm all weekly grades, attendance, and comments from teachers must be submitted to the administrative office and approved by the Deputy Head of School.

ASSEMBLIES

Elementary (Pre-K – 5) Monday – Friday 7:45am – 8:00am

Middle/High School (6-12) Monday – Friday 7:45am – 8:00am

Advanced notice will be given for special assemblies

MINIMUM DAYS & LATE STARTS

Minimum days. Throughout the school year, various minimum days will be provided in which students are dismissed at 1:30pm. At least two (2) days advanced notice will be given to students and families. However, under certain circumstances (national emergency, as per MEP instructions, or administrative discretion for safety or other reasons not specified), parents will be notified of minimum days via personal phone calls from our administrative office.

Late starts. Throughout the school year, various “late start” days will be provided in which students begin classes at 9:30am and dismissed at regular scheduled time, 2:45pm, due to staff development functions and all-school administration/faculty meetings. At least one week (7 days) advanced notice will be given to students and families. However, under certain circumstances (national emergency, as per MEP instructions, or administrative discretion for safety or other reasons not specified), parents will be notified of “late start” days via personal phone calls from our administrative office.

SCHOOL EVENTS AND OBSERVED HOLIDAYS

***(**RED** – No School/Holiday; **GREEN** – School Event; **BLUE** – Student Vacation)

First Academic Semester (August 2018 – December 2018)

Academic Instruction (1st Quarter) Begins – Monday, August 13

Student Orientation and Team Week – Monday, August 13 – Friday, August 17

Mother's Day (CR) Wednesday, August 15

Back to School Night – Wednesday, August 29

Labor Day (US) Monday, September 3

Dia Del Niño Celebration (CR) – Friday, September 7

Independence Day Celebration (CR) – Friday, September 14

Staff & Admin Development Day – Monday, September 17

Parent-Teacher Conferences – Wednesday, September 26

MID-TERM EXAMINATIONS – Monday, October 8 – Thursday, October 11

END of 1st Quarter (Minimum Day) – Thursday, October 11 (40 days of instruction)

Indigenous People's Day – Monday, October 12

Grades Submission – Wednesday, October 17

Halloween Parade and Dance – Monday, October 31

Veterans Day – Monday, November 12

Thanksgiving (US) – Thursday – Friday, November 22-23

Parent-Teacher Conferences – Wednesday, November 28

FINAL EXAMS – Monday, December 10 – Friday, December 14

END of 2nd Quarter (Minimum Day) – Friday, December 14 (42 days of instruction)

Winter Break (No School) – Monday, December 18 – Friday, January 12

Christmas/Winter Holiday (US/CR) – Monday, December 24 – Tuesday, December 25

Grades Submission – Wednesday, December 26

New Year's Eve (US/CR) – Monday, December 31

Second Academic Semester (January 201 – June 2019)

New Year's Day (US/CR) – Tuesday, January 1

Academic Instruction (3rd Quarter, Second Semester) Begins – Tuesday, January 15

Dr. Martin Luther King, Jr.'s Birthday (US) – Monday, January 21

Presidents Day (US) – Monday, February 18

Parent-Teacher Conferences – Wednesday, February 27

MID-TERM EXAMINATIONS – Monday, March 18 – Friday, March 22

END of 3rd Quarter (Minimum Day) – Friday, March 22 (47 days of instruction)

Grades Submission – Wednesday, March 27

Juan Santamaria Day (CR) – Tuesday, April 12

Spring Break/Holy Week (US/CR) (No School) Monday, April 15 – Friday, April 19

Labor Day (CR) – Wednesday, May 1

Memorial Day (US) – Monday, May 27

Parent-Teacher Conferences – Wednesday, May 29

FINALS WEEK – Monday, June 10 – Friday, June 14

END of 4th Quarter (Minimum Day) Last Day of School – Friday, June 14 (52 days of instruction)

Grades Submission – Wednesday, June 26

Summer Break – Monday, June 17 – Monday, August 12

RULES AND REGULATIONS

ATTENDANCE

Students must arrive on campus before 7:45am, as their first bell rings at this time. If they are not present, they will be marked **tardy**. Students will be marked **absent** if not on campus by 11:15am. Middle School through High School rotations will meet every morning in the auditorium for attendance, news, events, and reminders. The academy has a responsibility to know where each student is every day. We keep careful attendance records under the CR MEP guidelines. The school appreciates parents calling the administrative office to explain an absence. We want to spend as much time with your child as possible, so please schedule doctor and dental appointments after school. It is also very important that each child arrives on time for school as studies show that there is a correlation between high academic achievement and consistent, regular attendance. School dismissal is at 2:45pm, unless otherwise specified as a minimum day in which students are released at 1:30pm. This rule applies to each class period as well.

Students must remain on campus during school hours to be considered in attendance.

ABSENCES

Berkeley Academy takes attendance very seriously. We encourage parents to support our rigorous educational program by promoting consistent, regular school attendance. However, if there are any necessary medical or personal reasons that will hinder your child from attending school, please email us by utilizing your students' designated Google Berkeley Academy account and sending an email to admin@berkeleycr.com. You must also submit to the administrative office an official note substantiating the absence for both school and MEP records. Three (3) unexcused tardies equals one (1) absence. With fifteen (15) unexcused academic absences, students will not be able to pass their grade level, as per MEP guidelines.

CAMPUS HOURS AND SECURITY ENTRY/EXIT POLICY

Due to property security and liability reasons, all students and families must enter the school premises no earlier than **7:00am** and exit the school premises no later than **4:00pm**, unless authorized by the Deputy Director, Deputy Head of School or other representative of the administrative leadership – ***not faculty or staff***. The school will not be liable for any damages or injuries to persons or personal property, before or after the times stipulated. School-sponsored special events, programs, presentations or tutoring are the only exceptions. However, these school-sponsored events do not include school clubs, organizations or groups. These groups must receive the proper authorization from the administrative office to stay after hours on campus.

Entry Procedure

For the safety of our student body and to maintain the integrity of the educational processes in our school, parents, family members and/or guardians must:

- 1) Obtain permission from security personnel and the administrative office to enter campus. Visitor badges must be worn when on campus.
- 2) May not disrupt/interrupt a classroom while in progress.

- 3) Must schedule an appointment or coordinate visits in advance with the administrative office

Exit Procedure

Elementary and Middle School students are **not permitted** to leave campus at any time during school operating hours without proper parental or school administrative permission.

High School students who take public transportation (buses, etc.), private transportation (taxis, Uber, etc.), drive their own vehicle, or walk/bike/skate home, must have their parents/guardians sign a **monthly** Student Exit Waiver releasing the school from any liability and/or responsibility of injury, accidents and endangerment.

BACKGROUND CHECK AND POLICE REPORT

The primary reason for our background check policy is to ensure the safest possible learning environment for Berkeley Academy students, staff, family and community members, especially during a time that we are experiencing exponential growth.

Berkeley Academy currently complies with the provisions of Costa Rican Poder Judicial (www.poder-judicial.go.cr) regarding employee background checks in order to protect the health and safety of all students and protect the property of the school.

Berkeley Academy will require all potential employees and volunteers who will be given significant unsupervised access to a student in connection with their specific assignment to submit to a criminal background check as a condition for employment or appointment. In addition, where reasonable cause exists, Berkeley Academy may require an existing employee, volunteer, or family member to submit to an updated criminal background check.

If any background check findings are deemed unfavorable, or if the findings lead to probable cause that the past actions of the individual may negatively affect or compromise the integrity and safety of our school community, Berkeley Academy reserves the right to dismiss student families on the basis of these negative findings.

CAMPUS PROPERTY

Students at Berkeley Academy are cultivated to be respectful and mature citizens of the world. We strongly believe that this culture is developed both at school and at their homes. We ask that students do not deface, destroy and/or vandalize any property. This includes plants, landscape/garden, tubing, restrooms, urinals, toilets, chairs, desks, whiteboards and other materials of the like that are not specified. Parents will assume financial responsibility for any school property damage done by their child. Fruits found on campus are not to be thrown at any time. Students and parents are welcome to eat fruits found on campus; however, we ask that students properly dispose of seeds or other waste, in the designated garbage bins found throughout our campus. If any student is caught violating this rule, at least one (1) demerit will be issued based on the level of destruction or vandalism.

CYBERBULLYING

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Berkeley Academy students are not allowed to send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by our administration.

DISCIPLINARY ACTION

- DEMERIT SYSTEM

Berkeley Academy students are held to a very high standard when it comes to academic and behavioral conduct. Each student is granted a total of five (5) demerits during their entire school tenure at Berkeley Academy with a maximum of three (3) demerits in one semester. On the receipt of the 5th demerit, faculty and parents will review the case in which students may be dismissed from the academy. There is a **ZERO TOLERANCE** policy for bullying, fighting, racial or other type of discrimination, and/or stealing. Berkeley Academy students are recognized for their discipline and compassionate behavior. Any instance of bullying, fighting, and/or stealing results in two (2) demerits or up to automatic suspension, and possible dismissal. Each case of bullying, fighting, or similar behavior will be reviewed on a case-by-case basis to determine the consequences of the student.

- INFRACTION SYSTEM

The infraction system is a disciplinary system which helps control the conduct and behavior (non-academic related issues) of the student body. Each student is given 100 conduct points per each semester. Violations in behavioral guidelines will result in “infractions” or points taken away from their conduct points. If a student, in any semester, has conduct points below 85 points one (1) demerit will be issued. Infractions can be given to students for, but not limited to, the following violations: disobeying any of the school rules noted in this handbook; disobeying classroom rules as per teacher guidelines; tardiness to class; major classroom disruptions; inappropriate behavior; inappropriate gestures, language or remarks; running in the hallways; throwing food; spitting, and roughhousing or hitting. Professors and staff may issue minor infractions per incident and the Deputy Director and Head of School may issue major infractions (-1, -2 for minor infractions and up to -3, -4 for major infractions). If there are any disputes about the fairness of an issued infraction, the Deputy Director and Head of School will deliberate any findings and make the final decision.

- CITIZENSHIP POINTS

Students will have the opportunity to earn conduct points by doing community service projects or other designated activities outlined by the instructor. There will be several opportunities throughout the year to obtain citizenship points. Good behavior can be rewarded with citizenship points as well.

DRESS CODE/PRESENTATION POLICIES

School polo shirts, beige pants, black or brown belt and black dress shoes will be worn on Mondays, Wednesdays, and alternating Fridays. Physical Education (P.E.) uniforms will be worn on Tuesdays and Thursdays. Polo uniform shirts must be tucked in at all times and look presentable with no rips, discoloration, or noticeable stains. Pants and shoes must also look presentable and appropriate. If at any time any article of clothing is not presentable or in good condition, a note will be sent home in which students must reconcile the issue within three (3) school days or the student will not be allowed to return to school. Fridays alternate between Social Etiquette Dress (use of a white shirt, blazer, or dress) and Free Dress. "Free Dress" is a **privilege** and *not a right*. Any student who reaches below a 90 points in conduct, automatically loses the "Free Dress" privilege. However, despite this point system, "Free Dress" can be taken away at the discretion of the head of school at any time.

Nose, lip, tongue and other body piercings should not be displayed as they may be a distraction to other students and adults. We promote a conservative environment of student dress attire/presentation to prepare our students to work in professional settings. While we want to embrace student expression and understand that there may be certain exceptions, principals must first approve of the article and reserve the right to take away the privilege at any time.

Alternating Fridays:

One alternating Friday will be "free or casual dress" day. This means that students can come to school dressed in non-uniform attire. However, students must maintain appropriate/proper attire. For both males and females, sleeveless shirts, tank-tops, or ripped shirts/pants are not permitted. Female attire must be conservative. Inappropriate (those that are too short) skirts or shorts will not be permitted. Parents should use conservative discretion regarding student attire. Failure to meet these standards will result in loss of "free or casual dress" privileges.

The other alternating Friday will be formal/social etiquette attire. Students may wear Berkeley Academy blazers, dark sports coats along with their polo shirt uniforms OR a white-button down shirt, or business dress attire (for both males and females). If not in social etiquette attire, students may come to school with white button-down shirts (ties for males, scarves or ribbons for females). Otherwise, polo uniforms may be used.

EARLY DISMISSAL/PARENT PICK-UP

Any student requiring to leave the school premises outside of the normal dismissal times must receive proper permission/signatures from the following personnel: **1) Written (email or paper note to admin staff) verification from parent or legal guardian; 2) Administrative Office representative; 3) Principal; 4) Campus Security Personnel.** The dismissal form is issued at the administrative office. Any student caught leaving the school premises without following the proper protocol will not only be severely disciplined (up to, but not limited to, issuance of an infraction, demerit(s), expulsion or dismissal from the academy), but marked absent for the day.

Parents who wish to pick up students for any reason (student not feeling well, appointments, special events, etc.) during school hours **must notify/coordinate in advance with the administrative office and their child's instructor.**

For middle and high school students, the policy for early dismissal and parent pick-up is strictly enforced in which verification must be under the following circumstances: urgent medical appointments, personal tragedies, and emergency situations. If early dismissals and parent pick-up become a problem for student attendance, students will be subject to dismissal, suspension or expulsion from our academy. At Berkeley Academy, we understand that good attendance correlates with high academic achievement.

ELECTRONICS/CELL PHONE/TABLET USE

All electronic devices that are approved by Berkeley Academy administration are free to use anywhere throughout campus. Tablet and electronic device usage inside the classroom is an integral part of the Academy curriculum. However, if instructors and faculty inform students not to use the tablet device, they must do so and obey the classroom/instructor rules. Berkeley Academy students have the opportunity to gain privileges of cell phone use during break and lunch (with parent permission and consent). Remember, use of electronic devices and cell phones are a **privilege** and *not a right*.

Parents are responsible for their students to utilize their school privileges in a responsible manner. Though the use of electronic devices at Berkeley Academy is very liberal, all parents must agree to check student electronic devices used at school at least **twice a week for any inappropriate material**. This includes games, applications, videos and music with violence or any images or references consisting of nudity or unsuitable material for youth and young adults. Electronic devices will be inspected for inappropriate content at least once every month by faculty and/or staff. All electronic devices used on Berkeley Academy campus will be subject to inspection at ANYTIME. If any unsuitable or inappropriate content is found, one (1) demerit will be issued and the use of the electronic devices will either be suspended or terminated.

Any instance of inappropriate texting and or messaging to other Berkeley Academy students, especially those students who do not wish to be recipients of the material, reflect poorly on our school values, and will be considered negative behavior and conduct. Berkeley Academy students are held to a higher discipline standard and must understand that actions outside the school community are also a reflection of our school. Though we cannot enforce our standards outside the structures of our school, we hope that Berkeley Academy parents and students are able to maintain and support the values that our school is founded upon after hours.

EQUIPMENT CHECK-OUT

Students will be required to check-out sports equipment (sports balls, horseshoes, bocce balls, etc.) and lunch eating items (picnic blankets, etc.), and will be held responsible for the replacement or repair of lost or damaged equipment.

EMERGENCIES

- (LOCAL/NATIONAL)

For all major natural disasters and/or emergencies, all students will gather inside the school auditorium (if deemed structurally safe – if not, students will gather in the Berkeley Academy field) and await the arrival of their parents/guardians to be released. Cell phone and landlines will most likely be saturated, so we ask that parents remain calm and await contact from our

staff. We will also attempt to utilize various forms of communication (emails, text messages, and phone calls) to inform you about our academy's situation. Students will not be released to anyone who is not listed as a parent or authorized guardian.

- (MEDICAL)

In the event of injury to a student, Berkeley Academy will conduct necessary first aid and will notify the parent or authorized guardian immediately. Berkeley Academy has established a relationship with the Cruz Roja in any case for ambulance service. Parents will be notified if the need arises to transport the child to the hospital. A student will never be sent alone and will be accompanied by Berkeley Academy staff/faculty. All students matriculated in Berkeley Academy must provide proof of INS student insurance. Due to new local policies, our institution has been advised to have parents purchase their own insurance.

EXPULSION/DISMISSAL FROM ACADEMY

Students may be expelled or dismissed from Berkeley Academy based upon serious negative academic conduct (cheating, plagiarism, etc.), negative behavior/conduct marks, or special cases determined by the administration. Berkeley Academy holds a strict honor code of both academic and personal integrity. Any violation of this honor code can result in demerits, suspension, expulsion or dismissal from our school.

Violations of academic integrity includes, but is not limited to: cheating, plagiarism, copying from other students, writing answers to tests for test day (cheat-sheet), disrupting the educational or administrative functions of the school, sale of intellectual work, etc.

Violations of personal integrity includes, but is not limited to: bullying, lying, conduct threatening/endangering a student or staff member physically, discrimination, disrupting the educational environment of fellow students, demeaning or disrespecting students, etc.

FIELD TRIPS

Faculty will notify parents at least five (5) days in advanced for a local field trip. Permission slips and any funds must be collected at least one (1) day prior to the day of departure for organizational purposes. Parents are highly encouraged to participate as well as serve as group guides.

FOOD/DRINKS INSIDE THE CLASSROOM

Food and drinks inside the classroom are prohibited, unless otherwise specified by an instructor. Water bottles are always permitted as students are encouraged to hydrate especially during hot days/summer season. Students will always be responsible for their belongings, spills, accidents and trash. They will need to respectfully request a "clean-up" from maintenance and facilities staff in case of spilled liquids, food, or beverages.

FRATERNIZATION

Fraternization or unauthorized extracurricular relationships between staff/faculty and students are strictly prohibited. Non-school/community-related, inappropriate or unscheduled meetings between staff/faculty and students without school administration and parent notification/approval will not be tolerated.

GOOGLE EMAIL ACCOUNTS, CALENDARS AND WEEKLY ASSIGNMENT SHEETS

The usage of students' @berkeleycr.com email accounts and calendars are an integral part of communication from the academy to parents and students. Without constantly reviewing and checking, levels of communication are weakened. It is a school requirement that ALL parents log on to students' accounts at least twice a week to review homework assignments, tests, quizzes and important information from our instructors and administration. All parents will sign a form agreeing to do so at least twice a week.

GROOMING AND HYGIENE STANDARDS

Proper grooming and hygiene are necessary elements of all Berkeley Academy students. We believe that our students' appearance reflects their organization skills and attention to detail. We provide sufficient time and space throughout our academic semester for students to express their creativity through dress and attire.

Hair standards for males: short, clean, washed, and properly groomed. Hair length must not be long enough to cover part or all of the ears.

Hair standards for females: well-kept, neat, washed, and combed.

Dyed-hair: Students can come to school with dyed-hair as long as it is subtle and conservative. Any outrageous or distracting/unnatural color (pink, red, purple, green, etc.) is prohibited. Any student with inappropriately dyed-hair will be disallowed on campus until their hair has been changed to a more appropriate style. Any deviations from this standard may result in a demerit, immediate suspension or removal from the academy.

If there are any questions regarding what is acceptable attire or grooming, students should ask a faculty member or representative of the administration before implementation. Good personal hygiene promotes good health, combats germs, and makes it much more pleasant to be around people. At Berkeley Academy, we require that all students meet proper hygiene standards. Students must come to school clean and presentable. Parents should be mindful of their children's presentation and hygiene every day and should use their best judgment in terms of determining acceptable standards. Berkeley Academy administration will notify parents with a confidential note or email to address a situation regarding student hygiene if necessary.

Lice: During summer season, lice becomes a national issue for any student in Costa Rica. It is one of the reasons we promote a short haircut for males. For females, we promote hair tied back.

In the event of lice, we will privately send home a letter after our routine check. Students with lice will not be allowed to return to school until the condition has been properly and successfully treated with medication.

Body Odor and Personal Hygiene: As an educational institution that includes young adults, we understand the hormonal changes that occur during this phase in adolescence. However, each parent/guardian and student should be aware of and thus responsible for these changes to prevent a social issue/hindrance at school. Students need to come to school clean and without unpleasant odors. Students and families will be warned privately and shall reconcile any issues before they

return to school. Each student, especially in the elementary grades, is subject to a quick inspection of hygiene before entering each class.

Washing Hands before Break/Lunch: It is a mandatory practice that each student washes their hands before eating during break or lunch. Please encourage your child to wash their hands at school (and at home) and before every meal or snack. This will reduce the amount of sickness and germs during the school year.

HALL PASSES/INAPPROPRIATE LOITERING IN HALLWAYS AND EATING AREAS

Students must be inside their respective classrooms at the appropriate times. If they are found outside their designated classroom without permission or hall pass, they will be marked tardy and/or given an infraction by the supervising instructor or staff member.

LATE FEES

As of March 2014, monthly tuition must be paid in full within seven (7) working days of each month. Late fee charges will be assessed every day thereafter. Families whose account balances are outstanding for more than twenty (20) days will not be allowed to: 1) receive instruction, 2) receive official school documents such as report cards, transcripts and/or any other official school documents not specified, until all pending balances are cleared. Families will be given several prior notices.

LIMITS AND SCHOOL BOUNDARIES

All students must not pass the pine woods tree line into the parking area at any time. All students must remain at a distance of at least 5 feet away from the creek's edge. Elementary students are not allowed to cross the bridge to the middle and high school rotation area, unless accompanied or specified by staff or faculty. Students are not allowed to be outside campus gates unless accompanied by a Berkeley Academy staff or faculty member. Any violation of this rule will result in at least one (1) demerit.

LOST AND FOUND

Integrity is a major part of being a Berkeley Academy student. We honor students that demonstrate integrity by returning items to the lost and found box at the admin office or to their teachers/instructors. Since there are many items that have similar appearance, we ask that all parents **label electronic tablets, articles of clothing, books and materials** so that students' belongings are easily identified. If any items are found by maintenance or students, they should be submitted to the administrative office. Berkeley Academy is not responsible for any money, electronics, valuables, or personal effects that are brought by students. We ask that parents and students avoid bringing expensive and valuable items to school.

MESSAGES/DROP-OFF ITEMS/NON-SCHEDULED PARENTAL VISITS TO STUDENTS

Please communicate with the entrance attendant or the administrative assistant to leave messages or items. We respectfully ask that parents do not visit students' classrooms during official school hours. Even though the parent messages may be brief or the item quite small, a good-intentioned presence causes a disruption of the educational process. The academy representatives will be happy to deliver such messages or items to any student or teacher as quickly as possible.

The entrance gates will be locked and closed from 8:15am to 2:30pm during school hours. Any arrival after entrance time or before closing time, must be coordinated through a scheduled appointment via our administrative office.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are conducted on a quarterly basis. They provide a special opportunity to look at the student's work, report card, and to discuss individual conduct and progress. Parents/Guardians must attend at least **one** parent-teacher conference during the academic year.

PARENT/TEACHER ORGANIZATION (PTO)

Berkeley Academy PTO is an organization of parents and teachers that works to provide an enriching environment for parents and staff to be involved in extra-curricular activities with the Berkeley family. It is a simple goal designed to involve parents or others who are interested and able. The PTO meets to organize social events, school events (dances, picture day, sponsor/host recognition, etc.), and other functions depending on the interest of parents. Most parents do not do all activities, but participate as often as they like.

The funds that are raised are returned to the school and students as enrichment programs and activities, to help them experience things outside of the classroom curriculum. The funds also help create a sense of community among school families through family fun events, and school socials.

PAYMENT & TUITION

Electronic payments and transfers are accepted by our institution in order to cancel any outstanding/pending administrative fees. However, in order to ensure that your account with the school is organized and current, as well as to avoid any administrative confusion, all payments **must be labeled with the following proper format:**

NAME OF STUDENT & GRADE – MONTH & PAYMENT LABEL

Examples:

John and Jane Smith (4th and 10th Grade) – August Tuition

Jane Smith 10th Grade – August Field Trip

John Smith 4th Grade– July 2015 Books and Google Account Fee

To maintain the integrity of a safe financial environment, 80% of all tuition and school registration fees for the academic year must be paid in check, electronic transfer, deposit or credit. Only 20% of the entire years' fees may be paid in cash.

PHOTO/VIDEO RECORDING POLICY

It is **not acceptable** to post pictures or videos of students without their expressed consent/permission (verbal/written) or of their parents/guardians (especially students in elementary school). Berkeley Academy students are not allowed to post pictures, videos or memes of others on campus (staff, faculty, teachers included) without their permission. Parents of elementary students will sign a photo/video consent form from their teachers in order

authorize teachers to take photos/videos of their students while on Berkeley Academy campus solely used for the purposes of classroom projects, parent communication, e-newsletters and program promotion. In some cases, unauthorized photos or video recording can be a crime. Remember that your activities are monitored and retained by our administration.

Any violation of this policy may result in two (2) demerits or up to automatic suspension, and possible dismissal. Each case will be reviewed on a case-by-case basis to determine the consequences of the student. However, severe disciplinary action should be expected.

PICK-UP AND DROP-OFF PROCEDURES

Middle-High School

Students who take public transportation (UBER, taxi, or bus) must have parental/guardian authorization to leave school premises in such a manner. Otherwise, students will remain on campus until under the custody of an authorized parental/guardian or school transportation.

Elementary School

End-of-day attendance will be taken at approximately 2:30pm (B – Bus Transport, AS – Afterschool Activity, PU – Parent/older sibling pick-up). After the completion of attendance, students will be escorted to their designated “pick-up” area in front of the administrative offices. Lower Elementary students will remain inside the Lower Elementary area for pick-up.

Students who take bus transportation will be escorted to the bus. Bus officials will take attendance of those students coming on board.

The main gate will be open at approximately 2:30pm, in which parents and guardians may enter campus grounds for pick-up. Vehicles will not be allowed on campus before that time.

Teachers will remain accountable for their students until they depart or if transportation has not been coordinated. After 3:15pm, teachers will notify the administrative offices and student parents if transportation has not been coordinated.

Teachers may leave campus at 3:30pm as long as 1) administrative personnel is informed of the students who remain on campus, 2) submit the end-of-day attendance records.

Parents who leave students on campus after 3:30pm **without notice** will be given a warning about the safety of coordinating proper pick-up.

Parents of students who are left unattended after school hours (4:15pm), regardless of providing advanced notice, will be notified via email with an official warning from our institution. Three unauthorized after-hour violations (within a semester) will result in an issuance of one demerit up to a suspension. Please be considerate of staff and personnel in terms of being on time for pick-up.

RETAKE TESTING

The only manner in which to re-take a missed test/examination in middle/high school is with a certified medical note. Any student who foresees their absence due to personal situations, family vacation, trips, must inform all instructors and administration at least two weeks in advance to properly plan testing/evaluation. If no certified medical note is provided, students will receive a 0% for that particular test/exam. A note from parents is not acceptable in place of a certified medical note.

The standard retake testing fee is \$40.00 per examination. The purpose of this fee is to: 1) deter any students from unfairly avoiding the examination, 2) maintain the integrity of the examination, and 3) to compensate for instructors' additional work and school resources for creating a different examination.

SECURITY AND SAFETY PROCEDURES

Visitors must sign in at the entrance. Because the school is responsible for student safety and well-being, Berkeley Academy students must remain on campus during the school day, unless they have been given special privileges that are authorized by their parents, the administration and faculty. If a student must leave the campus for an appointment or other valid reason, parents or other designated adults, must visit the administrative office to properly sign them out.

SOCIAL MEDIA POLICY FOR STUDENTS

At Berkeley Academy, we acknowledge the efficiency and importance of expedited communication that social media platforms provide our community of students. However, when students engage in inappropriate social media behavior with other Berkeley Academy or non-Berkeley Academy students, the values of our school are compromised and such conduct and behavior will not be tolerated. Any reports confirmed by parents and community members regarding negative, inappropriate, disrespectful, discriminatory, racist, or derogatory comments, materials or images posted by Berkeley Academy students will be taken into administrative consideration as misconduct. Consequences will be determined on a case-by-case basis that will include, but is not limited to, demerits, infractions, suspension, or, in some cases, expulsion from our academy.

The general rule is to always treat others in a respectful, positive and considerate manner that reflects the values of our institution.

It is **not acceptable** to post pictures or videos of students without their expressed written consent or of their parents/guardians (especially students in elementary school). Berkeley Academy students are not allowed to post pictures, videos or memes of others (co-workers, etc.) without their permission. Berkeley Academy students are expected to maintain their public social media profiles responsibly and ethically.

SOCIAL MEDIA POLICY FOR STUDENT- PARENT GROUPS

We acknowledge the efficiency and convenience of social media (from WhatsApp to Facebook) in regards to logistics, planning, and coordination. Berkeley Academy staff members use various platforms daily. However, the moment that social media (especially "parent groups") negatively

influences Berkeley Academy's learning environment, school community, student/staff relationships, or the way parents and families may unfairly perceive students, staff members, or the school in general, is when social media use and/or potential issues need(s) to be addressed.

In the interest of a healthy and respectful atmosphere at Berkeley Academy, we urge you to take social media threads, gossip, and rumors, to be simply that: threads, gossip and rumors. Should any potential issue arise that parents are concerned about, we ask that you contact the administrative office, up to the Deputy Head of School, for a quick, fair and respectful resolution to any potential issue.

Integrity, professionalism and respect are an integral part of Berkeley Academy's values that we instill in our students on a daily basis. It is our hope that parents and families continue to embrace and reflect these values after school hours.

STUDENT PSYCHOLOGICAL SAFETY, MENTAL HEALTH & AT-RISK POLICY

Berkeley Academy students who demonstrate an above-moderate level of at-risk behavior of violence and/or injury, self-inflicted or to others, will be required to be evaluated and assessed by the Deputy Head of School or Head of School (official school counselors of record).

The school counselors and administration may require parents and guardians to provide a certified letter of psychological well-being in order for students to continue at our academy.

Berkeley Academy is committed to maintain the physical and psychological well-being and mental health of all of our students. Berkeley Academy students are encouraged to report any comments, discussions or communication of at-risk behavior to staff and faculty members immediately. Reporting this type of behavior can save a student and others from physical harm.

SUMMER SCHOOL/CONVOCATORIA OBLIGATIONS

Summer school will be obligatory for students who have failed any subject areas (69% or below). They will be required to take a make-up test/convocatoria after attending 2 ½ weeks of remedial instruction in the summer. Upon entering summer school, students will be issued two (2) academic demerits.



BERKELEY ACADEMY
FOR MULTICULTURAL STUDIES

PARENT-STUDENT HANDBOOK AGREEMENT (PARENT/STUDENT COPY)

By signing below, I acknowledge that I have read, understood, and agree with all rules, guidelines, regulations and expectations that are written in this Parent-Student Handbook with my child. I know that as a parent/guardian I must log into my child's @berkeleycr.com account **at least twice a week** in order to be informed about school-related events, functions and the academic/behavioral progress of my child. I also know that **I am responsible to connect with my child's teachers at least once a month via email** to stay informed with progress in each academic area.

Name of Student (Last, First)

Date

Student Signature

Name of Parent or Guardian (Last, First)

Parent or Guardian Signature



BERKELEY ACADEMY
FOR MULTICULTURAL STUDIES

PARENT-STUDENT HANDBOOK AGREEMENT (SCHOOL COPY)

By signing below, I acknowledge that I have read, understood, and agree with all rules, guidelines, regulations and expectations that are written in this Parent-Student Handbook with my child. I know that as a parent/guardian I must log into my child's @berkeleycr.com account **at least twice a week** in order to be informed about school-related events, functions and the academic/behavioral progress of my child. I also know that **I am responsible to connect with my child's teachers at least once a month via email** to stay informed with progress in each academic area.

Name of Student (Last, First)

Date

Student Signature

Name of Parent or Guardian (Last, First)

Parent or Guardian Signature