



### **ESSENTIAL ELIGIBILITY CRITERIA**

Berridge Programs is committed to fostering a safe, inclusive environment on Creative Semester Program for students age 18-22. The information below outlines the rules and ethos that guide our program and our expectations of our students while they are on our program.

- Participants should have a good level of English language proficiency as all of our programs are taught in English
- Participants should be open-minded and tolerant of the views and opinions of others
- Participants must be willing to follow the rules, guidelines, and policies of the program
- Participants must be able to travel independently from their home city to Paris CDG airport
- Participants must have the ability to work and create both independently and collaborate willingly within a group
- Participants must be able to self-medicate without the aid of assistance
- Participants must be prepared to participate in and engage fully with the program which includes attending all group excursions, outings, and workshops
- Participants must be prepared for experiential learning in a variety of weather conditions including rain and cool weather
- Participants must be willing and able to contribute to the running of our community which may include helping in the kitchen, maintaining our household and other day-to-day community tasks
- Participants must be willing to fully disclose all physical and mental health conditions on their registration forms
- Participants must not be in need of ongoing medical treatment, either physical or mental, that would require regular visits to a local medical professional
- Participants must be willing and able to ask for support and guidance when needed

### **DIVERSITY & INCLUSION STATEMENT**

Berridge Programs is committed to welcoming students from diverse backgrounds which includes, but is not limited to, race, gender, ethnic origin, sexual orientation, disability, and socio-economic background.

### **PARTICIPANT CODE OF CONDUCT**

The Participant Code of Conduct holds participants on the Berridge Creative Semester (BCS) to a high standard of behaviour in order to protect the community, promote consideration and respect for individuals of our community and support the aims of the program.

1. BCS participants are expected to be well-behaved and show courtesy and respect to everyone they encounter at all times. Participants will endeavour to be respectful of other participants and staff, be conscious and accepting of differences and patient with the opinions and needs of others.

2. BCS requires participants to uphold high standards of creative/academic integrity. Participants are expected to demonstrate a spirit of cooperation and exploration and to meet the intellectual challenges of the program through honest and hard work. Participants must refrain from all forms of dishonesty, including, but not limited to, cheating, plagiarism, supplying false information, or forgery.
3. Participants are expected to respect other participants and not to engage in any form of harassment or bullying in person or online. Harassment consists of conduct of any type (including, but not limited to, written, verbal, graphic or physical conduct) which has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or which creates an intimidating, hostile or offensive learning, residential or working environment.
4. Participants are expected to respect property associated with BCS. Participants shall not borrow, use or disturb items belonging to other participants, staff, BCS or others without clear prior permission. Participants are expected to show respect for and take reasonable care of our residence, other facilities and equipment and furnishings. Participants shall not engage in any unauthorized entry, use or occupation of facilities not for use by our participants. Participants may not possess, duplicate or use keys to such facilities without the appropriate authority.
5. Responsible Alcohol Consumption Policy: The legal drinking age is 18 in France. Participants may consume alcohol but must do so responsibly in a manner which does not endanger their welfare or the welfare of other participants/staff. Alcohol consumption is permitted in common room areas and on program dinner out nights. Students are not permitted to consume alcohol during class hours, on field trips or in their bedrooms at any time. Please note that it is program policy for staff not to serve or facilitate the purchase or consumption of alcohol at any time including at meals or in conjunction with any program activity. Any participant found to be in violation of these policies will be subject to disciplinary action which may include dismissal at the discretion of the Program Director.
6. Participants are expected to know and to follow all rules and policies listed in this Participant Handbook, as well as the rules presented by BCS staff and those in positions of authority.

#### **CONDUCT LEADING TO DISCIPLINARY ACTION OR DISMISSAL FROM THE PROGRAM**

7. Participants shall not take part in or facilitate discrimination or use discriminatory language of any kind, including, but not limited to, discrimination based on gender, gender identity, race, national origin, ethnicity, age, religion, sexual orientation, disability, handicap, or intelligence. Violations of this policy will result in disciplinary action including dismissal from the program.
8. Participants are prohibited from tampering with or misuse of fire alarms, firefighting equipment or safety equipment. Violation of this policy will result in disciplinary action and continued violation is grounds for immediate dismissal.
9. Participants are prohibited from purchasing and/or possessing any fireworks or incendiary devices such as matches, lighters, candles or anything with open flame. Any of these items found in a participant's possession will be immediately confiscated and any continued possession or usage will be grounds for immediate dismissal.

10. The program is strictly no-smoking, this includes the use of vaping devices. Smoking or vaping is not allowed anywhere in and around the residence or in conjunction with any program event or activity. Any of these items found in a participant's possession will be immediately confiscated and any continued possession or usage will be grounds for immediate dismissal.

#### **CONDUCT LEADING TO IMMEDIATE DISMISSAL FROM THE PROGRAM**

11. Participants are prohibited from committing acts of violence on persons or property or threaten to commit any acts of violence, including threatening physical violence or acting in a verbally abusive manner to any participant, staff/faculty or persons associated with our program.
12. Participants are prohibited from engaging in any form of sexual harassment in person or online. Sexual harassment is any unwelcome verbal or physical behaviour towards another person. Some examples of sexual harassment include: unwelcome or inappropriate touching, engaging in adverse action after someone refuses a sexual advance, making lewd comments about an individual's appearance, displaying pornographic images on computers, emails, mobile phones, etc, or making sexist remarks or derogatory comments.
13. Participants are prohibited from possessing or distributing drugs including all Marijuana and Cannabinoid products. Participation in an incident involving drugs is cause for an immediate dismissal, even if the participant did not consume or intend to consume these substances.
14. Participants are prohibited from purchasing or possessing weapons of any kind including guns, knives, swords or similar, even if these items are considered decorative and/or not intended for use.

Please note that parents of participants who are dismissed from the program are responsible for all associated costs of a dismissal. In the event of dismissal, there is no refund of any fees.

#### **RESERVED RIGHTS OF THE PROGRAM**

1. The program reserves the right to enter or inspect any room when, at the discretion of the Program Director, it is deemed necessary for the security or maintenance of the residence or safety of the residents. This includes the right to inspect rooms for compliance with regulations regarding drug, alcohol, smoking, weapons and fire hazards.
2. The program reserves the right to inspect personal belongings including suitcases, backpacks, purses etc when, at the discretion of the Program Director, it is deemed necessary for the security or maintenance of the residence or safety of the residents. This includes the right to inspect belongings for compliance with regulations regarding drug, alcohol, smoking, weapons and fire hazards.
3. The program reserves the right to take disciplinary action around participant behaviors deemed, at the discretion of the Program Director, as anti-social, unacceptable or dangerous either to the participant themselves or a member of the community. This may include the impositions of certain conditions for continuing residence or removal from the program at the discretion of the Program Director.
4. The faculty and staff of Berridge Programs cannot be responsible for any ongoing medical or psychological care of participants including dispensing any prescription medications, facilitating

regular treatments with primary care physicians and/or mental health professionals. Students must be of good health both physically and mentally to attend our programs and be able to monitor their ongoing health and alert a member of staff in the event of an emergency. Our medical care is limited to emergency medical treatment and providing basic over-the-counter medications with the permission of a parent.

5. The program reserves the right to remove a participant whose physical or psychological health status demands, or comes to demand, more care than can normally be provided by the program. Berridge Programs is not responsible or liable for any incident resulting from undisclosed medical conditions, physical or psychological.

Please note that all enrolled participants and their parents will be asked to sign a form acknowledging that they have read and understand all of the Eligibility Criteria, Code of Conduct and Reserved Rights of the Program and that they agree to abide by all of these rules, policies and rights for the duration of the program, including your understanding that all costs associated with participant removal from the program are to be paid by the parent/guardian with no refund of fees at any time. Questions or concerns about these policies should be addressed with the Program Director before the start date of the program.