



EF ACADEMY

International
Boarding Schools

EF Academy New York Student Handbook 2022-2023





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Our Mission:

Open the world through education.

EF Academy New York:

- Offers a diverse and supportive international learning community
- Embraces an academically innovative curriculum celebrating cross-cultural perspectives
- Prepares students to succeed in college and the ever-evolving world beyond
- Develops the whole student via a vibrant and inclusive campus life
- Fosters lasting friendships without borders



Our Vision:

Foster true global citizenship through our multicultural learning community.

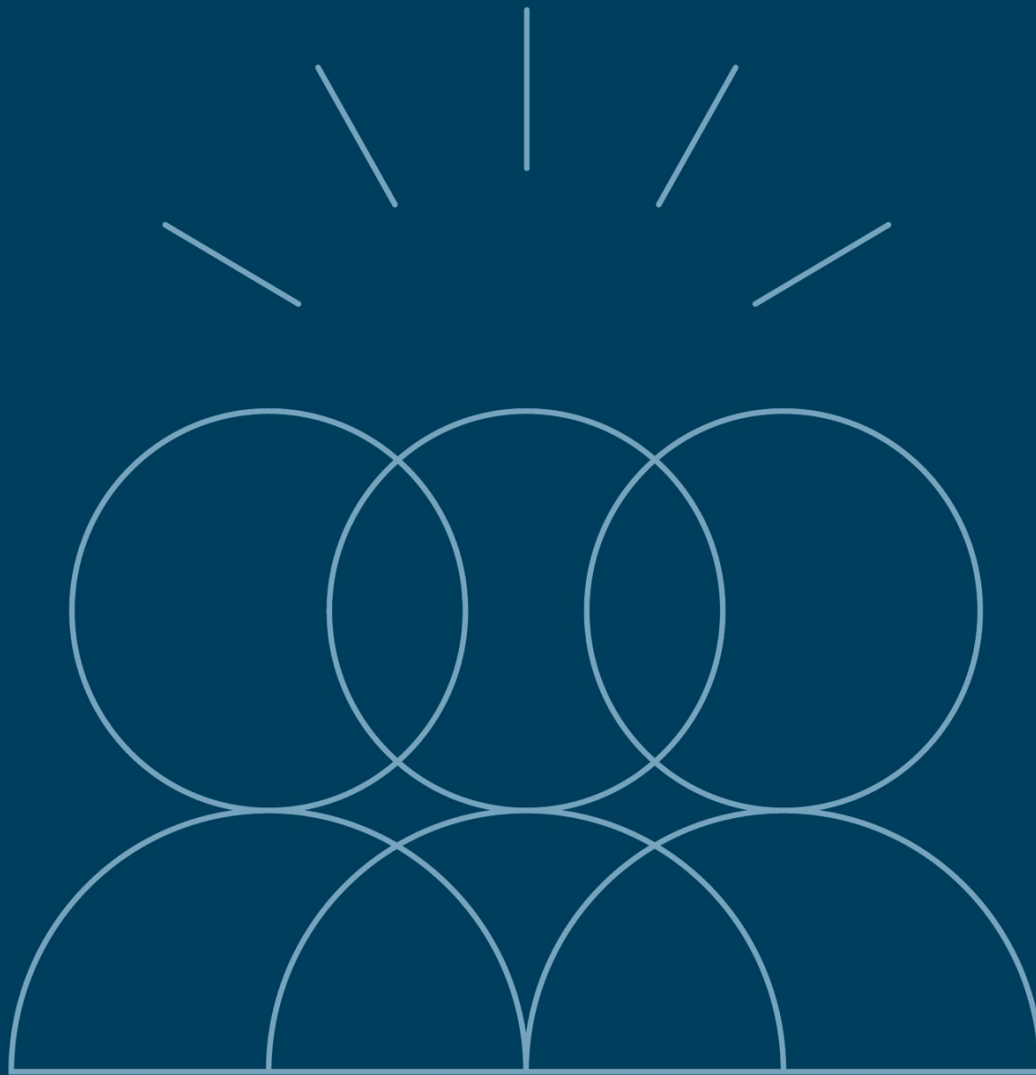
Students:

- Discover and develop unique talents and skills
- Prepare for success in college and the career world
- Grow tremendously as people
- Build a global network of peers
- Become impactful citizens of the world

Educators & advisors:

- Mentor the whole student as a unique individual
- Celebrate diverse perspectives in the classroom
- Encourage collaboration, analysis and reflection
- Advise students into the right colleges and careers
- Foster growth mindset and lifelong learning





Definition of learning

At EF Academy students will engage in a learning experience that asks them to **explore diverse perspectives** through a process of **collaboration, analysis** and **reflection** aimed at developing the skills necessary to respond to the challenges and opportunities facing their generation.





International-mindedness

The attitudes, aspirations and actions that:

- empower **compassion** toward all cultures
- celebrate **diversity** in all its forms;
- cultivate an **inclusive** community; and
- promote human dignity and global citizenship.

Internationally-minded members of the EF Academy community are dedicated to:

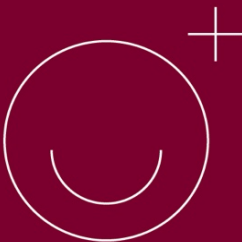
- fostering their own dignity;
- enhancing the dignity of others;
- elevating their community in all ways; and
- bettering their world through intentional actions.





EF Academy Student Profile

EF Academy students aspire to develop the following traits:



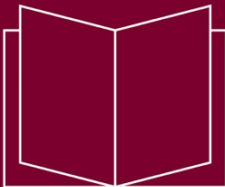
Learner

- Thinks critically and asks questions to deepen understanding
- Finds joy in learning new skills and information
- Takes responsible risks to enhance learning
- Learns both independently and in groups
- Accepts, reflects on, and learns from mistakes



Leader

- Accepts new responsibilities and challenges
- Stands up for the dignity of others
- Communicates with clarity
- Endeavors to protect our planet
- Inspires and collaborates with others



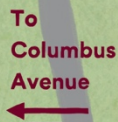
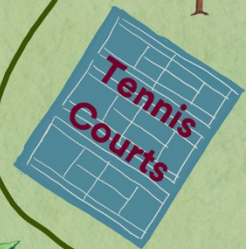
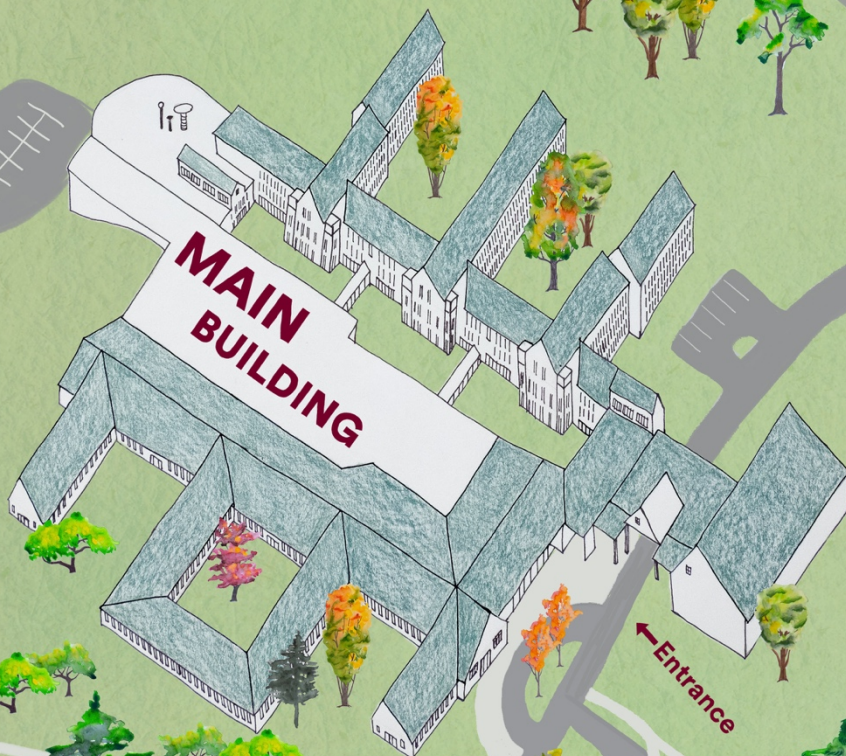
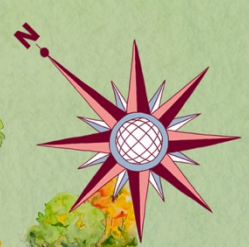
Scholar

- Engages with current events
- Gathers and synthesizes information across a variety of media
- Uses evolving technologies skillfully
- Pursues their passions
- Thinks both analytically and imaginatively



Global Citizen

- Considers alternative viewpoints
- Discusses conflicting perspectives respectfully
- Perseveres through challenges
- Makes a positive difference in the world
- Appreciates the interconnectedness of all peoples



General School Information

Diversity, Equity, Inclusion, and Belonging Statement

Guided by our mission to cultivate confidence and freedom for people of all ages, nationalities, and backgrounds, we seek to engage members around our diverse identities. By embracing diversity, we strive for equity of educational opportunity and commit to using responsible practices in promoting each student's academic success and personal well-being. We consistently review and refine our curricula, policies, practices, and resources to ensure that we fulfill our mission to open the world with education.

A historical sketch of the school

In 2008, EF opened its first EF Academy campus in Tarrytown, New York, its first full-service high school to offer college preparatory programs in a prestigious boarding school setting. EF later opened campuses in Oxford and Torbay, England. In 2014, EF Academy New York moved to the Thornwood campus. Surrounded by 100 acres of landscaped grounds, our residential living and learning community here at EF Academy New York offers students a variety of activities to take part in and plenty of space for them to pursue their passions.

Today, EF Academy New York remains dedicated to providing our international and local students with an enriching learning experience. For more information about EF Academy's history and our distinct programs, please visit our [website](#).



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How to contact us

Mailing address:

EF Academy
582 Columbus Avenue
Thornwood, New York 10594-1907

Phone: +1 914 495 6100

Emergency phone: +1 914 505 4874

Student mail and messages

Parents can send letters, postcards, and packages to students at the following address:

Student Name

Student Room Number
EF Academy
582 Columbus Avenue
Thornwood, New York
10594-1907 USA

The mailroom is open Monday - Friday from 4:30 p.m. - 6:00 p.m. Regular hours of operation are posted on the mailroom window.

Keeping parents connected

EF Academy uses an online portal to help parents monitor student progress at EF Academy through PowerSchool. This portal provides an accessible way for parents and students to connect with the school. Students and parents will receive login details at the beginning of the student's first semester. The portal allows a user to:

- Check grades/gradebook
- View attendance
- Set up email alerts for new grade postings, class, or school information

- Contact teachers and staff
- Read daily announcements, school policies, and classroom news
- View team and club activities

Note: Parents are encouraged to check the PowerSchool portal on a regular basis to monitor student progress.

School leadership staff

Administrators and faculty members are dedicated to student safety, success, and happiness at EF Academy. The UAA is the point of contact for academics, and the Dorm Head is the point of contact for all community-oriented questions.

Whenever they have questions or concerns, students should feel free to talk to any faculty member, academic or residential.

Head of School: Dr. Vladimir D. Kuskovski

Oversees strategic direction and overall leadership of the school

Deputy Head of School for Academics: Mr. Matthew Sipple

Oversees all aspects of teaching, learning, and the classroom experience

Deputy Head of School for Residential & Community Life: Mr. Daryl Hitchcock

Oversees all aspects of the school's residential and community life, including housing and activities

Director of University Advising: Ms. Bernadette Condesso

Oversees the University and Academic Advisor (UAA) team

Director of Educational Technology: Mr. Karl Suits

Oversees technology related to student learning and organizational processes

Deans of Students: Ms. Lauren Valentino & Mr. Wayne Walton



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Set, maintain, and create the school ethos of behavioral standards and expectations; implement a comprehensive student life program; monitor attrition, set enrollment targets, and coordinate the needs of students

Deans of Academics: Mr. Brad Park and Ms. Jennie Chapman
Support students to achieve their academic goals through coordinated efforts with teachers, counselors, UAAs, and other key members of the community

Campus Director: Ashlee McClelland
Manages all campus facilities, including security, food service, cleaning, nursing, maintenance, IT systems maintenance, and landscaping

Director of Admissions: Ms. Andrea Houser
Oversees the admissions review of all new students to the New York campus and recruits American boarding and day students to all the EF Academy campuses

IB Diploma Coordinator: Ms. Amy Park
Oversees all aspects of the IB Diploma Program and IB exams

Calendar

Please review the student calendar for a complete list of all major events, public holidays, and school activities.

Key Dates 2021-2022

Students Arrive:	August 30 – 31
Welcome Days:	September 1 – 4
Semester One:	September 2 – December 15
Winter Break:	December 16 – January 11
Semester Two:	January 13 – May 26
Spring Break:	March 9 – March 28
Summer Break Begins:	May 28

Closed dates

School is closed for Winter Break and Spring Break, and all students must depart campus at these times. All community members, students, and faculty need time to rest and recharge.

Departure and return dates

Students must not leave school before the end of semester and must not depart before the academic day ends. Students must return to campus on time after all school breaks.

Failure to comply will result in unauthorized absences and will affect students' grades and visa status. Additionally, early returns are not permitted, since there will be no adult coverage or supervision until posted times as noted above in this handbook.

Departure dates for Winter Break:

After all academic and school commitments on Wednesday, December 14, 2022.

No later than 3:00 p.m. on Thursday, December 15, 2022.

Return dates for Winter Break:

No earlier than 8:00 a.m. on Thursday, January 12, 2023.

No later than 9:00 p.m. on Thursday, January 12, 2023.

Departure dates for Spring Break:

After all academic and school commitments on Wednesday, March 8, 2023.

No later than 3:00 p.m. on Thursday, March 9, 2023.

Return dates for Spring Break:

No earlier than 8:00 a.m. on Tuesday, March 28, 2023.

No later than 9:00 p.m. on Tuesday, March 28, 2023.

Senior departure date:

No later than 6:00 p.m. on Saturday, May 20, 2023.

Departure date for Summer Break:

No later than 3:00 p.m. on Sunday, May 28, 2023.

*All breaks, departure and arrival times are subject to change.

Academics

Academic programs

EF Academy provides a rigorous academic curriculum that prepares students for a successful post-secondary educational or career journey.

US High School Diploma Program / Open Choice

All EF Academy students who graduate earn a US High School diploma. To obtain this diploma students must successfully complete 22 course credits across a variety of subject areas including English, Mathematics, Science, Physical Education, and Humanities. Individual subject certificates may be completed by students wishing to complete some IB courses. Students who complete the course of study in an IB subject are eligible to take exams for individual subject certificates. Colleges and universities may award course equivalency upon entry for students who earn scores of 5 or higher on a scale of 7 on IB exams. For additional information about the US High School academic curriculum, please review the [US High School Diploma overview](#).

US High School & International Baccalaureate (IB) Diploma Program

The IB Diploma Program (IBDP) curriculum is made up of six subject groups and the IBDP three core elements, Theory of Knowledge (TOK), the Extended Essay, and Creativity, Activity, Service (CAS), which provide students with opportunities to explore their interests, talents, and skills outside the classroom.



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For additional information about the IB academic curriculum, please review the [IB Diploma Program overview](#).

Students who enter the full IBDP must meet certain benchmarks to remain in the program for the two years. The [IB Deadline Policy](#) outlines the requirements of all full IBDP students and consequences for not meeting the benchmarks.

Academic schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Professional Time 8:00-8:50	Office Hours 8:00-8:50	Professional Time 8:00-8:50	Office Hours 8:00-8:50	Professional Time 8:00-8:50
Period 1 9:00-9:40				
Period 2 9:50-10:30	Period 1 9:00-10:20	Period 5 9:00-10:20	Period 4 9:00-10:20	Period 8 9:00-10:20
Period 3 10:40-11:20	Period 2 10:30-11:50	Period 6 10:30-11:50	Period 3 10:30-11:50	Period 7 10:30-11:50
Period 4A / Lunch A 11:30-12:10	Lunch A 11:50-12:30			
Period 4B / Lunch B 12:20-1:00	Clubs A 12:00-12:40	Advisory A 12:00-12:40	Clubs A 12:00-12:40	Advisory A 12:00-12:40
Period 5 1:10-1:50	Clubs B 12:40-1:20	Advisory B 12:40-1:20	Clubs B 12:40-1:20	Advisory B 12:40-1:20
Period 6 2:00-2:40	Lunch B 12:40-1:20			
Period 7 2:50-3:30	Period 3 1:30-2:50	Period 7 1:30-2:50	Period 2 1:30-2:50	Period 6 1:30-2:50
Period 8 3:40-4:20	Period 4 3:00-4:20	Period 8 3:00-4:20	Period 1 3:00-4:20	Period 5 3:00-4:20

Attendance and Absences

Absence

All absences from school must be approved in advance. If you wish to leave campus, you must complete a Pass in Orah that is submitted and approved at least 72 hours prior to the proposed absence. Academic absences must be approved by a Dean of Academics or the Deputy Head of School for Academics.

Submission of the form and a parent in-app endorsement indicating permission for the intended departure are both required for final staff review and approval. There may be times when, even with parental permission, the request will be denied for behavior or disciplinary reasons. If this is the case, students and families will be notified.

Absence for college visits

All absences for college visits must be approved in advance by students' University and Academic Advisor (UAA). Students are permitted to miss up to three school days for approved college visits but should try to plan these visits to occur during weekends as much as possible.

Absence for religious holidays and significant family events

In an effort to support our students' diverse backgrounds, students may request a day to observe a religious holiday in the surrounding area. We also understand that students and families may have unexpected and/or significant events occur throughout the school year that would require a student to be absent from school. In either case, an absence request must be submitted to and approved by your UAA at least two weeks prior to the religious holiday or a significant family event (except in the case of an emergency).

Attendance policy – SEVP & SEVIS

EF Academy expects that students will attend all academic commitments throughout the academic year. Consistent attendance is a school expectation and is required to maintain student visa status.

To help students maximize their learning opportunities and to support students maintain their student visa status, EF Academy has the following attendance policy.

EFA New York Attendance Policy

Step 1: The registrar runs daily Unexcused Absences (AU) attendance reports and notifies the appropriate Academic Deans when an individual student meets one of the below thresholds.

Step 2: If a student has a total of 3 Unexcused Absences (AUs) for classes, advisory, or clubs, a letter is sent home by the registrar alerting the parents and appropriate school faculty and staff.

Step 3: If a student has a total of 5 Unexcused Absences (AUs) for classes, advisory, or clubs, the student has a meeting with the appropriate Academic Dean and a letter is sent home alerting the parents and appropriate school faculty and staff. Additionally, the student will be restricted / gated to campus for Friday after school.

Step 4: If a student has a total of 10 Unexcused Absences (AUs) for classes, advisory, or clubs, the student has a meeting with the appropriate Academic Dean. The Academic Dean then schedules a meeting with the student's parents to share the attendance concerns and enlist the partnership of the parents in encouraging the student to attend class on time and to learn of any strategies the parents may have to best support the student. After this conversation, a letter is sent home alerting the parents and appropriate school faculty and staff. Additionally, the student will be restricted / gated to campus for Saturday of the following weekend.



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Step 5: If a student has a total of 12 Unexcused Absences (AUs) for classes, advisory, or clubs, the student has a meeting with the appropriate Academic Dean and the Deputy Head for Academics. The Academic Dean and the Deputy Head for Academics schedule a meeting with the student's parents to stress the severity of the student's attendance issues and to highlight that 3 more AUs will result in dismissal from school. After this conversation, a letter is sent home alerting the parents and appropriate school faculty and staff. The student will be restricted / gated to campus for the entire weekend.

Step 6: If a student has a total of 15 Unexcused Absences (AUs) for classes, advisory, or clubs, the student has a meeting with the appropriate Academic Dean and the Assistant Head for Academics or the Head of School and is expelled from EF Academy. The Deputy Head for Academics will schedule a call with the student's parents to explain the decision.

Late Policy:

When a student accrues 15 Unexcused Lates, the student will have a meeting with the appropriate Academic Dean. The Academic Dean schedules a meeting with the student's parents to share the attendance concerns and enlist the partnership of the parents in encouraging the student to attend class on time and to learn of any strategies the parents may have to best support the student. After this conversation, a letter will be sent home.

If a student accrues more than 30 Unexcused Lates, the appropriate Academic Dean will alert the parents with a letter that the student will have a Restorative Review. During the Restorative Review, the student will meet with the Academic Dean and other appropriate adults in the community (University and Academic Advisor, Dorm Head, etc.) to discuss the student's failure to meet the attendance expectations. Following the Restorative Review, a recommendation will be made to the Head of School which could result in a number of consequences, including dismissal. After the Restorative Review, the Academic Dean or the Deputy Head for Academics will schedule a call with the

student's parents to share the consequences.

Credit Policy:

If a student earns 10 Unexcused Absences (AUs) in any one class, the student will not earn credit for the class.

Once a student accrues 6 Unexcused Absences (AUs) for one class, the appropriate Academic Dean will schedule a call with the student's parents to stress the importance of the student not accumulating any more Unexcused Absences for that particular class.

At the point of reaching the 10 Unexcused Absences (AUs), the student is withdrawn from the class and placed in a study hall. The appropriate Academic Dean schedules a call with the parents to explain the rationale for this action. After this conversation, a letter is sent home to document the failure of credit and the change of schedule. Note: 10 Unexcused Absences (AUs) in one class represents four weeks of class time missed.

Notes:

- The above thresholds reset each semester when students return to school; however, the credit policy numbers do not reset.
- If a student fails to attend the restrictions outlined in steps 3, 4, and 5, the student will still have to serve the detentions the next weekend and will also be restricted to campus during the academic week.
- If a student is more than 20 minutes late to a class, the teacher should leave the attendance designation at Unexcused Absence (AU).
- EF Academy is required by law to report to the Department of Homeland Security if students are in violation of their student visa while studying in the United States. [The Student and Exchange Visitor Program \(SEVP\)](#) is the Department of Homeland Security's (DHS) program that administers the [Student and Exchange Visitor Information System \(SEVIS\)](#). SEVP ensures that government agencies have essential data related to non-immigrant students and exchange visitors to preserve national security. SEVP provides approval and oversight to schools authorized to enroll F and M non-immigrant students and

gives guidance to both schools and students about the requirements for maintaining their status.

- SEVP reserves the right to consider all academic absences, whether excused or unexcused, as violations of their I-20 and student visa. All attendance markings will be recorded through an online portal and are accessible for students to view daily. When a student is excused from class for an academic activity such as a field trip, sporting event or college visit, the student is considered present and accountable.

Attendance before and after school breaks

Attendance is compulsory during all calendared school days and exam periods at EF Academy. Students are expected to be on campus until the completion of the full academic semester published in the school's [Academic Calendar](#). Departing campus before the start of a school break or late arrival to campus after a break is not permitted and any subsequent absences will be considered unexcused.

Attendance in activities and clubs

All students are required to participate in clubs in both semesters; students may also participate in after-school sports and activities. Participation in clubs, sports, and activities allows students to connect, contribute and learn from other members of the school community. Activities, clubs, and sports are organized by academic semester.

Students have many options from which to choose in these categories, and at the beginning of each semester, students will have the opportunity to sign up for activities in which they are most interested. If students cannot find a club they would like to join, they are encouraged to start their own.

Sick day policy

Students unable to attend school due to an emergency or illness must report in person to the Health Center. In order to be excused from class for a period or the day, students must be in the waiting room no later than 9:00 a.m. Students who become ill during the

school day must be assessed by the nurse before the next class begins. Students who are excused from school due to illness are not permitted to participate in any activities after school, including sports and clubs, or depart campus for any reason on that day.

Students who live in South Hall or who the Nurses deem sick enough, will remain in the Health Center until they have recovered. Students who miss class on Friday may have weekend leave cancelled.

Parents may not request a sick day for their child. The only way a student can be excused from class for illness is by being assessed and excused by a school nurse in a timely manner.

If a nurse approves a student to take a sick day, teachers will be notified, and the attendance code “Illness” will be entered in the online portal. If a student does not have permission from the nurse, the student will be marked unexcused. It is the responsibility of the student to make up all work missed during absences. Students who are excused by the nurse will remain in the Health Center for assessment and care for the duration or until symptoms subside and the student is able to resume normal activities.

Mental Health Day Policy

Students unable to attend class(es) due to a mental health challenge are required to meet with a mental health counselor in the health and wellness wing in order to be assessed and excused. Students must be in the waiting room no later than 9:00 a.m. Students who present with a challenge during the school day must be assessed by a counselor before the next class begins. Depending on the counselor’s assessment, the student may be excused from class(es) and marked “social worker excused” in the attendance portal.



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Grading scales

On EF Academy transcripts, students will see a US High School letter grade. Please find below the description and equivalence of each letter grade.

DESCRIPTOR	U.S. RATING
Proficient at all standards	A+
	A
Proficient at most standards	A-
	B+
Proficient at some standards	B
	B-
Meeting most standards	C+
	C
Meeting some standards	C-
	D+
Meeting minimum standards	D
	D-
Not meeting standards	F

Grades

Grades and comments are updated at the conclusion of each semester that culminates in a yearlong grade.



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Graduation requirements

In order to graduate with a US High School Diploma, the following New York State requirements must be met:

USHS Diploma Requirements	Minimum Number of Credits*
English	4
Humanities	4
Science	3
Mathematics	3
Languages other than English	2
Physical Education	2
Electives	4
TOTAL	22

*One academic year with a passing grade (D- or higher) equates to one credit.

In order to graduate with IB Certificates and/or the IB Diploma in addition to the EF Academy diploma, students must meet the specific requirements for each program.

Credit achievement requirements

In order to advance to the next grade level, students must successfully complete the coursework in their current grade level and the requirements for their program. For course credit to be awarded, students are required to earn a full academic year grade of D- or higher.

If students receive a failing grade, they may be required to earn the credit through an approved program of study if the failed course is needed to meet EF Academy's graduation requirements or to be promoted to the next grade level. In order to earn credit, students will either successfully complete the course at EF Academy the

subsequent year or successfully complete a course through an external program approved by the EF Academy administration.

If a student receives a failing grade in four or more classes, the student may be asked to leave EF Academy or repeat the grade level. At the end of each academic year, the administration of EF Academy will review individual students' academic performances and will use its discretion to make any necessary recommendations to a student's program of study for the coming academic year.

Grade promotion requirements – Credit deficiency

Should students arrive at EF Academy and are deficient in one credit (e.g., they only have one humanities credit but should have two), they will take the missing/deficient credit as their eighth subject. If students arrive at EF academy and are deficient in two or more credits, they will take one credit as their eighth subject and will also be enrolled in the Credit Deficiency Program. This program is mandatory and is put in place to ensure that all students have the necessary credits to graduate. The Credit Deficiency Program comes at an additional cost to the student's family, at the discretion of the school. The student will be notified of his/her enrollment in the program in the beginning of their 12th grade year. This Credit Deficiency program is an online program and conducted through an outside provider, The Virtual High School. Credits earned through this program will be recorded on the EF Academy High School transcript.

Academic honesty

All work submitted by students must be the student's own. Where sources are used or referenced, they must be identified and acknowledged. Cheating and plagiarism are serious breaches of the school's academic standards. If a student commits an act of academic dishonesty, the student's teacher will report it to the appropriate Dean who will then determine the course of action.

Academically dishonest behavior is that which allows a student an unfair advantage during an assessment or task. The following behaviors are considered dishonest:



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- Cheating is the practice of fraud or trickery to violate rules.
- Collusion is secret agreement or cooperation, especially for an illegal or deceitful purpose, such as allowing one's work to be copied or submitted for assessment by another.
- Duplication occurs when a student presents the same or very similar work for assessment in separate components. In the IB, an example of duplication is using the same ideas for both an Internal Assessment and the Extended Essay. Duplication is considered cheating.
- Plagiarism is taking someone else's work or idea and using it as if it was your own or using another's work without crediting the original source. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

Academic probation

All Students

If students have, over the course of a semester, earned a grade of an F in two or more classes, they will be placed on academic probation. The appropriate Academic Dean will speak to the student and then schedule a call with the student's parents to discuss concerns and supports offered here at school and to enlist parental support. Students who receive a full academic year grade of F in one or more core classes (English, humanities, math, science, Learning & Knowledge), will need to earn the credit in the summer using an online learning platform approved by EF Academy.

IBDP candidates

IBDP students who have not met the following requirements by the end of their first year in the program (i.e., the end of 11th grade) will be asked to adjust their course of study:

- Extended Essay draft requirements completed
- All CAS requirements to that point met
- All Internal Assessment deadlines up to that point met

Additionally, IBDP or course candidates must adhere to the academic honesty policy of the school.

Academic support

Office hours

Teachers are available to meet with students during their regular office hours, which take place on Tuesday and Thursday mornings from 8:00-8:50 a.m.

Private tutors

Students can contact their UAA to arrange for private tutorial sessions. Private tutoring is not included in EF Academy fees. Note that private tutoring should only be sought after the student has exhausted teacher extra help resources.

Add/drop policy

Within the first two weeks of the Academic Year, students may add and/or drop courses. In order to do so, students will need to complete the Add/Drop Form.

Learning management systems

EF Academy uses Google Classroom as a learning management system. Students can view classroom assignments, course resources, and other supplemental materials.

Special testing arrangements (accommodations)

To submit requests for accommodations for major final assessments (IBDP) two forms of supporting documentation are required.

1. A psychological, psycho-educational, or medical report that is written by a medical or psychological professional with appropriate qualifications.
2. Educational evidence from the school.

Please note: The International Baccalaureate Organization (IBO) has specific requirements for documenting extended time requests for tests. It requires that all learning disabilities are professionally documented within three years prior to standardized testing. If an evaluation is older than three years, a re-evaluation must be completed in order to receive accommodations. The IB, not EF Academy, makes its own decisions about accommodations for examinations.

Advisory program

The advisory program is designed to support students in all facets of their lives in the EF community. Students learn the skills to live independently, build in their confidence and ability to express themselves, and develop socio-emotionally. Students' advisors support and encourage this growth during weekly advisory meetings. The positive relationships students form with their advisors serve as a key element in the students' holistic development. Ultimately, advisory helps students feel that EF Academy is a safe and nurturing learning environment that the students may confidently call "home."

Virtual learning day protocol

On days when face-to-face classes are not able to take place, EF Academy will utilize its virtual learning day protocol. Teachers will make sure asynchronous work is posted in all Google classrooms for students to work on throughout the day. Teachers may also require students to attend synchronous meetings at the same time as the regularly scheduled classes that day. Unless announced, clubs and advisory will not meet on a virtual learning day.

Any decision regarding a potential severe weather event will be communicated to the faculty and students via email by 8:00 p.m. the night before and will include details on the plan. This email will be followed by another by 6:00 a.m. the following day with further information or instructions.



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Laptop Requirement

Each family is required to provide a laptop for each of their students enrolled at EF Academy. In general, in order to be suitable for student learning the laptop should meet the following specifications.

Aspect	Specification
Age	In general, the laptop should be less than 3 years old.
Operating System	The most up-to-date English version of the Windows or Mac OS.
Screen Size	11 inches minimum.
Camera	Front-facing camera for video conferencing. It is recommended that this is built into the laptop, but external USB cameras will work.
RAM	8GB minimum (more recommended if you wish to edit video).
Solid State Drive (SSD)	128GB minimum (depending on your use, you might want more capacity).
Wireless (Wi-Fi)	802.11g/n/ac (802.11ax is recommended).



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Battery Life	6 Hours runtime minimum.
Keyboard	Preferably U.S. English.
Protective Case	(Recommended) Purchase a protective case for the laptop.
Warranty	(Recommended) When purchasing a warranty, make sure it includes coverage in the U.S. and in your home country if not the U.S.
Web Browser	Please install the Google Chrome web browser, which is available for free at https://www.google.com/chrome/
Antivirus Software	Please install Antivirus and Antimalware software. Sophos Home offers free Mac and Windows versions of their antivirus software that are currently very good. Many other software options available. Obtain Sophos Home at https://home.sophos.com/en-us/download-antivirus-pc.aspx

Laptop Suggestions



Please be aware that the following are suggestions and EF Academy does not actively promote one device over the other. There are too many variables for us to give a blanket



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device recommendation. Such variables include purchase cost, repair cost (at home and at EF Academy), warranty (issues covered, where coverage is valid, your level of predicted care for the device, etc.). The following are representative of devices that are appropriate at this time:

Apple Laptops	Windows Laptops
	
MacBook Air (Select or customize per requirements above) https://www.apple.com/shop/buy-mac/macbook-air	ThinkPad E14 (Select or customize per requirements above) https://www.lenovo.com/us/en/laptops/thinkpad/thinkpad-e-series/E14/p/22TPE14E4N1

Home Internet Connectivity Requirements

EF Academy makes extensive use of the Internet for student learning, including Google Workspace & Google Classroom. Therefore, if you will be studying from home you will need stable, fast, and open access to the internet so you can follow along when the teacher posts and collects assignments and when meeting face-to-face using the camera.

For home, we recommend a Wi-Fi antenna/router with at least 10 Mbps for each user. Less bandwidth will work, but video connections may become “fuzzy”. It is also possible to connect to the Internet using an Ethernet cable. Many modern laptops do not have an

Ethernet port, but you can purchase an adapter to connect the Ethernet cable to the laptop. Check with your laptop supplier if you need to get an appropriate Ethernet adapter.

Student life

Statement of character

EF Academy perceives character – the personal commitment to moral sensitivity and an expansive compassion when exercising choices – as an integral part of who a person is. From the moment a student arrives at EF Academy, we strive to nurture and promote in them a character of integrity, respect, and compassion.

Integrity is the foundation upon which a virtuous character is built. At its core, it defines a person's beliefs and values, as well as an acceptance to live in accordance with principles and to stand up for what is right. Integrity requires honesty to oneself and others to create and sustain a community of trust.

Respect is acting with dignity toward oneself and others. This includes both appreciation and celebration of differences and principled opposition to discrimination of any kind. It involves a sense of responsibility for one's commitments to oneself and others.

Compassion is the ability to understand the perspectives of others, and to be able to emotionally resonate with their condition. It involves listening actively and without judgment, showing kindness, and caring about the wellbeing of others, as well as actively wishing to alleviate suffering.

Statement of expectations

All community members will:

- Remind themselves, whether on or off campus, that they are global citizens and representatives of their culture, their home country and EF Academy New York



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- Maintain high standards of honesty – academically and personally – and avoid deception of any kind
- Treat all beings with dignity, refraining from words and behaviors that discriminate, demean, abuse, bully, intimidate, harass, exploit, humiliate, threaten, or coerce
- Respect other people's personal and physical space, privacy, life, and property
- Exemplify acts of responsibility, kindness, gratitude, appreciation, generosity, and compassion toward all beings within and beyond our community
- Seek ways to elevate others' well-being and support them in developing a sense of belonging
- Observe safe behavior, and report and seek help if encountering unsafe conditions or practices

All members of the community are encouraged and empowered to take constructive actions if these expectations are compromised. Such an action may take many forms, such as directly addressing an issue with those involved, reporting to school administration, or talking to a trusted adult who will then assist with next steps according to EF Academy New York's guidelines and protocols.

Community Standards

While at EF Academy, all community members are expected to meet high expectations of personal and academic integrity. We understand that teenagers, like adults, will sometimes make mistakes. Thus, the first approach of EF Academy will be to resolve the situation using a restorative approach with an understanding that actions have consequences.

We are willing to work with each and every student and to provide support along the way; however, the school reserves the right to take appropriate disciplinary action if it deems it is in the best interest of the school community at large.

This may occur in situations such as, but not limited to: a student's demonstrated inability or unwillingness to function successfully or cooperatively within the academic

and/or residential setting; a student's failure to abide by major rules, principles of integrity, respect, and compassion; or a student's accumulation of minor offenses that suggest lack of maturity and a demand for parental guidance and monitoring in their home setting.

Any act of discrimination against or harassment of any individual or group based upon personal animosity is strictly prohibited at EF Academy. Students must refrain from contradictory behavior (outlined in the Statement of Expectations) which is intended to cause or has the effect of causing harm to any community member, their property or school property. A student's failure to refrain from this behavior will subject the student to appropriate administrative action (up to dismissal) as deemed necessary.

Bullying and harassment

EF Academy maintains an ethos in which all members of the community feel safe and confident and treat each other with respect. EF Academy believes that bullying and/or harassment do not belong to healthy and caring communities and therefore does not tolerate it. Bullying is defined as a persistent, deliberate attempt to hurt or humiliate someone which may cause long-term psychological damages, and, in extreme cases, personal loss of confidence, confusion or suicide. Should any community member have knowledge of any other community member being subject to any form of bullying or harassment, the individual should immediately report the behavior to a trusted adult or an administrative faculty member so that necessary steps can be taken without delay.

There are various types of bullying, but most have three things in common:

1. It is deliberately hurtful behavior.
2. It is repeated over time.
3. There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

Bullying may take various forms, including but not limited to:

- Cyber: The use of electronic communications such as email, mobile phones, text/multimedia messaging, photographs/videos, online profiling, websites

(including social networks) and instant messaging with the intent to frighten, embarrass or harass

- Disability: Negatively targeting an individual because of, or with emphasis on, the issue of disability
- Emotional: Being unfriendly, excluding, tormenting (e.g., hiding books, threatening gestures), teasing or mocking due to differences or opinions
- Physical: Pushing, kicking, hitting, punching, or any use of violence
- Racial/Cultural/Religious: Racial, cultural, or religious taunts, graffiti, or gestures
- Sexual/Sexist: Unwanted physical contact or sexually abusive comments or gestures
- Verbal: Name-calling, sarcasm, spreading rumors, teasing, vulgar or abusive comments

Social Media Guidelines

Students may not download, possess, upload, print, request or electronically transmit electronic files and material(s) such as:

- Pornography, sexts, nude or semi-nude photos or videos, profane messages, posters, books, or other material that is demeaning to others
- Racist, homophobic, or sexist material(s)
- Any files, materials, posts, texts, or transmissions that discriminate, demean, abuse, bullies, intimidate, harass, exploit, humiliate, threaten, or coerce

Students may not impersonate another individual through any electronic communications.

Students may not use the school's name or logo without permission from the school administration. Any online publication must be consistent with all school rules and regulations; violation of this policy is a violation of our values and may result in disciplinary action.

Tech Code

Purpose

EF Academy students are expected and encouraged to use various technologies and information systems as tools to enhance learning and as part of residential life. The EF Academy Technology & Information Use Code (EF Academy Tech Code or Tech Code) is a guide to help ensure that use of technology and information, both at school and at home, is a positive and productive part of the learning experience. The Tech Code also highlights the fact that technology and information use at EF Academy is a privilege, not a right, and that this privilege comes with responsibilities. EF Academy seeks to partner with parents in all aspects of school. Supporting the Technology Code is one of the places we appreciate parent support.

Definition of Technology & Information

Technology covered under this Tech Code includes, but is not limited to, computers, networks, & applications (e.g., computer or internet-based programs); cameras, phones, tablets (e.g., iPads), lab equipment; TVs, projectors, interactive displays; microphones, sound systems, recorder/player devices; and any physical infrastructure (school facilities, buildings, and grounds) related to the above. Information includes digital and non-digital files of any kind including text, audio, imagery, video, etc. The Tech Code applies to all devices used at EF Academy whether they are personal, or school owned.

Summary

The EF Academy Tech Code can be summed up in a few key points.

- I commit myself to think before I act, to learn the implications of my actions, and to willingly take responsibility for my actions, including making appropriate apologies and restorations.
- I commit myself to treat other persons with respect.
- I commit myself to acting harmoniously within the EF Academy community, by which I voluntarily place certain restrictions on my own behavior for the benefit of the group.



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Details

The EF Academy Tech Code seeks to help ensure respect for self, other persons, and EF Academy. The Tech Code also explicitly provides for EF Academy Administrative control over student devices while on campus or school-related trips.

Respect for Myself: I will have respect for myself. I will not visit objectionable Internet sites (e.g., pornographic, hate-based, or offensive). I will be vigilant when using the Internet because I understand that the Internet is neither private nor secure (e.g., websites or applications that appear harmless may, in fact, collect information that compromises my privacy and/or might install software that compromises the security or integrity of digital devices or the school network). I will provide a laptop that meets with the EF Academy laptop requirement, will regularly keep my data backed up, and keep my tech devices updated and in good working order. During times set aside for schoolwork, I will focus on schoolwork and avoid distractions.

Respect for Other Persons: I will be respectful, encouraging, and helpful to each person. I will only use technology and information for purposes that are beneficial, that are not harmful (emotionally, physically, financially, or otherwise) to another person or their property, and that are within the law. I will respect the right to privacy of each person (individual, organization, or company). I will not access (look at, copy, transfer, share, post, use, alter, or delete) applications or information that belong to another person unless that person gives me permission. I will respect the physical property of each person. I will not damage or take another person's property or prevent them from using it. I will respect the electronic property of each person. I will not access, attempt to access, make changes to, block, or delete applications or information belonging to another unless that person gives me permission. I will respect the intellectual property of each person. I will obey Copyright law, including giving proper payment and attribution. [Note: one may not simply share "ripped" software, music, or video with another; each person requires a legitimate license.

Respect for EF Academy: I will only participate in activities and access, display, or divulge materials that do not compromise the integrity of School technology, information, community, or reputation. I will not attempt to circumvent school network security or system/software access policies. I will not add, upgrade, or modify software on School devices without permission of the Director of Educational Technology. I will properly maintain and use School facilities and School and personal technology and information. I will not eat or drink in Tech facilities or near School or personal equipment.



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I will avoid technology-related distractions during classes and times set aside for schoolwork. I will only use school technology & information when authorized and will not modify these unless given permission to do so by the Director of Educational Technology. I will exercise good judgment in selecting and changing passwords and will never disclose my password(s) to anyone other than my parent or a teacher or administrator. I will not use EF Academy technology or information for personal financial profit. I will not hide my activities or act in secret.

Administrative Control: Administrative control means in part that teachers and administrators may, when deemed necessary, search the data on any personal device or account of a student (such as files and browser & chat history, etc. on a phone, tablet, and/or laptop) and on EF Academy systems (such as email, photo/video galleries, class websites, etc.) and/or temporarily impound a personal device pending a discussion with parents/guardians. I agree to EF Academy administrative control of my personal devices when I am on campus or school-related trips.

Consequences of Violating the Tech Code

Violation of the Tech Code will result in appropriate consequences that might include:

- Apology to injured parties
- Monetary payment to repair or replace lost or damaged equipment, systems, data, or facilities
- Deletion of software, videos, etc. if there is sufficient doubt that these were legally obtained
- Loss of privileges (e.g., use of email, network, services and/or use of devices such as phone/tablet/computer/camera)
- Suspension or expulsion from EF Academy (for severe violations)

In any specific instance, the school administration makes the final determination as to what is and is not a violation of the Tech Code and also decides the consequences of a violation.

Questions? Submit questions to tech@share.efacademy.org

Major school rules

Drugs and alcohol

At EF Academy, students' health is of paramount importance. Therefore, EF Academy is a substance-free campus. All community members are encouraged to seek the school's help, without hesitation, for themselves or on behalf of other students when there may be medical or behavioral concerns, even if school rules or standards for conduct have been violated (see Sanctuary Policy for more information).

The purchase, possession, distribution/sharing, or use of illegal substances, such as, but not limited to THC/cannabis, alcohol, or the misuse of prescription drugs have no place at EF Academy. If a student is found to be in possession of or using any of these items at any time, the student will be subject to the school's Restorative Review and place themselves at risk of being dismissed from school. Furthermore, the school reserves the right to test students suspected of being under the influence of drugs or alcohol. These tests will be billed directly to each family and are not covered by the school health insurance plan. Please see the Drugs, Alcohol and Testing policy below for more information on drug testing.

Student impairment may result in hospitalization for evaluation and care. Emergency room visits for drugs or alcohol are not covered by the school health insurance plan.

Sanctuary policy

The EF Academy sanctuary policy allows students to seek help through the Health Center. Students who are protected by the sanctuary policy are not considered to be in a disciplinary process; however, a Restorative Review may follow after the incident to determine the needs of the student. Students should prioritize medical help or mental health assistance for themselves or their friends. If another student's life is in danger, there should be no choice; a community member is obligated to get help for the student regardless of disciplinary consequences. For instance, if a student encounters another student who has been using alcohol or other drugs and is in medical danger due to this use, the student should contact the Health Center and/or a trusted adult immediately.

The sanctuary process can begin with a conversation with any trusted adult. This conversation may claim sanctuary for oneself or a peer in the event that a student is concerned for their own or their friend's health, wellness, or safety.

If students are off campus and experience a medical emergency, they should call 911 and then call the school as soon as is safely possible. The Health Center cannot medically evaluate students over the phone but are here as a resource in all matters of health and wellness.

Among the outcomes of a restorative review after a sanctuary event, the student may be required to go through drug and alcohol assessment and/or counseling treatment if deemed necessary. Payment for treatment will be the responsibility of the family. A student who has not yet claimed sanctuary and is confronted by a faculty or staff member who has reasonable concern about alcohol or substance use cannot claim that he/she had intended to go to or notify the Health Center.

If a student is found in violation of the drug and alcohol policy following a sanctuary situation, the student will automatically be in violation of a second offense, with the sanctuary situation deemed a first offense. Students can work on these issues while remaining on campus, abiding by school rules, or they may leave the community for a time and return when they can best function within school guidelines.

Suspicious items; Reasonable search for contraband; drugs, alcohol, and testing

EF Academy reserves the right to check students, their possessions, and their rooms at any time for items that are prohibited on campus, without the consent of the student. The school will conduct a search if there is a reasonable suspicion that the student is in possession of illegal, illicit, contraband, or stolen goods.

Students may be required to take drug and/or alcohol tests if the school has a reasonable suspicion (behavior, odor, etc.) that drugs or alcohol have been used/consumed. Failure to submit to drug or alcohol testing and/or attempt to falsify a urine drug test sample may result in dismissal from school.

When there is reason to believe that a letter or package contains contraband items, mailroom staff will bring it to the appropriate Dean of Students in whose presence the student will be expected to open the item. Prohibited items will be confiscated.

Unsafe practices and possessions

Unsafe practices and possessions are not allowed and may be grounds for severe disciplinary response. As safety, health and wellbeing of all community members are top priorities at EF Academy, students, as well as the rest of the community, are expected not to place themselves or others at risk by their actions or their possessions.

The following are examples of guidelines concerning personal and community safety:

Smoking

EF Academy promotes a healthy lifestyle and therefore is a smoke-free campus. Smoking, regardless of age or legality, is not allowed anywhere on or off campus including any school-sponsored excursion.

Due to obvious safety and health risks, students are prohibited from possessing paraphernalia, smoking cigarettes, using e-cigarettes, vaping, or chewing tobacco. A student who does not adhere to New York state laws and school regulations will be subject to a combined health and disciplinary response, and their parents will be notified.

Fire

Lighting a flame or creating a fire anywhere on campus is prohibited. In addition, evidence of fire violations in a student room (such as, but not limited to electric blankets, irons, hot plates, propane torches, burnt matches, cigarettes, incense, candles, etc.), and tampering with smoke detectors present danger to the community and are, therefore, prohibited.



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Weapons

Use or possession of ammunition or any weapon, such as guns, facsimile guns, objects that look like guns, knives, air rifles, paint guns, pistols, bows, arrows, slingshots, spears, dart guns, martial arts weapons or similar items presents a danger to students and is prohibited at all times. Any violation of this policy would be a violation of a major school rule and may result in dismissal.

Reckless endangerment

Students may not engage in dangerous pranks or other activities. These may include but are not limited to climbing a building above the ground floor, jumping from rooftops, riding skateboards/bikes on public roads, tampering with sprinklers on campus/in the dormitories, activating the fire alarm without cause or swimming in the pond. These are considered reckless behaviors and present danger to self and others.

Breaching campus security

Allowing non-resident(s) access to campus and/or a dorm room at any time without the appropriate administrative approval is not permitted. A breach of campus security may jeopardize the privacy and safety of all other community members.

Unauthorized spaces

Entry into unauthorized spaces such as, but not limited to, construction areas, storage spaces, utility rooms, vacant dorm rooms, vacant classrooms, dance studio, meeting rooms, music rooms or academic facilities (outside of operating hours) without permission and appropriate supervision is unsafe and therefore is prohibited.

Additionally, students of different genders are prohibited from meeting together in each other's dorm room or elsewhere on campus (such as but not limited to staircases, meeting rooms, vacant rooms, etc.) after curfew.

Curfew violation or absence from campus without permission

Violations of curfew and absence from campus without permission are grounds for disciplinary response that may include loss of privileges, reflection, and restorative opportunities. In order to provide a safe and structured pattern of life for students in a residential setting, the following guidelines are in place:

Off campus travel violation

A student who is found to be or have been off campus without permission, failure to have an appropriate pass, leaves campus without a valid US phone number, or is in violation of current COVID policies is in breach of a major school rule. Students are liable for a Restorative Review, up to and including dismissal, if they leave campus without permission or fail to return after holiday without permission.

Day students who are found on campus after curfew (both weekdays and weekends) without prior permission from the Dean of Students or the Director on Duty; are liable to disciplinary processes. (See Day Student information below)

Sexual intimacy

EF Academy recognizes the need of students to develop healthy relationships, as well as positive attitudes about sexuality. However, the school does not allow intimate sexual activity on campus at any time. Concerns about sexual intimacy are defined by the school's desire to maintain comfortable, safe places on campus (e.g., student dorm rooms, lounges, etc.) where all students act in accordance with our Statement of Expectations. Students found engaging in intimate sexual behavior on campus will face an institutional response after discussion with the Health Center, Dean of Students, and parents.

Additional rules and standards

Dress code

EF Academy is an international learning and living environment, students' clothing choices should reflect consideration for others. Clothing that displays words and/or images that demean others on account of race, color, religion, creed, national origin, gender, sexual identity, disability, or in any other manner deemed offensive to community members is unacceptable. Students should also ensure that their clothing provides adequate coverage of their bodies and does not reveal underwear or undergarments.

Day students

Day students are a valuable part of our community and are welcome on campus during normal school hours and during approved evening activities/events. All housing-related rules apply to day students during their time on campus (e.g., students are not permitted to be in the dorm room of students of the opposite sex, etc.). Day students must depart campus no later than curfew on both weekends and weekdays. In special circumstances (e.g., night of prom), day students in good academic and behavioral standing are welcome to sleep over on campus. A parent request to the Residential Life Operations Coordinator is required at least 72 hours in advance. The email request can be sent to academy.ny@ef.com for the request to be reviewed. Roommates of the boarding student who will act as host must give consent for all overnight visitors.

Student Drop Off & Pick up

Day students should not arrive at school earlier than 8:00 a.m. and are expected to arrive on campus at least fifteen minutes before their first class each day. They are welcome to enjoy breakfast in the dining hall. The area in front of the Main Building (the roundabout) is the designated area for day students to be picked up and dropped off by a parent/guardian.



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Driving / Parking on Campus

Day students who are licensed to drive in New York State may apply for permission to drive on campus and to park in their own designated spots. The request must be made to the EF Security Team and can be submitted by email to iasecurity@ef.com for review. Important safety and liability note: Students are prohibited from driving other students in their vehicle, regardless of whether the other students' parents have provided consent. However, permission may be granted at times to parents/guardians of day students who wish to bring other students to and from our campus.

Reporting Absences

Parents of day students are required to contact the Attendance Coordinator by 8:30 a.m. to report a student's upcoming absence or tardiness. Permission to be excused from school for any reason must be approved by the one of the Academic Deans or a Deputy Head of School. The nurses or mental health counselors may also excuse absences when students become ill and are sent home during the school day.

Early Departure

Unless approved by the Director on Duty or the Dean of Students, once day students arrive on campus, they are not permitted to depart campus before the academic day ends. Violations could result in the loss of on campus driving/parking privileges.

Meals

Day students are welcome to eat in our dining hall during mealtimes and are required to remain on campus for lunch. Day students who participate in athletics and/or other after school activities are also invited to have dinner on campus. Furthermore, students with approval to be on campus during a weekend by the Director on Duty are also welcomed to brunch and/or dinner at those times.



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Evening Hours

Day students are generally not permitted to remain on campus after 7:30 p.m. On weeknights, with permission from the Director on Duty, day students may attend Study Hall in the library or other group study areas (not dorm rooms), and they may remain on campus until 10:00 p.m. On weekends, day students are encouraged to participate in student activities and events on campus but must depart by 10:00 p.m. unless granted special permission (see below for “Overnight Stays”).

Overnight Stays

With permission from the Director on Duty, day students may periodically be permitted to spend the night on campus to participate in campus activities or special events. As part of this permission process, they must first get approval from the student they will be staying with, as well as their roommate(s), if applicable.

Dogs/Pets

Day students are not permitted to bring pets to campus. But we do welcome photos and videos of your furry, feathered, or fishy family members!

Bikes, skateboards, other non-motorized vehicles, and helmets

EF Academy expects all community members to secure their own bikes with necessary locks for safety. Due to fire hazard and other safety reasons, bicycles may not be stored or left in the hallways, stairwells of dormitories, or in any other campus buildings. Bikes, skateboards, rollerblades, and other non-motorized vehicles may present a hazard to both the rider and pedestrians; therefore, they are not to be used indoors. Outside, they should be used and parked/locked in the designated bike rack. When using bikes, skateboards, rollerblades, etc. all community members are required to wear appropriate helmets. Failure to abide by this expectation may result in losing this privilege.

Gambling

The school does not condone any form of gambling on or off campus. Students should not engage in any form of gaming that results in monetary gain for any of the participants. Students are prohibited from using the school's computer network to engage in online gambling.

EF Academy responses to infractions

Restorative Review

For most minor and mid-level infractions, the school employs a system of restorative and reflective review. We believe that our students are happier, more cooperative, and productive, and more likely to make positive changes in their behavior when faculty work with them rather than take a solely punitive approach. The most critical function of restorative practices is rebuilding and strengthening relationships within the community. Students, staff, and faculty must meet with those they have wronged, explore what happened and make necessary changes. While this process may see certain losses of privileges as a natural consequence, the goal is to build toward restoring the relationship.

Restorative Review Committee

The function of the Restorative Review is to discuss and evaluate appropriate consequences for possible violations of EF Academy's campus policies. The meeting is arranged by the Dean of Students and involves other relevant faculty members. The meeting is scheduled once an alleged violation has been reported. All attempts will be made to contact parents by email or phone prior to the meeting. While parents are not permitted to attend Restorative Reviews, communication between home and school is an important element of the restorative process.

During the process, the student(s) may choose an EF Academy staff member to advise them during this process and act as an advocate. The staff member will help the student(s) represent themselves both positively and honestly in the Restorative Review process. The staff member is a non-voting member of the committee. Once the staff member and the student both have made their statements to the committee, they are

excused from the proceedings for the remainder of the deliberation. The committee's recommendation is then given to the Head of School who makes the final decision regarding the outcome of the process. The Head of School's decision is then communicated to the students, their parent(s) or guardian(s) and the Home Office.

Possible outcomes include:

Student Success Plan

The Committee recommends a set of actions and or behaviors that the committee believes will lead the student toward greater success for themselves, and within the community. This could include counseling, tutoring, joining specific clubs and/or activities, and/or working with a mentor.

Grounding

Students who have repeated minor infractions against Student Handbook policies and procedures may be "grounded" to their dorm room or hallway. One example may include student(s) who after several verbal reminders and warnings have failed to maintain an appropriate tidy dorm room. The student(s) would be grounded until the situation is resolved.

Gating

Students can have their campus travel privileges restricted to a status called, "Gated". If a student is "gated" they are restricted to campus and are not permitted to obtain any travel passes during the designated time period.

Probation

Students are subject to increased monitoring and restricted privileges for an assigned period.

On campus suspension

The outcome from a student's Restorative Review may include an On Campus suspension for an assigned time period. During the On Campus Suspension a student's study and free time may be limited and structured as part of their suspension.



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Off campus suspension

A student who is suspended must depart campus within 24 hours and must comply with all logistical requests from the school. The off-campus suspension will be for an assigned period before returning to EF Academy. During this time, the student is required to complete all academic work assigned. The student may also be required to seek additional independent evaluation while serving their suspension.

Dismissal

Once the Restorative Review Committee has determined this course of action, the student must depart campus immediately and must comply with all logistical requests from the school.

Residential and Community Life

The following is an overview of life in the residence halls and the rules that guide student behavior at EF Academy. Successful and satisfying dorm living and academic learning requires a high degree of personal responsibility and respect for others. Students should strive to live a life full of integrity, respect, and compassion.

Living arrangements and room assignments

Room options include triples, doubles, and in some residences, singles (if available). Singles and doubles are considered “upgrades” and therefore have additional costs. Room assignments are made by EF Academy before students arrive to campus. Roommates are assigned based on gender, age, native language, and grade level. EF Academy intentionally connects students of different cultures and native languages in dorm rooms.

It can take time to get to know and adjust to roommates. EF Academy recognizes that for many students, this may be the first time sharing a living space with another individual. Students have ample time to adjust to their new living conditions and

support is provided to help students become comfortable in their shared living space. Roommate changes are uncommon. Requests for room changes will be presented to the Dorm Head and must be approved by EF Academy. Room change requests will be considered following the adjustment period (4-8 weeks after the start of a semester. EF Academy reserves the right to limit any room changes.

All concerns about roommates or living conditions should be brought to the student's Residential Advisor and Dorm Head in a timely manner so we can identify solutions and find a swift resolution.

Room assignments are regularly reviewed, and EF Academy reserves the right to make room changes, as needed.

Dorm furnishings

All rooms are furnished with the essentials, including sheets and towels. Students are encouraged to have an extra set of sheets and towels to facilitate regular laundering and cleaning of personal space. Rooms are equipped with the following furnishings (additional furnishings will not be provided):

- Twin bed with extra-long mattress
- Sheets and towels
- Blinds
- Desk, chair, and lamp
- Closet
- Set of drawers

Securing valuables

Students are assigned a space in their room with a lockable drawer. All valuables must be kept in the locked space provided. Students are responsible for keeping all valuables secured and should always keep their door closed and locked. EF Academy recommends that valuables be left at home, as the school cannot assume liability for personal items. Insurance will not reimburse for stolen items if the items were not

secured in a locked drawer. If students have excessive cash, it should be deposited into a local bank.

If an item goes missing, it should be immediately reported to the security team. A report will be generated, which can be submitted to an insurance company for reimbursement. Delay in reporting lost or missing items can greatly impact the insurance company's decision-making process, so students are encouraged to report as quickly as possible.

Room decorations

We understand it is important to personalize one's space to feel at home. Please note the following guidelines:

- No adhesive stickers may be used on walls or furniture
- Windows and doors must be kept clear (nothing hanging from windows, no furniture blocking windows)
- Nothing may be hung from ceilings
- Sprinkler pipes, smoke detectors, and heaters/coolers must be kept clear at all times
- If furniture is rearranged, it must be reset at the end of the year
- No more than 33% of room wall space may be covered by posters, pictures, etc. (fire hazard)
- No inappropriate decorations may be displayed (no themes related to drugs, sex, violence, hate speech, etc.)

Failure to comply with these guidelines will result in partial or full loss of the student's housing deposit and may result in disciplinary action.

Electrical appliances

Due to safety precautions and a limited number of electrical outlets, the following are the only electrical appliances allowed in dorm rooms:

- Mobile phones and accessories
- Computers and accessories

- Hair dryers, straighteners, and curling irons
- Kettles with US plug

Items not allowed in dorm rooms

There are several items that are not allowed in student rooms. These include refrigerators, food preparation appliances and anything capable of reaching high heat levels or containing an open flame, such as a candle or incense. Nothing that is or remotely resembles a weapon is allowed anywhere on campus.

Any item taken from a student room will be forfeited to the school and will not be returned to the student. Please note that the list is not all-inclusive, and other items may be subject to confiscation. Illegal use of tobacco, an open flame, or the burning of incense or other combustibles in any school building is strictly prohibited.

Refrigerators are only permitted for medical reasons with prior permission from both a doctor and the Health Center. Refrigerator approval must be renewed every year of attendance at EF Academy.

Room care

In the spirit of respect and integrity, students are expected to keep their rooms tidy by regularly vacuuming, removing clutter from the desk and floor, making beds, hanging up clothes and emptying the trash. Residential Advisors (RAs) regularly inspect rooms for cleanliness. RAs have a weekly schedule for room inspection and will also visit rooms at random intervals without prior notice.

The school housekeeping team cleans ensuite bathrooms once a week in East and daily in the communal bathrooms in West and South. Students must remove their belongings from the bathroom on days when cleaning is scheduled. When a bathroom is too cluttered to easily provide cleaning, housekeeping will not provide the service that week. It is the responsibility of the students sharing a room to cooperate to prepare the bathroom space for service.

When students depart from campus, they are expected to leave their dorm room clean and tidy. Failure to meet this standard or where the Academy needs to pack up the student can result in a charge against the deposit.

Maintenance

If there are problems with the dorm room (a light not working, leaky sink, broken door handle), students should report the situation to the RA or Dorm Head in their residence hall. The RA or Dorm Head will submit a request for maintenance to be performed. The sooner a problem is reported, the sooner EF Academy can resolve the problem.

Supervision

Dorm Heads and RAs live in their own rooms in the residence halls, so there is always someone on duty to help students when needed. RAs provide students with supervision during study hall and on weekends, care for their overall well-being and are available to resolve conflicts if the need arises.

IDs

Students must always wear their grade-specific EF Academy lanyard and ID badge around their necks while on campus. IDs must include a clear picture and the person's legal name. With large numbers of people on campus at any time, this is the easiest way to quickly identify EF Academy community members and non-EF Academy individuals. The back of the ID badge includes the campus address and emergency contact information. IDs permit students to print and make copies and also serve as access keys to South Hall dorms. Lost or missing IDs therefore pose a significant security risk. If a lanyard or ID should be lost, immediately inform the front desk and a replacement card will be issued and a \$10 fee will be assessed.

Keys

Safety on campus is very important. Students should carry their key with them any time they are outside their room. Propping a door open in any manner is not allowed at EF Academy, as this poses a security risk. If a key should be lost, immediately inform the front desk and a record of replacement will be kept and a replacement key fee of \$20 will be assessed.

Laundry

Washers and dryers are located on campus and operated via an app on students' phones. Instructions for use are posted in every laundry room. Washers and dryers are available from 7:00 a.m. until 10:00 p.m. except school nights during Study Hall (8:00 p.m. to 10:00 p.m.). Several dry cleaners are also located in Thornwood and Hawthorne.

Mobile phones

Each student is required to have a smartphone with a U.S. phone number and data plan. This is to enable School-student communication in the case of an emergency. The phone plan must be valid for the entire school year. For student safety reasons, the school will not allow a student to leave campus for any reason other than medical emergency without an active US mobile phone number and data plan.

The student's family is responsible for getting the phone and signing up for a U.S. phone number and data plan. The family may use any source they prefer to set this up. Note that persons under 18 years of age cannot legally sign a mobile phone service contract (or any other contract) in the

U.S. but they may sign up for a prepaid mobile phone plan. Alternatively, a parent may sign up for a U.S. phone plan and add a separate phone line for their student. We recommend that any prepaid service be paid in advance for service for the entire school year to avoid being without service at some point during the year.

Many options are available for phone service. Two prepaid options are listed below for reference:

- **Verizon**
 - Can sign up in the store, which is near the school.



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- Can pay with cash if you sign up in person.
- Store Location: 660 Columbus Ave, Rosewood Shopping Center, Thornwood, NY, 10594
- Store Phone: 914-579-2012
- Plan information: <https://www.verizon.com/> > select “Shop” in the top menu > select “Plans” > select “Prepaid”
- **T-Mobile**
 - Can sign up in the store, which is about 7.5 miles from the school.
 - Can pay with cash if you sign up in person.
 - Store Location: Galleria at White Plains 3, 100 Main Street #365, White Plains, NY, 10601
 - Store Phone: 914-761-2570
 - Plan information: <https://prepaid.t-mobile.com/home>
 - Must sign up online.
 - A credit card with the student’s name on it is required to sign up.
 - Signup Information: <https://www.campussims.com/#get-connected>
 - SIM card will be mailed to a U.S. address. (For example, to the school.)

The smartphone must be running the latest version of either Android or iOS and a phone with Near Field Communication (NFC) functionality is strongly encouraged to ensure the student will be able to use school communication apps like Orah. (NFC functionality will be required beginning the 2022-2023 school year.)

When phone use is inappropriate or disruptive, faculty members reserve the right to confiscate phones and return them to students at the discretion of the school. Continued violations of the phone usage policy may result in longer periods of loss of phone privileges and/or disciplinary consequences.

Student off-campus and travel policies

EF Academy requires students to virtually sign in and out of campus using Orah for safety and security reasons; compliance is expected and appreciated from all community members.



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EF Academy Day & Overnight Travel

When our campus is operating under normal procedures, EF Academy students may leave campus for short or extended periods of time. There are several layers of permissions, stipulations, and limits placed upon campus leaves.

- **Closed Campus:** The campus will be closed and limited to only school sponsored or chaperoned events on select days and/or weekends. Arrival and departure weekends, Culture Fair, Prom, and graduation are among the “closed campus” weekends in which we feel it is important that our school community is here on campus and participating in the school events.
- **Day Travel:** Students may travel off campus during the day (as long as all procedures are followed and permission granted), and students must return to campus by 7:30 PM (10:00 PM on weekends) to check-in and sleep in the dormitory residence for the evening.
- **Overnight Travel:** Students may travel off campus for overnight travel (as long as all procedures are followed, and permission granted). When staying overnight off campus, students are not allowed to stay overnight without the presence of an adult and/or without parent/guardian permission. On the final day of overnight travel, students must return to campus by 7:30 PM (10:00 PM on Friday & Saturday) to check-in and sleep in the dormitory residency for the evening.
- **Unexpected Delays:** In the event of any delay in return travel to campus, students are expected to call the emergency phone number located on the back of their student ID to notify the school. Failure to proactively communicate with faculty on campus will result in denial of future requests.
- **Loss of Off Campus Privileges Due to Academic Absence:** Students who miss class on Friday may have their weekend leave cancelled. If students are too ill to attend classes, they are deemed too sick to attend any activity/event.

Please note, the campus will be closed at the beginning of the academic year until deemed safe for off campus travel. Students and parents will be advised once off campus travel may begin.

Orah

EF Academy uses a third-party app called Orah to manage off campus requests and approvals. Parents and students will be required to use Orah to submit requests for day



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or overnight travel.

- **Parent Survey:** Parents will be sent a survey from Orah to select their off-campus preferences. Students will have access to select travel passes based on the parent response. Parents will have access to update their off-campus preferences at any point during the year using the Orah app or website.
- **Day & Overnight Passes:** Students must request permission to leave campus 72 hours in advance whether it is for the day or overnight. School administration will grant approval for passes dependent upon a number of factors, including, behavior, safety, location, time, etc. Select passes, such as New York City day passes and overnight passes, will also require parent authorization before final approval is considered.
- **Local Day Passes:** Students that have prior parent approval will have access to local day passes that are limited to the local shopping center in Thornwood and the town Pleasantville. These passes will be available in Orah, as well, and students can sign up daily depending on availability.
- **Technical Requirements:** Orah works with NFC capable devices, and students should come to campus with a mobile device that supports this function. In addition, students must have a working US phone number for off-campus leaves, so that the school can contact them in case of emergency. If either technical requirement is not met, students will be asked to upgrade their mobile device and/or obtain a local US phone number upon campus arrival.

Transportation Policy

EF Academy restricts the type of transportation that students may use for off campus travel. Off campus travel requests will be declined unless an approved form of transportation is provided by the student or parent.

- Students are not permitted to book transportation services such as Uber, Lyft, or taxi.
- Students are permitted to walk to local businesses when they are on an approved day pass.
- A school provided shuttle service will be offered to students that are on an approved pass on weekends (Saturday/Sunday) to specified locations (train station, shopping center, etc.). Students will be responsible for departing/returning to campus on-time based on the shuttle schedule. Any



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violation will result in the loss of off campus privileges.

- Residential students are not allowed to drive or own a car while attending EF Academy. Likewise, a student may not get into a car driven by another student, including day students with vehicle privileges.

Travel to New York City

For safety reasons, students in Grade 9 and Grade 10 are not permitted to travel to New York City unless they are on a school-sponsored trip or traveling with a parent or guardian. Violations of this expectation will result in disciplinary actions.

Dormitory hours and evening check-in times

Sunday - Thursday			
IAP, Grade 9 & Grade 10	Campus Curfew 7:30 p.m.	Floor Check-in 7:45 p.m. Study Hall 8:00-10:00 p.m.	Lights Out 10:30 p.m.
Grade 11 & Grade 12	Campus Curfew 7:30 p.m.	Floor Check-in 7:45 p.m. Study Hall 8:00-10:00 p.m.	Lights Out 10:30 p.m.
Friday and Saturday			
IAP, Grade 9 & Grade 10	Campus Curfew 10:00 p.m.	Quiet Hours 10:00 p.m. onward	Lights Out 11:00 p.m.
Grade 11 & Grade 12	Campus Curfew 10:00 p.m.	Quiet Hours 10:00 p.m. onward	Lights Out 11:30 p.m.

Study Hall

Study Hall takes place from 8:00 p.m. to 10:00 p.m. Sunday through Thursday. Students will have options to participate in group study in other areas of the campus. However, this privilege may be revoked based on the student's behavioral and academic standing.

During Study Hall, an atmosphere of quiet, reflective, and concentrated study is expected. To support these expectations, dorm room doors must remain open, and students should be focused on academics. There is no music, no video games, and no visiting other dorm rooms. In cases where homework is complete, students are expected to read for pleasure or review course materials.

Noise regulations

Students must maintain a respectable noise level at all times of the day and night. Music, internet, video games, and voices (on the phone or otherwise) should not be loud enough to bother someone who may be studying, napping, sleeping, or having a quiet conversation. Headphones should be used whenever possible and phone calls should be terminated upon curfew time. Speakers are not allowed in common areas.

Safety and security

On campus there is a professional 24-hour security team whose mission is to keep the school community safe. The security team monitors the community, screens guests/visitors, and ensures that the school community abides by the school rules. Responsibility for personal belongings falls to the individual student.

EF Academy conducts both announced and unannounced fire, lockdown, and other safety drills throughout the school year to prepare the campus for any safety or security threat.

Gym hours

The gym and workout spaces are open daily from 7:30 a.m. - 8:30 a.m. on weekdays and after school when a faculty supervisor is present. On weekends, the daily schedule will be indicated and planned by the weekend team.

Guest policy

Students must obtain approval from the Residential Life Operations Team for all guests. Guests are not permitted to spend the night, sleep over on campus, or be on campus after visiting hours (see below).

Guests must sign in at the Security Office. Students must greet their guests upon arrival and are responsible for the actions and behaviors of their guests while they are on campus. Students must stay with their guests at all times. It is forbidden to allow strangers into EF Academy buildings.

Guests are only allowed in the main lobby and are not permitted in student dormitories. Exceptions can be made for parents and family during the move-in and move-out timeframes. Guests must adhere to the same policies as students. All guests must depart campus by 7:30 p.m. Any guests found on campus after 7:30 p.m. will be asked to leave immediately.

Dining Hall

The Dining Hall serves buffet-style seven days a week. All dishes are made from scratch using fresh, seasonal ingredients with both taste and nutrition in mind. The menus are sensitive to the diversity of our student body. The Dining Hall offers a variety of options at every meal including vegetarian, vegan, and gluten-free options.

If students have special dietary needs due to food allergies or as a result of religious or cultural restrictions, they should indicate this on their Health Certificate and inform the Health Center prior to arrival to campus. The Health Center will ensure that appropriate

food options are available to meet the dietary needs of each student. Depending on the extent of dietary restrictions and/or needs, extra charges may apply.

Students are required to clean up their dinnerware (plates, bowls, glassware, cutlery) and eating area after each meal. While students are prohibited from removing dinnerware from the Dining Hall, they are permitted to utilize “to-go” containers. If students are sick or cannot go to the Dining Hall to get meals, they should seek assistance from the Health Center.

The Dining Hall serves breakfast, lunch, and dinner on weekdays (Monday-Friday) and brunch and dinner on weekends and holidays.

Monday-Friday

Breakfast 7:15 a.m. – 8:50 a.m.

Lunch: 11:20 a.m. – 1:20 p.m.

Dinner: 5:00 p.m. – 7:00 p.m.

Saturday, Sunday, and Holidays:

Brunch: 10:30 a.m. – 1:00 p.m.

Dinner: 5:00 p.m. – 7:00 p.m.

Take-out food delivery

Students may order take-out and have food delivered between 4:30 p.m. and 7:00 p.m. on school nights (Sunday through Thursday). Deliveries after these hours are not allowed and delivery personnel arriving after the designated time will be denied entrance to campus. On weekends (Friday & Saturday), deliveries to campus are allowed until 10:00 p.m. Students are expected to go to the lobby to directly receive their food order. EF Academy is not responsible for lost/stolen off campus food orders.

The Health Center

The Health Center is in the Main Building in West Wing D and provides nursing and mental health coverage to manage the medical and mental health needs of all students at EF Academy. If a student becomes sick or needs to see a doctor, they should go to

the Health Center immediately. The Health Center staff will treat students as they are able or will get immediate care for more serious medical issues by making an appointment with a doctor at Urgent Care or another medical professional as necessary. Appointments made to see a social worker can be made through the Mental Health Department within the Health Center. In case of a life-threatening emergency, call 911. Notify security and the Health Center as soon as possible.

When medically necessary, students will be admitted to the Health Center for treatment and observation and excused from classes. If students are too ill to attend class, they will be required to stay in the Health Center for the duration of their illness, or until they are well enough to resume normal school activities. Nurses will determine the best place for students to rest while they are ill. Students who miss class on Friday may have weekend leave cancelled. The Nursing staff will determine when students can be discharged from the Health Center. Failure to comply with the Nurses' recommendations could lead to a disciplinary response.

Students who are admitted to the Health Center may receive their meals there until they are fully discharged. Admission to the Health Center requires students to cooperate with the medical advice and treatment protocol put forth by the Nurses and counselors.

Medication

No medication may be held in rooms unless approved by the Health Center. All medication brought from home must be listed on the Certificate of Health form. Please note that there are many medications that are legal in other countries that are not legal in the United States or that require a prescription. If an illegal or dangerous medication is found in a student's room, it will be confiscated, and disciplinary measures will be taken.

Financial obligations to outside healthcare providers

In the case where it is deemed medically necessary by EF Academy, or if a family opts to use an outside healthcare provider, it is the family's responsibility to meet all financial obligations for receiving such care. In the case where these financial obligations are not met, the school holds the right to withhold official academic records, such as the student's transcript, until the family meets their financial obligations. The nurses are available to assist students with the technicalities of paying their medical bills.

Students should see the nurse to review bills and understand the charges and can then pay via credit card to most US medical facilities. It is the responsibility of the family to read and understand the health insurance coverage their student comes to school with, especially the Erika policy.

Emotional support, wellbeing, and guidance

The emotional care and support of students is of great importance to the EF Academy community. We place great emphasis as a community on safeguarding and supporting the emotional welfare of students. EF Academy's trained professionals and network of consulting counselors, psychologists, and psychiatrists are available to manage and support the daily and longer-term emotional and psychological needs of students.

Appointments to see a social worker are made through the Health Center or by scanning the QR codes seen around campus. Appointments may be self-referred or on the recommendation of another community member, such as a parent, teacher, RA, Dean, Nurse, coach, advisor, or administrator. We want our students to be happy, self-fulfilled and resilient, to learn grit and determination, and to develop coping skills that will sustain them through life's challenges beyond their time at EF Academy.

EF Academy students deserve emotional support, particularly because they live so far from home. EF Academy will work in partnership with families to provide the best care possible in situations where students are not able to manage emotional, psychological, or mental health concerns on their own. Communication with parents is key, and families may be included in situations that rise to a more critical level of care and management. Student counseling sessions are confidential unless the professional feels the student's health and safety is in question. For non-urgent matters, students must give consent in order for treatment to be shared with other adults. EF's Health Center counselors may consult with other mental health professionals in order to provide utmost care to students.

Health leaves of absence

EF Academy recognizes that there are occasions when a student may benefit from a leave of absence from EF Academy to address issues that are preventing them from fully engaging in their learning or other elements of school life. A student's physical,

emotional, and spiritual wellness is at the center of their experience at EF Academy. A student must first be well and feel safe to thrive in the EF Academy community.

To this end, EF Academy occasionally grants or mandates a leave of absence when a student requires immediate or intensive care that cannot otherwise be facilitated on campus or through the resources that the school can provide.

Health leaves

There are three types of health leaves, based on the amount of time a student will be away from campus. Leaves may be initiated by a student/family or may be required by EF Academy. A final decision to allow or require such a leave is made by at least one of the Deputy Heads of School in consultation with the Support Team for the particular student involved (Director of Counseling, UAA, Dean of Students, Program Coordinator, school social worker, nurse, and/or other appropriate EF Academy professionals).

- A Short-Term Health Leave is defined as an approved absence from school for health and wellness reasons that lasts no longer than one week
- A Long-Term Health Leave is defined as an approved leave from school for health and wellness reasons that extends beyond one week, and up to one month
- An Extended Health Leave is defined as an absence from school for health and wellness reasons that lasts longer than one month. The Extended Health Leave is the most challenging to accommodate and may require a formal separation from the school community, as evaluated by the Support Team of the student.

Leave of Absence Procedures

The Head of School, in consultation with the Director of Mental Health Services and the Director of Nursing, if it relates to a problem with the students' physical health, determines whether the student will be granted a health leave of absence from EF Academy. The Director of Mental Health Services will assist the Deputy Heads of School and UAAs in formulating a student return plan whereby establishing conditions for the student's safe and mindful return.



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When it is determined that a student must take a health leave, the Deputy Heads of School, Director of Mental Health Services, Director of Nursing, and Dean of Students will inform the student and family, and then communicate with other school personnel as needed (including Dorm Head, Nurses, University Advisor, teachers, and others who might be directly involved in the student's care) of the nature of a student's departure. These parties will establish an academic plan that will take into account while the student is on leave, as well as address what the student will need to do from an academic standpoint to return successfully to school.

When a health leave of absence is related to mental wellness, the Director of Mental Health Services initiates contact between professionals involved with student care and treatment during the leave and is a liaison during the entirety of the Health Leave.

Parents/guardians must provide releases of information, and arrange for treatment records, testing, medical or psychological evaluations and other pertinent documentation to be provided to the Director of Mental Health Services in a timely manner.

A student's, parents', and / or guardians' failure to comply with all wellness and behavioral expectations, transitional plan arrangements, or safety plans could result in a subsequent leave of absence or permanent separation from the EF Academy community.