EF ACADEMY

Student Handbook

2026-2027

EF ACADEMY

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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 through education.

Welcome to EF Academy

EF Academy Community Values & Expectations

At EF Academy, we believe that being part of an international community means more than just living and studying together—it means learning how to respect, support, and uplift one another. Our students come from diverse backgrounds, cultures, and experiences, and we are committed to creating an environment where everyone feels safe, valued, and empowered to grow.

Our Core Values

At the heart of our community, we uphold three key values:

- Integrity – Being honest with yourself and others, taking responsibility for your actions, and standing up for what is right. Integrity is the foundation of trust and respect in our school.
- Respect – Treating yourself and others with dignity, kindness, and appreciation for differences. This includes respecting personal space, privacy, and the unique cultures, beliefs, and identities within our school.
- Compassion – Understanding and caring about the experiences and feelings of others. Compassion means listening without judgment, supporting those in need, and working to make EF Academy a place where everyone belongs.

What We Expect from Our Community

As members of a global school community, we all have a role in creating a safe and welcoming environment. Whether on or off campus, we expect all students to:

- Represent themselves, their home country, and EF Academy with responsibility and pride.
- Be honest in academics and personal interactions—integrity matters.
- Treat everyone with kindness and respect, regardless of background, identity, or belief.
- Avoid any words or actions that could harm, intimidate, exclude, or discriminate against others.
- Be responsible for personal and shared spaces, ensuring that everyone feels comfortable and respected.
- Support and uplift each other, helping create a strong sense of belonging for all students.
- Prioritize safety and report concerns when necessary.

General School Information

How to Contact Us:

Mailing Address:	EF Academy Pasadena 1505 East Howard Street Pasadena, California 91104
Phone:	+1 626 507 9300
Emergency Phone:	+1 626 507 9224
Student Mail & Messages:	Parents can send letters, postcards, and packages to students at the following address: Student Name Building name and student room number (i.e., Alder 229) EF Academy Pasadena 1505 East Howard Street Pasadena, CA, 91104. USA

Home/School Communication

Administrators, faculty, and staff members are dedicated to student safety, success, and happiness at EF Academy. Each student has a team of adults who work closely with them to support them, and they will be available to support families if you need to connect. Here is the directory of campus leadership to help you identify who to contact for specific areas of campus life.

Whenever students have questions or concerns, they should feel free to talk to any trusted adult on campus.

Head of School:	Annie Hall *Oversees strategic direction and overall leadership of the school.*
Campus Director:	Dan Denoncourt *Manages campus facilities, campus safety, dining services, technology, immigration compliance, and community relations.*
Director of University & Academic Counseling:	Kyle Kurfirst *Oversees the University Academic & Counseling (UAC) team.*
Head of Enrollment:	Hallie Ballou *Oversees local US student enrollment.*
Head of Dorms:	Amy Richardson *Oversees all aspects of the school's residential and community life program.*
Dean of Students: **Associate Dean of Students:**	Sara McCarthy Victor Solano *Support the student life program by fostering a positive, safe, and inclusive environment while overseeing student well-being, expectations, and community standards, and managing discipline through restorative practices.*

Deans of Academics:	Mike Morales (Grades 9 &10) and Roy Garay (Grades 11 & 12) *Support faculty and students so the latter achieve their academic goals through coordinated efforts with teachers, counselors, UACs, and other key members of the community.*
IB Diploma Coordinator:	Clemente Perez Garcia *Oversees all aspects of the IB Diploma Programme and IB exams.*
Athletics Director:	Gabrielle La Fontaine *Oversees all aspects of the interscholastic sports programs.*
Learning Support Director:	Laura Torres *Oversees academic support services, specialized instruction, and intervention programs for students with diverse learning needs.*
Lead Teacher for English Language Learners (ELL):	Bobby Blundell *Oversees academic support services, specialized instruction, and intervention programs for English language learners.*
Head of Department-Humanities:	Somer Rickards *Serves as the primary leader and administrator of the Social Studies, English and Arts departments, bridging faculty and school leadership.*
Head of Department-STEM & World Languages:	Jibola Ajayi *Serves as the primary leader and administrator of the Science and Math departments, as well as World Languages, bridging faculty and school leadership.*

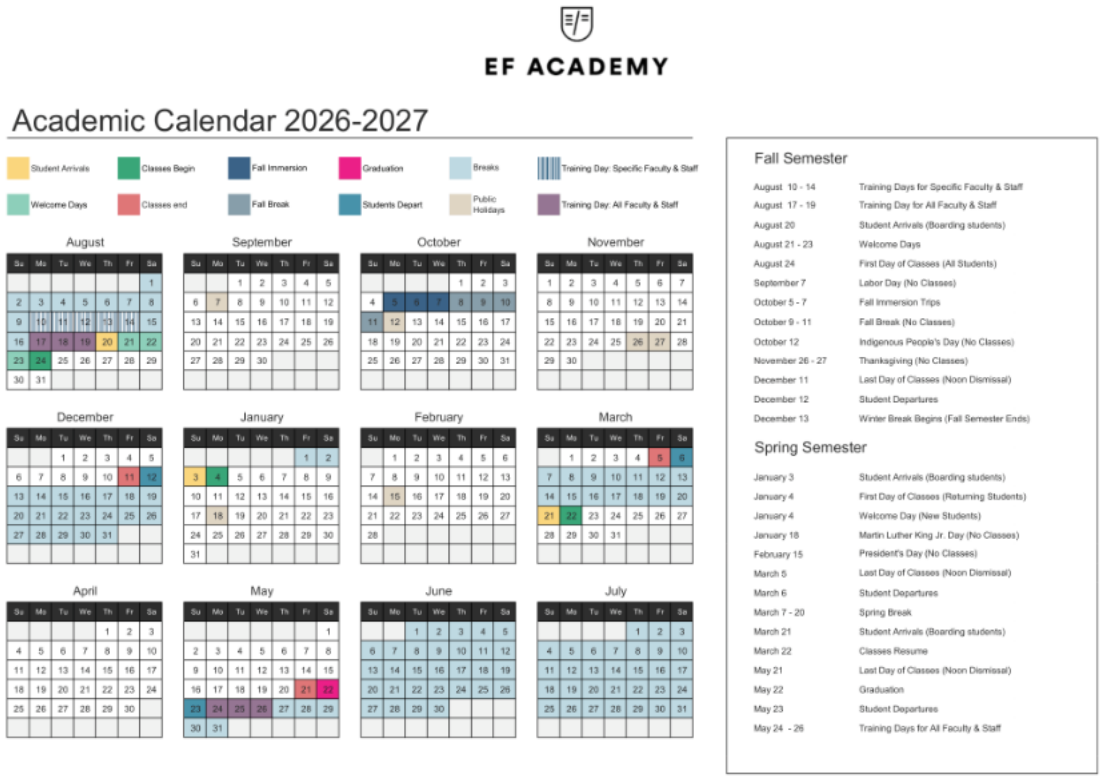
Keeping Parents/Guardians Connected

EF Academy uses online portals to help parents/guardians monitor student progress at School through the apps PowerSchool and Orah. These portals provide an accessible way for parents/guardians and students to connect with the school. Students and parents/guardians will receive login details at the beginning of the student's first semester. These portals allow a user to:

- Check grades/gradebook
- View attendance
- Contact teachers and staff
- View academic clubs and activities
- Establish off-campus consent for travel
- Endorse off-campus leave requests
- Monitor student location

Calendar

Please review the student calendar for a complete list of all semester dates and public holidays.



Campus Closure Dates

School is closed for Summer, 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 Arrival Dates for Boarding Students

Departing campus before the start of a school break or arriving late to campus after a break is not permitted, and any subsequent absences will be considered unauthorized and will affect students' grades and visa status. Additionally, early returns and late departures are not permitted, since there will be no adult supervision outside of the posted times noted in the school calendar.

EF Academy is required to maintain accurate and up-to-date reporting on the whereabouts and status of all our F-1 student visa holders. Students who are on leave outside of the United States beyond scheduled academic breaks may have their I-20 temporarily terminated under the status of Authorized Early Withdrawal. Taking this action ensures that records remain in compliance with federal regulations.

When students plan to return to the United States following a leave, they should notify EF Academy at least 2–3 business days in advance. This will allow for sufficient time to reactivate the SEVIS record and, if necessary, issue an updated Form I-20 for reentry to the United States.

Departure/ Arrival Event	Information
Winter Break Departure	Students may depart after all academic and school commitments on Friday, December 11, 2026. Students should depart no later than 5:00 p.m. on Saturday, December 12, 2026.
Semester Two Arrival	Students may arrive between 8:00 a.m. and 8:00 p.m. on Sunday, January 3, 2027.
Spring Break Departure	Students may depart after all academic and school commitments on Friday, March 5, 2027. Students should depart no later than 5:00 p.m. on Saturday, March 6, 2027.
Spring Break Return	Students may arrive between 8:00 a.m. and 8:00 p.m. on Sunday, March 21, 2027.
Summer Break Departure	Grade 9-11 students may depart after all academic and school commitments on Friday, May 21, 2027. Students should depart no later than 5:00 p.m. on Sunday, May 23, 2027. Grade 12 students must depart after Graduation no later than 10:00 p.m. on May 22, 2027.

Attendance and Absences

Attendance Policy – SEVP & SEVIS

Students who are studying in the US with an F-1 Student Visa must adhere to the attendance requirements of the school and Student and Exchange Visitor Program. Should a student's attendance persistently fall below the required attendance, with no authorized or medical reason, the student and parent/guardian will be informed of the failure to comply with expectations and will be given the opportunity to meet the school's expectations as stated in the Attendance Policy. If a student continues to fail to comply, the student may be expelled, and their I-20 may be terminated, which may affect their right to remain in the US.

To help students maximize their learning opportunities and to ensure students maintain a full course load per the Student and Exchange Visitor Program (SEVP), EF Academy has the following attendance policies.

EF Academy Pasadena Attendance Policy

EF Academy Pasadena maintains high academic standards and expects students to be engaged, responsible, and active members of our school community. Consistent attendance and punctuality are critical to student success. Students are expected to attend all classes and school programs unless excused for illness, family emergencies, or other approved circumstances.

All absences and tardies will be officially recorded on academic transcripts, which are shared directly with colleges and universities as part of the admissions process. This makes attendance more important than ever, as patterns of frequent absences or lateness can reflect poorly on a student's academic commitment and responsibility.

In addition to the impact on college applications, missing class time leads to significant learning loss, difficulty keeping pace with the curriculum, and lower grades due to incomplete assignments and missed assessments. Consistent attendance allows students to stay fully engaged, actively participate in classroom discussions, and build strong relationships with teachers who may later write letters of recommendation. Students and families are encouraged to prioritize and maintain excellent attendance records to support both academic success and future college opportunities.

Attendance Monitoring

All attendance will be recorded through an online portal and will be accessible for students and parent(s)/guardian(s) 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.

The Attendance and Dean of Students teams will establish a student's whereabouts when a student fails to attend school on an agreed first day of attendance or if a student fails to attend school regularly. EF Academy is required by law to report to the DHS students who do not meet the attendance requirements while studying in the United States and students who are absent without the school's permission for a continuous period of 10 school days or more.

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-1 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 F-1 student visa.

To help students maximize their learning opportunities and to assure students maintain a full course load per the Student and Exchange Visitor Program (SEVP), EF Academy has the following attendance policy:

- **Step 1:** Attendance reports are generated daily. Students who reach one of the below thresholds are reported to the appropriate administrator.
- **Step 2:** If a student has a total of 3 Unexcused Absences (AUs) for classes, advisory, or clubs, a letter is sent home alerting the parent(s)/guardian(s) 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 an academic administrator, and a letter is sent home alerting the parent(s)/guardian(s) and appropriate school faculty and staff. Additionally, the student will be restricted/gated to campus.

- **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 Dean of Academics and Dean of Students team, who then schedules a meeting with the student's parent(s)/guardian(s) to share the attendance concerns and enlist the partnership of the parent(s)/guardian(s) in encouraging the student to attend class on time and to learn of any strategies the parent(s)/guardian(s) may have to best support the student. After this conversation, a letter is sent home alerting the parent(s)/guardian(s) and appropriate school faculty and staff. Additionally, the student will be restricted and gated to campus.
- **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 Dean of Academics and Dean of Students teams. The Dean team will schedule a meeting with the student's parent(s)/guardian(s) 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.
- **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 Dean team and the Head of School and is expelled from EF Academy. The Head of School will schedule a call with the student's parent(s)/guardian(s) to explain the decision.

Attendance and Extracurricular Participation

All students are required to participate in academic 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.

Students absent for more than two (2) class periods in one day due to illness may not participate in after-school or evening activities or utilize Neighborhood passes.

Students must attend at least two (2) academic classes to participate in or attend school activities (athletics, theater, field study, etc.) that day.

To attend the Halloween Dance, Winter Formal, Prom, or weekend excursions, students must be present and on time for all classes the day prior.

Tardies:

Tardiness is defined as any student arriving late to any class during the school day.

Tardiness reduces the instructional time of the student who is late.

1. A student's tardiness interrupts the class they are coming into, resulting in a loss of instructional quality and time for all students.
2. Students late to class may disturb surrounding classrooms and the learning of their peers.
3. Punctuality is a practice valued by business and society; students should be trained in this practice while in school.

Punctuality ensures students maximize learning and supports an orderly classroom environment. Any arrival after the start of class is marked as unexcused tardy. All tardies are recorded, regardless of reason, unless excused by the Dean of Students. Oversleeping, traffic, and routine delays are not excused.

Attendance Expectations

Day Students:

- Arrive on campus at least 15 minutes before classes begin to check-in by “tapping in” at Douglas House using the Orah tile or checking in at Cena.
- Any day students arriving to campus late due to a medical appointment or other reason should provide a note to attendance.pas.efa@ef.com.
- If a student arrives on campus late, they should check-in at Douglas House or the Dean of Students’ Office in Strong Hall before proceeding to class.

Boarding Students:

- Expected to exit dorm buildings 15 minutes before the start of classes for check-in at Cena Dining Hall.
- Boarding students tardy during the day will lose Neighborhood Pass privileges for that afternoon.
- Extensive morning tardies may lead to students losing other off-campus privileges.

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 the relevant Dean of Academics and Dean of Students.

Parental permission in Orah is required for final staff review and approval. There may be times when, even with parental permission, the request will be denied for behavioral or disciplinary reasons. If this is the case, students and families will be

Absence for college visits

All absences for college visits must be approved in advance by a University and Academic Counselor (UAC). 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

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 that 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 the relevant Dean of Academics and Dean of Students at least two weeks prior to the religious holiday or a significant family event (except in the case of an emergency).

Making Up Absences and Coursework

When students are absent, it is their responsibility to check Google Classroom for any missing assignments, projects, or assessments. Students with excessive absences and/or tardies may be required to make up school hours outside of the normal school day, including participation in Saturday School. Additionally, students with excessive missing assignments may be placed on Academic Restoration.

Reporting Absences

Absence for Day Students

- Parent(s)/guardian(s) must contact the Attendance Inbox (attendance.pas.efa@ef.com) by 8:30 a.m. to report an absence or tardiness.
- All extended absences must be approved by the Attendance Team.
- Day students who are out of school for more than three (3) consecutive days will require a medical note to return to campus. The note should be e-mailed to the Attendance inbox at attendance.pas.efa@ef.com.
- The Health Center Team may also excuse absences when students become ill and are sent home during the school day.

Early Departure for Day Students

Once on campus, day students may not leave before the end of the academic day unless approved by the Attendance Team.

Departures for appointments should be communicated at least 24 hours in advance to attendance.pas.efa@ef.com. In line with California Educational Code, students who are leaving for a medical appointment should provide verification of the medical appointment on their return to campus for the absence to be excused.

Medical Excused Absence

Boarding students unable to attend school due to an emergency or illness must report in person to the Health Center. To be excused from class for a period or the day, students must be in the waiting room no later than 8:15 a.m. (Tuesday, Wednesday, Thursday, and Friday) and no later than 8:45 a.m. on Mondays.

Students (day and boarding) who become ill during the school day must seek authorization from their current class teacher to visit the Health Center to be assessed by the School 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 from campus for any reason on that day until signed off by the School Nurse.

Boarding students will remain in the Health Center under the supervision of the School Nurse during the school day.

Day students will be collected by their parent(s)/guardian(s).

Students who miss class due to illness on a Friday will need to be assessed by the School Nurse before they are able to participate in any weekend activities or trips.

Parent(s)/guardian(s) may not request a sick day for their child if they are a boarding student. 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 School Nurse approves a student to have a medical excused absence, teachers will be notified, and the attendance code “Excused Absence” will be entered in PowerSchool. If a student does not have permission from the School Nurse, the student will be marked “Unexcused Absence.” It is the responsibility of the student to make up work missed during any absence.

Students who are excused by the School Nurse will remain in the Health Center during the day for assessment and care for the duration, or until symptoms subside, and the student is able to resume normal activities. Individual wellness rooms, as well as isolation rooms, are reserved in the dormitory for students to spend time in recovery when the Health Center is closed.

Medical 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.

If during the program, the student is diagnosed with a physical condition that prevents

them from participating in their programs, they may be sent home, at the discretion of EF Academy, to receive necessary treatment, therapy, or support. Similarly, if the student is diagnosed with a behavioral health condition or if a student shows clear symptoms of a behavioral health disorder that puts the safety of the student or those around them at risk, the student may need to return home on medical leave or withdraw from the program. Parent(s)/guardian(s) may be required to physically collect the student from campus within 24 hours of being notified. Any costs incurred by EF Academy for making arrangements in case of the parent(s)/guardian(s) failure to collect the student will be invoiced to the parent(s)/guardian(s).

In the event that a student becomes pregnant, and unable or unwilling to participate in their studies, the student will need to return home at the parent(s)/guardian(s) own expense. Pregnancy and childbirth-related leave will be treated as medical leave according to the Extended Health Leave Policy.

There are three types of health leaves of absence, 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 the Senior Leadership Team in consultation with the support team for the student involved (Mental Health Counselor, House Parent, Dean of Students, Advisor, School 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.

Medical Leave of Absences Procedures

The Head of School, in consultation with the Senior Leadership Team, and Health Center Team, 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 Health Center Team will assist the Dean of Academics and Dean of Students Teams in formulating a student return plan whereby establishing conditions for the student's safe and mindful return.

When it is determined that a student must take a health leave, the Dean of Academics and Dean of Student teams, and Health Center Team will inform the student and family, and then communicate with other school personnel as needed (including House Parent, University & Academic Counselor, 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 behavioral health, the Mental Health Counselor may support with initiating contact between professionals involved with student care and treatment during the leave and is a liaison during the entirety of the health leave of absence. Parent(s)/guardian(s) must provide consent for information release, and arrange for treatment records, testing, medical or psychological evaluations and other pertinent documentation to be provided to the Mental Health Counselor in a timely manner.

A student's parent(s)/guardian(s) 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.

If a student has a prolonged illness or medical leave, which impacts their ability to complete the academic year, they may be advised to repeat the year and may be removed from examination entry at the discretion of EF Academy. Depending on the length of medical leave required, the student may need to withdraw for that academic year. See the "Withdrawal Policy" section of the Enrollment Agreement.

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

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. Students may choose to take Advanced Placement (AP) courses and the corresponding exams. Colleges and universities may award course equivalency upon entry for students who earn a score of 3 or higher on a scale of 5 on AP exams.

International Baccalaureate (IB) Diploma Programme

Life in the 21st century requires critical-thinking skills and a sense of international mindedness, something that International Baccalaureate (IB) Diploma Programme (DP) students learn to know and understand. The IB DP is designed as an academically challenging and balanced programme of education, with coursework as well as final examinations that prepare students for success at university and life beyond. The programme is taught over two years and has gained recognition from the world's leading universities.

The IB DP Curriculum

IB DP students study six courses - usually three at Higher Level (HL) and three at Standard Level (SL). Students must choose one subject from each of groups 1 to 5, thus ensuring breadth of experience in languages, social studies, the experimental sciences and mathematics. The sixth subject may be an arts subject chosen from group 6, or the student may choose another subject from groups 1 to 4. Depth is ensured by requiring 3 or 4 subjects at Higher Level.

In addition, the programme has three Core requirements that are included to broaden the educational experience and challenge students to apply their knowledge and

understanding:

- The Extended Essay (EE): requires students to engage in independent research through an in-depth study of a topic of interest within a chosen subject and write an essay of 4,000 words.
- Theory of Knowledge (TOK): This course cultivates the capacity of students to critically reflect upon the foundational presuppositions of their other subjects of study and thus, to think for themselves. The key question of the course is: “How do I know?”; TOK distinguishes five areas of knowledge in which to ask this question. They are the natural sciences, the human sciences, the arts, mathematics and history. In addition to the areas of knowledge, students will investigate a core theme, ‘Knowledge and the Knower’, along with two of five optional themes: ‘Knowledge and Language’, ‘Knowledge and Technology’, ‘Knowledge and Politics’, ‘Knowledge and Indigenous Studies’ or ‘Knowledge and Religious Studies’. By collaboratively inquiring into foundations of knowledge in these areas, the course seeks to develop the character of each student as it is exemplified in the IB Learner Profile.
- Creativity, Activity, Service (CAS): requires that students actively learn from the experience of doing real tasks beyond the classroom. Students can combine all three components or do activities related to each one of them separately, and activities must take place throughout the two-year IB DP course.

The EE, CAS and TOK courses are also available as single subjects to students who are not taking the full IB Diploma. Please see the Diploma Coordinator for details.

IB DP Assessments

Students complete assessment tasks in the school, which are either marked initially by teachers and then moderated by external examiners or sent directly to external examiners. Students also take written examinations, which are marked by external IB examiners, in May of the second year of the IB Diploma.

Grades in each subject range from 1 to 7 and up to 3 additional Core points can be earned from EE and TOK.

The IB Diploma is awarded to students who gain at least 24 points, subject to certain minimum levels of performance across the whole programme (for instance, a minimum

of 12 points combined from the three Higher Level subjects) as well as satisfactory participation in the three Core requirements: EE, TOK and CAS. Please see the Diploma Coordinator for details of the other conditions required for the award of the IB Diploma.

The highest total that an IB Diploma Programme student can be awarded is 45 points; that is, seven points for each of the six subjects, in addition to three Core points.

Academic Schedule of EF Academy Pasadena

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00		Office Hours		Office Hours	
9:00 - 10:20	Period 1 9:30 - 10:50	Period 4	Period 2	Period 5	Period 3
10:25 - 11:45	Skills Course 10:55 - 11:45	Period 5	Period 3	Period 6	Period 4
11:45 - 12:45	Lunch	Lunch	Lunch	Lunch	Lunch
12:45 - 14:05	Period 2	Period 6	Advisory/Study Hall	Period 1	Period 5
14:10 - 15:30	Period 3	Period 1	Period 4	Period 2	Period 6
15:45 - 16:45	Clubs	Study Hall	Clubs	Study Hall	

Traditional Grading and Learning Objectives

EF Academy uses Traditional Grading and Learning Objectives. Teachers provide feedback to students based on clearly stated learning objectives. These learning objectives define exactly what students should know and be able to do in each course. Students will be assessed based on a grading scale.

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

IB Scale	Letter Grade	Percentage	GPA
7	A+	IB only : 97-100	4.0
6	A	93-100 (IB: 93-96)	4.0
6	A-	90-92	3.7
6	B+	87-89	3.3
5	B	83-86	3.0
	B-	80-82	2.7
4	C+	77-79	2.3
4	C	73-76	2.0
3	C-	70-72	1.7
3	D+	67-69	1.3
3	D	63-66	1.0
2	D-	60-62	0.7
1	F	59 – below	0.0

Grades

Course grades and comments are updated at the conclusion of Quarter 1 and Quarter 3. Course grades are updated in semester one and at the end of the year. Year-end grades represent the student's performance for the entire year. Family/Advisor Conferences are available at key points in the year to support each student in working towards their goals.

Graduation requirements

Our U.S. High School Diploma Program opens the door to universities anywhere in North America and around the world. Collaboratively with students and families, EF Academy will build a college preparatory program that is right for each student, with a wide range of subjects and learning opportunities both inside and outside of the classroom. This broad and flexible program of study can be tailored to meet each student's abilities and interests. Qualifying students can complete AP (Advanced Placement) or IB (International Baccalaureate) courses of their choice to enhance their academic portfolio.

EF Academy's University & Academic Counseling office strongly recommends that students exceed the minimum graduation requirements, aiming instead to complete the recommended credits indicated in the table below. For any students considering applying for admission to moderately or highly selective colleges/universities, this is critically important. In addition to students' academic performance, the rigor and depth of a students' course choices are among the most important considerations for university admission.

Students must be enrolled in six courses each school year. Students are not eligible to skip grade levels.

Below are the EF Academy Pasadena Graduation Requirements.

Subject	Minimum Requirement	Recommended Credits
English	4 Units	4 Units
History	4 Units	4 Units
Math	3 Units	4 Units
Science	3 Units	4 Units
World Language	2 Units	3+ Units
Art	1 Unit	1+ Unit
Elective(s)	3 Units	3+ Units
Health & Wellness	1 Unit	1 Unit
Physical Education	1 Unit*	1 Unit
Total:	22 Units	

*Health & Wellness requirements include one semester of Physical Education and one semester of Health & Wellness. Physical Education may be satisfied with 1 semester of Physical Education or two (2) seasons of an athletic sport at EF Academy

To graduate with AP credits or the IB Diploma in addition to the EF Academy diploma, students must meet the specific requirements for each program.

Credit achievement requirements

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 final 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. 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 history credit but should have two), they will take the missing/deficient credit as their elective subject.

Google Classroom and PowerSchool

EF Academy uses Google Classroom as a learning management system and PowerSchool as a gradebook and attendance system. Students can view classroom assignments, receive feedback, and access course resources in Google Classroom. Students can access progress reports and attendance in PowerSchool.

Academic Integrity

EF Academy Pasadena is committed to a restorative justice approach to student discipline. We believe young people are going to make mistakes, that mistakes are important teachable moments, and that learning to own mistakes, repair harm, and move forward with integrity are crucial life skills. In instances of academic integrity violations, we utilize those same restorative justice values to guide our process.

All work submitted by students must be the student's own. Where sources are used or referenced, they must be identified and acknowledged. Cheating, plagiarism, use of artificial intelligence and other violations of academic integrity do not accurately represent the student's knowledge, mindset, or skill; because such work is dishonest and does not demonstrate the student's competency level, it will not be considered for assessment.

If a student commits an act of academic dishonesty, the student's teacher will report it to the Deans of Academics who will then determine the course of action as outlined in the Academic Integrity Policy.

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

- 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 occurs when student presents work that is not his/her/their own as if it was or using another's work without crediting the original source. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

Authentic Learning, Assessment, and the Role of AI

EF Academy Pasadena recognizes that Artificial Intelligence (AI) is becoming an increasingly powerful tool in our daily lives. Used ethically and thoughtfully, AI can enhance creativity, communication, and learning. However, as a school committed to the development of each student's unique voice, critical thinking, and personal growth, there are moments when the use of AI will not be permitted or will be limited.

Our faculty take pride in building strong relationships with students and understanding their individual learning journeys. To support each student in reaching their full potential, teachers must be able to accurately assess students' personal development in content knowledge, skill mastery, communication, and problem-solving. This includes a student's ability to analyze information, think critically, and express their understanding in their own words. In addition, we believe in cultivating students' character by encouraging accountability, integrity, and ownership of their learning journey.

To support these goals, students should expect a variety of authentic assessments throughout the school year — some of which may invite appropriate use of AI, and others that will require independent thought and work. These assessments help teachers ensure student understanding and foster personal growth. Examples include, but are not limited to:

- Verbal assessments or one-on-one conferences in which students explain their reasoning or reflect on their process
- In-class written assignments, reflections, or timed-writes to capture spontaneous student thinking and progress
- Process journals or learning logs that document progress, decisions, and challenges throughout an assignment
- Creative synthesis tasks, such as designing infographics, podcasts, or visual metaphors, and defending their understanding through design and verbal communication
- Student-led discussions or peer teaching moments to explain or break down concepts to others

- Portfolio presentations that allow students to showcase and reflect on their learning over time
- Socratic seminars or small-group dialogues to explore and defend perspectives using evidence and critical thinking
- Google Docs shared with the teacher to increase transparency around the process and steps the student took throughout the assignment to get to their final product.

When a teacher has concerns that an assignment may not reflect a student's own understanding—especially in moments when AI use was explicitly prohibited—they may request a follow-up learning conversation. Such concerns might arise if the submitted work is significantly different from prior drafts or performances, shows a sudden and uncharacteristic leap in proficiency or skill level, includes unfamiliar vocabulary or advanced structure not previously demonstrated, or is inconsistent with the student's in-class performance or writing style. This follow-up is not an accusation, but an opportunity for the student to explain their process and demonstrate their learning through discussion.

If the teacher reasonably determines that the work does not reflect the student's thinking or skill level (i.e., there is a substantial discrepancy between the student's demonstrated understanding and the submitted work, the diction doesn't match the diction used in the lesson, the composition shows proficiency but does not use the course materials sufficiently, it doesn't match previous drafts, or is similar to the any of the essays the teacher produced using AI), the parent(s)/guardian(s), Dean of Academics for that grade-level, and Dean of Students will be notified to ensure open communication and partnership in the student's learning. The teacher then has the discretion to:

- Do the assignment over again, which might entail using different prompts/questions, or
- Grade the original assignment with point deductions for areas of discrepancy between the submitted assignment and the student's current proficiency level during the conversation or
- Offer an alternative in-person assessment that can be graded in place of the original.

If a student disagrees with the outcome of this process, they may request a conversation with the Academic Dean for that grade-level and the Dean of Students to seek clarification and ensure all perspectives are heard.

To promote transparency and consistency, each teacher will outline acceptable and unacceptable uses of AI in their course syllabus. These guidelines are designed not only to uphold academic integrity, but also to support student growth and ownership of learning.

At EF Academy Pasadena, our goal is to form thoughtful, globally responsible, and confident learners. By emphasizing authentic learning experiences and responsible use of technology, we help students make the most of their time here and prepare them to lead lives of integrity, purpose, and compassion.

Academic Warning

Students who earn two or more D's in any quarterly or semester marking period will be placed on academic warning. They will not lose campus privileges but must intensify their efforts to bring up those grades. Attending office hours and additional study halls are absolutely necessary and will take precedence over extracurricular activities and off-campus privileges. Students who have two or more D's for two marking periods in a row (excluding progress reports) will be placed on academic probation.

Academic Restoration

Students who earn two or more D's during a semester marking period, students who earn an F, and students whose GPA falls below 2.0 will be placed on academic probation. The Dean of Academics for their grade level 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. These students may forfeit campus privileges including but not limited to removal from athletic programs and extracurricular clubs, as well as access to facilities or off-campus privileges.

Academic Criteria for Examination Entry

EF Academy reserves the right to not enter students who do not perform satisfactorily in their course work for external public examinations such as the International Baccalaureate (IB) or Advanced Placement tests. Entering external examination is subject to additional fees. The criteria for entering external examinations will be based on formal assessments that take place throughout the year.

The assessment will consider:

- Course work
- Internal examination results
- Attendance
- Effort in class and homework
- Public examination potential

Academic Support

Office hours

Office hours are available to students on Tuesdays and Thursdays from 8:30 a.m. to 9:00 a.m. Students should coordinate with their respective teacher to schedule an appointment for office hours.

Private tutors

Private tutoring is not included in EF Academy fees. Students and parents are solely responsible for locating and arranging these services. EF Academy encourages students to utilize teacher office hours and other available means of academic support.

Add/drop policy

Within the first two weeks of the academic year, students may add and/or drop courses, depending on approval from the Academic Team. To do so, students will need to complete the Add/Drop Form. Students new to EF Academy at the beginning of the second semester will have an add/drop period during the semester's first two weeks.

Inclusion

EF Academy Pasadena is committed to providing a well-rounded education to all students who are accepted into our community. We recognize that not all students learn the same way. To that end, the school has made a concentrated effort to differentiate the curriculum in order to meet the various learning styles of the students in our classrooms.

Guidelines for Student Accommodations

EF Academy Pasadena is committed to providing reasonable accommodations for students with disabilities. The School has an ethical and legal responsibility to ensure that there is a fair process for determining eligibility and that only students who need accommodations in order to be able to participate in the program are given accommodations in school. The purpose of this policy is to outline how EF Academy addresses and responds to requests for accommodations.

Purpose of Accommodations

Consistent with applicable law, accommodations at EF Academy Pasadena are meant to provide students with documented disabilities equal access to participate in the academic program. They are not meant to:

- address individual challenges due to natural variations in student learning and performance
- help a student reach expectation of "potential" indicated by a few high scores in an evaluation or previous grades

- ensure a particular academic outcome
- assuage run-of-the-mill feelings of anxiety or discomfort surrounding test-taking
- address “feeling rushed” or not being able to check over work despite finishing an assessment within the allotted time

Documentation

In order to make determinations regarding the accommodations that will enable a student to participate in the program, it is imperative that all parties involved have a comprehensive, accurate and up-to-date understanding of the student’s needs, and that there be an interactive process between the EF Academy, the family, and medical providers (where direct access is needed).

In order for a student to be considered for accommodations, results of any neuropsychological or medical evaluation of the student must be presented to EF Academy Pasadena in the form of a written report, which must contain the information that is necessary to determine eligibility for any academic accommodation and to develop an appropriate education plan. Barring cases of temporary accommodations due to acute medical or psychiatric conditions, a doctor’s note indicating solely a diagnosis and recommendation for accommodations is not sufficient.

It is strongly suggested that a report contain all the elements listed below. Without this information, it may not be possible to consider the findings or recommendations from the evaluation.

- A complete psychological, educational, developmental, and medical history of the student;
- A discussion of past attempts at remediation, intervention, and any other types of support that the student has received;
- A list of all tests that were administered, and a separate appendix of all scores (including, at the very least, standard scores and percentiles);

- Information about the evaluator's credentials: area of specialization, license or certification, etc.;
- A formal diagnosis with the DSM-5 code or equivalent if disability accommodations are recommended;
- A differential diagnosis – a reflective exploration of alternative explanations for any poor performance;
- Documentation of the way that the disability impacts the student's academic achievement using norm-referenced academic achievement tests (NOTE: these tests are absolutely necessary if the committee is asked to consider an extended time accommodation for a learning disability, ADHD, or psychiatric disorder);
- Discussion of any discrepancies between school performance and diagnostic test performance;
- Discussion of variation in effort, motivation, and related factors that can cause low diagnostic test scores.

As evidence of a disability must extend beyond performance on a diagnostic evaluation or in a clinical setting, EF Academy also assesses whether the challenges identified also appear to manifest themselves in other observable settings, including in the classroom and as demonstrated by indicators such as academic functioning, observed by teachers and the student's behavior during testing.

Approval Process

Approval for a testing accommodation is made with the consensus of the Director of Learning Support and Dean of Academics for that grade-level. While EF Academy will endeavor to make such determinations as expediently as possible, the process may vary and the School may require additional information to make a final determination, such as requesting additional information and/or communicating directly with the evaluator or other providers supporting the student.

EF Academy Pasadena does not approve testing accommodations based solely on a recommendation by the evaluator. Ultimately, approval of a testing accommodation

or an accommodation of any kind is contingent upon following the process outlined above.

Advisory and Skills Program

The Advisory and Skills 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 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.

Any decision regarding a potential severe weather event will be communicated to the faculty, staff, families and students via email by 8:00 p.m. when possible the night before and will include details on the plan. This email will be followed by another by 7:00 a.m. the following day with further information or instructions.

Technology at EF Academy

Responsible Use of Technology

EF Academy recognizes the rights of students to make individual choices and to represent individual values. However, EF Academy must maintain certain standards related to print, audio, video, and online material. Racist, homophobic, sexist, hateful, or bullying material is strictly prohibited and applies to downloading, uploading, storing, viewing, posting (online social media forums), and printing any material that is profane or obscene, or that uses language degrading to others. Violations of this policy may result in expulsion from EF Academy. In the US, using the internet to express opinions on any of the topics identified above may be defined as a Hate Crime. A Hate Crime is defined as “Any criminal offense which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person’s race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender.

It is illegal for minors to access pornography. Should EF Academy become aware that students are involved in illegal activity or activity prohibited by program regulations/guidance through photos or credible text content posted on the internet, a computer, or a mobile phone, the student will be subject to disciplinary sanctions, including expulsion. It is illegal to create or share explicit images of a person with or without consent under 18 years, including yourself. A young person is breaking the law if they take, save, or share an explicit photo or video of themselves or a friend.

- Students must protect the privacy of their login information and identity. The school retains the right to review any information records in connection with investigations and to protect the safety of others within the EF Academy community.
- Unless the teacher has given permission, the use of mobile phones and electronic devices in the classroom is prohibited.
- Students must not attempt to circumvent school network security, or access

or modify school systems, hardware, or software without school permission.

- Students must not participate in unlawful file sharing or knowingly transmit destructive software. Students must not engage in any activities that could damage or vandalize school information resources.
- Any social media posting by an EF Academy student that is offensive to another student or to the school will not be tolerated; this will result in disciplinary sanctions.
- Students must use their school email address name@share.efacademy.org for all communication with EF Academy school staff.

Laptop Requirement

Each family is required to provide a laptop for each of their students enrolled at EF Academy. In general, to be suitable for student learning, the laptop should meet the specifications in the following table. Additionally, while tablets (iPads etc.) are very useful for some tasks, they are not able to run all the software needed for classwork. Therefore, they are welcome to be used only as a "complementary" device which must be paired with a full laptop as described below:

Aspect	Specification
Operating System	The most up-to-date English version of the Windows or Mac OS.
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).
Battery Life	6 Hours 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 anti-malware software. Windows Defender or Avast for Mac

Drone Use on Campus

The use of drones on school property is prohibited unless prior permission has been obtained from school administration. This policy is in place to ensure the safety and privacy of all individuals on school grounds.

EF Academy Campus Security does occasionally utilize a drone for safety purposes. The drone program is intended to support campus safety, efficiency, and operations while respecting individual privacy and is not designed for human surveillance. Drones may be used to assist during emergencies and large events, support facilities inspections and maintenance, capture aerial media for marketing and special events, and help monitor campus grounds and environmental conditions in support of sustainability efforts.

Required Calculator

Students enrolled in Integrated Math courses are required to come to campus with a scientific calculator for use in their math classes.

Students enrolled in Calculus and higher-level mathematics courses are required to come to campus with a TI-Nspire calculator for use in their math classes.

Student Life

At EF Academy, we strive to make our campus your home away from home. Student life is built on a foundation of respect, inclusion, and community, where every individual is valued and supported. Whether you're engaging in activities, joining a club, participating in school traditions, or simply spending time with friends in the common areas, you'll find countless opportunities to connect, grow, and feel a sense of belonging. Our staff and faculty are here to help you thrive both academically and personally, ensuring that your experience is safe, enriching, and memorable.

We understand that everyone makes mistakes, and learning how to navigate challenges is part of growing up. If conflicts arise, we will work through them using a restorative approach, which means focusing on understanding, learning, and making things right rather than just punishment. However, if a student consistently breaks our community values or engages in harmful behavior, appropriate actions will be taken to ensure the well-being of all members of our school.

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:

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

Social Media Guidelines

Students may not view, post, direct message, engage with, download, possess, upload, print, request, or electronically transmit:

- Pornography, sexually explicit messages (“sexting”), nude or semi-nude photos or videos, profane messages, posters, books, or other material that is demeaning to others, whether consent has been given or not.
- Racist, homophobic or sexist materials.
- Any files, materials, posts, texts or transmissions that discriminate, demean, abuse, bullies, intimidate, harass, exploit, humiliate, haze, threaten, or coerce others.
- EF Academy’s name or logo without permission from the school administration, as online publication must be consistent with all school rules and regulations.

Digital Privacy & Online Conduct

Students may not photograph, record, post, share, or distribute images/videos of other students in ways that violate personal boundaries, create discomfort, or negatively impact the school community. Repeated unwanted photographing, recording, posting, or online interactions that disregard another student’s consent or comfort may result in disciplinary intervention.

Additionally, students may neither misrepresent their name, age, or other information on social media platforms nor impersonate another individual through any electronic communication.

Sanctuary policy

A Commitment to Student Safety and Well-Being

At EF Academy, your health, safety, and well-being always come first. We understand that sometimes students may find themselves in difficult situations, and we want to ensure that everyone in our community feels safe seeking help—without fear of punishment.

What is the Sanctuary Policy?

The Sanctuary Policy is designed to encourage students to seek medical or mental health support when they or a friend are in need. If a student claims sanctuary, they may be asked to participate in a Restorative Review to determine how we can best support them.

If you or someone you know is in danger—whether due to alcohol, drugs, mental health concerns, or any other health emergency—getting help is the priority. You will not get in trouble for doing the right thing.

How to Seek Sanctuary

Seeking sanctuary can be as simple as talking to a trusted adult—a teacher, house parent, counselor, or staff member. If you are concerned about your own safety or the safety of a friend, you can ask for help at any time.

On campus

Go to the Health Center or speak with a trusted adult.

Off campus

If it is a medical emergency, call 911 first. Then contact the School's Emergency Number so the school can provide additional support. 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.

Major School Rules

Campus Safety and Prohibited Item Policy

At EF Academy, we are committed to maintaining a safe, healthy, and respectful living and learning environment for all students. To ensure the well-being of our international community, there are certain rules and expectations regarding prohibited items, searches, and substance use.

Checking for Prohibited Items

The school reserves the right to search students, their belongings, and their rooms if there is a reasonable suspicion that they may be in possession of illegal, dangerous, or stolen items. This is not about punishment but about keeping everyone safe. Examples of when a search may be conducted include:

- A strong smell or other clear signs of alcohol, drugs, or other banned substances.
- Suspicious or concerning behavior that suggests prohibited items may be present.
- Reports or observations that indicate potential safety risks.
- Any item deemed a real or imitation weapon.

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 a school investigation 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.

Substance Use and Testing

EF Academy prioritizes student health and safety, and as part of this commitment, students may be asked to take a drug and/or alcohol test if there is reasonable suspicion that they have used substances. This may be based on behavior, odor, or other indicators. Refusing to take a test or attempting to alter test results may lead to serious consequences, including dismissal from school.

Receiving Packages and Mail

To ensure that no banned or unsafe items enter our community, EF Academy may check letters or packages if there is reason to believe they contain contraband or prohibited items. If this happens:

- The mailroom staff will bring the package to the Dean of Students.
- The student will be asked to open the package in their presence.
- Any prohibited items will be confiscated and not returned.

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.

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 or walking on the pond when it is frozen. 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.

Curfew violation or absence from campus without permission

In order to provide a safe and structured pattern of life for students in a residential setting, the following guidelines are in place:

Campus Leave	All students must obtain an Orah Pass for any off-campus trip. The pass policy applies for all off-campus travel, from short term passes (for trips to the local mall) to extended trips (to locations slightly further away, for example) or longer-term overnight passes with family or guardians.
Off campus travel violation	A student who is found to be or have been off campus without permission, failure to have an appropriate pass, and/or leaves campus without a valid US phone number is in breach of a major school rule. Students are liable for a disciplinary investigation, which could result in consequences up to and including dismissal, if they leave campus 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 Administrator on Duty, will have a Dean's meeting.

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 Community 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.

Public Displays of Affection

EF Academy Pasadena is both a school and a home for many of our students.

Because students live, learn, and socialize together in a shared environment, it is important all members of the community maintain appropriate boundaries within their relationships and conduct themselves in a manner that respects others.

Students may express friendship and care for one another; however, public displays of affection should remain limited and appropriate for a school setting. Overtly intimate behavior that makes others uncomfortable is not appropriate in a shared academic and residential community.

As an international community, EF Academy brings together students from many cultures, backgrounds, and belief systems. Norms and expectations regarding physical affection in public spaces can vary widely across cultures. For this reason, students are expected to be mindful that all community members should feel comfortable and respected in shared spaces.

These expectations apply to all campus areas.

Additional rules and standards

Dress code

Students should dress in a school-appropriate way. Clothing that displays words or pictures that may be offensive to other members of the school community is unacceptable. For safety purposes, in the classrooms and labs, students should not wear flip-flops or other backless shoes. Students should ensure that their clothing provides adequate coverage and functionality for the activity in which the student is participating.

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 campus and residential related rules apply to day students during their time on campus.

Driving / Parking on Campus

Day and five-day boarding students who hold a valid license to drive in the State of California and wish to drive to campus should complete the Student Parking Registration Form. After review by the Director of Campus Safety, you will either be contacted if additional information is needed, or you can pick up your parking pass at the security booth within 1-2 business days after form submission. The form should be filled out by a parent or guardian, not students:

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 day students to and from our campus.

Day student drivers enter through Gate A (our main Howard Street entrance) and park in the designated student parking spaces on the east side of the lot. Five-day boarders who drive will enter through Gate C and park in the spaces on the North end of the lot. All student drivers must leave their car keys with the Security booth near their point of entry.

Early Departure

Unless approved by the Administrator 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.

Evening Hours

On weeknights, day students may attend Study Hall or other group study areas (not dorm rooms), and they may remain on campus until 9:00 p.m. On weekends, day students are encouraged to participate in student activities and events on campus but must depart by 9:00 p.m. unless granted special permission (see below for "Overnight Stays").

Overnight Stays

With permission from the Administrator 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.

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

EF Academy expects all community members to secure their own bikes with the 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. The campus spaces are not to be used for biking, skateboarding, or rollerblading. 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.

Restorative Justice at EF Academy

Restorative Justice is a community-grounded philosophy and approach to discipline that aims to restore a sense of harmony and well-being for all those affected by a hurtful act. We believe in the agency and capability of youth to solve problems, as opposed to the youth themselves being the problems adults must fix. When a student chooses to act against our behavioral standards, it affects the persons they hurt, the EF Academy community, and themselves.

“Effective restorative justice programming does not remove penalties. Rather, it makes consequences more intentional” (Allison Fried, 2019).

Rigid and punitive consequences tend to cultivate shame and a damaged sense of community within a student who commits wrongdoing. Our priority is to correct the wrongdoing and its nuanced implications, while restoring the student’s connections within the community and recognizing their capacity to make better choices in the future.

Restorative Interventions

EF Academy Pasadena has implemented a levels-based structure to provide guidance on institutional restorative interventions according to various student behaviors. Understanding that intentions, frequencies, and implications behind certain student behaviors may vary, staff may consider escalating or de-escalating interventions.

Level 1

A Level 1 behavior is one which requires low-level interventions that can be provided by the classroom teacher or support staff member present. Behaviors are addressed at the time that they occur, and do not require documentation in Orah.

Student Behaviors	Restorative Interventions
• Disruption, minor conflict, minor interruptions/distractions in classrooms and/or dorms • Misuse of school property or equipment • Lying or dishonesty, use of profanity (not directed at individual) • Inappropriate technology or cell phone use • Distribution, sharing, posting, or forwarding of photos, videos, screenshots, recordings, or messages • Lack of understanding of physical boundaries • Not following classroom agreements/procedures, not having classroom materials, off-task behavior, tardiness • Minor violation of curfew or Off-Campus Travel policy • Disrespect and/or Failure to comply with a school official	<u>Responses:</u> • Immediate correction techniques (prompt, redirect, reteach, provide choice) • Affective or "I" statements • When-then statements (meeting positive expectations results in positive consequences) • Temporary seat change • Temporary confiscation of items or devices. • Role playing scenarios <u>Practices:</u> • Mindfulness strategies • Self-regulation strategies (breathing exercises, individual, reflective time, journaling, peer support, problem- solving strategies, speaking to a familiar and trusted adult, taking a break, thinking of alternative solutions)

Level 2

A Level 2 behavior is one which requires more intensive interventions than a Level 1 behavior and would typically require administrator involvement. Formal documentation is submitted in Orah and parent(s)/guardian(s) communication is required to ensure students receive the support needed to understand and correct behavior.

Student Behaviors	Restorative Interventions
• Persistent and/or elevated Level 1 behaviors • Engaged in an act of bullying • Aids or abets an act of bullying • Engaged in behavior violating academic integrity including but not limited to plagiarism, cheating, and unapproved use of AI • Failure to adhere to campus emergency protocols relating to health and safety • Possession of a “flipper zero” or other similar device that circumvents RFID, NFC, infrared signals, Bluetooth, Sub-GHz radio frequencies, and digital access systems • Caused or attempted to cause damage or theft of personal property, school property, or private property • Possessed or used products containing tobacco or nicotine, including paraphernalia, lozenges, pouches (i.e. zyn), and vapes • Aids or abets a violation of our substance use policy • Major violation of curfew or Off-Campus Travel policy • Minor violation of Unsafe	<u>Any Level 1 Interventions.</u> <u>Responses:</u> • Written or verbal reflection and apology • Facilitated reflection meeting with Dean of Students Team • Restorative conference with peer(s), faculty, and/or staff member who was harmed • Loss of student privileges (off-campus pass, school-sponsored activities or trips, etc.) • Restitution hours with relevant department <u>Practices:</u> • Mindfulness strategies • Parent(s)/guardian(s) collaboration or conference(s) • Short-term behavioral goal-setting and progress reports • Personal and community safety plan • Referral to support staff (Mental Health Counselor, School Nurse, Advisor, Associate Dean, etc.)

Practices and Possessions Policy • Involved in a minor physical altercation • Engaged in any form of gambling, including online platforms	• Modification of IEP (if applicable)

Level 3

A Level 3 behavior is one which requires immediate administrative involvement and investigation, written documentation in Orah, and prompt parent(s)/guardian(s) communication. Level 3 behaviors may violate municipal codes and/or laws, are severe, or pose a threat to the physical safety of the individual student and/or others. Possible required immediate interventions include contacting emergency

first-responders for medical and law enforcement support. Interim measures may be utilized, such as a temporary suspension, and may result in a recommendation for expulsion.

Student Behaviors	Restorative Interventions
• Persistent and/or elevated Level 2 behaviors • Attempted bribery of a school faculty or staff member • Distributed or sold tobacco/nicotine substances, alcohol, controlled substances, or an intoxicant of any kind, including prescription medications • Aids, abets or facilitates a violation of our substance use policy • Unauthorized entrance into prohibited campus locations, including but not limited to Baldwin and Elm. Entering other areas after permitted hours is also restricted. • Under the influence of an alcoholic beverage, controlled substance, or an intoxicant of any kind • Engaged in or attempted to engage in hazing, including dangerous or unwelcome initiation activities • Threatened or intimidated peers,	Any Level 2 Interventions. <u>Responses:</u> • Student statement gathering • Incident investigation and review • In-person parental/guardian supervision • Temporary suspension from campus • Recommendation for expulsion • Administrative search or confiscation • Compulsory alcohol and/or drug testing • Disclosure to colleges and universities of Level 3 behaviors, when student's disciplinary history is requested <u>Practices:</u> • Increased access to support staff • Re-integration plan and strategies • Functional behavioral or psychological assessment (if applicable)

administrators, faculty, and/or staff • Caused, attempted to cause, aids, or abets the infliction of physical injury* • Committed sexual harassment, including unwelcome verbal and visual sexual advances* • Committed or attempted to commit a sexual assault, including unwelcome and/or illegal physical sexual activity* • Inappropriate physical contact, or behaviors that violate or disregard another person's personal boundaries, autonomy, safety, or consent* • Caused, attempted to cause, threatened, or participated in an act of hate violence, motivated by hostility or prejudice based on a person's race, religion, sexual orientation, disability, or gender* • Expressed or displayed language, symbols, and gestures historically weaponized against people groups* • Made extremist, terroristic, and/or violent threats* • Possessed, sold, or furnished a firearm, explosive, knife/sword, or dangerous object, including imitation weapons (*i.e. paintball gun, water gun, pellet gun, etc.)**	

*Level 3 behaviors that may necessitate a temporary or permanent separation from the campus community or removal from the EF Academy program.

EF Academy responses to infractions

Restorative Practices

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 more likely to make positive changes in their behavior when faculty work with them. The most critical function of restorative practices is rebuilding and strengthening relationships within the community. While this process may see certain losses of privileges as a natural consequence, the goal is to build toward restoring the relationship.

Possible outcomes include:

Student Engagement Plan

The Dean of Students Team recommends a set of actions and or behaviors that they believe 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.

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 an investigation 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.

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 evaluations while serving their suspension.

Dismissal

Once the Campus Team 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, twins, and singles (if available). Singles and twins 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, and grade level. EF Academy intentionally connects students of different cultures and 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. Requests for room changes will be presented to the House Parent 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 staff 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. Students must provide their own sheets and towels and 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

- Mattress cover
- 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 doors closed and locked. EF Academy recommends that valuables be left at home, as the school cannot assume liability for personal items. Please refer to your personal insurance policy to understand when missing items may be claimed. 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 residential life 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:

- Shared spaces require respect for allocation of space and sensitivity to noise; therefore, student computer monitors may not exceed 27 inches
- No adhesive stickers, including LED lights 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

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.

Any item taken from a student's 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.

Refrigerators are only permitted for medical reasons with prior permission from both a doctor and the EF Academy 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 staff regularly inspect rooms for cleanliness.

The school housekeeping team cleans communal bathrooms daily. Students must remove their belongings from the bathroom daily.

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's belongings 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 their residential staff in their residence hall. The residential life staff will submit a request for maintenance to be performed. The sooner a problem is reported, the sooner EF Academy can resolve the problem.

Supervision

Residential life staff and teaching staff live within the residence halls, so there is always someone on duty to help students when needed. They 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

Safety on campus is very important. Students should carry their ID with them at 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 ID should be lost, immediately inform the residential life staff member on duty.

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 4:45 PM-10:30 PM Monday-Friday and from 8:00am-10:30pm on Saturday and Sunday. Several dry cleaners are also located on E. Washington Blvd.

Mobile phones

Each student is required to have an NFC-enabled 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 a medical emergency without an active U.S. 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.

The smartphone must be running the latest version of either Android or iOS phone and be able to use school communication apps like Orah.

Students are expected to adhere to the School's Phone Policy. When phone use is inappropriate or disruptive, faculty and staff 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.

EF Academy Day & Overnight Travel

When our campus is operating, 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 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, and students must return to campus by 8:00 PM (9:00 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 9:00 PM to check in and sleep in the dormitory residency for the evening. Day student families are able to host boarding students, as long as all Orah pass requirements are met and only 2 students may be hosted at a time.
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.

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 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 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 E. Washington Blvd. These passes will be available in Orah, as well, and students can sign up daily depending on availability.

Transportation Policy

Our transportation policy is in place to support students in travelling safely when they are off-campus. When traveling off campus, students are not permitted to use transportation services such as Uber, Lyft and Waymo. Taxi services are permitted.

- Students are permitted to walk to E. Washington Blvd. when they are on an approved day pass.

- A school-provided shuttle service will be offered to students who are on an approved pass on weekends (Friday/Saturday) to specified locations (shopping center, etc.). Students will be responsible for departing/returning to campus on time based on the shuttle schedule. Any 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.
- Students are not permitted to travel in staff's personal vehicles.

Dormitory hours and evening check-in times

Monday-Sunday			
Cedar and Alder	Campus Curfew 10:00 p.m.	Check-in 10:00 p.m.	Quiet Hours 11:00 p.m. – 08:00am

Study Hall

Study Hall is held every Tuesday and Thursday from 3:45 p.m. to 4:45 p.m. and is designed to provide students with dedicated academic support and focused work time. Attendance is mandatory for all boarding students and optional for day students. All students will be assigned a specific classroom location and are expected to arrive on time, prepared with the materials needed to complete coursework, study, or seek academic assistance.

Study Hall is an important opportunity for students to strengthen their academic habits, manage assignments, and prepare for upcoming assessments in a structured environment. Students are expected to follow all appropriate technology procedures and use devices for academic purposes only during this time.

In addition to the regularly scheduled Tuesday and Thursday Study Hall sessions, students may be required to attend additional study halls based on academic performance, teacher recommendation, academic standing, participation in athletics or theater, or at the discretion of the Academic, Residential Life, or Dean of Students Teams. These additional study halls may occur during the evening, on weekends, or at other designated times throughout the week.

Students assigned to supplemental study halls are required to attend and participate appropriately. Failure to attend, arriving late, leaving without permission, or failing to engage productively may result in disciplinary action, including the loss of off-campus privileges and other consequences deemed appropriate by the school. These additional support measures are intended to help students develop strong academic habits and achieve success in all areas of their educational experience.

Noise regulations

Students must maintain a respectful noise level at all times, recognizing that residence halls and common spaces are shared environments where others may be studying, resting, sleeping, or engaging in quiet conversation. Music, television, internet content, video games, phone calls, and conversations should never be loud enough to disturb others. Students are expected to be particularly mindful of noise levels during evening hours, quiet hours, and overnight periods.

Activities that intentionally create excessive noise or disrupt the residential community are prohibited. This includes, but is not limited to, loud yelling in hallways, screaming, running through residence halls, banging on doors or walls, playing pranks such as "ding-dong ditch," or engaging in any behavior designed to startle, disturb, or inconvenience other students. Such actions interfere with the ability of others to study, sleep, and enjoy their living environment and are considered violations of residential expectations.

Headphones should be used whenever possible when listening to music, watching videos, gaming, or participating in online activities. Phone calls and video calls should be concluded by lights-out time each evening unless prior approval has been granted by residential staff.

Students participating in video calls must also be mindful of the privacy of others. Cameras should be positioned so that only a blank wall or appropriate background is visible. Students may not intentionally or unintentionally include roommates, neighboring students, or private residential spaces in video calls, livestreams, recordings, or screenshots without permission.

While personal gaming devices are permitted, large gaming systems and setups are not allowed in the residence halls due to the disruption, noise, gatherings, and distractions they can create within the residential community. The school reserves the right to determine whether a gaming device or setup is inconsistent with community expectations and may require its removal from campus.

Students who fail to maintain appropriate noise levels or who repeatedly disrupt the living and learning environment of others may be subject to disciplinary action, loss of privileges, confiscation of prohibited equipment, or other interventions deemed appropriate by the Residential Life and Dean of Students Teams.

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.

Fitness Center hours

The Fitness Center is open daily after school when a staff supervisor is present. On weekends, the daily schedule will be indicated and planned by the weekend team.

Dining Hall

Cena Dining Hall serves our campus community seven days a week. The Dining Hall serves breakfast, lunch, and dinner on weekdays, and brunch and dinner on weekends and public holidays.

All dishes are prepared using fresh, seasonal ingredients with both taste and nutrition in mind. The menus are designed to reflect the diversity of our international student body and include a variety of options at every meal, including vegetarian, vegan, and gluten-free offerings. Students with dietary needs due to food allergies, medical conditions, religious observances, or cultural preferences should indicate these needs on their Health Certificate and inform their House Parent prior to arrival. If a dietary restriction arises during enrollment, students should notify the Health Center so that appropriate accommodations can be coordinated. Depending on the nature and extent of dietary needs, additional charges may apply.

Students are expected to conduct themselves respectfully while in Cena. This includes waiting patiently in line, treating dining staff and fellow students with courtesy, and cleaning their eating area after each meal. Students are required to return all dinnerware, including plates, bowls, glassware, and cutlery, to the designated dish return area and dispose of any leftover food appropriately. Dinnerware may not be removed from Cena.

The Cena team works hard every day to provide meals for a diverse community representing dozens of countries, cultures, dietary preferences, and nutritional needs. Students are encouraged to provide constructive feedback regarding meals and dining services. Feedback should be directed respectfully to the Head Chef or Campus Director and should be specific and actionable whenever possible. General statements such as "I didn't like it" are not helpful in improving the dining experience. Thoughtful feedback that identifies concerns, preferences, or suggestions allows the dining team to better understand student needs and continuously improve service.

If students are unwell and receiving care through the Health Center, alternative meal arrangements may be coordinated through the Health Center or Residential Life Team.

Campus Store

EF Academy's campus store provides students with convenient access to a variety of everyday necessities and refreshments throughout the school year. The store carries a selection of school supplies, personal care items, snacks, candy, ice cream, and refrigerated beverages to help meet students' daily needs.

In addition to retail offerings, the Campus store features a barista who prepares a variety of specialty beverages, including coffee drinks, smoothies, teas, and boba beverages. The campus store serves as a popular gathering space for students before school, during breaks, and after classes.

Students may make purchases using funds loaded onto their student account through TouchNet and linked to their student ID card, or by using a credit card. For security and accounting purposes, cash is not accepted at the campus store.

Students are expected to conduct themselves respectfully in the store, follow directions from staff, wait patiently in line during busy periods, and help maintain a clean and welcoming environment for all members of the community.

Take-out food delivery

Food deliveries (take-out) may be delivered to the campus at set times and, for exceptional circumstances, are at the discretion of the Residential Life Team on duty after curfew.

Meals should be eaten in communal areas where possible but are allowed to be eaten in the dorm rooms only after all students in the room have indicated their permission to do so on their roommate agreement form during the Welcome Days. Students must clean-up after they have eaten and put their food waste in the communal trash.

Food can only be delivered to the main entrance to campus (1505 E. Howard St.) and students must walk over to the gate to collect their delivery. Food deliveries may be subject to security checks by the Security Team. The delivery times will be posted in the dorm and generally include after school and before final lights out check-in at night. Food deliveries cannot be collected during the academic day (classes and clubs) and Study Hall hours.

Food that is delivered to the gate during the academic day will be confiscated by Security and available to students during accessible hours only. Students who are found to violate the food delivery policy repeatedly may be subject to disciplinary procedures.

Athletics Department

EF Academy athletics is a valuable part of our student's growth inside and outside the classroom. At EF Academy, we view athletics as an opportunity for students to learn values, such as teamwork, sportsmanship, and the development of one's athletic skills. Our student-athletes are given a chance to challenge themselves physically, socially, and mentally.

Interscholastic Sports

Fall	Boys Soccer, Girls Soccer, Girls Volleyball, Boys Cross Country, and Girls Cross Country.
Winter	Boys Basketball, Girls Basketball, Cheerleading.
Spring	Boys Volleyball, Girls Tennis, and Boys Tennis.

EF Academy offers numerous intramural and club sports.

EF Academy student athletes must be in good academic standing to be eligible to participate in interscholastic sports.

EF Academy reserves the right to remove athletes who violate the student code of conduct from any form of team participation. Please see the athletic department handbook for further information regarding athletic policy and procedures.

Activities and Trips

Weekend Trips

Weekend trips are offered regularly and are open to all students. Students may sign up in advance using Orah passes. Parental permission must be given for students to be eligible for Orah off-campus sign-ups.

Payments

All payments are made via Touchnet. If a trip does not reach the required number of paid sign-ups, it may be canceled and refunded. No-shows are non-refundable unless you find a replacement.

On-Campus Activities (Weekends)

Don't feel like going off campus? No problem! We've got free activities every weekend. Options include:

- Movie nights
- Art and baking events
- Ping pong, billiards, and gym games
- Swimming pool (during warmer months)
- S'mores at the fire pits
- Some on-campus weekend events may require Orah sign-up.

Clubs

All students are required to participate in clubs for both semesters after 3:30 p.m. on Mondays and Wednesdays. Participation in clubs, sports, and activities allows students to connect, contribute to and learn from other members of the school community.

Clubs are organized by semesters and sports are organized by seasons. Students have many options from which to choose in these categories, and students will have the opportunity to sign up for clubs and sports in which they are most interested. If students cannot find a club they would like to join, they are encouraged to talk with their Advisor or the Activities Team to discuss starting their own.

The Health Center

The Health Center in Douglas House provides services to manage the medical needs of all students at EF Academy. The reception desk is located on the first floor of Douglas House, which is where students will check in. If a student becomes sick, feels unwell, or needs to see a doctor, they should go to the Health Center immediately. Appointments to see the Mental Health Counselor can also be made within the Health Center. 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 an outpatient facility or specialist as necessary. In case of a life-threatening emergency, call 911 and notify Campus Safety and the Health Center as soon as possible.

When medically necessary, students will be admitted to the Health Center for observation and treatment and excused from classes until they are well enough to resume normal school activities. Boarding students who miss class on Friday due to illness may be required to remain on campus over the weekend and not permitted to go on off-campus passes. The Nursing staff will determine when students can be discharged from the Health Center. Students who are admitted to the Health Center will receive their meals there until they are fully discharged. Additionally, use of devices such as mobile phones, computers, and iPads is not permitted in the Health Center. Admission to the Health Center requires students to cooperate with the medical advice and treatment protocol put forth by the School Nurses.

Medication

No medication may be held in rooms unless approved by the Health Center for safety reasons. All medications brought from home must be listed on the Certificate of Health form. All medications to be administered during school hours must be provided in their original, properly labeled container. The label must be in English and must clearly include the student's name, the name of the medication,

the dosage, and complete instructions for administration. Only medications that are approved by the U.S. Food and Drug Administration (FDA) will be accepted and administered by Health Center staff.

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. Medications stored in the Health Center will be securely locked and only accessible to designated personnel. The Nursing staff will ensure that students receive any necessary medications. Medication may only be administered to students in the safest manner by designated and trained personnel.

Any Over-the-Counter (OTC) medications, including vitamins and supplements, must be indicated on the student’s Health Certificate.

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 Health Center staff are available to assist students with the technicalities of paying their medical bills, such as reviewing bills and understanding the charges. It is the responsibility of the family to read and understand the health insurance coverage their student comes to school with, whether through Erika for our international students or private insurance (e.g. Blue Cross Blue Shield, United Health, etc.) for our domestic/U.S. students.

Emotional Support, Well-Being, and Guidance

The emotional health, well-being, and resilience of our students are of great

importance to the EF Academy community. We are committed to fostering a supportive environment where students feel safe seeking help and are empowered to develop the skills necessary to navigate life's challenges. As an international boarding school community, we recognize that students may experience unique social, emotional, academic, and cultural transitions, and we place a strong emphasis on safeguarding and supporting student well-being.

EF Academy provides a variety of mental health resources to support students. Students have access to our on-campus Mental Health Counselor as well as TimelyCare, a virtual mental health and wellness platform available to EF Academy students. Through TimelyCare, students can access mental health support, counseling resources, health coaching, and wellness services, outside of regular school hours and sometimes in their native language.

Appointments with the Mental Health Counselor may be arranged through the Health Center. Referrals may be initiated by the student or recommended by a parent(s)/guardian(s), teacher, House Parent, Advisor, Dean, Nurse, administrator, or another trusted member of the community. The Mental Health Counselor provides short-term support, assessment, and intervention designed to help students address immediate concerns and develop healthy coping strategies.

In some cases, students may require a higher level of care or longer-term therapeutic support than can be provided through EF Academy or TimelyCare. When appropriate, students may be referred to qualified external counselors, psychologists, psychiatrists, or other mental health professionals within our broader network of providers. Families are responsible for any costs associated with outside counseling, therapy, psychiatric care, or related services.

Our goal is to help students become healthy, self-aware, resilient, and successful individuals. We strive to equip students with the confidence, grit, determination, emotional intelligence, and coping skills necessary to thrive both during their time at EF Academy and beyond.

Because many EF Academy students live far from home, partnership with families is an essential component of student care. The school will work collaboratively with parent(s)/guardian(s) to ensure students receive appropriate support when emotional, psychological, or mental health concerns arise. While student privacy is

respected whenever possible, communication with families may be necessary when concerns rise to a level that impacts a student's safety, well-being, ability to function successfully in the school environment, or requires a more intensive level of intervention. In such situations, EF Academy reserves the right to require outside evaluation, treatment, counseling, or other supportive measures as a condition of continued enrollment or participation in residential life when deemed necessary to support the student and the broader community.