



Student Handbook

NEW YORK

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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.



EF ACADEMY

EF Academy Student Profile

EF Academy students aspire to develop the following traits:



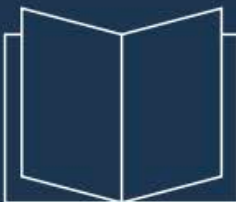
Learner

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



Leader

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



Scholar

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



Global Citizen

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

General School Information

How to contact us

Mailing address:	EF Academy 582 Columbus Avenue Thornwood, New York 10594-1907
Phone	+1 914 495 6100
Emergency Phone	+1 914 505 4874
Student mail and messages	Parents can send letters, postcards, and packages to students at the following address: Student Name EF Academy 582 Columbus Avenue Thornwood, New York 10594-1907 USA Regular hours of operation are posted on the mailroom window.

Keeping parents connected

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

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

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

School leadership

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

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

Head of School:

Ms. Lisa Mancini

Oversees strategic direction and overall leadership of the school.

Deputy Head of School for Academics:

Mr. Bryan Bordelon

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

Deputy Head of School for Student Life:	Ms. Miriam Ortiz Oversees all aspects of the school's residential and community life, including housing and the health center.
Director of University & Academic Counseling:	Ms. Kristen Carter Oversees the University Academic & Counseling (UAC) team.
Director of Educational Technology:	Mr. Joel Padilla Oversees technology related to student learning and organizational processes.
Dean of Students:	Ms. Cristina Burgess Supports the residential 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.
Campus Director:	Ms. Lexi Beckwith Manages all campus operations, including security, food service, cleaning, maintenance, and landscaping.
IB Diploma Coordinator:	Ms. Amy Park Oversees all aspects of the IB Diploma Program and IB exams.
Activities Director:	Mr. Bill Roach Oversees all aspects of on and off-campus activities, events, and trips.

Calendar

Please review the student calendar for a complete list of all major events, public holidays, and school activities. The calendar can be found on the school website.

Closed dates

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

Departure and return dates

Students must arrive to and depart from campus on the designated days and times. EF Academy provides transportation during these times; if a student arrives or departs outside of scheduled times, the student will incur an additional charge. Additionally, early returns are not permitted, since there will be no adult coverage or supervision on campus at these times.

Academics

Academic programs

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

US High School Diploma Program / Open Choice

All EF Academy students who graduate earn a US High School diploma. To obtain this diploma students must successfully complete 22 course credits across a variety of subject areas including English, Mathematics, Science, Physical Education, and Humanities. Individual subject certificates may be completed by students wishing to complete some International Baccalaureate (IB) courses. Students who complete the course of study in an IB subject are eligible to take exams for individual subject certificates. Additionally, 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 scores of 5 or higher on a scale of 7 on IB exams and / or a score of 3 or higher on a scale of 5 on AP exams.

US High School & International Baccalaureate (IB) Diploma Program

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

EF Academy New York Academic Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
Professional Time 8:00–8:50	Office Hours 8:00–8:50	Professional Time 8:00–8:50	Office Hours 8:00–8:50	Professional Time 8:00–8:50
Period 1 9:00–9:45	Period 1 9:00–10:20	Period 5 9:00–10:20	Period 4 9:00–10:20	Period 7 9:00–10:20
Period 2 9:55–10:40	Period 2 10:30–11:50	Period 6 10:30–11:50	Period 3 10:30–11:50	Period 1 10:30–11:50
Period 3 10:50–11:35	Lunch 11:50–12:45			
Lunch 11:40–12:30				
Period 4 12:30–1:15	Period 3 12:45–2:05	Period 7 12:45–2:05	Period 2 12:45–2:05	Period 5 12:45–2:05
Period 5 1:25–2:10	Period 4 2:15–3:35	Clubs 2:15–2:55	Period 1 2:15–3:35	Clubs 2:15–2:55
Period 6 2:20–3:05	Office Hours 3:45–4:15	Advisory 3:05–3:45	Office Hours 3:45–4:15	Advisory 3:05–3:45
Period 7 3:15–4:00				

Attendance and Absences

Absence

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

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 notified.

Absence for college visits

All absences for college visits must be approved in advance by a student's 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 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 Deputy Head of School for Academics at least two weeks prior to the religious holiday or a significant family event (except in the case of an emergency).

Attendance policy – SEVP & SEVIS

Students who are studying in the US with an F1 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 assure students maintain a full course load per the US Student and Exchange Visitor Program (SEVP), EF Academy has the following attendance policy:

EF Academy New York 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 parents and appropriate school faculty and staff.

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

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, who then schedules a meeting with the student's parents to share the attendance concerns and enlist the partnership of the parents in encouraging the student to attend class on time and to learn of any strategies the parents may have to best support the student. After this conversation, a letter is sent home alerting the parents and appropriate school faculty and staff. Additionally, the student will be restricted / gated to campus Friday and Saturday.

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 the Deputy Head for Academics. The Dean of Academics and the Deputy Head for Academics schedule a meeting with the student's parents to stress the severity of the student's attendance issues and to highlight that 3 more AUs will result in dismissal from school. After this conversation, a letter is sent home alerting the parents and appropriate school faculty and staff. The student will be restricted / gated to campus for the entire weekend.

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

Late Policy:

When a student accrues 15 Unexcused Lates, the student will have a meeting with the Dean of Academics, and a letter will be sent home. The student will be restricted to campus for Friday and Saturday.

If a student accrues more than 30 Unexcused Lates, the Dean of Academics will alert the parents that the student will have a Restorative Review.

Credit Policy:

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

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

Notes:

- The above thresholds reset each semester when students return to school; however, the credit policy numbers do not reset.
- If a student is more than 10 minutes late to a class, the teacher should leave the attendance designation at Unexcused Absence (AU).
- EF Academy is required by law to report to the DHS if students are in violation of their student visa while studying in the US, including excessive absences that drop the student below a full course load. The Student and Exchange Visitor Program (SEVP) is the Department of Homeland Security's (DHS) program that administers the Student and Exchange Visitor Information System (SEVIS). SEVP ensures that government agencies have essential data related to non-immigrant students and exchange visitors to preserve national security. SEVP provides approval and oversight to schools authorized to enroll F and M non-

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

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

Attendance before and after school breaks

Attendance is compulsory during all calendared school days and exam periods at EF Academy. Students are expected to be on campus until the completion of the full academic semester published in the school's academic calendar. Departing campus before the start of a school break and / or late arrival to campus after a break are not permitted. In general, students may not be permitted to make up missing assignments when they have departed campus early or arrived back late from a school holiday.

Attendance in activities and clubs

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.

Sick Day Policy

Students unable to attend school due to an emergency or illness must report in person to The Health and Wellness Center. To be excused from class for a period or the day, students must be in the waiting room before the start of the first class. Students who become ill during the school day must be assessed by the nurse before the next class begins. Students who are excused from school due to illness are not permitted to participate in any activities after school, including sports and clubs, or depart campus for any reason on that day.

Parents of day students must let the school know if their child will be absent from school due to illness prior to the start of school. If a day student becomes ill during the school day, the student must visit the nurses, who will assess the student and contact parents if necessary.

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

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

student is able to resume normal activities. Students who miss class on Friday may have weekend leave canceled.

Mental Health Absence Policy

Students unable to attend class(es) due to a mental health challenge are required to meet with counselor in the Health and Wellness Center in order to be assessed and excused. Students must be in the waiting room prior to the start of the first class. Students who present with a challenge during the school day must be assessed by a counselor before the next class begins. Depending on the counselor's assessment, the student may be excused from class(es) and marked "counselor excused" in the attendance portal. Students who are excused by the counselor will remain in the Health and Wellness Center for assessment and care.

Standards Based Grading and Learning

EF Academy uses Standards Based Grading and Learning. Teachers provide feedback to students based on clearly stated standards. These standards define exactly what students should know and be able to do in each course. Students will be assessed based on the grading scale below.

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

Level	Description	Grade	GPA
Mastery Level (ML)	Student has demonstrated complete mastery of the standard	A+	4.0
	A	4.0	
	A-	3.7	
Proficient Level (PL)	Student has demonstrated a proficient level of understanding of the standard	B+	3.3
	B	3.0	
	B-	2.7	
Satisfactory Level (SL)	Student has demonstrated a satisfactory level of understanding of the standard	C+	2.3

	C		2.0
	C-		1.7
Developing Level (DL)	Student has demonstrated a developing level of understanding of the standard	D+	1.3
	D		1.0
	D-		0.7
Beginning Level (BL) or No Evidence (NE)	Student has demonstrated little to no understanding of the standard	F	0.0

Grades

Course grades and comments are updated at the conclusion of semester one and the end of the year. Year-end grades represent the student's performance for the entire year.

Graduation requirements

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

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

Arts	1
TOTAL	22

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

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

Credit achievement requirements

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 must earn a full academic year grade of D- or higher.

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

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

Grade promotion requirements – Credit deficiency

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

Academic Integrity

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, and the inappropriate use of Artificial Intelligence are serious breaches of the school's academic standards. If a student commits an act of academic dishonesty, the student's teacher will report it to the Dean 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 a 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.

Academic probation

All Students

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

Academic Criteria for Examination Entry

EF Academy reserves the right to not enter students who do not perform satisfactorily in their coursework for external public examinations such as the International Baccalaureate (IB) or Advanced Placement tests. Entering external examinations 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

IBDP candidates

IBDP students who have not met the following requirements by the end of their first year in the program (i.e., the end of 11th grade) may be asked to exit the IB Diploma Program:

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

Additionally, IBDP or course candidates must adhere to the academic integrity policy of the school. Full IB diploma candidates with two or more violations of this policy will be counseled out of the diploma program. IB course candidates with two or more violations of this policy will not be registered for the May exam.

Academic support

Office hours

Teachers are available to meet with students during their regular 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. The decision to add or drop a course will be made in conjunction with the student's UAC. 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.

Special testing arrangements (accommodations)

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

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

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

To request accommodations for AP exam and/or the SATs, students should speak to their UACs who will establish eligibility.

Advisory program

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

Virtual learning day protocol

On days when face-to-face classes are not able to take place, EF Academy will utilize its virtual learning day protocol. Teachers will make sure asynchronous work is posted in all Google classrooms for students to work on throughout the day.

Any decision regarding a potential severe weather event will be communicated to the faculty 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 6:00 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.

- Student 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 cannot 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
Age	In general, the laptop should be less than 3 years old.
Operating System	The most up-to-date English version of the Windows or Mac OS.
Screen Size	11 inches minimum.
Camera	Front-facing camera for video conferencing. It is recommended that this is built into the laptop, but external USB cameras will work.
RAM	8GB minimum (more recommended if you wish to edit video).
Solid State Drive (SSD)	128GB minimum (depending on your use, you might want more capacity).
Wireless (Wi-Fi)	802.11g/n/ac (802.11ax is recommended).
Battery Life	6 Hours runtime minimum.
Keyboard	Preferably U.S. English.
Protective Case	(Recommended) Purchase a protective case for the laptop.
Warranty	(Recommended) When purchasing a warranty, make sure it includes coverage in the U.S. and in your home country if not the U.S.

Web Browser	Please install the Google Chrome web browser, which is available for free at https://www.google.com/chrome/
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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.

Required Calculator

All students in all grades are required to come to campus with a TI 84 calculator to use in their math classes. Any iteration of the TI-84 calculator is acceptable, but the TI-84 Plus CE is highly recommended.

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 download, possess, upload, print, request or electronically transmit electronic files and material(s) such as:

- Pornography, sexts, nude or semi-nude photos or videos, profane messages, posters, books, or other material that is demeaning to others

- Racist, homophobic, or sexist material(s)
- Any files, materials, posts, texts, or transmissions that discriminate, demean, abuse, bullies, intimidate, harass, exploit, humiliate, threaten, or coerce

Students may not impersonate another individual through any electronic communications.

Students may not use the school's name or logo without permission from the school administration.

Any online publication must be consistent with all school rules and regulations; violation of this policy is a violation of our values and may result in disciplinary action.

Major school rules

Drugs, Alcohol, and Illicit Substances

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, has no place while enrolled as a student at EF Academy. If a student is found to be in possession of or using any of these items at any time, the student will be subject to the school's Restorative Review and place themselves at risk of being dismissed from school. Furthermore, the school reserves the right to test students suspected of being under the influence of drugs or alcohol. These tests will be billed directly to each family and are not covered by the school health insurance plan. Please see the Drugs, Alcohol and Testing policy below for more information on drug testing.

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

Sanctuary policy

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, dorm 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 and Wellness Center or speak with a trusted adult.

Off campus

If it is a medical emergency, call 911 first. Then contact the Director on Duty 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.

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 check 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.

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 reserves the right to check packages delivered to campus. If this happens, prohibited items will not be 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. Overtaking of the security systems to gain access to restricted areas will result in a minimum consequence of \$500.

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.

Students of different genders may meet together in each other's dorm rooms only with prior school approval.

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 shopping center) to extended trips (to NYC, for example) or longer-term overnight passes with family or guardians.

Off campus travel violation

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

Day students who are found on campus after curfew (both weekdays and weekends) without prior permission from the Dean of Students or the Director on Duty, will have a Dean's meeting.

Sexual intimacy

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

Additional rules and standards

Damage to Campus Property

Students should respect campus property. If property is damaged, whether accidentally or intentionally, students will be responsible for the cost of repair or replacement as determined by Academy staff.

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.

In residence halls and common areas, students are expected to remain appropriately dressed and covered at all times. Undergarments should not be worn as outerwear, and clothing should provide adequate coverage of the body.

Day students

Day students are a valuable part of our community and are welcome on campus during normal school hours and during approved evening activities/events. All housing-related rules apply to day students during their time on campus.

Driving / Parking on Campus

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

Early Departure

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

Evening Hours

Day students are generally not permitted to remain on campus after 7:30 p.m. without permission. On weeknights, with permission from the Director on Duty, day students may attend Study Hall in the library or other group study areas (not dorm rooms), and they may remain on campus until 10:00 p.m. On weekends, day students are encouraged to participate in student activities and events on campus but must depart by 10:00 p.m. unless granted special permission (see below for "Overnight Stays").

Overnight Stays

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

Personal 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 hazards 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 motorized and 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 pedestrian plaza is not to be used for biking (unless it is an organized event by the Activity Dept. and being supervised) nor skateboarding, or rollerblading. Failure to abide by this expectation may result in losing this privilege and having your skateboard or rollerblades, or equipment confiscated.

Gambling

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

EF Academy responses to infractions

Restorative Review

For most minor and mid-level infractions, the school employs a system of restorative and reflective review. We believe that our students are happier, more cooperative, and 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.

Restorative Review Committee

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

During the process, the student(s) may choose an EF Academy staff member to advise them during this process and act as an advocate. The staff member will help the student(s) represent themselves both positively and honestly in the Restorative Review process. The staff member is a non-voting member of the committee. Once the staff member and the student both have made their statements to the committee, they are excused from the proceedings for the remainder of the deliberation. The committee's recommendation is then given to the Head of School who makes the final decision regarding the outcome of the process. The Head of School's decision is then communicated to the students, their parent(s) or guardian(s) and the Home Office.

Possible outcomes include:

Student Success Plan

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

Gating

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

Probation

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

On campus suspension

The outcome from a student’s Restorative Review may include an on-campus suspension for an assigned time period. During the on-campus suspension, a student’s study and free time may be limited and structured as part of their suspension.

Off campus suspension

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

Residential and Community Life

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

Living arrangements and room assignments

Room options include triples, doubles, and in some residences, singles (if available). Singles and doubles are considered “upgrades” and therefore have additional costs. Room assignments are made by EF Academy before students arrive to campus. Roommates are assigned based on gender, age, 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. Roommate changes are uncommon. Requests for room changes will be presented to the Dorm 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

Rooms are equipped with the following furnishings (additional furnishings will not be provided):

- Twin bed with extra-long mattress
- Mattress cover
- Shower curtain
- Blinds
- Desk, chair, and lamp
- Closet
- Set of drawers

Students are required to bring their own bedding and linens. We have provided a list of essential bedding and linens that you can pack or purchase. As these items can take up room in your luggage, we suggest you purchase them online and have them shipped to campus in time for your arrival.

We ask that you prepare the following:

- 1 Flat Sheet (Twin XL Size)

- 1 Fitted Sheet (Twin XL Size)
- 1-2 pillows with pillowcases
- 1 Blanket, comforter, or duvet
- Bath and hand towels

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

Room decorations

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

- 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. Refrigerators may only be rented through the school, not purchased independently. If a refrigerator is purchased independently, the student will be asked to return it.

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

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

Maintenance

If there are problems with the dorm room (a light not working, leaky sink, broken door handle), students should report the situation to their residential staff in their residence hall. The residential 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 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

Students must always wear their EF Academy-issued student ID. If a student loses his or her ID, a replacement ID will be issued for a fee.

Keys

Safety on campus is very important. Students should carry their key 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 a key should be lost, immediately inform the front desk, and a record of replacement will be kept, and a replacement key will be issued.

Doors will only be unlocked at the following times:

School Days:

- 5:00 – 6:00 pm
- 7:30 pm (when the evening dorm parent/residential advisor begins duty)

Weekends:

- 3:00 – 7:00 pm
- 10:00 pm (building curfew)

After a third lockout request in a semester, students will be required to purchase a replacement key.

Laundry

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

Mobile phones

Each student is required to have 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.

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

Student off-campus and travel policies

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

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 participate in the school events.

Day Travel Students may travel off campus during the day, and students must return to campus by 7:30 PM (10:00 PM on weekends) to check in and sleep in the dormitory residence for the evening.

Overnight Travel Students may travel off campus for overnight travel (as long as all procedures are followed, and permission granted). When staying overnight off campus, students are not allowed to stay overnight without the presence of an adult and/or without parent/guardian permission. On the final day of overnight travel, students must return to campus by 7:30 PM (10:00 PM on Friday & Saturday) to check in and sleep in the dormitory residency for the evening.

Unexpected Delays In the event of any delay in return travel to campus, students are expected to call the emergency phone number located on the back of their student ID to notify the school. Failure to proactively communicate with faculty on campus will result in denial of future requests.

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 New York City day passes and overnight passes, will also require parent authorization before final approval is considered.

Local Day Passes Students that have prior parent approval and a working US mobile phone: will have access to local day passes that are limited to the local shopping center in

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

Transportation Policy

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

- Students are not permitted to book transportation services such as Uber, Lyft, or taxi.
- Students are permitted to walk to Rosehill Shopping Center and Columbus Plaza 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 (Saturday/Sunday) to specified locations (train station, shopping center, etc.). Students will be responsible for departing/returning to campus on time based on the shuttle schedule. Any 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.

Travel to New York City

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

Dormitory hours and evening check-in times

Sunday – Thursday			
Paul Rand Center Dorms	Campus Curfew 7:30 p.m.	Floor Check-in 7:30 p.m. Study Hall 8:00-10:00 p.m.	Lights Out 10:30 p.m.
Friday and Saturday			
Paul Rand Center Dorms	Campus Curfew 10:00 p.m.	Quiet Hours 10:00 p.m. onward	Lights Out 11:30 p.m.

Study Hall

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

During Study Hall, an atmosphere of quiet, reflective, and concentrated study is expected.

Noise regulations

Students must maintain a respectable noise level at all times of the day and night. Speakers are not allowed in dorm lounges.

Safety and Security

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

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

Gym hours

The gym and workout spaces are open daily before and after school a staff supervisor is present. On weekends, the daily schedule will be indicated and planned by the weekend team.

Dining Hall

If students have special dietary needs due to food allergies or as a result of religious or cultural restrictions, they should indicate this on their Health Certificate and inform The Health and Wellness Center prior to arrival to campus. The Health and Wellness Center will ensure that appropriate food options are available to meet the dietary needs of each student. Depending on the extent of dietary restrictions and/or needs, extra charges may apply.

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

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

Take-out food delivery

Students may order take-out and have food delivered between 4:30 p.m. and 7:00 p.m. on school nights (Sunday through Thursday). Deliveries after these hours are not allowed, and delivery personnel arriving after the designated time will be denied entrance to campus. On weekends (Friday & Saturday), deliveries to campus are allowed until 9:00 p.m. Students are expected to go to the lobby to directly receive their food order. EF Academy is not responsible for lost/stolen off campus food orders.

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 intermural 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 every weekend 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 and a working US Phone number must be registered before they can obtain any ORAH off campus passes. Just a reminder:

Grades 11-12 May take the train to New York City (with parental permission).

Grades 10-12 May take the bus to White Plains (with parental permission).

Grades 9-10 Must travel with school staff on buses or vans.

Payments

All payments are made at the Activities Desk via ShopKeep (credit card and Apple Pay only). If a trip does not reach the required number of paid sign-ups, it may be canceled and refunded. No-shows or last-minute cancellations by students are non-refundable unless you find a replacement.

On-Campus Activities (Weekends)

Don't feel like going off campus? No problem! We've got 2-3 free activities every weekend. Options include:

- Movie nights
- Art and baking events
- Ping pong, billiards, and gym games
- Outdoor fun and loaner gear (bikes, rackets, etc.)

Some on-campus weekend events may require Orah sign-up.

Mandatory Academic Clubs

Academic Clubs are open to all students and vary based on staff expertise and student interest. Every student must join a club. Club time runs every Wednesday and Friday from 2:15 to 2:55 pm. Attendance is recorded, and students must sign up for a club with their University and Academic Counselor (UAC).

Additional Afterschool Activities: Clubs and Sports

After the school day ends, students may also participate in afterschool activities. These activities include sports or after-school/evening clubs. These activities take place after school aside from academic clubs and are optional for all students.

Particular clubs are exclusive to those students who show the most interest. Students must apply, complete an application, and have an interview. These particular clubs may meet during club time or after school.

The Health and Wellness Center

The Health and Wellness Center is in the Main Building in West Wing D and provides nursing and counseling coverage to manage the medical and social-emotional needs of all students at EF Academy. If a student becomes sick or needs to see a doctor, they should go to The Health and Wellness Center immediately. The Health and Wellness Center staff will treat students as they are able or will get immediate care for more serious medical issues by making an appointment with a doctor at Urgent Care or another medical professional as necessary. Appointments made to see a counselor can be made through the Counseling Department within The Health and Wellness Center. In case of a life-threatening emergency, call 911. Notify security and The Health and Wellness Center as soon as possible.

Medication

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

We understand that medication practices and prescription requirements vary from country to country. In some parts of the world, medications such as antibiotics may be available without a prescription. However, for the safety of all students, our school is required to follow specific medication management guidelines while students are on campus.

All medications brought to campus must be presented to the Nurses' Office upon arrival. Nursing staff will review and verify each medication and its accompanying documentation before determining whether the medication may remain with the student, must be stored in the Nurses' Office, or is not permitted and will be secured until the end of the school year. Students are not permitted to independently keep medications in their dormitories until they have been reviewed and approved by the nursing staff.

Antibiotics: Students are not permitted to keep antibiotics in their dormitories unless they have a current, valid prescription from a medical provider. Antibiotics brought to campus without appropriate prescription documentation will be collected at the beginning of the school year and securely stored in the Nurses' Office or held until the end of the school year, in accordance with school policy.

Over-the-counter medications: Students do not need to bring common over-the-counter medications from home. If a student needs medications such as acetaminophen (Tylenol), ibuprofen (Advil/Motrin), Tums, Imodium, or similar over-the-counter medications, they are welcome to visit the Nurses' Office. Our nursing staff can provide these medications in accordance with school policy.

Narcotic and controlled medications: Any medication containing narcotics or other controlled substances must be stored in the Nurses' Office and may not be kept in a student's dormitory. These medications will be administered by the nursing staff according to the student's valid prescription, and the student will need to report to the Nurses' Office at the appropriate time to receive each dose.

We recognize that these guidelines may be different from medication practices in a student's home country. Our goal is to ensure that all students receive medications safely and appropriately while maintaining a consistent standard of care across our campus.

We appreciate the cooperation of parents, guardians, and student representatives in helping us provide a safe and healthy environment for everyone.

Financial obligations to outside healthcare providers

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

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

Counseling Services

EF Academy is committed to the health and well-being of all students. Our community believes that happy and healthy students are more likely to succeed both academically and socially.

Students who wish to connect with a trusted adult have many options to choose from. These individuals include advisors, teachers, residential staff, coaches, university and academic counselors, and deans. We are proud to be a community where all faculty and staff have been trained in Youth

Mental Health First Aid. When students' needs may require greater expertise than that of our faculty/staff, students can schedule an appointment with one of our campus' counselors in the counseling department.

Our counselors are able to connect students to our partnership with TimelyCare for short-term and solution-focused counseling aimed at improving student outcomes. TimelyCare is a nationally recognized leader in providing behavioral telehealth care and counseling services for teenagers and young adults. If a student requires a greater level of care than what our school counselors or TimelyCare are able to offer, or could benefit from ongoing services, they may be referred to outside mental health providers such as psychotherapists, psychologists, and psychiatrists. EF Academy works with a network of independent providers that can meet with students virtually. In certain circumstances, a leave of absence may be initiated for a student to prioritize their mental health if determined as necessary by a counselor.

Students and families understand that counseling sessions are confidential with some exceptions. Confidentiality allows for building trusting relationships where students feel safe and supported. The counselor may share information with the student's parent/guardian, the student's teacher, and/or school personnel who work with the student, on a need-to-know basis so that we may better assist as a team. The counselors are required to share information with parents or others only in certain circumstances:

- a student presenting as a danger to self or others,
- suspicion of abuse or neglect, or
- as required by the courts of law.

Health Leave of Absence Procedures & Return Expectations

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 keeping them from engaging fully in their learning or other elements of school life. A student's physical, emotional, and spiritual wellness is at the center of all we do. We understand that students must first be well and feel safe if they are to thrive in our community.

To this end, EF Academy occasionally grants or mandates a health leave of absence when a student is in need of immediate or intensive care that can't otherwise be facilitated here on campus or through the resources that the school can provide. A health leave may vary in length, with the understanding that longer leaves are more challenging to accommodate.

Health Leaves

There are three types of Health Leaves, all based on the amount of time a student will be away from school. Leaves may be initiated by a student or family or may be required by the school. A final decision to allow or require such leave is made by our Health and Wellness Team (comprised of counselors, nurses, deans, and deputy heads of school).

Short-Term Health Leave Defined as an approved absence from school for health and wellness reasons that lasts no longer than one week.

Long-Term Health Leave Defined as an approved leave from school for health and wellness reasons that extends beyond one week, and up to one month.

Long-Term Health Leave 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. Extended Health Leave may also have I-20 and visa consequences.

Leave of Absence Procedures

The Health and Wellness Team determines whether a student at EF Academy will be granted a health leave of absence. To support the decision-making process, a member(s) of the team may seek

information and input from a variety of sources, including, but not limited to: the student, family, UAC, teachers, coaches, counselors, nurses, and associated health care professionals. A return plan will be formulated whereby establishing conditions for the student's safe and mindful return.

When the decision to have a student take a health leave is determined, a member of our team will inform the student and family, and then communicate with other school personnel as needed (including members of the residential team, nurses, University and Academic Counselors, teachers, and others who might be directly involved in the student's care) of the nature of a student's departure.

The Deputy Head of School for Academics works with the Health and Wellness Team to formulate an academic plan, whereby a system for the completion of academic work and communication with teachers is put in place for the student. Follow through, completion of assignments, and direct communication from this point forward is the responsibility of the student. If the academic plan is to succeed, it is paramount that the student be actively involved and committed to the stated plan. If a student is too unwell to complete academic work during this leave, the team will formulate a plan to meet the needs of the student.

When a health leave of absence is related to mental wellness, the indicated counselor will have contact between professionals that are involved with the student's care and treatment during the leave. If part of the student's conditions of leave, parents/guardians may have to provide releases of information, and arrange for treatment records, testing, medical or psychological evaluations, and other pertinent documentation to be provided to the counselor in a timely manner.

Return to School

The Health and Wellness Team will assess a student's readiness to return from the health leave.

To return to school, the student and family must agree and abide by any and all conditions set forth by EF Academy. Established in consultation with the student's medical and/or emotional health providers and the Health and Wellness Team, these expectations will be thoughtfully and clearly articulated in writing. Required documentation must be submitted by stated deadlines so that our team has proper time to evaluate.

A student's failure to comply with agreed upon expectations could result in a subsequent leave of absence or permanent separation from the school community.