



EF ACADEMY



Student Handbook

PASADENA
2025–2026

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Welcome to EF Academy Pasadena

Dear EF Academy Students,

Welcome to a new school year at EF Academy Pasadena! On behalf of the Senior Leadership Team, faculty, and staff, we are thrilled to welcome you into a vibrant, global learning community where students are empowered to become lifelong learners, courageous leaders, thoughtful scholars, and compassionate global citizens.

At EF Academy Pasadena, learning is more than academics—it's about preparing for life. We believe education should be both transformative and deeply personal. Our mission is to cultivate not only knowledge, but also the skills, mindsets, and values that will allow students to navigate an ever-changing world with confidence and purpose.

This Student Handbook is your guide to life at EF Academy Pasadena. Inside, you'll find essential information on our school culture, academic programs, residential life, campus expectations, policies, procedures, and the many resources available to support your success. Whether you're joining us for the first time or returning for another exciting year, this handbook will help orient you to our shared values and expectations.

Each year, we carefully review and update this handbook to ensure it reflects the evolving needs of our students and families, stays aligned with educational standards, and continues to embody the vision of our school. It is also reviewed by legal counsel and Education First (EF) to ensure clarity and compliance. At the start of the year, students and families will be asked to acknowledge that they have read and understood its contents.

As you read through this guide, we hope you will feel the spirit of EF Academy—one of curiosity, inclusivity, and global ambition. Thank you for being part of our community. We look forward to a year of discovery, growth, and shared achievement.

Warmest regards,

Dr. Sally Mingarelli
Head of School

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.

General School Information

School leadership staff

Head of School:	Dr. Sally Mingarelli Oversees strategic direction and overall leadership of the school.
Deputy Head of School for Residential & Community Life:	Mrs. Annie Hall Oversees all aspects of the school's residential and community life, including housing and activities.
Director of University & Academic Counseling:	Mr. Kyle Kurfirst Oversees the University & Academic Advising team and works collaboratively with all stakeholders accounting for the academic progress of students
Dean of Academics:	Dr. Kaela Clapp

Oversees all aspects of teaching, learning, and the classroom experience in collaboration with the Academic Heads of Departments

Dean of Students:

Ms. Sara McCarthy

Responsible for implementing a comprehensive student life program and maintains the school culture of community, behavioral standards, accountability, and education that ensures the well-being of students.

How to contact us

Mailing address:

EF Academy
1505 East Howard Street
Pasadena,
California 91104

School Phone

+1 (626) 507-9300

Emergency Phone

+1 (626) 507-9224

Student mail
and messages

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

Student Name
Student Room Number + Residence Building
EF Academy
1505 East Howard Street
Pasadena,
California 91104
U.S.A.

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 three adults who work closely with them to support them, and they will be the key primary points of contact for families:

- The University and Academic Counselor is the point of contact for academic progress, support, and university advising.
- The House Parent is the point of contact for all residential, health and community-oriented questions.
- The Advisor is the point of contact for daily school life and support.

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


Keeping parents connected

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

- Review quarterly grade and progress reports
- View attendance
- Set up email alerts for new grade postings, class or school information
- Contact teachers and staff
- Read announcements, school policies, and classroom news
- View athletic team and club activities

Calendar

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



EF ACADEMY

School Calendar 2025-2026

Student Arrivals

Welcome Days

Classes Begin

Classes end

Fall Immersion

Fall Break

Graduation

Students Depart

Breaks

Public Holidays

Training Day: specific faculty & staff

Training Day: all faculty & staff

August							September							October							November							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29		
31																					30							

December							January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
											1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
							4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
7	8	9	10	11	12	13	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
14	15	16	17	18	19	20	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
21	22	23	24	25	26	27	25	26	27	28	29	30	31								29	30	31				
28	29	30	31																								

April							May							June							July						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
												1	2	1	2	3	4	5	6								
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				26	29	30	31				
							31																				

EF Academy Pasadena Key Dates

Semester 1

Aug 4-8 Training Days for Specific Faculty & Staff

Aug 11-19 Training Days for All Faculty & Staff

Aug 20 Student Arrivals Day

Aug 21-24 Welcome Days

Aug 25 First Day of Classes for all students

Sep 1 Labor Day (No Classes)

Oct 11-14 Fall Immersion Trips for all students

Oct 15-19 Fall Break (No Classes)

Nov 27-28 Thanksgiving (No Classes)

Dec 12 Early Dismissal 12:00pm

Dec 13 Students Depart

Dec 14 Winter Break Begins (Semester 1 Ends)

Semester 2

Jan 5-6 Training Days for Faculty & Staff only

Jan 7 Student Arrivals Day

Jan 8 Classes begin for returning students & Welcome Day for new students

Jan 19 MLK Day (No Classes)

Feb 16 President's Day (No Classes)

March 6 Early Dismissal 12:00pm

March 7 Students Depart

March 8 Spring Break Begins

March 23 Training Days for Faculty & Staff only

March 24 Student Arrivals Day

March 25 Classes begin for all students

May 16 Graduation & Grade 12 Students Depart

May 22 Last Day of Classes for Grades 9 -11

May 23 Students Depart (Grades 9-11)

May 25 Campus Closed (Semester 2 Ends) & Memorial Day

May 26-28 Training Days for Faculty & Staff only

Campus closure 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 Arrival Dates for Boarding Students

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

Departure/Arrival Event	Information
Winter Break Departure	Students may depart after all academic and school commitments on Friday, December 12, 2025. Students should depart no later than 5:00 p.m. on Saturday, December 13, 2025.
Semester Two Arrival	Students may arrive between 8:00 a.m. and 8:00 p.m. on Wednesday, January 7, 2026.
Spring Break Departure	Students may depart after all academic and school commitments on Friday, March 6, 2026. Students should depart no later than 5:00 p.m. on Saturday, March 7, 2026.
Spring Break Return	Students may arrive between 8:00 a.m. and 8:00 p.m. on Tuesday, March 24, 2026.
Summer Break Departure	Grade 12 students must depart after Graduation no later than 10:00pm on May 16.

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

Academics

Academic programs

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

US High School Diploma Program / Open Choice

All EF Academy students who graduate earn a US High School diploma, regardless of their participation in any of the below academic programs. To obtain this diploma students must successfully complete a minimum of 16.5 required credits across a variety of subject areas including English, History, Mathematics, Science, World Language, Art, Electives, and Health & Wellness. Specific graduation requirements are further explained later in this section.

Competency-Based Learning

EF Academy Pasadena is committed to competency-based learning. The seven design values of competency-based learning are:

Agency	Students are empowered daily to make important decisions about their learning experiences, how they will create and apply knowledge, and how they will demonstrate their learning.
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Assessment	Assessment is a meaningful, positive, and empowering learning experience for students that yields timely, relevant, and actionable evidence.
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Feedback	Students receive timely, differentiated support based on their individual learning needs.
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Evidence	Students' progress based on evidence, not seat time.
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Personalized Learning	Students learn actively using different pathways and varied pacing.
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Equity Strategies to ensure equity for all students are embedded in the culture, structure, and pedagogy.

Competencies Rigorous, common expectations for learning (knowledge, skills, and dispositions) are explicit, transparent, measurable, and transferable

Feedback and Reporting

Students are assessed on 3-4 competencies in each subject area each academic year. Progress is not communicated through 0-100 scores, but rather through rubric-based feedback aligned to each course competency. As students submit completed evidence of competencies, they receive a “yes” or “not yet” indications toward progress. In order to receive a “yes” mark, students must demonstrate transference of their skill. Quarterly progress reports share both competency marks and narrative feedback at different points throughout the year for internal communication on student progress. At the end of the academic school year, competency progress is translated into a letter grade that will appear on an official EF Academy transcript. More information on CBL and reporting can be found in the EF Academy Pasadena Curriculum Guide.

Academic Integrity

EF Academy Pasadena is committed to a restorative justice approach to student discipline. We believe that 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, 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.

Academic Probation

If students have, over the course of a semester, earned a grade of an F in two or more core classes (English, History, Math, Science) they will be placed on academic probation and will be placed on an Academic Improvement Plan (AIP) for the remainder of the semester. 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 Success

If the school deems that the student's language or academic skills are deficient, the student may be required to take additional classes. Students may also be recommended to change to an alternate level or program of studies. If the outcome of student assessments fails to meet program standards, EF Academy may re-evaluate the student's participation in the program. EF Academy will always work with students and parents to find the best solution to offer academic and language support. In some cases, where outside tutoring is required, this will be arranged at the parents'/guardians' expense.

Students must adhere to our Academic Honesty Policy. All work submitted by students (i.e., homework, coursework, projects, examination scripts, and oral work) must be the student's own work. Where sources are used or referred to, they must be identified and acknowledged. Academic dishonesty or misconduct is a serious breach of the school's expectations and may ultimately result in expulsion, as detailed in the school's Academic Honesty Policy.

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 - Academic Improvement Plan (AIP)

An Academic Improvement Plan (AIP) is used to provide additional individualized academic support for students who are failing a course. When a student is at-risk of failing one or more courses, a teacher or faculty member will complete and submit a referral form, which is shared with the student's designated Student Support Team (SST). The SST will then evaluate the referral and make a support plan for the student. Members of residential and academic faculty, as well as students' University & Academic Counselor, Advisor, and House Parent, will work to ensure that these students are well supported. In order to reach their academic potential, students who are placed on an AIP are expected to do the following:

- Act on the teachers' recommendations, such as attending extra help sessions and making up assignments
- Attend any required any required Learning Support sessions
- Attend follow-up meetings with the Director of Learning Support to review their academic progress

Each term, the school will review the students' academic progress to determine which students need additional academic support.

Office Hours

Teachers are available each week to meet with students during their published office hours.

Add/Drop Policy

Within the first two weeks of the Academic Year, students may change courses, provided their schedule continues to satisfy graduation requirements and space is available in a new class. In order to change classes, students will need to complete the Add/Drop Form, have it approved by their University & Academic Counselor, and submit it to the Registrar.

Canvas and PowerSchool

EF Academy uses Canvas 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 Canvas. Students can access progress reports and attendance in PowerSchool.

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 on Canvas for students to work on throughout the day. Teachers may also require students to attend synchronous meetings

at the same time as the regularly scheduled classes that day. Unless announced, clubs and advisory will not meet on a virtual learning day. Any decision regarding a potential severe weather event, including details on the plan, will be communicated to the faculty and students via email by 8:00 p.m. the night before.

Advanced Placement (AP)

Advanced Placement (AP) Exams take place in May. Requests for accommodations and, when required, complete documentation, must be submitted by January 2025. Requests need to be submitted as soon as possible since the approval process can take up to seven weeks or more. Students must have documentation of their disability, such as a current psychoeducational evaluation or a report from a doctor. The type of documentation needed will depend on the diagnosis and the accommodations being requested.

Criteria for Documentation:

- The diagnosis is clearly stated.
- The information is current.
- The student's educational, developmental, and medical history is presented.
- The diagnosis is supported.
- The functional limitation is described.
- The recommended accommodations are justified.
- The evaluators' professional credentials are established.

*A parent consent form is required.

Advisory Program

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

Grades

Graduation requirements

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 and universities, this is critically important. In addition to students’ academic performance as reflected in the Mastery Learning Record (and optionally a traditional transcript), 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.

Subject	Minimum Requirement	Recommended Credits
English	4 Years	4 Years
History	2 Years	3+ Years
Math	3 Years	4 Years
Science	2 Years	3+ Years
World Language	2 Years	3+ Years
Art	1 Year	1 Year
Elective(s)	1 Year	2+ Years
Health & Wellness	4 Years	4 Years

*Health & Wellness requirements include one semester of Physical Education, one semester of Health & Wellness to be taken in grade 9 or 10, and one semester of Health & Wellness to be taken in grade 11 or 12.

Credit Achievement Requirements

In order to advance to the next grade level, students must successfully complete the coursework in their current grade level and the requirements for their program. For course credit to be awarded, students are required to earn a 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. In order to earn credit, students will either successfully complete the course at EF Academy the subsequent year or successfully complete a course through an external program approved by the EF Academy administration.

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

Grade Promotion Requirements – Credit Deficiency

Should students arrive at EF Academy and are deficient in one credit (e.g., they only have one history credit but should have two), they will take the missing/deficient credit as their elective subject.

Academic schedule

Our schedule features alternating sessions during which students focus on only three classes at a time plus Innovation and Impact (a session with periods 1,2,3 is followed by a session featuring periods 4,5,6). We are thrilled for how this schedule supports project-based learning and student wellness, and how seamlessly it empowers field study with long class sessions on Tues, Thurs, and Fri.

For in-depth information on our academic, session, and weekly schedules, please refer to the EF Academy Pasadena Curriculum Guide.

Attendance and Absences

Attendances

Attendance and Visa Compliance

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 a student's I-20 and/or student visa.

All attendance will be recorded through an online portal and will be accessible for students and parents 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 Registrar will partner with the Dean of Students Team to 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.

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.

Attendance in Clubs, Sports and Activities

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

Clubs 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.

Attendance Before and After School Breaks

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

School attendance is compulsory unless a student is ill and under a doctor's care or under the supervision of school staff. Excessive absences from school without the appropriate permission and approval of school staff (according to the school's Attendance Policy in the Student Handbook), or persistent student truancy, are grounds for disciplinary sanctions which may include expulsion.

Absences

Holidays outside of the school calendar holiday dates will not be authorized and students not in school will be marked as absent affecting their grades and potentially also their visa. Students who are absent during the course will not be granted a refund. Periods of absence may not be made up with a free extension of the courses.

Should a student choose to return to their home country or take a holiday during the course, tuition fees, accommodation fees, meal costs and any other fees will not be refunded. EF Academy is following the calendar in the country of study. No classes will take place on national public holidays.

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. You must secure the approval of a Senior House Parent. If an absence impacts the academic school day, the Senior House Parent will refer your request to the Registrar, and you must secure the approval of all teachers whose classes will be affected by the proposed absence. Passes for academic absences are used in the case where a student intends to leave campus for an overnight stay or extended day trip.

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

Absence for College Visits

All absences for college visits must be approved 48 hours in advance by the University & Academic Counseling Team.

Absence for Religious Holidays and Significant Family Events

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

Absence for Day Students

Parents of day students are required to contact the Registrar by 8:30 a.m. to report a student's upcoming absence or tardiness. Permission to be excused from school for any reason must be approved by the Dean of Students Team and the Registrar. The Health Center Team may also excuse absences when students become ill and are sent home during the school day.

Medical Excused Absence

Boarding students unable to attend school due to an emergency or illness must report in person to the Health Center. In order to be excused from class for a period or the day, students must be in the waiting room no later than 8:15 a.m. (Monday, Tuesday, Thursday, Friday) and no later than 9:15 on Wednesdays.

Students 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 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/guardian. 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.

Parents 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 "Illness" 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 absences. Students who are excused by the School Nurse will remain in the Health Center or dorm room 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.

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 him/her from participating normally 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 mental health condition or if a student shows clear symptoms of a mental health disorder that puts the safety of the student or those around them at risk, the student may be sent home on medical leave or withdrawn. Parents/guardians 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 parents'/guardian' failure to collect the student will be invoiced to the parent/ guardian. Should the need arise for the student to speak to a medical or mental health provider, these evaluations will be confidential unless releasing the information to relevant staff of EF Academy and/or its affiliates is necessary to protect the vital interests of the student.

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 parents'/ guardians' 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 particular student involved (Mental Health Counselor, House Parent, Dean of Students, Advisor, School Nurse, and/or other appropriate EF Academy professionals).

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.

Extended 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.

Medical Leave of Absence 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 Deputy Head of School and Dean of Students Team 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 Deputy Head of School, Dean of Students, 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 mental wellness, the Mental Health Counselor initiates 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. Parents/guardians 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, parents, and/or 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 for refund policy conditions.

Student Life

Statement of Character

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

Integrity

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

Respect

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

Compassion

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

Community Expectations

In line with the principles described in the Statement of Character, we expect all community members to:

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

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

Dress Code

Though EF Academy does not have a uniform or specific dress code, students can wear their own choice of clothes that should reflect consideration for others within an international learning and living environment. Clothing that displays words and/or images that demean others on account of race, color, religion, creed, national origin, gender, sexual identity, disability, or in any other manner deemed offensive to community members is unacceptable. Students should also ensure that their clothing provides adequate coverage of their bodies. Clothing should be appropriate for the day’s activities and lessons (e.g. comfortable and secure clothing for sports, swimwear used in pool area only, etc.). For safety purposes, in the classrooms and labs students should not wear flip flops or other backless shoes.,

All students must maintain a high standard of personal hygiene and grooming.

It is illegal for any person to tattoo someone under the age of 18. Getting tattooed while under the supervision of the school is not permitted and students will face disciplinary sanctions, along with immediate notification to the parents/guardians.

Student Accountability

While at EF Academy, all community members are expected to meet high expectations of personal and academic integrity. We understand that teenagers, like adults, will sometimes choose to act below our community standards, make a harmful mistake, or commit wrongdoing—intentionally or unintentionally. This may occur in situations such as, but not limited to: a student’s demonstrated inability or unwillingness to function successfully or cooperatively within the academic and/or residential setting; a student’s failure to abide by the Community Expectations and the principles of integrity, respect, and compassion; a student discriminating or harassing any individual or group based upon personal animosity; or a student’s accumulation of minor offenses that suggest lack of maturity and a demand for parental guidance and monitoring in their home setting.

We are willing to work with each and every student and to provide support along the way; however, the school reserves the right to take appropriate disciplinary action if it deems it is in the best interest of the school community at-large. Thus, the first approach of EF Academy will be to resolve the situation using a restorative justice approach, as described below.

Code of Conduct

EF Academy expects the highest standards of behavior, manners, and etiquette from our students at all times. EF Academy's aim is to ensure that all students have a successful experience. Violations of this Code of Conduct, the Student Handbook, or any conduct which EF Academy deems in its sole discretion to be incompatible with a successful academic experience will lead to disciplinary sanctions which may include expulsion from the program.

- Students are expected to treat other students, school community members and teachers respectfully and fairly in their online communication, postings and during face-to-face interaction.
- Students are expected to conduct themselves in a manner which is polite, courteous, and friendly to other students, staff members and visitors. Defiance of authority or refusal to obey requests from EF Academy staff will result in disciplinary sanctions.
- EF Academy students will not engage in any behavior or threaten behavior that will bring harm to others.
- Students will not commit or take part in any act of violence.
 - Prejudice or discrimination of any sort has no place at EF Academy.
The EF Academy community honors cultural differences and individual expression and strives to provide students with a calm, supportive environment that is conducive to learning and personal development. This is the right of all of our students and allows each and every one to develop to his or her full potential.
 - Harassment and assaults of any kind are unacceptable and will be reported. These include but are not limited to, lying, cheating, stealing, plagiarism, bullying, fighting, vandalism, and harassment on the basis of race, gender, religion, and sexual orientation.
- Students are expected to abide by their designated curfew as outlined in the Student Handbook.
- Students must adhere to the school's Off-Campus Request procedure at all times as outlined in the Student Handbook.
- Students are not permitted to have overnight guests in the residence. If a student has friends/guests in their room during permissible hours, the door must remain open during the visit.
- A student may not enter into any kind of contractual agreement, be it business, religious or marital, and a student may not join the armed forces.
- Students are not allowed to order any age-inappropriate items to campus.

- Shoplifting and all forms of theft are illegal and forbidden.
- EF Academy students are forbidden to enter casinos, betting shops, bars, and clubs.
- No student may hitchhike or solicit a ride from a stranger.
- Students should not engage in any form of gameplay that results in material gain by any of the participants. Students are also prohibited from using the school's computer network to engage in online gambling.

If a student is judged to have broken any of these rules or any other local, state, or national laws, or committed any act or omission that in EF Academy's sole opinion warrants disciplinary review, students will be subject to appropriate disciplinary measures, up to and including expulsion and,

if applicable termination of the student's visa. In the event of an expulsion, the EF Academy standard cancellation policy applies.

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, Student Services 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
<ul style="list-style-type: none"> • Disruption, minor conflict, minor interruptions/distractions • Misuse of school property or equipment • Lying or dishonesty, use of profanity (not directed at individual) • Inappropriate technology or cell phone use • Lack of understanding of physical boundaries • Not following classroom agreements/procedures, not having classroom materials, off-task behavior, tardiness 	<p>Responses</p> <ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Minor violation of curfew or Off-Campus Travel policy • Failure to comply with a school official 	<p>Practices</p> <ul style="list-style-type: none"> • 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/guardian communication is required to ensure students receive the support needed to understand and correct behavior.

Student Behaviors	Restorative Interventions
<ul style="list-style-type: none"> • 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 • Failure to adhere to campus emergency protocols relating to health and safety • 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 and vapes • Aids or abets a violation of our substance use policy • Major violation of curfew or Off-Campus Travel policy <ul style="list-style-type: none"> • Minor violation of Unsafe Practices and Possessions Policy • Involved in a minor physical altercation <ul style="list-style-type: none"> • Engaged in any form of gambling, including online platforms • Failure to comply with a school official 	Any Level 1 Interventions
	Responses <ul style="list-style-type: none"> • Written or verbal reflection and apology • Facilitated reflection meeting with Associate Dean of Students • 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
	Practices <ul style="list-style-type: none"> • Mindfulness strategies • Parent/guardian 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.) • 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/guardian 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
<ul style="list-style-type: none"> • Persistent and/or elevated Level 2 behaviors • Distributed or sold tobacco, nicotine, alcohol, controlled substances, or an intoxicant of any kind, including prescription medications • Aids, abets or facilitates a violation of our substance use policy • 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, 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 • Caused, attempted to cause, threatened, or participated in an act of hate violence, motivated by hostility or prejudice based on a 	<p>Any Level 2 Interventions</p> <hr/> <p>Responses</p> <ul style="list-style-type: none"> • Student statement gathering • Incident investigation and review • In-person parental 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 <hr/> <p>Practices</p> <ul style="list-style-type: none"> • Increased access to support staff • Re-entry plan and strategies • Functional behavioral or psychological assessment (if applicable)

<p>person's race, religion, sexual orientation, disability, or gender</p> <ul style="list-style-type: none">• 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, or dangerous object, including imitation weapons• Failure to comply with a school official	
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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
- Racist, homophobic or sexist materials
- Any files, materials, posts, texts or transmissions that discriminate, demean, abuse, bullies, intimidate, harass, exploit, humiliate, threaten, or coerce
- EF Academy’s name or logo without permission from the school administration, as online publication must be consistent with all school rules and regulations

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

Sexual Intimacy Policy

While EF Academy recognizes the need of guiding students in building healthy relationships, including destigmatizing sexual health, intimate sexual activity on campus is not permitted. 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. Additionally, it is the school’s responsibility to ensure students understand and adhere to California state laws regarding sexual relationships. It is against the law to have sexual intercourse under the age of 18 in California. It is also against the law to have sexual intercourse with someone who does not give their consent.

Residential & Community Life staff will meet with students found or reported to be engaging in intimate sexual behavior on campus. The content of this meeting and other institutional responses will be determined by the Health Center, Dean of Students Team, and parents/guardians. Students found to be engaging in sexual behavior on campus will face disciplinary sanctions which may include expulsion.

Sanctuary Policy

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 Community Standards or Student Life Guidelines and Policies have been violated.

The EF Academy sanctuary policy allows students to seek help through the Health Center with no disciplinary repercussions. Students should prioritize medical help for themselves or their friends. If another student's life is in danger, there should be no choice: a community member is obligated to get help for the student, regardless of disciplinary consequences. For instance, if a student encounters another student who has been using alcohol or other drugs and is in medical danger due to this use, the student should contact:

- the Health Center during Health Center operating hours, or
- the Emergency Phone outside of Health Center operating hours, and/or
- a trusted adult immediately.

Please note that if a student commits additional violations to the Smoking and Substance Use Policy, the student will not be eligible for sanctuary and will face Level 3 institutional responses.

The sanctuary process begins with a phone call to the Health Center or Emergency Phone. This call claims sanctuary for self or a friend in the event that a student is concerned for their or their friend's health, wellness, or safety. Once the call is logged by the Health Center or Emergency Phone holder, sanctuary is in place and medical attention will be provided on campus pending medical evaluation with no disciplinary consequences. If students are off campus and experience a medical emergency, they should call 911 and then call the school emergency phone as soon as is safely possible.

Once the phone call is made, it establishes the student's intent to seek help, and the student will not face disciplinary consequences. The student may be required to go through drug and alcohol assessment and/or counseling treatment if deemed necessary. Students will receive follow up support while remaining on campus, abiding by Community Expectations, or they may leave the community for a time and return when they can best function within school guidelines.

A student suspected under the influence of alcohol or substances who has not placed a sanctuary call before being confronted by a faculty or staff member cannot claim sanctuary.

Substance Use Policy

At EF Academy, students' health and safety are of paramount importance. Therefore, EF Academy is a nicotine-free and substance-free campus. It is important to note that violations of our Smoking and Substance Use Policy may also be violations of California state law. The school reserves the right to test students suspected of being under the influence of drugs or alcohol and hospitalize students

whose impairment requires professional medical evaluation and care. Any testing and hospitalization fees will be billed directly to each family and are not covered by the school health insurance plan. Please see the Administrative Searches, Confiscations, and Testing policy following the next section for more information on drug testing.

Smoking and Vaping

It is illegal for persons under the age of 21 to purchase or possess tobacco products, including e-cigarettes and vape-related products in the state of California. Regardless of age or legality, students are prohibited from using or possessing cigarettes, e-cigarettes, vapes, or chewing/dipping tobacco both on and off campus. Additionally, students are prohibited from using, possessing, purchasing, distributing, or sharing illegal substances, such as, but not limited to alcohol, cannabis/THC, or misused prescription drugs.

If a student is found to be in possession of or using any of these items at any time, will face disciplinary sanctions and Level 3 restorative interventions will take place, which includes parent/guardian notification and the risk of expulsion. The cost of any damage will be deducted from the student's security deposit.

Alcohol

The legal drinking age in the United States is 21. It is illegal for a person under the age of 21 to purchase, possess, or consume alcoholic beverages, including beer and wine. The possession or consumption of alcohol is prohibited at all times on school premises. Students who are found in possession of alcohol or who have consumed alcohol will face disciplinary sanctions and Level 3 restorative interventions will take place, which includes parent/guardian notification and the risk of expulsion.

Illegal Substances

Students are prohibited from consuming illegal drugs, including marijuana, and so called "legal highs" on school premises or while in the care of EF Academy. The possession of drug paraphernalia is also prohibited. Students are forbidden from consuming any prescription medication for which they do not have a prescription. Under no circumstances, should students ever share prescription medications. Students found in possession of illegal drugs or prescription medications for someone other than themselves will be expelled.

Buying, distributing or selling to others illegal drugs and/or prescription medication is expressly forbidden. These actions will result in expulsion due to the extremely harmful impact it has on our school community.

The school reserves the right for the Head of School to request any student take a drug test, which will be conducted by an independent laboratory. Parents will always be notified of the request and

the test date. The outcome of this test may result in expulsion from the school. Refusal to take a test may also result in expulsion from the school. The school reserves the right to engage a drug detection dog service to sweep campus buildings, including dorm buildings without prior notice.

Unsafe Practices and Prohibited Possessions Policy

The safety, health, and well-being of all community members are top priorities at EF Academy. Students, faculty, administrators, and staff are encouraged to uphold safe practices and expected not to place themselves or others at risk by their actions or their possessions. Violations of this policy are addressed with Level 2 and/or 3 restorative interventions.

Students are forbidden to purchase or be in possession of the following items concerning personal and community safety. Students in possession of such items will face disciplinary sanctions up to and including expulsion:

- **Fire** — Lighting a flame or creating a fire anywhere on campus is prohibited. Campus fire pit usage is limited to Staff, Faculty and/or Facilities use and supervision. 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, lighters, incense, candles, fireworks, firecrackers, etc.), and tampering with smoke detectors present danger to the community and are, therefore, prohibited. Additionally, fire restrictions are imposed and enforced within the Southern California region to mitigate the risk of wildfires.
- **Weapons of any kind (real or fake)** — Use or possession of ammunition or any weapon presents a danger to students and is prohibited at all times. This includes, but is not limited to, firearms, guns, replica guns, objects that look like guns, knives, swords, blades, laser pointers, air rifles, paint guns, pistols, explosives, bows, arrows, slingshots, spears, dart guns, nunchucks, martial arts weapons or similar items. Any article that has been or is likely to be used to commit an offense or cause personal injury to, or damage the personal property of, any member of our EF Academy community.
- **Illegal substances and materials** — Drug paraphernalia, alcohol, illegal drugs, legal highs, tobacco products, electronic cigarettes, pornographic images, stolen items.
- **Animals/Pets** — To help build a safe and inclusive space for all EF Academy community members, animals and pets of all kinds are not permitted on campus. This policy mitigates the risk of allergic reactions, triggered phobias, and dangerous behavior and diseases.
- **Reckless Endangerment** — Students may not engage in dangerous pranks or other activities. These may include, but are not limited to, locking others in rooms, blocking an entrance or exit, jumping from or climbing a building above the ground floor, tampering with fire sprinklers on campus, or activating the fire alarm without cause. These are considered reckless behaviors and present danger to self and others.

- **Bicycles and Skateboards** — Student use of bicycles, skateboards, or other wheeled transportation devices is not permitted within campus grounds. Students who wish to use a bicycle or skateboard off campus while studying at EF Academy must receive prior authorization from the Dean of Residential Life. All community members must secure their own bikes on outdoor racks with necessary locks. Due to fire hazard and other safety reasons, bicycles and skateboards may not be stored or left in the hallways, stairways, or in any other campus buildings. When riding in the neighborhood and on public roads, students are required to wear a helmet and other appropriate protective equipment and adhere to road safety laws. Motorized vehicles, including e-bikes, electric skateboards, and electric scooters are not permitted to be used or stored on campus.
- **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. Residents must not prop building doors open or allow those without proper identification to tailgate (i.e. following behind through the door without gaining access prior). If this does occur, students must report this to a trusted adult immediately. 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, closed buildings (Baldwin Hall, Elm House), 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.

Fire Protection

In the event of a fire alarm, all students **MUST** immediately exit the building through the nearest emergency exit and proceed to the designated gathering area. Students who

intentionally disobey these rules and elect to ignore the fire alarm will be subject to disciplinary sanctions. Students must never hang things on or tamper with fire protection devices, such as sprinkler heads, smoke detectors, and fire strobes. Students will be responsible for personal property damage if they disobey these rules and set off sprinkler heads. Students found tampering with any fire protection or other fire safety device could be subject to a fine and disciplinary sanctions.

Administrative Searches, Confiscations, and Testing

EF Academy reserves the right to check students, their possessions, and their rooms at any time for items that are prohibited on campus, without the consent of the student.

EF Academy retains the right to conduct a search upon reasonable belief that a student is in possession of any materials that are in violation of school rules and/or the law. A student who refuses to cooperate is subject to the same procedures and discipline as a student who has been found to possess such materials.

EF Academy may search students, their dorm rooms, and their possessions without their consent or without their presence for any of the following items, contraband, or illegal item such as but not limited to: suspected knives, weapons (real or fake), alcohol, illegal drugs, legal highs, drugs paraphernalia, stolen items, tobacco products, electronic cigarettes, fireworks, laser pointers, pornographic images and any article that has been or is likely to be used to commit an offence or cause personal injury to, or damage the personal property of, any member of our EF Academy community.

When possible, a search of a student's room will be undertaken by designated staff members nominated by the Head of School. All confiscated items will become the property of EF Academy and will not be returned to the student or parents/guardians.

When there is reason to believe that a letter or package addressed to a student contains prohibited or unsafe items, mailroom staff will bring it to the Residential Life Team. The student will then be expected to open the item in the presence of a Residential Life staff member, as mail and packages are regarded as personal property only to be opened by the recipient. If there is reason to believe the letter or package contains medications, it will be sent to the Health Center, where the student may open it in the presence of Health Center staff. If prohibited or unsafe items are found, the items will be confiscated, and the students will be addressed Level 2 and/or 3 restorative interventions.

Students may be required to take drug and/or alcohol tests if the school has a reasonable suspicion (behavior, odor, etc.) that drugs or alcohol have been used/consumed. In line with Community Expectations, students must comply with drug or alcohol testing and refrain from attempting to falsify a drug test sample. For fairness and thoroughness, any other student(s) in the presence of drugs or alcohol or who are directly or indirectly involved in a suspicious activity, may also be tested.

IDs

Students must wear their EF Academy lanyard and ID badge around their necks while on campus. With large numbers of people on campus at any time, this is the easiest way to quickly identify EF Academy community members and non-EF Academy individuals. The back of the ID badge includes the campus address and emergency contact information. IDs permit students to print and make copies and also serve as access keys to dorm rooms, campus buildings and are used for entry/exit from the campus when students use a pass. Students should carry their ID card with them any time they are outside their room. Propping a door open in any manner is not allowed at EF Academy, as this poses a security risk. Lost or missing IDs pose a significant security risk, so if this happens, immediately inform your House Parent and a replacement card will be issued. Students will need to pay \$25 for a replacement ID card.

Mobile Phones

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

The student's family is responsible for getting the phone and signing up for a U.S. phone number and data plan. The family may use any source they prefer to set this up. Note that persons under 18 years of age cannot legally sign a mobile phone service contract (or any other contract) in the U.S. but they may sign up for a prepaid mobile phone plan. Alternatively, a parent may sign up for a U.S. phone plan and add a separate phone line for their student. We recommend that any prepaid service be paid in advance for service for the entire school year to avoid being without service at some point during the year.

Students' smartphones must be running the latest version of either Android or iOS and a phone with Near Field Communication (NFC) to ensure the student will be able to use school communication apps like Orah. Suggested phone options are available in the pre-departure online guide.

Technology at EF Academy

Responsible Use of Technology

EF Academy recognizes the rights of students to make individual choices and to represent individual values. EF Academy students must maintain certain standards related to print, audio, video, and online material. Racist, homophobic, sexist, hateful, or bullying material is strictly prohibited. This includes the downloading, uploading, storing, viewing, posting (including on online social media forums), and printing of any content that is profane, obscene, or uses language degrading to others. Violations of this policy may result in expulsion from EF Academy.

In the United States, using the internet to express opinions related to the topics identified above may be classified 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, if EF Academy becomes aware that a student is involved in illegal activity or any activity prohibited by program regulations—through photos or credible text content posted on the internet, a computer, or a mobile phone—that student will be subject to disciplinary sanctions, including expulsion. It is also illegal to create or share explicit images of a person under the age of 18, with or without their consent, including oneself. 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 attempt to circumvent school network security or access or modify school systems, hardware, or software without school permission. They must also refrain from unlawful file sharing or knowingly transmitting destructive software. Any activities that could damage or vandalize school information resources are strictly prohibited.

- 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. A Mac laptop can be purchased here - <https://www.efacademy.org/en/clp/digital-equity/> . 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/
Antivirus Software	Please install Antivirus and Antimalware software. At the time of writing this, Sophos Home offers free Mac and Windows versions of their antivirus software that are currently very good, however, many other software options are available. Obtain Sophos Home at https://home.sophos.com/en-us

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.

Off-Campus Travel Policies

Off-Campus Passes and Transportation

EF Academy students may travel off campus for set times after the academic schedule during the week and during the day or evening at weekends, as long as all procedures are followed, and permission granted. There are several layers of permissions, stipulations, and limits placed upon campus leaves. For safety and security reasons, EF Academy requires students to virtually sign in and out of campus using Orah, a third-party app. Off-campus requests and approvals are also managed through Orah. Compliance is expected and appreciated by all community members regarding these processes.

Students must request permission to leave campus at least 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. Some specific day passes, and all overnight passes will also require parent authorization before final approval is considered. Off-campus travel requests will be declined unless an approved form of transportation is provided by the student or parent

In September, 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. Please note, off-campus travel will not begin for new students until their parents/guardians have signed in to Orah and completed the Off-Campus Travel Form.

Students that have prior parent approval will have access to local day passes that are limited to a range of local shopping malls and parks, Old Pasadena and the Playhouse District, and the local E. Washington Blvd. area. These passes will be available in Orah, as well, and students can sign up daily depending on availability.

A school provided shuttle service will be offered to students that are on an approved pass on weekends (days and times are subject to vary depending on need) to local and regional areas of interest. Students will be responsible for departing/returning to campus on time based on the shuttle schedule.

When travelling off campus, students are not permitted to use transportation services such as Uber, Lyft, or taxi. 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.

Unexpected Delays

In the event of any delay in return travel to campus, students are expected to call the House Parent or emergency phone number located on the back of their student ID to notify the school.

Overnight Travel

Boarding students may travel off campus for overnight travel (as long as all procedures are followed, and permission granted). When staying overnight off campus, students must stay overnight with the presence of an adult and with parent/guardian permission. On the final day of overnight travel, students must return to campus by curfew time on that day to check-in and sleep in the dormitory for the evening.

Vehicles

Boarding Students are not allowed to have or lease a car, motorbike, or moped on school premises, or drive a vehicle while off campus.

“Closed Campus” Periods

On select days and/or weekends throughout the academic year, student travel will be limited to only school-sponsored or chaperoned events. Welcome Days, arrival and departure weekends, Culture Fair, and Prom are among the “closed campus” weekends in which we feel it is important that our school community is here on campus and participating in school events.

Day Students

Hours on Campus

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 dorm-related rules apply to day students during their time on campus. Day students must depart campus no later than the time specified in the student handbook on both weekends and weekdays.

Evening Hours

Sunday to Thursday: Day students are generally permitted to remain on campus until 7:00 p.m., unless they wish to remain on campus to attend Study Hall (Monday, Tuesday, Thursday), in which case they are permitted to remain on campus until 9:00 p.m. on those days.

Friday and Saturday: 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

In special circumstances (e.g. night of prom), day students in good academic and behavioral standing are welcome to sleep over on campus occasionally, if a special request is submitted and approved following School guidelines: A parent request to the Head of Dorm on Duty 72 hours in advance is required. Roommates of the boarding student who will act as host must give consent for all overnight visitors. There will be a charge for the nights the student stays over on campus.

Student Drop Off & Pick Up

Day students should not arrive at school earlier than 8:00 a.m. and are expected to arrive on campus at least fifteen minutes before their first class each day. They are welcome to enjoy breakfast in the dining hall. The staff entrance on E Elizabeth St, is the designated area for day students to be picked up and dropped off by their family.

Driving/Parking on Campus

Day students who are licensed to drive in California State may apply for permission to drive on campus and to park in their own designated spots. Requests will be reviewed by the Senior Leadership Team. 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. Individuals who would like to apply for an exception may contact the Deputy Head of School. Please note exceptions will only be granted for specific circumstances, for example, day students carpooling to campus.

Reporting Absences

Parents of day students are required to contact the Registrar by 8:30 a.m. to report a student's upcoming absence or tardiness. Permission to be excused from school for any reason must be approved by the Dean of Students and the Registrar. The Health Center Team may also excuse absences when students become ill and are sent home during the school day.

Early Departure

Unless approved by the Dean of Students or Registrar, once day students arrive on campus, they are not permitted to depart campus before the academic day ends.

Meals

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

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 a 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 treatment and observation and excused from classes until they are well enough to resume normal school activities. The Health Center Staff will determine the best place for students to rest while they are ill. Students who miss class on Friday due to illness may be required to remain on campus over the weekend. 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 will be limited and managed by the Health Center Team. Admission to the Health Center requires students to cooperate with the medical advice and treatment protocol put forth by the School Nurse.

Medication

No medication may be held in rooms unless approved by the Health Center for safety reasons. All medication 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 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.

Emotional Support, Well-Being, and Guidance

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

Appointments to see a Mental Health Counselor are made through the Health Center. Appointments may be self-referred or on the recommendation of another community member, such as a parent, teacher, House Parent, Dean, Nurse, Advisor, or administrator. After a short series of support sessions with our Mental Health Counselor, if a student needs further or longer-term intervention or therapy, they will be referred to our wider network outside of EF Academy. We want our students to be happy, self-fulfilled and resilient, to learn grit and determination, and to develop coping skills that will sustain them through life's challenges beyond their time at EF Academy.

EF Academy students deserve emotional support, particularly because many live so far from home. EF Academy will work in partnership with families to provide the best care possible in situations where students are not able to manage emotional, psychological, or mental health concerns on their own. Communication with parents is key, and families may be included in situations that rise to a more critical level of care and management.

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.

Facilities

Mailroom

All student mail and packages will be delivered to the mailroom, which is managed by Student Services Coordinators. The mailroom will be open during set times after school Monday to Friday – times will be posted in the dorm and by the mailroom.

Dining Hall

The 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 made from scratch using fresh, seasonal ingredients with both taste and nutrition in mind. The menus are sensitive to the diversity of our student body. The Dining Hall offers a variety of options at every meal including vegetarian, vegan and gluten-free options. If students have special dietary needs due to food allergies or as a result of religious or cultural restrictions, they should indicate this on their Health Certificate and inform their House Parent prior to arrival. Depending on the extent of dietary restrictions and/or needs, extra charges may apply.

Students are required to return their dinnerware (plates, bowls, glassware, cutlery) and clean up their eating area after each meal. Students are prohibited from removing dinnerware from the Dining Hall.

If students are unwell in the Health Center or Dorm and are unable to go to the dining hall, alternative arrangements for meals will be made through the Health Center or Residential Life Team.

Campus Store

Students will be able to purchase additional food and supplies at the campus store in Cena. Campus Store operating hours will shared at the start of the school year.

Recreational Spaces

The swimming pool, Fitness Center, Robinson Gym & Outdoor Recreational Spaces (basketball courts, sand volleyball courts) will be open at set times throughout the week and weekend. Students will sign up to use facilities using Orah. The swimming pool can only be used when there is a Lifeguard on duty. The Fitness Center can only be used when

Residential Life

Successful and harmonious 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. We review and update our Residential Life information regularly, so the most updated information can be found in the Residential Life Student Guide, which will be shared with all students and families.

Living Arrangements and Room Assignments

Room options include triples, doubles, and in some cases, singles (if available). Single and double room options have additional costs. Room assignments are made by EF Academy before students arrive to campus. Roommates are assigned based on age, nationality, native language, grade level and preferences from their student roommate survey before they arrived on campus. EF Academy intentionally connects students of different cultures and native languages in dorm rooms.

It can take time to get to know and adjust to roommates. EF Academy recognizes that for many students, this may be the first time sharing a living space with another individual. Students have ample time to adjust to their new living conditions and support is provided to help students become comfortable in their shared living space. Roommate changes are uncommon. All concerns about roommates or living conditions should be brought to the student's House Parent in a timely manner so we can find a swift resolution before considering a room change. For health and safety reasons, it is imperative that a student sleeps in their designated room overnight.

Room changes are a last resort if a resolution is not able to be found and other solutions have been tried. Requests for room changes should be submitted to and approved by the Head of Dorm. Room change requests will be considered following the adjustment period (4-8 weeks after the start of a term). EF Academy reserves the right to limit any room changes.

Dormitory Check-In Schedule

Every day, there are scheduled check-ins taken by the Residential Life Team. House Parents must ensure that they have seen the student to account for them. Our check-in times ensure that students have returned to campus and are in the dorm before 10pm, to align with Pasadena City Curfew.

Dorm Furnishings

All rooms are furnished with the essentials, including sheets and towels. Students are encouraged to have an extra set of sheets and towels to facilitate regular laundering and cleaning of personal

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

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

Safety, Security, and Supervision

EF Academy has a professional 24-hour security team whose mission is to keep the school community safe. The security team monitors the community and patrols the campus, screens guests/visitors, and ensures that the school community abides by the school rules. Guests are not permitted on campus, with the exception of visits by family members, which must be arranged at least 72 hours in advance with the designated House Parent.

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.

Additionally, House Parents live in their own apartments in the residence halls and there is always someone on-call overnight to help students when needed.

Noise Regulations

Students must maintain a respectable noise level at all times of the day and night. Music, internet, video games, and voices (on the phone or otherwise) should not be loud enough to bother someone who may be studying, napping, sleeping or having a quiet conversation. Headphones should be used whenever possible and phone calls should be terminated by lights out time in the evening. While on video calls, students must make sure they have a wall or blank space in the background to protect the privacy of other students in the room or area.

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 cupboard.

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.

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 Monday to Thursday 4:45p.m.-10:00p.m. (but not during Study Hall), Fridays 3:30-10:00pm, and at weekends 8:00 a.m. until 10:00 p.m. A local laundry service is also available, if students wish to send their laundry out for cleaning independently and their service costs will be shared at the start of the school year. Several dry cleaners are also located locally on E. Washington Blvd.

Study Hall

Study Hall takes place on Mondays, Tuesdays and Thursdays in the evening after dinner. During Study Hall, an atmosphere of quiet, reflective and concentrated study is expected. To support these expectations, dorm room doors must remain open, and students should be focused on academics. Teachers and Residential Life staff will be in the dorm or an academic building during Study Hall to provide support and take attendance.

At the start of Study Hall, students will be expected to report to their designated location, either Blackwell Hall or their dorm room, depending on their grade level. For students in the dorm, all dorm rooms must have the doors propped open so teachers and House Parents can easily check in to see if students need any help and to take attendance.

Dorm visitation is not permitted during Study Hall. If students need to work with someone from the other dorm building, they will be able to use specified paces in the academic building.

Supervised study hall support will be located in a specific place each evening. Teachers can still request students' study in that space if they believe students would benefit from additional dedicated support.

For 11th and 12th graders, the expectation is to use this time for quiet independent or quiet group study. If students have finished all of their homework, we trust that they will use these periods for quiet activities that they see fit.

Full details about Study Hall expectations can be found in the Residential Life Student Guide.

Residential Facilities Guidelines

Securing Valuables

Responsibility for the security of personal belongings falls to the individual student. Students are assigned a space in their room with a lockable drawer. Students will need to provide their own padlock for the drawer. All valuables must be kept in the lockable space provided. Students are responsible for keeping all valuables secured and should always keep their door closed and locked. EF Academy recommends that valuables be left at home where possible, as the school cannot assume liability for personal items. Insurance will not reimburse for stolen items if the items were not secured in a locked drawer. If students have excessive cash, it should be deposited into a local bank.

If an item goes missing, it should be immediately reported to the student's House Parent. If the item is not found, the student can choose to submit a claim on their insurance, but all outcomes are determined by the insurance company, depending on the nature of the claim. 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.

Regulated and Prohibited Items

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

Additionally, there are several items that are not allowed in student rooms. These include electric blankets, irons, hotplates, heating coils, coffee machines, halogen lamps, televisions, sunlamps, rice cookers, microwaves, refrigerators, food preparation appliances, and anything capable of reaching high heat levels or containing an open flame, such as a candle or incense.

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

Any item confiscated from a student room by a member of staff for health and safety reasons will be forfeited to the school and may be disposed of or not be returned to the student until the end of the school year, depending on the item. Please note that the list above is not all-inclusive, and other items may be subject to confiscation.

Room Decorations

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

- No adhesive stickers may be used on walls or furniture
- Windows and doors must be kept clear (nothing hanging from windows, no furniture blocking windows)
- Nothing may be hung from ceilings, including curtains and material
- Sprinkler pipes, smoke detectors, and heaters/coolers must be kept clear at all times
- Bulletin boards are provided in every dorm room for students to display posters and decorations.
- No inappropriate decorations may be displayed (no themes related to drugs, sex, violence, hate speech, etc.)
- LED lights are not permitted to be hung in dorm rooms.
- Light bulbs should not be changed to smart bulbs, replaced or adjusted by students.

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

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. House Parents have a weekly schedule for Health and Safety Inspections and may also visit rooms at random intervals without prior notice.

The school housekeeping team cleans communal bathrooms daily. Students should not leave any belongings in the communal bathroom. Anything that is left in the bathroom will be disposed of by the housekeeping team.

Students should ensure that their bedlinen is changed on a weekly basis. Any student found damaging or throwing away bedlinen will face disciplinary sanctions, and the cost of the bedlinen will be deducted from the student's security deposit, as outlined in the Finance section of the Enrollment Contract.

Intentional destruction or damage of school property will result in disciplinary sanctions, and the cost of any repairs or replacements will be deducted from the student's security deposit. As the dormitories are a shared, communal living environment, all students are expected to treat the

facilities and furnishings with care and respect, recognizing that their actions impact the comfort, safety, and well-being of the entire residential community.

Maintenance

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

St. Mark's School Village

For the 2025-2026 school year, EF Academy Pasadena will continue to share campus space with St. Mark's School. The St. Mark's School Village located on the eastern part of the EF Academy campus is restricted to St. Mark's students, faculty/staff, and parents only. EF Academy students should not enter the St. Mark's Village or respective playground.

Additionally, EF Academy students are expected to uphold a standard of respectful behavior toward St. Mark's students and faculty/staff, particularly in their use of language. This includes consistently modeling appropriate, courteous speech and refraining from the use of profanity, slang, or language that may be deemed inappropriate or confusing for younger audiences.