



EF ACADEMY

Private day and boarding school

EF Academy Pasadena Student Handbook 2023-2024





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Our Mission:

Open the world through education.

EF Academy Pasadena

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



Our Vision:

Foster true global citizenship through our multicultural learning community.

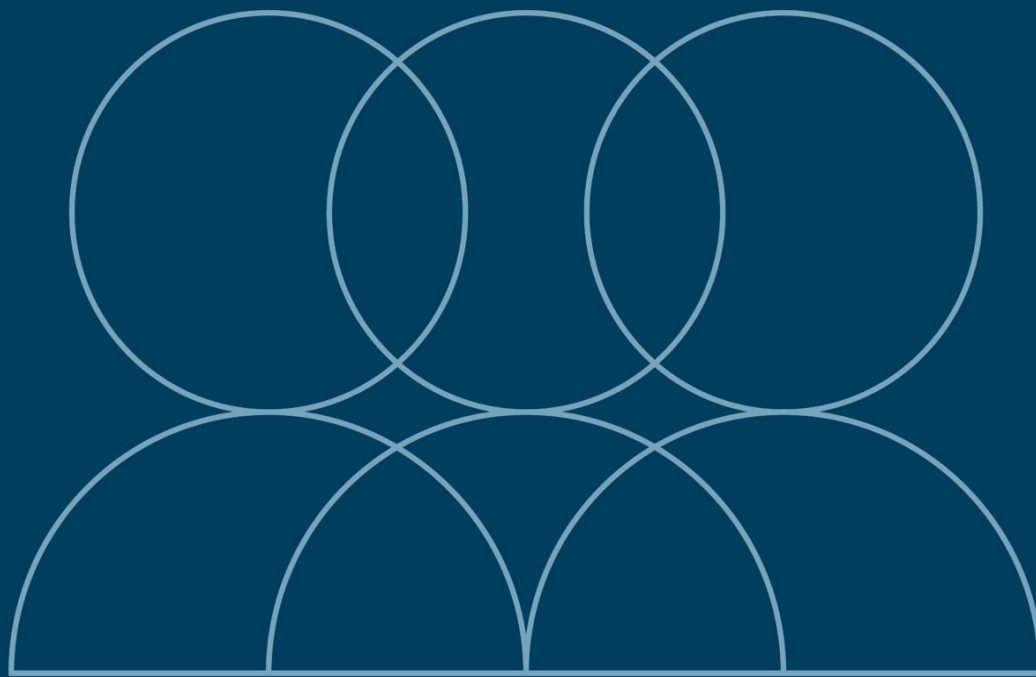
Students:

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

Educators & advisors:

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





Definition of learning

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





International-mindedness

The attitudes, aspirations and actions that:

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

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

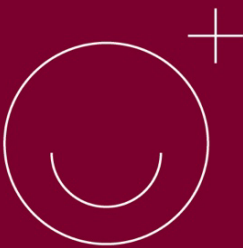
- fostering their own dignity;
- enhancing the dignity of others;
- elevating their community in all ways; and
- bettering their world through intentional actions.





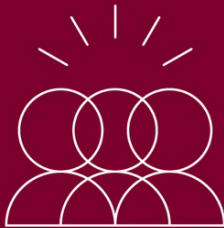
EF Academy Student Profile

EF Academy students aspire to develop the following traits:



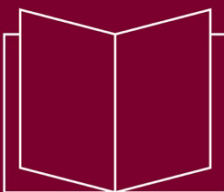
Learner

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



Leader

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



Scholar

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



Global Citizen

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



General School Information

Diversity, Equity, Inclusion, and Belonging Statement

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

History of EF Academy Pasadena

In 2008, EF opened its first EF Academy campus in Tarrytown, New York, its first full-service high school to offer college preparatory programs in a prestigious boarding school setting. EF later opened campuses in Oxford and Torbay, England. In 2014, EF Academy New York moved to the Thornwood campus. In 2019, EF acquired this campus in Pasadena and began the exciting task of imagining and re-constructing the campus to meet the needs of our international boarding high school community. Set in 15 acres of landscaped grounds, our residential living and learning community here at EF Academy Pasadena offers students a home away from home, where students have the chance to engage in a variety of opportunities both on and off campus, while also encouraging students to pursue their passions.

EF Academy Pasadena is dedicated to providing our international and local students with an enriching competency-based learning experience built upon cutting-edge thinking, best practices, and educational research. For more information about EF Academy's history and our distinct programs, please visit our [website](#).



Contact Information

School Phone: +1 (626) 507-9300

Emergency Phone: +1 (626) 507-9224

Mailing Address

EF Academy
1505 East Howard Street
Pasadena, California
91104

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.

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:

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



School Point of Contacts

Administrators and faculty members are dedicated to student safety, success, and happiness at EF Academy.

- The University & Academic Advisor is the point of contact for academics
- The House Parent is the point of contact for all residential life and well-being questions
- The Advisor is the point of contact for all school life and well-being questions

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

School Leadership Staff

- Head of School: Dr. Sally Mingarelli
 - Oversees strategic direction and overall leadership of the school
 - Oversees all aspects of teaching, learning, and the classroom experience in collaboration with the Academic Heads of Departments
- Deputy Head of School for Student Services & Residential Life: Mrs. Annie Hall
 - Oversees all aspects of the school's residential and community life, including housing and activities
- Director of University & Academic Advising: Mr. Jim Sargent
 - Oversees the University & Academic Advising team and works collaboratively with all stakeholders accounting for the academic progress of students
- Dean of Students: Mr. Sean Rollolazo
 - 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.
- Dean of Residential Life: Ms. Julia Carrano
 - Responsible for setting and maintaining high standards in the contribution to and implementation of a comprehensive residential life program, comprised of a thorough system of support, accountability, and education that ensures the well-being of students.

Home/School Communication

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:

1. The University and Academic Advisor is the point of contact for academic progress, support, pathway, and university advising.
2. The House Parent is the point of contact for all residential, health and community-oriented questions.
3. 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.



Calendar

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

Key Dates for 2023-2024

Student Arrival Days.....	August 29 – 30
Welcome Days.....	August 31 – September 3
Semester One	August 31 – December 13
Winter Break.....	December 14 – January 10
Semester Two	January 11 – March 6
Spring Break	March 7 – March 26
Semester Two continued.....	March 27 – May 24
Graduation	May 18
Summer Break Begins.....	May 27

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

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 term published in the school's 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 and will affect students' grades and visa status.

Additionally, early returns are not permitted, since there will be no adult coverage or supervision until posted times as noted above in the school calendar.

Departure/Arrival Event	Information
Winter Break Departure	Students may depart after all academic and school commitments on Wednesday, December 13, 2023, after 12:00 p.m. Students should depart no later than 3:30 p.m. on Thursday, December 14, 2023.
Semester Two Arrival	Students may arrive between 8:00 a.m. and 8:00 p.m. on Wednesday, January 10, 2024.
Spring Break Departure	Students may depart after all academic and school commitments on Wednesday, March 6, 2024, after 12:00 p.m. Students should depart no later than 3:00 p.m. on Thursday, March 7, 2024.
Spring Break Return	Students may arrive between 8:00 a.m. and 8:00 p.m. on Tuesday, March 26, 2024.
Summer Break Departure	Students may depart after all academic and school commitments on Friday, May 24, 2024, after 12:00 p.m. Student should depart no later than Sunday, May 26, 2024 at 3:30 p.m.

*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

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:

1. **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.
2. **ASSESSMENT:** Assessment is a meaningful, positive, and empowering learning experience for students that yields timely, relevant, and actionable evidence.
3. **FEEDBACK:** Students receive timely, differentiated support based on their individual learning needs.
4. **EVIDENCE:** Students progress based on evidence, not seat time.
5. **PERSONALIZED LEARNING:** Students learn actively using different pathways and varied pacing.
6. **EQUITY:** Strategies to ensure equity for all students are embedded in the culture, structure, and pedagogy.
7. **COMPETENCIES:** Rigorous, common expectations for learning (knowledge, skills, and dispositions) are explicit, transparent, measurable, and transferable.



Grading Scales

Students are assessed on 3-4 competencies in each subject area each academic year. Grades are given as scores from 1-5 and at the end of the semesters, the US grade equivalent will be reported. On official EF Academy transcripts, students will see a US High School letter grade. Progress reports for the end of Quarter 1 and Quarter 3 will include written comments. Please find below the description and equivalence of each letter grade.

BENCHMARK	SCORE
Excelling Work demonstrates that this competency is an area of particular strength. Work is nuanced and detailed. Student applies knowledge in unique and creative ways or exemplifies a deep understanding of the competency.	5
Achieving Work demonstrates competence on par with expectations. Learner reliably produces work at this quality and demonstrates a fundamental understanding of this concept or skill.	4
Approaching Work demonstrates a growing understanding or ability in this area. Learner consistently applies effort and makes improvements. More consistency, sophistication, or accuracy is required to achieve competence.	3
Beginning Work demonstrates a basic understanding or ability in this area. There is much room for growth and learning.	2
Insufficient Unable to produce work that demonstrates this competency.	1



Graduation Requirements

EF Academy's University & Academic Advising 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, the rigor and depth of a students' course choices are among the most important considerations for admission.

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	1.5 Years*	2 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.

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

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 2023-2024 schedule will feature alternating 2–3-week sessions during which students focus on only three classes at a time (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. One week of the schedule is shown below.

2023-2024 Academic Day Schedule					
Mon	Tues	Wed	Thur	Fri	
		faculty team mtgs 45 min			
period 1	period 3	department mtgs 40 min	period 2	period 1	
		Global Leadership			
period 2	period 1		period 3	period 2	
community meeting adv 9&10	Lunch	Lunch	Lunch	Lunch	
Lunch	adv 11&12 25 min	adv 11&12 30 min	Lunch	Lunch	
Lunch	period 2	period 3	period 1	period 3	
adv 9&10 25 min		period 2			
period 3		period 1			
faculty meeting 25 min	WIN		WIN	WIN	



Attendance and Absences

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 are 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 and accountable.

The Registrar will partner with the Dean of Students to establish a child'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 tardy to any lesson, club, or sport will have attendance entered as tardy unexcused ("TU") or tardy excused ("TE").

Attendance in Activities and Clubs

All students are required to participate in clubs for both semesters from 3:30-4:30 p.m. Monday to Thursday. Participation in clubs, sports, and activities allows students to connect, contribute 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 at the beginning of each semester 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 Coordinator 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.

Absences

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 Advising 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 Associate 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.



Medical Excused Absence

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 8:30 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. Students will remain in the Health Center or their dorm room until they have recovered. 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.

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 Associate Dean of Students 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, Associate 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 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.

Health Leaves of Absence

EF Academy recognizes that there are occasions when a student may benefit from a leave of absence from EF Academy to address issues that are preventing them from fully engaging in their learning or other elements of school life. A student's physical, emotional, and spiritual wellness is at the center of their experience at EF Academy. A student must first be well and feel safe to thrive in the EF Academy community. To this end, EF Academy occasionally grants or mandates a leave of absence when a student requires immediate or intensive care that cannot otherwise be facilitated on campus or through the resources that the school can provide.

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 at least one of the Deputy Heads of School 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).

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

Academic Integrity

All work submitted by students must be the student's own. Where sources are used or referenced, they must be identified and acknowledged. Cheating, plagiarism, and 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 grading. If a student violates academic integrity, the student's teacher will report it to the appropriate administrator who will then determine the course of action.

The following behaviors are violations of academic integrity:

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

Academic Probation

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 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 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' UAA, 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 Learning Support Coordinator to review their academic progress

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



Learning Commons

The EF Academy Learning Commons is available for all students after school to work independently, access learning support or use available resources and writing support services.

Office Hours

Teachers are available 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 UAA, and submit it to the Registrar.

Google Classroom and PowerSchool

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

Advanced Placement (AP)

Advanced Placement (AP) Exam Dates:

May 6 – 10, 2024

May 13 – 17, 2024

Requests for accommodations and, when required, complete documentation, must be submitted by January 2024. Requests need to be submitted as soon as possible since the approval process can take up to seven weeks or more.

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.***

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 disability and the accommodations being requested.

Advisory Program

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

Virtual Learning Day Protocol

On days when face-to face classes are not able to take place, EF Academy will utilize its virtual learning day protocol. Teachers will make sure asynchronous work is posted in all Google classrooms for students to work on throughout the day. Teachers may also require students to attend synchronous meetings at the same time as the regularly scheduled classes that day. Unless announced, clubs and advisory will not meet on a virtual learning day. Any decision regarding a potential severe weather event will be communicated to the faculty and students via email by 8:00 p.m. the night before and will include details on the plan.

Student Life

Statement of Character

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

- **Integrity** is the foundation upon which a virtuous character is built. At its core, it defines a person's beliefs and values, as well as an acceptance to live in accordance with principles



and to stand up for what is right. Integrity requires honesty to oneself and others to create and sustain a community of trust.

- **Respect** is acting with dignity toward oneself and others. This includes both appreciation and celebration of differences and principled opposition to discrimination of any kind. It involves a sense of responsibility for one's commitments to oneself and others.
- **Compassion** is the ability to understand the perspectives of others, and to be able to emotionally resonate with their condition. It involves listening actively and without judgment, showing kindness, and caring about the wellbeing of others, as well as actively wishing to alleviate suffering.

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.

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.

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• Minor violation of curfew or Off-Campus Travel policy• Failure to comply with a school official	<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 <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 • Major violation of curfew or Off-Campus Travel policy • Minor violation of Unsafe Practices and Possessions Policy • Involved in a minor physical altercation • Engaged in any form of gambling, including online platforms 	<p>Any Level 1 Interventions</p> <p>Responses</p> <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 <p>Practices</p> <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• 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 person's race, religion, sexual orientation, disability, or gender*• Expressed or displayed language, symbols, and gestures historically weaponized against people groups*• Made extremist, terroristic, and/or violent threats*• Possessed, sold, or furnished a firearm, explosive, or dangerous object, including imitation weapons*	<p>Any Level 2 Interventions</p> <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 <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)

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



Student Life Guidelines and Policies

Anti-Bullying Statement

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

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

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

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

- Cyber: The use of electronic communications such as email, mobile phones, text/multimedia messaging, photographs/videos, online profiling, websites (including social networks) and instant messaging with the intent to frighten, embarrass, or harass
- Disability: Targeting an individual because of, or with emphasis on, the issue of disability
- Emotional: Making threatening gestures, being unwelcoming, excluding, tormenting, teasing, or mocking due to differences or opinions
- Physical: Pushing, kicking, hitting, punching or any use of violence
- Racial/Cultural/Religious: Racial, cultural, or religious taunts, displays, or gestures
- Sexual/Sexist: Unwanted physical contact or sexually abusive comments, displays, or gestures
- Verbal: Name-calling, sarcasm, spreading rumors, teasing, vulgar or abusive comments

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.

Smoking and 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. Regardless of age or legality, students are prohibited from using or possessing cigarettes, e-cigarettes, vapes, or chewing 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, Level 3 restorative interventions will take place, and which includes parent/guardian notification and the risk of expulsion. It is important to note that violations of our Smoking and Substance Use Policy may also be violations of California state law.

Furthermore, 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.

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.

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. The school will conduct a search if there is a reasonable suspicion that the student is in possession of illegal, illicit, contraband or stolen goods.

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.



Room Allocations

Students are assigned to rooms based on their age, nationality and preferences from their student roommate survey before they arrived on campus. Students must sleep in their assigned room for health and safety reasons. If a student is struggling to settle-in, we ask that they raise their concern with their House Parent, so that we can address the situation before considering a room change.

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.

Student Services 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, Associate Dean of Students, and parents/guardians.

Unsafe Practices and 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.

The following are guidelines concerning personal and community safety:

- **Fire** — Lighting a flame or creating a fire anywhere on campus is prohibited. Campus fire pit usage is limited to Student Services 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** — 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, guns, replica guns, objects that look like guns, knives, swords, blades, laser pointers, air rifles, paint guns, pistols, bows, arrows, slingshots, spears, dart guns, martial arts weapons or similar 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.

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. closed-toed shoes in science lab, comfortable and secure clothing for sports, swimwear used in pool area only, etc.).



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.

Off-Campus Travel Policies

EF Academy students may leave campus for short or extended periods of time. There are several layers of permissions, stipulations, and limits placed upon campus leaves. 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 from all community members regarding these processes.

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 until Friday, September 10, 2022.

“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. Arrival and departure weekends, Culture Fair, Fall Festival, Spring Fling, 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.



Off-Campus Passes

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.

Day Passes and Transportation

Students may travel off campus during the day as long as all procedures are followed, and permission granted:

Day	Time
Monday - Thursday	5:00 p.m. to 6:15 p.m. (E. Washington Blvd. Pass)
Friday	3:45 p.m. to 9:30 p.m.
Saturday	9:00 a.m. to 9:30 p.m.
Sunday	9:00 a.m. to 6:00 p.m.

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 (Friday/Saturday/Sunday) 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.

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 residency for the evening.



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.

Day Students

Day students are a valuable part of our community and are welcome on campus during normal school hours and during approved evening activities/events. Day students will be assigned a House Parent and Hall so that they are part of our residential community. All dorm-related rules apply to day students during their time on campus. Day students must depart campus no later than 9:00 p.m. on weekdays and 9:30 p.m. on weekends. 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 Dean of Residential Life is required at least 72 hours in advance. Roommates of the boarding student who will act as host must give consent for all overnight visitors.

Student Drop Off & Pick Up

Day students should not arrive at school earlier than 8:00 a.m. and are expected to arrive on campus at least fifteen minutes before their first class each day. They are welcome to enjoy breakfast in the dining hall. The area in front of Douglas House, by the main entrance on E Howard 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. However, permission may be granted at times to parents/guardians of day students who wish to bring other students to and from our campus.

Reporting Absences

Parents of day students are required to contact the 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 Residential Life Team are also welcome to brunch and/or dinner at those times.

Evening Hours

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 in the Learning Commons, in which case they are permitted to remain on campus until 9:00 p.m. On weekends, day students are encouraged to participate in student activities and events on campus but must depart by 9:30 p.m. unless granted special permission (see below for “Overnight Stays”).

Overnight Stays

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

Student Services

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 Nursing faculty. 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. 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.

Financial Obligations to Outside Healthcare Providers

In the case where it is deemed medically necessary by EF Academy, or if a family opts to use an outside healthcare provider, it is the family's responsibility to meet all financial obligations for receiving such care. In the case where these financial obligations are not met, the school holds the right to withhold official academic records, such as the student's transcript, until the family meets their financial obligations. The Health Center staff are available to assist students with the technicalities of paying their medical bills, such as reviewing bills and understanding the charges. It is the responsibility of the family to read and understand the health insurance coverage their student comes to school with, whether through Erika for our international students or private insurance (e.g. Blue Cross Blue Shield, United Health, etc.) for our domestic/U.S. students.

Emotional Support, Well-Being, and Guidance

The emotional 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.

Mailroom

The Mailroom will be open for an hour after school Monday to Friday – times will be posted in the dorm and by the mail room.

Dining Hall

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

If students have special dietary needs due to food allergies or as a result of religious or cultural restrictions, they should indicate this on their Health Certificate and inform 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. While students are prohibited from removing dinnerware from the Dining Hall, they are permitted to utilize “to-go” containers.

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

The Dining Hall serves breakfast, lunch and dinner on weekdays and brunch and dinner on weekends and holidays.



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 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 after school and before final lights out check-in at night.

Campus Store

Students will be able to purchase additional food and supplies at the campus store in Cena. Campus Store Operating Hours will be 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.

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.

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, native language, and grade level. EF Academy intentionally connects students of different cultures and native languages in dorm rooms.



It can take time to get to know and adjust to roommates. EF Academy recognizes that for many students, this may be the first time sharing a living space with another individual. Students have ample time to adjust to their new living conditions and support is provided to help students become comfortable in their shared living space. Roommate changes are uncommon. All concerns about roommates or living conditions should be brought to the student's House Parent in a timely manner so we can identify solutions and find a swift resolution. 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 Dean of Residential Life. 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.

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.



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.

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.)
- 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.

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 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 and the school Health Center. 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 is not all-inclusive, and other items may be subject to confiscation.

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 regularly inspect rooms for cleanliness. House Parents have a weekly schedule for room inspection and will 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.

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.

IDs

Students must always wear their EF Academy lanyard and ID badge around their necks while on campus. IDs include a clear picture and the person's legal name. With large numbers of people on campus at any time, this is the easiest way to quickly identify EF Academy community members and non-EF Academy individuals. The back of the ID badge includes the campus address and emergency contact information. IDs permit students to print and make copies and also serve as access keys to 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 therefore pose a significant security risk. If a lanyard or ID should be lost,



immediately inform your House Parent and a replacement card will be issued. Students will need to pay \$25 for a replacement ID card.

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 after school until 10 p.m. Monday to Friday (but not during Study Hall) and 7:00 a.m. until 10:00 p.m. at weekends. 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.

Dormitory Check-In Schedule

Every day, there are scheduled check-ins taken by the Residential Life Team. House Parents ensure that they have seen the student to account for them. Check-ins are later on a Friday and Saturday, but students must return to campus by 10pm, aligned with Pasadena City Curfew.

Day	Time	Where to check-in?
Monday-Thursday	8.15 a.m.	In-person with House Parent on duty at the Central Lounge on your floor
	7:00 p.m.	In-person with House Parent on duty at the Central Lounge on your floor
	10.00 p.m.	In-person with House Parent on duty at your dorm room
Friday <i>Students need to be back on campus by 9:30pm</i>	8.15 a.m.	In-person with House Parent on duty at the Central Lounge on your floor
	7:00 p.m.	If you are on campus, you must check-in at the dorm central lounge, in-person.
	10.30 p.m.	In-person with House Parent on duty at your dorm room
Saturday <i>Students need to be back on campus by 9:30pm</i>	10:00 a.m.	In-person with House Parent on duty at the Central Lounge on your floor
	7:00 p.m.	If you are on campus, you must check-in at the dorm central lounge, in-person.
	10.30 p.m.	In-person with House Parent on duty at your dorm room
Sunday	10:00 a.m.	In-person with House Parent on duty at the Central Lounge on your floor
	7:00 p.m.	In-person with House Parent on duty at the Central Lounge on your floor
	10.30 p.m.	In-person with House Parent on duty at your dorm room



Study Hall

Study Hall takes place on Mondays, Tuesdays and Thursdays and there are two sessions on each day: from 3:45pm to 5:15pm and from 7:30 p.m. to 9:00 p.m. Students must attend one of the Study Hall sessions on each of these three days. Students will select which session they will attend based on their chosen clubs and sports schedule. Study Hall takes place in Blackwell Hall and is supervised by teachers so that students can receive any support they may need.

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.

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.