



EF ACADEMY

International
Boarding Schools

Parental Consent and Code of Conduct

New York and Pasadena

Student's Name _____

Code of Conduct

EF Academy expects the highest standards of behavior, manners and etiquette from our students at all times. Our aim is to ensure that all our students' academic experience is as successful as possible. EF Academy reserves the right to make decisions for a student in his/her best interest. Students are required to abide by the decisions made by EF Academy on the student's behalf. The following Code of Conduct has been established to reach these goals.

Please read this document carefully and complete this form with the information requiring your acknowledgment and/or consent.

Violations of this Code of Conduct 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. The determination of the appropriate disciplinary measures for any action shall be at the sole discretion of EF Academy.

Laws

The student will abide by all local, state, and national laws.

- Students will not buy, sell, possess or use any controlled or illegal drug unless prescribed and approved by a physician. If there is credible evidence or admission that the student has consumed or been in possession of controlled or illegal drugs, the student will be subject to removal from the program at the sole discretion of EF Academy.
- It is illegal for a person under age 21 to purchase, possess, or consume alcoholic beverages, including beer and wine. The legal drinking age in the United States is 21. If there is credible evidence or admission that the student has consumed or been in possession of alcoholic beverages, they may be subject to removal from the program at the sole discretion of EF Academy.
- Use of alcohol and drugs may result in automatic dismissal from school, revocation of the F-1 student visa, and being sent home at the parents'/guardians' expense.
- It is illegal for persons under the age of 18 to purchase or possess tobacco products. Smoking cigarettes is not allowed on school property, in the dorms, in school bathrooms or for the NY students at the nearby Rose Hill Shopping Center.
- Sexting - creating or sharing explicit images of a person under 18 years is illegal. A young person is breaking the law if they take or share an explicit photo or video of themselves or a friend.
- Students will not commit or take part in any act of violence.
- Shoplifting and all forms of theft are illegal and forbidden.
- No student may hitchhike or solicit a ride from a stranger.
- Students may not purchase or possess firearms or explosives, possess any types of weapons, such as blades, firearms or explosives including firecrackers.
- Students should not engage in any form of game play 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.
- EF Academy students are forbidden to enter casinos, betting shops, bars and clubs.
- Students may not conduct any commercial activity over the internet or access inappropriate sites while being part of the EF Academy program.
- EF Academy recognizes the need of students to develop healthy relationships as well as positive attitudes about sexuality. However, the school does not allow sexual activity on campus. It is against the law to have sexual intercourse under the age of 17 in NY and 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. Students found to be engaging in sexual behavior on campus will face disciplinary consequences which may include expulsion.
- 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 the immediate notification to the parent/guardian.
- In accordance with immigration regulations, students are not permitted to accept employment while enrolled at EF Academy program.
- If a student is judged to have broken any of these or any other local, state or national laws of a similarly serious nature, or in case of serious misbehavior, the student's visa, if applicable, will be revoked, resulting in the student's early return home at their own expense. In accordance with EF Academy Terms and Conditions, any student who is expelled or dismissed is not eligible for program refunds.

Student Code Of Conduct And School Rules

The student will abide by all Rules and Regulations listed below:

Attendance:

- 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), or student misbehavior/truancy, are grounds for expulsion from the program.
- Students who suffer from a prolonged illness may be withdrawn from the academic program at the discretion of 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 fail to meet program standards, EF Academy may re-evaluate the student's participation on the program and/or level. We 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.
- All work submitted by students (ie. 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 result in expulsion.
- TOEFL/ACT/SAT – Students studying in NY and California must register for exams only on Saturdays. All students must take these exams in New York or the State of California (specifically in the surrounding testing sites) or their college and university placement will not be guaranteed by the school.
- Testing dates and registration times are published by the College Placement Team early in the year and should be noted by the student. Students should attempt these tests in their Junior year. All fees for testing are incurred by the students and EF Academy does not provide payment for the test.

Responsible use of Technology:

- EF Academy recognizes the rights of students to make individual choices and to represent individual values. However, we must maintain certain standards related to printed, audio, video, and online material; such as pornographic or otherwise offensive material. This also includes racist, homophobic, sexist, and hate or bullying material and applies to downloading, uploading, storing, viewing, posting (online social media forums) and printing any material that is profane or obscene, or that uses language degrading to others. In the US using the internet to express opinions on any of these mentioned above may be defined as a Hate Crime. A Hate Crime is defined as "Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender."
- It is illegal for minors to access pornography. Should EF Academy become aware that students are involved in illegal activity or activity prohibited by program regulations/guidance through photos or credible text content posted on the internet, a computer or a mobile phone, the student will be subject to disciplinary action, including program termination.

It is illegal to create or share explicit images of a person under 18 years or without their consent. A young person is breaking the law if they take 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 tamper with settings, participate in unlawful file sharing, or knowingly transmit destructive software. Students must not engage in any activities that could damage or vandalize school information resources.
- Any EF Academy social media postings that are offensive to another student or to the school will not be tolerated; this will result in disciplinary sanctions.
- Students must use their school e-mail address name@student.efacademy.org for all communication with EF Academy school staff.

Behavioral Expectations:

- Students must adhere to the school's Off-Campus Request procedure at all times.
- Students are expected to treat school community members and teachers respectfully and fairly in their online communication, postings and during face to face interaction.
- Prejudice or discrimination of any sort has no place at EF Academy. 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. 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.
- Students are not permitted to have overnight guests in the residence. Students are not permitted to have a member of the opposite sex in their bedroom at any time. Students in residence must sleep in their allocated bed and room at all times. EF Academy recognizes the need of all students to develop healthy relationships as well as positive attitudes about sexuality. However, the school does not allow intimate sexual activity on school premises. Students found engaged in intimate sexual behavior on campus will face serious disciplinary sanctions.
- EF Academy cannot be held responsible for any consequences of any student's sexual activities. In the event that a student becomes pregnant, or is the cause of pregnancy, the student may be taken off the program and sent home immediately, at parents'/guardians' own expense.
- 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 are expected to abide by their designated curfew as outlined in the Student Handbook.
- 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.

Health and Wellbeing:

- If during the program, the student is diagnosed with a physical condition that prevents him/her from participating normally in their program, his/her program may be terminated, at the discretion of EF Academy. Similarly, if the student is diagnosed with a mental health condition (including but not limited to anorexia, bulimia, anxiety or adjustment disorder, or depression) or if a student shows clear symptoms of a mental disorder that puts the safety of the student or those around them at risk (including but not limited to bingeing, purging, restrictive eating, panic attacks, anxiety, self-harm or suicidal ideation), the student's program will be terminated. Should the need arise for the student to speak to a medical or mental health provider, these evaluations will not be confidential and we, the parent(s) or guardian(s) authorize their direct release to EF Academy and/or its affiliates.

Personal Appearance:

- Students should dress in a school-appropriate way. Clothing that displays words or pictures that may be offensive to other members of the school community is unacceptable. Hats will also not be permitted in classrooms unless they are worn for religious reasons. For safety purposes, in the classrooms and labs students should not wear flip flops or other backless shoes. Students should ensure that their clothing provides adequate coverage of their body and does not reveal underwear.
- All students must maintain a high standard of personal hygiene and grooming.
- Face and body piercings are not permitted except modest earrings or nose piercing with a small stud.

Respect of Property:

- Students are not permitted to have any refrigerators in their rooms unless given permission or warranted by a medical reason and approved by the school. Items not allowed in rooms include: Electric blankets, irons, hotplates, heating coils, coffee machines, halogen lamps, televisions, sunlamps, candles and incense, rice cookers and microwaves.
- Students should ensure that their bedlinen is changed on a weekly basis. Any student found damaging or throwing bedlinen away will face a fine.
- Intentional destruction or damage of school property will result in disciplinary sanctions and require the student to pay for damages.
- Theft of money or property from others either within or outside the EF Academy community will not be tolerated and will result in significant disciplinary sanctions or expulsion.

Smoking and Tobacco:

- EF Academy is a smoke-free campus. There is no smoking of any kind in residence/dormitories or anywhere on school premises. Students who are found smoking within school premises will face disciplinary action, which may include a fine. This includes E-cigarettes, chewing or dipping tobacco.
- Please note for our EF Academy NY the town of Thornwood is also a smoke-free town.
- Please note for our EF Academy Pasadena the law in California prohibits smoking within 20 feet of any public building. You cannot smoke or vape in any state park or state beach.

Alcohol:

- 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 that may result in expulsion for serious or repeat infractions.

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 should expect to be expelled.

- Distributing or selling to others illegal drugs and/or prescription medication is expressly forbidden. These actions will result in immediate 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 drugs 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.

Prohibited Items:**Students are forbidden to be in possession of:**

- Weapons of any kind (real or fake)
- Blades
- Fireworks
- Firecrackers
- Laser pointers
- Propane torches
- students in possession of such items could face serious disciplinary sanctions.

Search and Confiscation:

- 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.
- Students are not allowed to order any age-inappropriate items to campus.
- 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 parent/guardian.

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.

Vehicles:

- Students are not allowed to have or lease a car or motor bike or moped on school premises or drive a vehicle while off campus. Day students may apply for permission to drive to/from campus. This permission is at the discretion of the school.

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 housing-related rules apply to day students during their time on campus (e.g. students are not permitted to be in the dorm room of students of the opposite sex, etc.). Day students must depart campus no later than curfew on both weekends and weekdays.
- Intermittently, day students in good academic and behavioral standing are welcome to sleep over on campus. A parent request, to the Residential Director on Duty by 6:00 p.m. is required. Roommates of the boarding student who will act as host must give consent for all overnight visitors.

Parent/Guardian Agreement

Your Responsibilities as an EF Academy Parent/Guardian:

- To be a partner with EF Academy, working together to achieve the best possible education for your child
- To work with the school to ensure your child understands and abides by the Code of Conduct
- To support the policies and procedures of the school designed to ensure the safety and security of all our students

This includes:

- Adhering to the published curfews
- Adhering to the overnight stay policy
- Adhering to the attendance policy
- Ensuring you child is fully vaccinated according to national requirements
- To support the high standards of student accountability and behavior in the school and understand their importance in ensuring a good learning environment for all
- To provide an up-to-date email address and phone number to allow the school to contact you, and to inform the school of any changes to contact details
- To provide an appropriate emergency contact and update any changes to their contact details too
- To ensure the school is well-informed of any relevant educational needs, medical conditions or behavioral issues so that we can provide the highest standards of care and support
- To regularly access the online attendance and grade book and stay informed of your child's progress
- To be aware that students will have strict deadlines for homework, projects and internal assessment and that not meeting these deadlines will impact on student's success
- To ensure that your child arrives and departs according to the published term dates on the academic calendar
- To encourage your child to make the most of the opportunities presented to them
- To ensure that your child continues to practice and develop their English language skills during school holidays if necessary
- To be aware of and embrace the fact that your child will experience different cultures and be exposed to different ideas from those of their home culture as a necessary part of developing a wider cultural understanding and becoming a truly global citizen

Parental Consent

Consent, release of liability and waiver

The undersigned hereby gives to EF Academy, its officers, employees and agents full authority and permission to take whatever action they feel is reasonably warranted under the circumstances, and to act as agent of the undersigned student and parent/guardian, regarding the named student's health, safety, or well-being. This authority and permission includes, but is not limited to, the following: Rendering or

ordering medical treatment; the giving of medication; and any examinations, x-rays, anesthetic, medical or surgical diagnosis or treatment or hospital care, if and as deemed necessary; contacting medical or law enforcement personnel. The undersigned understands that a reasonable attempt will be made to contact the undersigned parent/guardian before any action is taken. The undersigned agrees to be financially responsible for all costs associated with such actions, including any medical attention so authorized or ordered during the student's attendance at EF Academy. The undersigned represents that the named student has no medical restriction that limits his/her full participation in the programs and activities of EF Academy, except as disclosed in any writing attached to this document. Permission is given for the student to participate in all activities offered at EF Academy, except as restricted in any attached writing. To the fullest extent permitted by law, the undersigned on behalf of themselves, the student, and all heirs, family and other representatives hereby agree to release, indemnify and hold harmless EF Academy and its affiliates, including its and their officers, employees and agents and agree not to sue them for any claims, costs, damages, or any other liability related to or arising from such decisions or actions as may be taken under the authority of this document.

Assumption of risk, risk warning and parental permission

EF Academy allows students to participate in a variety of indoor and outdoor activities, including weekend outings and field trips, throughout the year. EF Academy organizes and encourages its students to take part in physically strenuous activity. Students and parents should be aware of the normal risks inherent in any strenuous activity or contact sport. Because of such risks, it is imperative that students follow the coaches' instructions, understand and play within the rules of their sport, and adhere to the leagues' code of ethics when involved in competitive athletics. Students are expected to follow the directions of chaperones and adhere to school rules while on school trips, including weekend outings. If you as parents/guardian are aware of any special circumstances involving your child that might increase the risk of injury, you are required to state any such circumstances in writing attached to this document. In spite of the precautions taken to minimize the risks to your daughter or son, it is possible that he/ she could be injured, even seriously injured, while involved in school activities. If you have any particular concern about your child participating in any of the school activities, we urge you to discuss your concerns with your local EF Academy representative or to contact the school direct

Permissions

Permission to travel

Traveling

If students are planning to visit relatives or attend college interviews in other cities which involve an overnight stay, permission must be sought in advance from the school staff using the school's Off-Campus Request procedure. Travel must take place after 5pm on a Friday and students need to be back on campus and signed in by curfew on Sunday.

School Trips

During the academic year, your child may be expected to participate in a school trip, such as a sports event, academic trip, community project or weekend trip. Transportation could be in a hired bus or in a school bus. If there is any particular restriction about which we should be informed, please contact the EF Academy office in your home country. In connection with the provisions outlined above, the school will use the permissions checked, and will follow these to the best of its ability. The school cannot ensure that your child will always adhere to the guidelines, especially when the student is off-campus

in automobiles or away on weekends. In any event, EF Academy accepts no liability or responsibility for any failure to comply with the terms of your permission. Students are liable to disciplinary action if they are found to have behaved in a way to risk the safety of themselves or others while off-campus.

It is important that the school has a record of your acknowledgment of having read and understood the risks and permissions presented in this document and we ask you to do so by signing below.

Consent for public information release

From time to time, EF Academy discloses information about students to publicize their accomplishments. This information may include: name, hometown, gender, age; academic information such as classes and awards; athletic information such as team participation, honors, and awards; curricular, co-curricular, and extracurricular work; and images of classrooms, arts performances, athletic competitions, and/or other events on campus.

- Yes**, I give permission to EF Academy to release information about and images of my son/daughter to media publications, and to feature such information on the school's website and in other school-sponsored materials, such as EF Academy magazine, admissions materials, and fundraising materials. I also understand that schools occasionally will submit videos of school events, performances, athletic competitions, and student work to the local public-access television station in Tarrytown (i.e. Tarrytown and Westchester Television, Inc.).
- No**, I do not give permission to EF Academy to release information about my son/daughter to media publications and local public-access television, or to feature such information on the school's website or in other school-sponsored materials. I understand and agree that my son/daughter's information and likeness will still be used for internal communications purposes and in constituent publications.

Additional emergency contact (other than parents/guardians)

In case of an emergency or medical situation we will attempt to contact the student's parents/guardians. Please also provide an English speaking emergency contact person in case the parents/guardians cannot be located in a timely fashion.

Emergency contact person

Name: _____

Cell phone with country code: _____

Email: _____

Relationship to student: _____ English Speaking? _____ Yes No

Signatures:

By signing here below, we acknowledge that we have read, understood and agreed to all of the provisions provided above. We accept the above provisions and verify that to the best of our knowledge all of the statements on this form are true.

<p>_____ <input type="checkbox"/> Mother / <input type="checkbox"/> Father / <input type="checkbox"/> Legal Guardian's name in block capitals</p>	<p>_____ <input type="checkbox"/> Mother / <input type="checkbox"/> Father / <input type="checkbox"/> Legal Guardian's name in block capitals</p>	<p>_____ Student name in block capitals</p>
<p>Cell Phone: _____</p>	<p>Cell Phone: _____</p>	<p>Cell Phone: _____</p>
<p>Email: _____</p>	<p>Email: _____</p>	<p>Email: _____</p>
<p>_____ Signature</p>	<p>_____ Signature</p>	<p>_____ Signature</p>
<p>_____ Place/Date</p>	<p>_____ Place/Date</p>	<p>_____ Place/Date</p>