

Introduction

This student and parent handbook has been compiled by the School for students and parents to understand the School's mission and to give information on areas of the School pertaining to student life, conduct, rules, guidelines, academic program structure, and various other important pieces of information.

When a student enrolls at the American International School-Salzburg, they agree to meet certain standards of behavior, to observe the school's rules and expectations, and to contribute positively to the life and vitality of our school. A college-preparatory boarding school education is not for everyone and AIS-Salzburg demands the best from each and every member of the community.

The guidelines and expectations detailed in this handbook have been developed based upon reasonable and commonly-accepted social mandates which help ensure the integrity of the individual, protection of individual and community rights, and the needs of a group of individuals working toward a significant common goal. As such, certain values must be accepted as preliminary to enrollment at our school. These include honesty, a sense of service, civility, personal responsibility, dedication to high goals, respect, and self-discipline.

It is expected that all students and their parents read and become familiar with the information contained in this handbook, keep a copy with them at home and at school, and sign a statement that they have read and are in agreement with the information contained herein. With this common consent, a foundation can be laid which will lead to an optimal opportunity for each and every student.

We look forward to working with you throughout our school year and trust that our strength of purpose will be evident not only in the words presented here, but also in our actions.



THE AMERICAN INTERNATIONAL SCHOOL
S A L Z B U R G A U S T R I A

STUDENT and PARENT HANDBOOK

AIS-Salzburg Mission Statement

The American International School-Salzburg is a boarding and day school committed to the college-preparatory education of conscientious young men and women. The academic and boarding programs nurture the students' intellectual growth and artistic potential, as well as their social, physical, and personal development. The school community is guided by and dependent upon self-discipline, mutual respect, integrity, care, and compassion. The school aspires to prepare students to succeed in further studies, to exercise informed judgment, and to become active and responsible members of society.

AIS-Salzburg Educational Principles

Security and Respect

We believe in the necessity of providing students with a safe and secure environment where they may live and work to fulfil their potential, secure in their knowledge that they will receive respect and encouragement from all members of the school community.

Responsibility and Character

We believe that a school community thrives on responsible behavior and functions best when each member strives to become an individual of character guided by integrity, honesty, self-control, self-discipline, kindness, and compassion.

Diversity and Cultural Breadth

We believe that our unique setting and culturally-diverse school community provides a fertile environment for learning and growth.

Attention and Guidance

We believe that students learn best in small classes with a low staff-student ratio which optimizes individual care, attention, and guidance.

Balance and Wholeness

We believe in the necessity of providing an educational program which focuses upon students' intellectual and artistic abilities as well as their emotional, physical, and ethical development.

Discernment and Evaluation

We believe that students should be able to engage in the critical evaluation and meaningful debate of theories and opinions and be able to discern between faulty and logical argumentation.

Involvement and Commitment

We believe that students should commit themselves to the betterment of the society in which they live, and thus we strive to direct students' interest and attention to the responsibilities required of world citizens.

A. AIS-Salzburg Organization and Student Body

The American International School-Salzburg is an independent, private, co-educational, non-denominational boarding-and-day school serving students and parents who reside both in Salzburg and around the world. AIS-Salzburg is accredited by the Middle States Association of Colleges and Secondary Schools and is a member of ECIS and of The Association of Boarding Schools. AIS-Salzburg is a testing center for ETS and a member of the College Board.

Since 1977, AIS-Salzburg/Salzburg International Preparatory School has awarded diplomas to over 812 young men and women who have gained acceptance to hundreds of institutions of higher learning worldwide. Approximately 40% of our students continue their studies in the United States and North America, the other 60% going on to university studies in the United Kingdom or Europe. Full equivalency with most European secondary-school leaving certificates (Matura, Abitur, etc.) is possible given a student's success on the required Advanced Placement examinations given each year.

B. Teaching Faculty and Resident-Care Staff

The faculty of AIS-Salzburg is composed of 19 teachers, most of whom hold advanced degrees and have an average of ten years teaching experience. All full-time faculty members at AIS-Salzburg teach at least four full-credit courses per day and are directly responsible for the intellectual, social, and personal development of the students in the classroom. The teaching faculty is responsible for setting academic and behavioral standards in the classroom within the standards established by the school administration and published in this handbook. All faculty members are available for personal consultation with students and parents during office hours and by appointment. Parents are encouraged to regularly communicate with the teaching faculty members throughout the school year. The availability of student progress data through the PowerSchool®, the online student information program, parents can remain fully informed of their child's progress throughout the school year. Consultations and conferences with members of the teaching faculty can be arranged at any time during the school year if previous notice is given. The AIS-Salzburg office staff will help arrange such conferencing.

The AIS-Salzburg resident-care staff is responsible for all AIS-Salzburg boarding students during non-academic hours. The care staff is composed of Dorm Parents who are responsible for the evening hours during the week and Resident Assistants who live on the dormitory floors and direct and guide weekends and assist the Dorm Parents. The Dorm Parents and Resident Assistants are led by the Head of Student Life who coordinates their actions and schedules their duties. The fundamental responsibility of the AIS-Salzburg Resident-Care Staff is the appropriate care and direction of students in replacement of their parents during enrollment at AIS-Salzburg. Resident Assistants and Dorm Parents regularly contribute commentary and evaluations within the PowerSchool® student information program which is immediately available online to all parents and students. A letter grade for dormitory conduct is reported each trimester at AIS-Salzburg. This grade is included on official school transcripts and passing for the year is a promotion and graduation requirement. The boarding conduct evaluation, however, is not calculated within a students' grade-point average or help determine class rank.

C. School Administration

AIS-Salzburg is governed by a board of directors and hires administrators to carry out the daily direction of the school programs and meet the school's goals as expressed in its mission statement. The administration is made up of four individuals: the Headmaster, the Head of Student Life, the College Counselor, and the Office Manager. The members of the school administration have an average of 15 years' experience at AIS-Salzburg and most of them teach at least one full-credit course in the academic program. The administration of the school is charged with the implementation of the school's mission and goals as well as the establishment and implementation of all policies, including those listed here in this Handbook. The administration is directly and vitally involved in the daily life of the school and its students and is available around the clock for consultation, communication, and conferencing with students and parents.

Academic Standards

AIS-Salzburg Honor Code

I will display honesty, integrity, respect, responsibility, and ethical behavior. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism and I will neither lie nor steal. Furthermore, I will refrain from assisting others in doing so.

A. Academic Integrity

It is this school's belief that honesty and integrity are the foundation upon which all educational and social development and achievement are made possible. No school community may successfully function and achieve its goals without strong consensus on this point. Acting dishonorably with respect to one's academic achievement is unacceptable as it violates our fundamental purpose. Academic dishonesty is a severe violation within the AIS-Salzburg community and represents a significant breach of trust. Such actions jeopardize a student's place in our community.

1. Minor Violations

Minor academic integrity violations will be reported to the administration immediately.

Minor violations include:

- copying another's homework
- copying another's in-class work or other assignment
- glancing at another student's work during a quiz or individual assignment in class
- other, similar acts of academic dishonesty as defined by the supervising instructor

Disciplinary consequences for minor violations include:

1. grade of zero on the assignment
2. 2-day in-school suspension from all classes and athletics involvement
3. report to parents
4. two-week restriction to campus and academic probation for one trimester.

2. Major Violations

Major academic integrity violations are to be reported to the administration immediately.

Major violations of this policy include:

- cheating or taking any other form of unfair advantage on a quiz, test, final examination or standardized test
- copying a major assignment (lab write-up, research paper, etc.) from another student and submitting it as one's own
- plagiarizing a paper or any other assignment
- stealing a test, quiz, or other confidential material
- any means of preliminary planning to receive unfair advantage during a test, quiz, or other evaluation
- repeated minor academic integrity violations

Disciplinary consequences for major violations include:

1. grade of zero on the assignment and possible failure for the grading term
2. report to parents
3. Disciplinary Committee meeting to determine consequences
4. Academic and disciplinary probation for the remainder of the academic year

3. Assistance

Any AIS-Salzburg student who assists another in taking unfair advantage in any way is equally in violation of this policy and may receive equal consequences.

B. Academic Assessment

AIS-Salzburg uses the following assessment scale for all graded academic courses:

<i>Eamed Percentage</i>	<i>Letter Grade</i>	<i>Grade Point</i>	<i>Descriptor</i>
97-100	A+	4.3	Excellent
93-96.9	A	4.0	
90-92.9	A-	3.7	
87-89.9	B+	3.3	Above Average
83-86.9	B	3.0	
80.82.9	B-	2.7	
77-79.9	C+	2.3	Average
73-76.9	C	2.0	
70-72.9	C-	1.7	
67-69.9	D+	1.3	Below Average
63-66.9	D	1.0	
60-62.9	D-	0.7	
00-59.9	F	0.0	Fail

C. Grade Averages

All final grades for high school (9-12) full-credit academic courses at AIS-Salzburg are the average of four equal elements distributed as follows: fall trimester grade average (25%); winter trimester grade average (25%); spring trimester grade average (25%); and final exam score (25%).

Students who are scheduled in seventh and eighth grade academic courses receive a final grade based upon the three trimester grade averages distributed as follows: fall trimester (33%), winter trimester (33%), and spring trimester (33%). There are no final examinations in seventh and eighth grade courses.

Exceptions:

1. A student enrolling at the school at either midyear or at the beginning of the winter trimester will receive course grades which are composed of the following elements:
 - a. A student enrolling at midyear after successful completion of a half-year at another accredited secondary school will receive 25% for the partial winter trimester grade, 50% for the spring trimester grade, and 25% for the score received on the appropriate portion of the cumulative final examination.
 - b. A 7th- or 8th-grade student enrolling at midyear after successful completion of a half-year at another accredited secondary school will receive 33% for the partial winter trimester grade, and 66% for the spring trimester grade.
 - c. A student enrolling in the ninth through twelfth grades at the beginning of the winter trimester after successful completion of a trimester of work at another accredited secondary school will receive 33% for the winter trimester grade, 33% for the spring trimester grade, and 33% for the appropriate portion of the cumulative final examination.
 - d. A 7th- or 8th-grade student enrolling at the beginning of the winter trimester after successful completion of a trimester of work at another accredited secondary school will receive 50% for the winter trimester and 50% for the spring trimester (grade average).

Within the guidelines listed above, the teaching faculty at AIS-Salzburg is free to create individual, course-specific standards of assessment for the subjects they teach. Most teachers will determine a percentage weighting for written tests, quizzes, homework, research assignments, participation, etc., for each trimester. These determinations will be made clear to all students at the beginning of the school year when the classes first meet. All students receive course

outlines which include assessment procedures for the course. Parents may access this information by logging on to the PowerSchool® student information program with their valid password and login.

D. Final Examinations

Comprehensive final examinations must be passed with a minimum grade of 60% in all full-credit academic courses during the last week of the school year for students in the high-school section (grades 9-12) and additionally count as 25% of the cumulative year grade. This policy is designed to prepare students for the style of examination procedure common in most colleges and universities. Students in the junior-high section (grades 7-8) may have comprehensive exams each trimester but will not be required to take exams which cover all of the material given in an academic year. Junior-high students depart the school before the final examinations week begins. Failure to pass any final examination in a full-credit course will result in non-promotion to the next grade level or forfeit of the school diploma.

During the final examination period (end of May each year), earlier curfews and extra study periods are scheduled. Students may not check out from the school's care on the pre-exam weekend. It should also be noted that final examinations can be taken only on the scheduled date and time and that a student who misses an exam for any reason other than medical emergency as confirmed by a physician will receive a zero on that exam. All final examination scores are recorded on final transcripts for each school year.

E. Academic Credits

Academic credits are granted for successful completion of year-long, high-school courses (grades 9-12), and count towards the AIS-Salzburg diploma and university entrance requirements. A course that meets a minimum of four periods (or the equivalent) per week throughout the school year is worth one full credit. Courses which meet less than four periods per week will be assigned partial credit upon successful completion. Successful completion is defined as having earned a minimum average letter grade of D- or higher (60% or higher). Students in the seventh and eighth grade who successfully complete high-school-level courses may be awarded credit. Partial credit is granted only at midyear in the case of a student transferring to another school. Credit is not granted for incomplete trimesters due to departure or the dropping of a course.

Academic credit requirements:

1. successful completion of three trimesters with a grade average of 60% or higher
2. passing grade of 60% or higher on the final examination in the course
3. meeting attendance requirements for the course (80% attendance minimally throughout the year)

F. Grade Point Average (GPA)

Grade-point averages are calculated at each grading period and a cumulative average is calculated at the end of a completed school year. AIS-Salzburg utilizes a weighted grade-point average formula whereby individual grade points for particular classes are multiplied by the potential credit of the course and then summed up and divided by the sum of the potential credits. Grade-point averages are expressed in three decimal places and are truncated (not rounded up).

Grade-point averages expressed on the student's home page of the Powerschool® student information program are simple grade point averages and are not official. For promotion and graduation, AIS-Salzburg requires a minimum cumulative grade-point average of 1.500.

A cumulative grade-point average for a school year or total enrollment period can play a significant role in gaining admission to universities following graduation. Most universities and colleges in the United States, for example, require a minimum GPA of 2.500 for admissions consideration with the majority of GPAs below 3.000 being turned down. Further, class ranking in the senior year as well as honors are determined by cumulative grade-point average.

G. Promotion Requirements

1. All students must earn a cumulative grade-point average (GPA) of 1.500 for promotion and graduation.
2. All AIS-Salzburg students must meet the school's attendance requirements while enrolled.
3. All students must maintain a positive overall citizenship record while in attendance at AIS-Salzburg by receiving passing grades each year in Boarding Conduct.
4. No more than one full-credit course may be failed in a given year.
5. All students must meet the school's Healthy Lifestyle Requirement with a passing grade for the year.

H. Course-Load Requirements

1. All students at AIS-Salzburg except post-graduate students must be enrolled in at least 30 classroom periods per week each trimester.
2. All students enrolled at AIS-Salzburg in grades 9 through 12 must be enrolled in at least one course in English and two courses in foreign languages each trimester including German and either French or Spanish. Students in lower-level English assistance courses are exempt from the foreign-language requirement as they are required to participate in multiple courses in English language instruction. Students in grades 7 and 8 are required to participate in German as a foreign language unless exempted by multiple English-language courses in the English assistance program.
3. All students must be enrolled in one mathematics and one science course each trimester.
4. All students at AIS-Salzburg must be enrolled in two physical education courses each trimester

I. The American-High-School-Diploma Program (Advanced-Placement Emphasis)

This program of study is entirely college-preparatory and, when linked with Advanced Placement (AP) Examinations, can provide our students with an outstanding application to the more select and demanding colleges and universities in North America and around the world. In order for our diploma to gain a status of equivalency with many European secondary-school leaving certificates, it is necessary that a prescribed number of Advanced-Placement examinations be completed with acceptable scores (a minimum of 3 on the one-to-five scale) during enrollment at our school.

Within the AIS-Salzburg curriculum, students are provided with a rich program of study through all four of the high-school years with Advanced-Placement courses being required or available in all subject areas. It is highly recommended that all students take a range of Advanced-Placement Examinations for which they may be qualified. Aside from facilitating equivalency with international universities, AP credentials can be critical in attaining admission to the university of choice as well as providing excellent preparation for further studies.

At AIS-Salzburg, the following Advanced Placement (AP) courses are offered as year-long courses: AP Human Geography, AP German Language, AP French Language, AP Spanish Language, AP English Literature, AP English Language, AP European History, AP Chemistry, AP Calculus AB, AP Statistics, AP Biology, AP United States History, and AP Psychology. All of these courses follow approved curricular planning and necessarily prepare our students for success on the Advanced Placement Examinations offered each spring. An above-average score on AP Examinations may earn university credit for the student and/or gain the student advanced placement upon entering the university.

J. The Advanced-Placement Program (From: [AP Worldwide](#), published by the College Board)

The Advanced Placement (AP) Program, sponsored by the College Board, is an intensive program of over 30 university-level courses and examinations. The grades from these examinations were used by nearly 3,000 colleges and universities worldwide as one means of determining the academic qualifications of matriculating students.

The AP Program provides course descriptions and teaching materials as well as examinations bases on those descriptions. It does not, however, prescribe the textbook, schedule of lessons, or teaching techniques. The examination grade is sent to the colleges of the student's choice, which then grant credit, advanced placement, or both, depending on institutional policies.

Each AP offering is under the aegis of a developing committee made up of college faculty and AP teachers appointed by the College Board to overlapping, three-year terms. The course descriptions, reviewed and published biennially, are regularly distributed to participating schools and colleges and are available for purchase. Although they have been designed primarily for teachers, department heads, curriculum coordinators, the course descriptions can also serve as useful guides for students who wish to prepare for the examinations independently.

AP examinations are offered throughout the world each May. Most examinations last three hours; some are shorter. They are administered at participating schools. Except for Studio Art—which consists of a portfolio assessment—all the examinations contain a section that is free response (either essay or complex problem solving) and another section consisting of multiple-choice questions. The modern language examinations also contain a performance section that includes recording student responses on audio tape.

In June, the examinations—as well as portfolios in Studio Art—are graded by more than 3,400 college and secondary school teachers brought together especially for this purpose. The faculty consultants' judgements on the essay or problem-solving questions are combined with the results of scoring the multiple-choice questions, and the total raw scores are converted by the chief faculty consultants to the Program's five-point scale:

- 5 - extremely well qualified
- 4 - well qualified
- 3 - qualified
- 2 - possibly qualified
- 1 - no recommendation

Advanced Placement examinations administered outside the United States represent a volume that is growing at about 7 percent annually.

The College Board additionally offers the Advanced Placement International Diploma (APID) for overseas study. The APID is an option which will document mastery over a range of challenging academic subjects for students intending to enroll in a university outside the United States and Canada. The following are the criteria for awarding the Advanced Placement International Diploma:

1. The student's higher education plans include application to university outside the United States or Canada.
2. The student earns AP grades of 3 or higher on four full-year AP examinations (or the equivalent half-year courses) encompassing three of five academic areas. The distribution requirement within the five areas is: full-year examinations in two different languages from Area I; one examination from Area II or Area III; and one or more from any other Areas of the student's choice from which an examination has not already been selected.

AP Examination Areas:

- Area I: Languages: English Language, English Literature, French Language, German Language, Latin-Vergil, Latin Literature, Spanish Language, Spanish Literature, Italian Language and Culture, Japanese Language and Culture, Chinese Language and Culture
- Area II: Sciences: Biology, Chemistry, Physics B, Physics C Electricity & Magnetism*, Physics C Mechanics*, Environmental Science*
- Area III: Mathematics: Calculus AB, Calculus BC
- Area IV: History and Social Sciences: Government and Politics-Comparative*, Government and Politics-U.S.*, Macroeconomics*, Microeconomics*, European History, U.S. History, Psychology*, Human Geography*, World History
- Area V: Computer Science A*, Computer Science AB, History of Art, Studio Art, Music Theory

*Indicates those AP examinations that cover half-year college courses. These exams are given half the weight of exam results corresponding to full-year college courses.

AP International Recognition

Outside the U.S., universities in more than 55 countries recognize AP Exam scores for credit, advanced placement and/or in the admission process. Individual colleges and universities, not the College Board or the AP Program, set admission and AP recognition criteria for their respective programs. AP Exam performance is typically considered within the student's complete application. Because admission policies vary from school to school, interested students should contact the institution directly

for further information regarding application procedures and policies. Appropriate contact information and URLs are provided within the listings below.

The list below designates nations that recognize Advanced Placement credentials for university admission/equivalency of school-leaving certification:

- Africa: South Africa
- Americas: Argentina, Aruba, Barbados, Bolivia, Canada, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Honduras, Jamaica, Mexico, Netherlands Antilles, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, St. Maarten, St. Lucia, Trinidad and Tobago, Uruguay, Venezuela
- Asia & the Pacific: Australia, China, Korea, Thailand, Taiwan
- Europe: Austria, Belgium, Cyprus, Czech Republic, Denmark, France, Germany, Hungary, Ireland, Italy, Norway, Poland, Spain, Switzerland, The Netherlands, United Kingdom (includes England, Northern Ireland, Scotland, and Wales)
- Near East South Asia: Egypt, Israel, Lebanon, Pakistan, United Arab Emirates

Further, more specific information can be acquired from the Advanced Placement Website at the following URL:

<http://www.collegeboard.com/student/testing/ap/intad.html>

K. Grade-by-grade required course listing for AIS-Salzburg students in the standard diploma program

Grade 7 (age 12-13)

- Junior High English
- Junior High Science
- Prealgebra
- World Geography or World History (alternates each year)
- German
- Health and Studio Art
- Junior High Seminar
- Healthy Lifestyle Requirement

Grade 8 (age 13-14)

- Junior High English
- Junior High Science
- Algebra I
- World Geography or World History (alternates each year)
- German
- Health and Studio Art
- Junior High Seminar
- Healthy Lifestyle Requirement

Grade 9 (age 14-15)

- Introduction to English Composition and Literature
- Biology
- Geometry
- World Cultures
- German
- French or Spanish
- Elective
- 9/10 Seminar
- Healthy Lifestyle Requirement

Grade 10 (age 15-16)

American Literature
 Chemistry
 Algebra II
 United States History
 German
 French or Spanish
 Elective
 9/10 Seminar
 Healthy Lifestyle Requirement

Grade 11 (age 16-17)

World Literature
 Physics or AP Biology
 Precalculus or Advanced Mathematics
 AP Human Geography or AP American History
 German
 French or Spanish
 Elective or AP Psychology
 Junior Seminar
 Healthy Lifestyle Requirement

Grade 12 (age 17-18)

AP English Literature or Accelerated Composition
 AP Biology or Environmental Science
 AP Calculus AB or AP Statistics
 AP American History
 German
 French or Spanish
 Elective or AP Psychology
 Senior Seminar
 Healthy Lifestyle Requirement

L. Grade-by grade required course listing for AIS-Salzburg students in the English Assistance Program

For students whose English requires improvement before a college preparatory program or university studies can be mastered, AIS-Salzburg offers a wide variety of courses and schedules designed particularly to address these students' needs. Below are the typical English assistance progressions. Realize that variations of these schedules may well be required or recommended by the school administration.

Intermediate-Level English Assistance

Prealgebra or Algebra or Geometry
 JH Science
 World History
 Intermediate English A
 Intermediate English B
 Health and Elective
 Healthy Lifestyle Requirement
 English Assistance Seminar

Advanced-Level English Assistance

Geometry or Algebra II

Biology E
 American History
 Advanced English A
 Advanced English B
 German
 Elective
 Healthy Lifestyle Requirement
 9/10 Seminar

Accelerated-Level English Assistance

Precalculus or Advanced Mathematics
 United States History
 Accelerated Composition and Literature
 Accelerated Grammar and Reading
 German
 French or Spanish
 Elective
 Healthy Lifestyle Requirement
 Seminar

M. General Graduation Requirements of the AIS-Salzburg Diploma

1. All students must have completed 12 years of formal post-kindergarten education.
2. All students must have spent at least one full academic year at AIS-Salzburg.
3. All students must have achieved a minimum cumulative GPA of 1.500 (C- average or higher) during their period of enrollment at AIS-Salzburg from the ninth grade.
4. All students must earn a minimum of 25 credits. (One credit is granted for the successful completion of one full-year academic course which meets at least four hours weekly.) These credits must be earned in the following areas:

English	4 credits from 9th to 12th grade
Mathematics	3 credits from 9th to 12th grade including Geometry and Algebra II minimally
Science	3 credits from 9th to 12th grade including Biology and Chemistry minimally
Social Studies	3 credits from 9th to 12th grade including United States History or equivalent or higher-level course
Foreign Lang: German	3 credits from 9th to 12th grade or in combination with English Assistance credits
Foreign Lang: French or Spanish	3 credits from 9th to 12th grade or in combination with English Assistance credits
Electives	2 credits from 9th to 12th grade
Math/Science	1 credit in a course at least one level higher than the minimum required in either math or science
Healthy Lifestyle Requirement	2 credits from 9th to 12th grade (5 credits per year)
Other	At least 1 additional credit in any academic subject.

N. Individual Courses and Academic Credits

The following listing includes all courses offered at AIS-Salzburg and their academic credit value. Note that all courses are year-long and the academic credits listed below are assigned only after successful completion of each course.

<u>Subject Area</u>	<u>Course Name</u>	<u>Academic Credits</u>
English:	Introduction to Composition and Literature	
	American Literature	
	World Literature	
English Assistance:	AP English Literature	
	Intermediate English A	
	Intermediate English B	
	Advanced English A	
	Advanced English B	
	Accelerated Composition and Literature	
Mathematics:	Accelerated Reading and Grammar	
	Geometry	
	Algebra II	
	Precalculus	
	Advanced Mathematics	
	AP Statistics	
Science:	AP Calculus AB	
	Biology	
	Chemistry	
	Physics	
	Environmental Science	
	AP Chemistry	
Social Studies:	AP Biology	
	World Cultures	
	United States History	
	AP Human Geography	
	AP Psychology	
	AP American History	
Foreign Languages:	AP European History	
	German I	
	German II	
	German III	
	German IV (AP)	
	German V	
	German Literature and Composition	
	Advanced German Literature	
	French I	
	French II	
	French III	
	French IV (AP)	
	Spanish I	
	Spanish II	
	Spanish III	
Spanish IV (AP)		
Physical Education:	Physical Education (2 courses per week)	.50
	Health	.50
Electives:	Italian Language	
	Speech and Debate	.50
	Studio Art	
	Drama	.50
	AP Psychology	
Seminars:	All Seminars	0

O. Academic Calendar

The academic year at AIS-Salzburg is composed of three trimesters. At the end of each academic year, a one-week, final examination period is scheduled, establishing a total school-year calendar of 33 weeks of instruction between the beginning of September and June. AIS-Salzburg holds class on every weekday throughout the academic year except during schoolwide excursions. The school holds classes on Austrian, American, and international holidays which fall on weekdays (Mondays through Fridays). All students must depart AIS-Salzburg for three weeks for the winter holidays and for two weeks during the Spring Break in April. Grade reporting and the mailing of academic reports occur at the end of each trimester. Warning of poor academic standing (an average of below 70%) and statements of account are sent to parents at the midpoint of each trimester. Warning of poor academic standing may be sent to parents at anytime that the teaching faculty or administration feels it is necessary to do so. Parents can remain constantly informed of their children's' academic progress throughout the PowerSchool® student information system program which AIS-Salzburg utilizes. Checking your child's grades involves logging into the PowerSchool® website and utilizing the school-assigned login and password.

As the school year is concentrated, it is of critical importance that students maintain attendance at or above 80% in each class. No academic work can be made up for absences which are unexcused, such as early departure for vacation or late return from vacation periods.

P. Daily Schedules

Academic Schedule: *Monday, Tuesday, Thursday, Friday*

07:00 - 07:45	Breakfast
08:00 - 08:50	PERIOD 1
08:55 - 09:45	PERIOD 2
09:45 - 10:00	Break
10:00 - 10:50	PERIOD 3
10:55 - 11:45	PERIOD 4
11:45 - 12:20	Lunch
12:20 - 13:10	PERIOD 5
13:15 - 14:05	PERIOD 6
14:10 - 15:00	PERIOD 7
15:15 - 16:00	Faculty Office Hours (M, T, Th)
17:30 - 18:30	Curfew, Dinner
19:00 - 21:30	Evening Study Hall
21:30 - 21:45	Free time in dormitory
22:00/23:00	Lights out

Academic Schedule: *Wednesday*

07:00 - 07:45	Breakfast
07:45	Departure for Rif Sports Center
08:00 - 08:50	Physical Education Period One
08:55 - 09:45	Physical Education Period Two
10:15	Return to AIS-Salzburg
10:30 - 10:45	Seminar
10:50 - 11:45	PERIOD 1
11:45 - 12:20	Lunch
12:20 - 13:15	PERIOD 2
13:20 - 14:15	PERIOD 3
14:20 - 15:15	PERIOD 4
17:30 - 18:30	Curfew, Dinner
19:00 - 21:30	Evening Study Hall
21:30 - 21:45	Free time in dormitory
22:00/23:00	Lights out

Grade Reporting and Academic Standing

A. Reporting

Report cards are issued three times a year after the completion of each trimester. Students receive both a letter and percentage grade for work done in all credit-bearing classes. Following the spring trimester, report cards also include a final examination score and average grade for the entire course. All trimester, final examination, and year-end averages are included on official school transcripts.

A letter grade of "I" for "Incomplete" is used to indicate that the course work was not completed for a particular grading period due to illness or family emergency. All incomplete course work must be made up within two weeks following the end of the grading period. There are no exceptions to this rule and the administration will enter a permanent grade on transcripts after the two-week period has expired. Grades of "WF" (Withdrawn Failing) or "WP" (Withdrawn Passing) may be reported on transcripts if a student's schedule is changed after the add/drop period.

Report cards—as opposed to school transcripts—are not official school documents.

B. Transcripts

Transcripts of course work, grades, and credit earned are issued to all students who graduate or withdraw from the school upon notification from the AIS-Salzburg accounting office that the student's school account has been completely cleared. If transcripts are issued before the end of an ongoing school year, partial credit is granted only for completed trimesters at AIS-Salzburg in almost all cases. All requests for transcripts after graduation must be made in writing to the school office (fax and e-mail messages are acceptable).

By May 1, all seniors must present the AIS-Salzburg college-placement counselor with a list of colleges and universities to which final high school transcripts should be sent.

Students who join the AIS-Salzburg student body after having completed at least one school year at another accredited institution, must submit official transcripts of all courses completed and credit granted. AIS-Salzburg reserves the right to transfer credits from previous schools towards the AIS-Salzburg diploma based upon the number of instructional hours completed, curricular material covered, grades received, and status of previous school with regard to accreditation.

Official AIS-Salzburg student transcripts include the following information:

Student data: Name, address, birthdate, date of enrollment, date of withdrawal, dismissal, or graduation, and previous school
Enrolled courses at each grade level
Percentage and letter grade for each course each grading period including final examinations
Credit received in each course
Transferred credits and previous school in any high school grades completed elsewhere
Total credits earned by subject area
Attendance data
Official signature and stamp

C. Grade-Point Average (GPA) and Class Ranking

Ranking of students within their academic class at AIS-Salzburg is done only at the senior level. After all junior course grades are complete, the school administration ranks the senior class. This is done only for purposes of university admissions and determination of Valedictorian and Salutatorian honors. All rankings of students are based upon GPA earned at AIS-Salzburg only. Grades earned at a previous school are not considered. Seniors new to the school are ranked only after the completion of the Fall Trimester grades and GPA calculation. Salutatorian and Valedictorian honors are given only those students who have completed at least one school year at AIS-Salzburg.

D. Honor Roll

Honor-roll status is granted to individual students at the end of each trimester grading period. Honors are awarded based upon the following criteria:

Honor Roll with High Honors

Awarded to students who earn all As or all As with no more than one B for a specific grading period, in all credit-bearing courses.

Honor Roll

Awarded to students who earn all As and Bs for a specific grading period in credit-bearing courses.

Honor Roll with Honorable Mention

Awarded to students who earn all As and Bs with no more than one C for a specific grading period in all credit-bearing courses.

E. Academic Warning Notices

At mid-term each trimester, school policy dictates that warning notices be issued to all students earning below 70% in a credit-bearing course. These warning notices are to be found in the PowerSchool® student homepage and will provide commentary on the student's efforts from the particular faculty member. A program of remediation is required for all students receiving a warning notice and this remediation period is set by the instructor of the course. Parents are encouraged to contact the school should their child receive a warning notice in order to discuss the situation directly with an administrator or particular teacher.

Students receiving two warning notices are restricted to campus, are denied weekend checkout permission, laptop computers are confiscated, and may not participate in athletic events (although a coach does have the right to require that practices be attended regularly). Students receiving three or more warning notices are restricted to campus, laptop computers are confiscated, are denied weekend checkout permission, required to attend weekend study halls, and are not allowed to participate in athletics events or practices.

F. Remediation

Students working below potential (generally determined by a grade average below 70%) are considered to be in poor academic standing. One or more of the following steps will be taken to assist students in their efforts to improve their academic performance:

- a. regularly-scheduled teacher-assisted tutorials
- b. regularly-scheduled student-assisted tutorials
- c. supervised weekend study halls
- d. additional study time or assignments
- e. tracking of academic performance by a faculty member and resident staff

Remediation, as deemed most appropriate by the course instructor, is mandatory for the student. Should the remediation requirements not yield the desired improvement in academic standing or should the student ignore the requirements of the remediation plan, placement of the student on academic probation and/or disciplinary consequences may result.

G. Academic Probation

Should a student's academic performance fall seriously short of promotion and/or graduation requirements as indicated by trimester report cards or mid-term warning notices, the AIS-Salzburg administration and teaching faculty may place the student on academic probation. Academic probation should be considered a period of time within which the student must prove that they are capable of maintaining the high academic standards set before them at the school.

Academic probation terms specify the conditions of further enrollment and set academic goals which must be achieved by the end of the probation period if the student wishes to maintain enrollment.

Academic probation status is explained and defined by a notice which is signed by the school academic administration, the student's parents, and the student in difficulty. Generally, students will be placed on academic probation if (a) their GPA falls below 1.500 at the completion of a grading period or (b) they are failing or in danger of failing two or more full-credit academic courses. Students who fail to take advantage of remediation opportunities offered them are also likely to be placed on academic probation.

The term of academic probation will usually be from the date of signing until the end of the next formal grading point (mid-term or end-of-trimester). Academic probation will often include the following requirements to help students bring their grade averages up as quickly as possible:

- a. appropriate motivation and concern for academic work
- b. completion of all assignments during the probation period
- c. appropriate behavior and concern for the educational environment in the classroom
- d. additional study time on weekends
- e. suspended participation in competitive athletics
- f. restriction to campus
- g. suspension of weekend check-out permission
- h. mandatory attendance at all assigned tutorial sessions
- i. timely attendance in all courses unless excused by a school health official or family emergency
- j. confiscation of computer

At the end of the probation period, a meeting will take place involving the student's teachers, their resident assistant, and the administration. The subject of this meeting will be to determine whether (a) the student is to be taken off of academic probation due to appropriate improvement in their academic standing, (b) the student should remain on academic probation, or (c) the student should be asked to leave AIS-Salzburg after failing to meet the requirements of the probation status. In the last case, the administration of AIS-Salzburg will assist the student in finding a more appropriate academic setting for their continued education.

Academic Assistance and Guidance

A. College-Placement Counseling

The AIS-Salzburg college-placement counselor is responsible for assisting students in the college-selection and application process. During the junior year, formal counseling of individual students is carried out by the college-placement counselor. All students are responsible for meeting all deadlines for sending in applications, etc., as established by the institutions being applied to and the college-placement counselor at AIS-Salzburg.

The following is a general timetable for college-placement at AIS-Salzburg:

<i>Junior Year:</i>	
October	PSAT
January	SAT I testing at AIS-Salzburg (mandatory)
March	Meeting with college-placement counselor
May	SAT II testing at AIS-Salzburg (mandatory)
April/May	Registration for TOEFL examination
<i>Summer after Junior Year:</i>	
June, July	Visits to selected universities and colleges
<i>Senior Year:</i>	
September	Students return to AIS-Salzburg with applications
October	Visit to ECIS College Fair in Munich
October 15	All early-decision applications returned to college-placement counselor
November	SAT I testing at AIS-Salzburg (mandatory)
December 1	All applications with January 15 deadline to college-placement counselor
December	SAT II testing at AIS-Salzburg (mandatory)
January	SAT I or II (optional)
May	Advanced Placement Examinations
May 1	Addresses of colleges and universities for final transcripts to college-placement counselor

Although institutions of higher learning emphasize different qualifications, it is important to realize that almost all colleges and universities utilize the following order of priorities when making their acceptance decisions:

1. Course selection
2. GPA and class rank
3. SAT and AP scores
4. Letters of recommendation
5. Essay
6. Activity involvement
7. Minority status
8. Alumni connections
9. Geographical distribution

Students at AIS-Salzburg are encouraged to bear the above in mind throughout their high-school career in order to make their candidacy as attractive as possible to the appropriate institution.

B. Standardized Testing

AIS-Salzburg is a regional testing center offering several standardized tests each school year. Standardized testing is

mandatory for all high-school students. These tests represent an important part of both our evaluation program and the college application process. It should be noted that although tuition includes coverage of one standardized test and one Advanced-Placement examination per school year, many students will be taking several more (PSAT, SATI, SATII, TOEFL, AP). All of these exams beyond the first incur a surcharge. The College Counselor and the AP Coordinator at AIS-Salzburg organize and oversee all standardized testing at the school.

Registration for Advanced Placement Examinations occurs, with teacher consent, in early February. Students who register for an Advanced Placement Examination and do not write the examination will incur a penalty fee levied by AIS-Salzburg. This penalty is above and beyond the cost of the AP Examination itself and is meant both to discourage students from failing to sit examinations and compensate our office staff for their time and effort. The penalty for failing to sit an AP Examination is 100 euro and will be collected from the student's incidentals account by the school business office. All students should seek the advice of their AP course instructors or the College Counselor if they are uncertain about registering for a particular examination.

C. Faculty Office Hours

Faculty consultation hours are from 15:15 until 16:00 Mondays, Tuesday, and Thursdays except when a teacher has a commitment to a meeting called by the administration. Students who find it difficult to see a teacher during the scheduled office hours may arrange for an individual appointment. Students must approach the teaching faculty members in a timely way with requests for assistance, tutoring, the writing of recommendations, etc., and then meet their own obligations fully.

D. Student-Tutorial Service

The student-tutorial service consists of a small group of students, nominated for their outstanding academic record, who have the desire to assist their fellow students academically. Student tutors are available to the entire student body on a regular basis during afternoon hours, Sunday through Thursday following the Fall Trimester mid-term reporting. Students interested in becoming student tutors or assisting in the administration of the student-tutorial service should approach the faculty advisor or the school administration.

All AIS-Salzburg students may approach the student tutors for assistance and establish a scheduled tutorial session or sessions at any time throughout the school year. If a student has received a warning notice, or for any other reason has been given remediation, participation in the student-tutorial session may be required. In such cases, the student assigned to the student-led tutorials must be on time and demonstrate a cooperative attitude toward the student tutor. Should a student demonstrate a lack of willingness to cooperate with the student tutor or an inability to meet mandatory obligations in a timely manner, he or she may be dismissed from participation in the service and given disciplinary consequences.

E. Private Tutoring

At times, a teacher—with the approval of the headmaster—may recommend that a student receive private tutelage outside of the classroom hours. Written parental approval is required to withdraw from the students' account any charges incurred through employment of a private tutor. Parents and students should remember that arranging private tutoring should be considered only after all possibilities for in-school tutorial assistance have been attempted. Unless specifically approved by the school administration, private tutoring will not be granted promotion or graduation credit on a student's transcript. Students are not allowed to take private tutoring or a correspondence course in replacement of a mandatory course offered at AIS-Salzburg. Whenever possible, meetings with tutors must be on the school campus.

Attendance

It is expected that all students honor all of their responsibilities and obligations punctually and without fail. Attendance in classes, study periods, evening study hall, sports practices, transportation departures, activities, assemblies, and other commitments represent an important aspect of meeting one's responsibilities to others in the school community. Failure to report to required activities and events is a sign of immaturity and a lack of consideration for others and their contributions to the student's lives. As such, we require that all students be held accountable for their obligations and learn timeliness and punctuality in preparation for living in a larger community upon graduation.

A. General Attendance Policy

All students at AIS-Salzburg are expected to be present on the day classes begin, and to remain in school until vacation begins. The AIS-Salzburg administration, teaching faculty, and resident care staff believe that:

1. Students can only take advantage of the expertise, guidance, and resources which constitute formal education while physically present in school.
2. Academic success is directly related to high attendance rates.
3. Performance on exams, tests, and quizzes is a result of teacher/student interaction.
4. Regular attendance conveys respect for the instructor and his or her efforts on behalf of the student.
5. Individual responsibility toward one's education is exemplified—first and foremost—by regular attendance in all classes.

B. Attendance Definitions

Absence - Any time a student is not present during a class period, work assignment, detention hall, study hall, activity, sports team practice, or other required, scheduled event OR if a student is more than 10 minutes late.

Excused Absence - Anytime a student is not present during one of the above-mentioned class periods, activities, etc., and documentation justifying the absence is provided the administration.

An absence is excused by the AIS-Salzburg administration in cases of illness as reported by a school health official, physician, resident-care staff member or school administrator, or in cases of family emergency and medical appointments. All work done in class, homework, tests, quizzes, or other assignments missed due to an excused absence can and must be made up within a given period of time as required by the classroom teacher. It is the student's responsibility to speak with their teachers immediately after returning from an excused absence to learn what work should be made up. The teacher has the authority to decide by when all assignments, tests, quizzes, or other missed schoolwork is to be made up and after what point the grade reverts to a "0".

Unexcused Absence - Any time a student is not present during one of the above-mentioned class periods, activities, etc., and no documentation or administrative authorization is provided. The administration of AIS-Salzburg reserves the right to declare absences as unexcused. From the school's perspective, this means primarily that the course work, homework, tests, or quizzes missed during the absence cannot be made up. Teachers will enter a "0" for the percentile grade for any such academic assignment missed. Disciplinary consequences are given for all unexcused absences from class.

Tardy -Any time a student arrives late (by less than 10 minutes) to a class period, work assignment, detention hall, study hall, or other required activity or event.

Excused tardies require the same documentation as an excused absence. Without the appropriate documentation the tardy is unexcused. A total of three or more tardies during a particular academic period or other commitment is considered an unexcused absence and results in disciplinary consequences.

C. Attendance Requirements

All students at AIS-Salzburg must be in attendance in all credit-bearing courses at least 80% of the total scheduled instructional time each trimester. Students who are not in attendance at least 80% of the class time will not receive credit. Not receiving credit will necessarily affect promotion and reception of the school diploma.

Frequent tardiness and all unexcused absences are treated as disciplinary infractions. Students may be checked out from school only to be with their parents, close relatives, or guardians during non-academic hours and only after prior approval and written request have been received. The school reserves the right to deny any request for departures or late returns to or from the school which compromise instructional time and are not the result of a family emergency or medical treatment. Teachers at AIS-Salzburg are under no obligation to supply homework assignments, make-up tests, or tutorials to students who are unexcused from their courses.

D. Attendance Reporting

The teaching faculty members at AIS-Salzburg maintain daily attendance records which are passed on to the front office through the PowerSchool® student information program. Tardies are reported immediately to the administration for disciplinary consequences as are unexcused absences. Daily student attendance records are available to all students and parents through the student's PowerSchool® home page.

The parents of day students are required to call the school to report any absence. The resident-care staff and school nurse will report any absences which are excused for health, medical appointment, or activity-related reasons.

E. Extending Vacation Periods

AIS-Salzburg allows students to be with their families during school vacation periods and has concentrated the school calendar to allow a minimum of three months of vacation during the summer. Parents should not extend vacation periods before or after the official school holiday dates except for reasons of illness or family emergency (e.g. bereavement). Absences for any other reasons will not be excused by the school administration and missed instruction and school work cannot be made up.

Although students are generally willing to devote time to study during vacation periods, it is not possible for them to take advantage of the human resources, expertise, and guidance available in the classroom educational environment. Completing assignments is only one part of the education provided by our school, and it should not be forgotten that classmates and the environment contribute significantly to academic success and learning.

F. Physical Education Attendance Policy

All students at AIS-Salzburg must meet the school's physical education requirement of two hours class time per week during each trimester of enrollment. As a boarding school, we take our responsibilities concerning our student's health seriously and hold students accountable for their participation in physical education courses. Because most physical education courses are held on Wednesday mornings at the Salzburg University Sports Center, one absence is the equivalent of missing 9% of the class time in a given trimester; making it that much more important that all those who are able to participate do so and that non-participation be made up in order to earn credit in these required courses. All absences from physical education classes result in a deduction of health points which determine the Healthy Lifestyle Requirement grade on student transcripts.

All excused absences from physical education courses must be made up as soon as the student is physically capable of undertaking such exercise. Make-up exercise is organized by the resident staff and administration and take place either early in the morning (around 06:00 a.m.) or after academic courses in the afternoon (around 3:00 p.m.). Commitment to make-up physical education exercise is critical on the part of the student and disciplinary consequences will result should a student fail to meet this commitment. Failure to make up the minimum number of hours of physical education

missed during a trimester because of excused absences will result in a loss of credit and can endanger promotion and graduation. Unexcused absences from physical education courses result in a doubling of the make-up exercise time required, a significant deduction of health points, and additional disciplinary consequences.

G. Evening Study Hall Attendance Policy

All boarding students, including 5-day boarders are required to be in evening study hall each evening, Sunday through Thursday. All five-day boarders and full boarders returning from a weekend checkout must return to the school for evening study hall on Sunday evening no later than 18:45.

Students may not be signed out or checked out during the weekday evening study halls.

H. Athletics Participation Requirement

All non-senior students are required to participate in at least one team sport for one full season during the school year. All teams practice on a trimesterly schedule within the following calendar structure:

Fall Trimester:	Boys and/or Girls Volleyball Boys' Soccer (season)
Winter Trimester:	Boys' Basketball Girls' Basketball
Spring Trimester	Boys' Baseball Girls' Softball Tennis

Attendance at all practices is a requirement of athletic teams members and attendance is taken as with any other required commitment.

Excused absences from sports team practices due to health or injury must be documented by medical personnel and received by the office staff before the absence is excused. The school administration reserves the right to request a further examination or consultation with a local physician or medical official before waiving or postponing this requirement.

I. Consequences for Failure to Meet the School's Attendance Requirements in Academic Courses

Failure to meet one's attendance obligations in a timely manner are compiled and responded to on a trimesterly basis as follows:

First unexcused absence:	Loss of free time/campus restriction for one week Loss of weekend check-out permission Report to parents
Second unexcused absence:	Loss of free time/campus restriction for two weeks Loss of weekend check-out permission Discussion with the Headmaster Report to parents Reduction of grade average in the course missed by 5%
Third unexcused absence:	Loss of free time/campus restriction for one month Loss of weekend check-out permission Referral to the disciplinary committee for review and possible action Reporting to parents Reduction of grade average in the course missed by 10%

J. Consequences for Failure to Meet the School's Attendance Requirements in Non-Academic Obligations (Including weekend activities for boarding students)

First unexcused absence:	Loss of free time/campus restriction for one week Loss of weekend check-out permission for one month Two hours of exercise during the one-week campus restriction Boarding conduct grade reduction
Second unexcused absence:	Loss of free time/campus restriction for two weeks Loss of weekend check-out permission for two months Three hours of exercise per week during the two-week restriction Boarding conduct grade reduction
Third unexcused absence:	Loss of free time/campus restriction for one month Loss of weekend check-out permission for three months Reporting to parents Four hours of exercise per week during the restriction Boarding conduct grade reduction

Important note: Three tardies are the equivalent of one unexcused absence for all commitments and responsibilities.

K. Attendance and Preparation for Examinations

All students at AIS-Salzburg who are enrolled in the high-school grades can expect a heavy load of in-school and standardized examinations in May of each year. The school does not allow students to miss elective courses, physical education courses, or other obligations in an effort to "cram" for such examinations. Students are excused only from courses and commitments which fall during the time period the examination is being taken. These are excused absences. Parents and students should be aware that success on final examinations, AP examinations, and other such tests is rarely achieved by last-minute study, but by consistent and persistent effort throughout the school year. Requests for an excused absence from other classes and commitments will not be honored.

L. Headmaster's Holiday

The Headmaster of the school reserves the right to declare a "Headmaster's Holiday", cancelling all classes, sports practices, and other required activity without prior notice to the faculty and students. When classes resume after the Holiday, students will be expected to appear in class with the work completed that was due the prior day. Students are not expected to have prepared any additional assignments. All work originally scheduled for the day following the holiday should be moved. Even a class that would not have met on the Holiday should expect a night off from homework. So, if classes on a Thursday are cancelled, students are expected to prepare only work due Thursday—not work due Friday for a class that does not normally meet on Thursdays. Restrictions for unacceptable behaviors remain in place during a "Headmaster's Holiday."

Study Habits and Academic Preparedness

A. General Academic Preparedness

AIS-Salzburg is a college-preparatory school and classes are taught at a level which demands extensive homework and preparation on the part of the students. Depending upon grade level and course load, the time required nightly for homework, reading, and study is between two and four hours. This estimate is influenced by the scheduling of major exams and due dates for term and research papers. **All students are reminded that not only specific written homework assignments are to be completed during evening study hall, but that the reviewing and revising of notes, rereading of previous material for increased comprehension, or working ahead in a subject are also appropriate activities during this time and required for adequate preparedness in class.**

B. Evening Study Hall

Mandatory study halls are held Sundays through Thursdays from 19:00 to 21:30 (19:00-20:30 for boarding 7th and 8th graders). Students often discover that they need more time to study than the time allotted in the evening study hall and adjust their afternoon and weekend free time accordingly on an independent basis. The following study-hall expectations are in effect each evening, the violation of which will result in the noted consequences:

1. All students must report to their dormitory floor at 18:45
Violation consequence: 1 point reduction in boarding conduct grade
2. All internet-accessible devices are deposited with the resident staff by 18:45
Violation consequence: Confiscation for one week
2. All students are seated at their desk at 19:00
Violation consequence: Tardy marked and 1 point reduction in boarding conduct grade
3. All students have their agenda book on their desk at 19:00
Violation consequence: 3 point reduction
4. No electronic devices (other than approved calculators/translators) are permitted during evening study hall
Violation consequence: 2 point reduction and confiscation for one week
5. All dormitory room doors must remain open, students may not move about the building unless requested to do so by the resident staff, and behavior remains appropriate throughout the evening study hall period.
Violation consequence: Appropriate point reduction and possible removal from the dormitory floor

Should a student be removed from his or her dormitory room during evening study hall due to inappropriate behavior or disruption of the study environment, the resident staff may assign the student to a supervised evening study hall for a period deemed necessary and appropriate.

C. Study Halls During the Academic Day (Study Hall Period)

Some students may have one period during the seven-period academic day devoted to structured study under the supervision of a faculty member. During these study hall periods, the following guidelines must be respected:

1. Students must respect the rights of all other students to use the time for individual study and preparation.
2. Group study is not allowed.
3. No electronic listening devices, computers, or cellular telephones may be brought or used during the study hall period.
4. No food or drink is allowed in the study hall classroom.
5. All other general classroom expectations are in effect during study hall period.

D. Extended Study Halls

Students who are doing poorly academically, on academic probation, often tardy to class, or misusing structured study time may be assigned to supervised weekend study halls on Saturdays and/or Sunday mornings. All expectations required of the students participating in study halls during the academic day are in effect in extended study hall periods on weekends.

General Academic Expectations

A. Assignment Completion

Failure to turn in assignments on time and of a satisfactory standard is viewed as a disciplinary infraction at AIS-Salzburg. Whenever a student reports to class without the required assignment and without reasonable explanation, the faculty member will notify the administration through a PowerSchool log. The administration will then assign the student to one hour of afternoon detention and campus restriction per non-completed assignment. When a student receives disciplinary consequences due to non-completion of assignments, parents will be notified through the Teacher Comment area of the PowerSchool information system.

The copying of homework done by another student and submitted as their own will result in disciplinary consequences. (See the Academic Integrity section of this Handbook.)

If a student has difficulty understanding an assignment, they should ask the appropriate teacher before the evening study hall begins if possible. If a student experiences difficulties finishing homework assignments on a regular basis, the student's dorm parent, teacher of the subject, and student should meet to review the situation. The parents will be informed of any decisions taken during such a conference. All full-time faculty members are available for consultation between 15:15 until 16:00, Mondays, Tuesdays, and Thursdays.

B. Daily Preparedness

All students are required—on a daily basis—to meet each class fully prepared and motivated to participate in the program of learning provided by the teacher and curriculum. This includes arriving with all necessary materialism agenda books, textbooks for the course and with all assignments complete and up-to-date as directed by the teacher. All students must demonstrate a high level of motivation and concentration and maintain appropriate decorum during class time in order to gain the full benefit of the education being offered.

C. Student Agenda Book

At the beginning of the school year, all students are issued a student agenda book which must be brought to each and every class during the academic day throughout the school year and made available for the resident-care staff to check during each and every evening study hall or other study periods. Students are responsible for assuming the cost of a lost agenda book.

D. Supplies and Textbooks

During the first week of the school year, all students are informed of which textbooks and supplies are to be purchased for their courses. All such materials should be appropriately marked with the owner's name. As these texts are the property of the students, it is expected that they take care of them and have them available at all appropriate times during the school year. Should a student report that they have lost their textbook, they will be required to purchase a replacement immediately in order to maintain their preparedness for class.

E. Schoolwide Classroom Expectations

1. Students are prohibited from using any electronic listening devices—including cellular telephones—during class time. Failure to heed this policy will result in confiscation of the electronic device and disciplinary consequences.
2. Unless specifically requested by a faculty member, students should not bring computers or other electronic devices into the classroom during the academic day.
3. No food or drink (including gum) is allowed in the classrooms at any time.
4. Student dress and style must be within the limitations of the AIS-Salzburg dress code.
5. Students are not allowed to leave class to fetch materials or to use the restroom.
6. Students must arrive to the classroom prepared and on time and depart after the faculty member has dismissed the class.
7. Students must always respect the rights of classmates in the classroom, respect the right of the faculty member to establish further expectations which are directly related to the better instruction of their subject, and display interest in their personal development and enrichment.

Students who repeatedly need to be reminded of the above-mentioned expectations will face strong consequences—including suspension from the class—as their behavior compromises the learning of others and displays disrespect and immaturity. Students who cannot maintain appropriate classroom decorum will not be allowed to maintain enrollment at AIS-Salzburg.

F. English Only During Academic Hours

The school requires that all students adhere to a policy in which English is the language of communication, discussion, and instruction during the academic periods. Students should not use other languages during the academic periods in the classrooms and will be warned if they do so. At times, speaking with another student in a language other than English can be a violation of the school's academic integrity policy. As an American college-preparatory school, we would like to use every opportunity for the advancement of our student's English proficiency and maintain a common ground for discussion and interaction during the formal class periods.

Students in foreign language courses (German, Spanish, French), should speak either in the language being learned or in English. The teacher of the course may determine specific policies regarding this.

G. Emergency Building Evacuation Drills During Academic Classes

Emergency building evacuation drills are periodically held during academic and non-academic hours. When the alarm sounds, students and adults should leave the building as quickly as possible maintaining order and cooperation. The faculty members, resident-care staff members, and the school administration will review fire-drill procedures in all classes and inform the students of assembly points, attendance check procedures, etc.

H. Expectations During Physical Education Classes

Although physical education requires a different setting than most courses, many of the above-mentioned expectations remain in effect. Students are to be appropriately dressed, on time, and participate fully in accordance with the directives of the physical-education instructor. As many physical education courses are not held on campus, AIS-Salzburg students are expected to represent the school and its ideals through their behavior and consideration of property use at all times.

Attendance in physical education each trimester at AIS-Salzburg is required of all students. Since most physical education courses are held on Wednesday mornings, it is of critical importance that students do not miss these classes for unfounded reasons.

Students receive grades for physical education courses and these grades, combined with the health course required of all new students equals the school's credit requirement in physical education. Any student failing a trimester of physical education will be required to make up the grade in order to meet promotion and graduation requirements.

I. Grading Expectations for Physical Education Courses

Two physical education courses are held each Wednesday morning and participation and successful completion is required of all students enrolled at the school. The grading for physical education courses is built into the more comprehensive Healthy Lifestyle Requirement and relies upon health points which are earned provided the student is appropriately dressed, participates fully, and is cooperative with the teacher of the course throughout the period. Meeting these requirements fully earns the student 20 points per period. The total number of health points required in a trimester determine the total points possible to earn and the student's grade average in physical education.

Grading Scale and Explanation:

Participates fully, wearing school uniform, and completely cooperation	15-20 health points
High level of participation, wearing school uniform, and cooperation	10-14 health points
Moderately participatory, wearing school uniform, and mostly cooperative	5-9 health points
Occasionally non-participatory, wearing school uniform, and occasionally uncooperative	1-4 health points
Non-participatory, not in school uniform, uncooperative, uninterested	0 health points

J. Healthy Lifestyle Requirement and Health Points

The staff and administration of the American International School-Salzburg believe that a student cannot be successful academically or socially unless they are physically fit and enjoy the benefits of living a healthy lifestyle. Exercise, plenty of sleep, a nutritious diet, and avoiding unhealthy habits will contribute to higher grades, better concentration, improved focus, and the energy to pursue valuable goals with vigor. Developing healthy lifestyle choices and habits is a valuable life skill and pertinent not only to the time one may be enrolled in a boarding school but significantly influence one's future happiness and well-being. One way of ensuring that AIS-Salzburg students develop these healthy habits is through our Healthy Lifestyle Requirement based upon the earning of health points.

Health points are utilized to determine if a student is meeting the school's Healthy Lifestyle Requirement each trimester of enrollment. The Healthy Lifestyle Requirement demands that all full-boarding student earn 60 health points each week. 5-day boarders must earn 50 health points per week. Day students are required to earn 40 health points each week. Points are earned weekly according to the following scale:

Physical education course no. 1	0-20 points
Physical education course no. 2	0-20 points
One scheduled sports team practice during a given week	0-5 points
Get Fit! exercise program (one morning or afternoon for one hour)	0-5 points
Weekend active activity requirement	0-5 points
Attend and consume a nutritious breakfast daily (per week)	5 points
Participation in one AIS-Salzburg active activity	0-15 points
Participation on the menu committee for one week	2 points
No lights out or room tidiness violations in a week	5 points
No lights out violations in a trimester	25 points
No room tidiness violations in a trimester	25 points
No dress code violations in a trimester	25 points

Health points are deducted from a student's total for unhealthy choices and poor health-related decisions as follows:

1st tobacco policy violation	50-150 points deduction
2nd tobacco policy violation	150-250 points deduction
3rd tobacco policy violation	300 points deduction
Alcohol policy violation	300 points deduction
Failure to attend scheduled activity	10 points deduction

Falling asleep in class	10 points deduction
Lights out violation	10 points deduction
Room tidiness violation	10 points deduction
1st dress code violation	20 points deduction
2nd dress code violation	30 points deduction
3rd dress code violation	50 points deduction
Infirmary policies violation	50 points deduction
Empty calorie deduction*	10 points deducted

Students who do not meet their health points requirement by Monday morning of each week will be required to make up the difference within the Get Fit! program before the following Monday as well as meet the health points requirement for the new week.

* The "Empty Calorie Deduction" is made for consumption of snacks, drinks, and other items which are high in sugar, polyunsaturated fats, salt, and caffeine content but contain little nutritious value. The staff, faculty, and administration reserve the right to determine when a student's consumption of such items constitutes an unhealthy habit with a resulting deduction in health points.

K. Healthy Lifestyle Requirement Grading (Per Trimester)

The Healthy Lifestyle Requirement appears as a course in all students' schedules each trimester and is given a weekly grade which is based upon the health point requirements. The grade recorded in the PowerSchool® student information program is a percentage of health points earned divided by the number of health points required. These individual weekly grades are averaged for the final trimester term grade which is recorded on report cards and transcripts. Note that Healthy Lifestyle Requirement grades, like any other in credit-bearing courses, count towards a student's grade-point average, promotion and graduation requirements, honor roll, and class rankings.

Students who fail to pass the Healthy Lifestyle Requirement must make up the points missed during the following trimester on top of the points required for the new trimester. Should a student fail to meet the Healthy Lifestyle Requirement during the Spring Trimester, the student will need to make up the health points the next fall. All Healthy Lifestyle Requirement grades are registered on the student's transcripts and become a permanent part of the student's academic record. Promotion and graduation are risked when this requirement is not met fully.

L. Expulsion from Class

Should a student's behavior, attitude, or action undermine or compromise a positive educational environment in the classroom, a faculty member may expel the student from the class. Any student expelled from class will be given immediate disciplinary consequences, have their free time restricted, and conference with the Headmaster. A student expelled from class will not be allowed to return until written application has been received and accepted by the appropriate faculty member from both the student and the parents. Parents will be informed immediately of all classroom expulsions. Such behavior is viewed seriously at AIS-Salzburg and is not tolerated because it demonstrates insubordination, lack of respect, and failure to take one's own and other students' educational endeavors seriously.

Student Organizations

A. AIS-Salzburg Student Council

During each school year the AIS-Salzburg student body is represented by a group of students who are elected to the school's student council. The President and Vice-President are elected to their positions in May of the school year preceding their year in office. Elections for all other positions on the council are held in the Fall. All actions and organizational structure of the AIS-Salzburg Student Council is governed by the AIS-Salzburg Student Council Constitution.

The American International School-Salzburg

Student Council Constitution

ARTICLE I

Name

The name of the organization hereby constituted is the American International School-Salzburg Student Council, hereafter referred to as the AIS-Salzburg Student Council.

ARTICLE II

Purpose

The purpose of the AIS-Salzburg Student Council is to

1. foster a spirit of cooperation between the students and staff members of AIS-Salzburg
2. improve the variety of school programs and the general quality of student life
3. coordinate and lead student activities
4. improve school spirit while promoting good citizenship and leadership

ARTICLE III

Powers and Duties of the AIS-Salzburg Student Council

Since the Headmaster is directly responsible for the welfare of the school and its inhabitants, it is expressly understood that powers herein delegated to the AIS-Salzburg Student Council by the student body electorate are in the whole subject to the advice and consent of the Headmaster or designee.

The AIS-Salzburg Student Council shall have the following powers and duties:

1. To maintain two-way communication between the AIS-Salzburg Student Council and the school administration and to present requests, opinions, and information to the school administration in a timely way.
2. The AIS-Salzburg Student Council will maintain and carry out regularly-scheduled meetings and conduct business within the parameters described in this constitution.
3. Establish and maintain a schedule of regular meetings of the AIS-Salzburg Student Council in cooperation and communication with the AIS-Salzburg Student Council sponsor and Head of Student Life; establish and maintain a schedule of Student Lounge use, supervision, and cleanup in communication and cooperation with the Head of Student Life; and establish and maintain a record of income and expenses throughout the school year which is regularly confirmed and checked by the Headmaster.
4. The AIS-Salzburg Student Council has the authority to raise and expend funds to sponsor activities provided the means of raising funds is approved by the Headmaster. All financial transactions must be recorded and maintained by the Treasurer of the AIS-Salzburg Student Council.
5. All members of the AIS-Salzburg Student Council have the right to vote in all schoolwide elections as well as internal AIS-Salzburg Student Council elections and votes.
6. The AIS-Salzburg Student Council will maintain a record of its meetings and actions through the publishing of its minutes on a regular basis through the office of Secretary.
7. The AIS-Salzburg Student Council may communicate officially with the AIS-Salzburg student body through utilization of bulletins, postings, announcements, etc., provided these are approved by the Headmaster or a designee.

8. The AIS-Salzburg Student Council shall be granted the power to expel members, call elections to replace new members through election, and delegate responsibilities to particular members provided these actions are in agreement with this constitution.

9. The AIS-Salzburg Student Council will submit an annual report and financial declaration at the end of each school year to the Headmaster.

10. The AIS-Salzburg Student Council will have the freedom to establish standing, regular and ad-hoc committees as required.

11. The AIS-Salzburg Student Council shall have the authority to recommend amendments to this constitution for approval by the Headmaster.

ARTICLE IV

Composition and Membership

The AIS-Salzburg Student Council shall be composed of four elected executive officers: a President of the Student Council; Vice-President; Treasurer; and Secretary. Additionally, the AIS-Salzburg Student Council shall be composed of six elected representatives and all enrolled students at AIS-Salzburg who receive a minimum of 50% financial assistance. One of the six (6) representatives of the student council must be enrolled in grade 7 or 8 and is to be considered a Junior-High Representative. One of the six (6) representatives must be a day student at AIS-Salzburg and is to be considered a Day-Student Representative.

All members of the AIS-Salzburg Student Council retain their membership throughout the school year in which they were elected provided they maintain acceptable academic and social standing, abide by the expectations found in the AIS-Salzburg Parent and Student Handbook for the relevant school year, and maintain compliance with the following membership requirements:

1. All members of the AIS-Salzburg Student Council must maintain a cumulative grade-point average of 2.000 minimally during their tenure.
2. The President of the Student Council must be a senior (12th grade) during the school year in which they serve.
3. The Vice-President of the AIS-Salzburg Student Council must be either a junior (11th grade), senior (12th grade), or post-graduate (13th grade) during the school year in which they serve.
4. The Secretary and Treasurer must be a high school student (9th, 10th, 11th, 12th grade or post-graduate) during the school year in which they serve.
5. Representatives and students receiving financial assistance may be of any grade level in AIS-Salzburg.

ARTICLE V

Elections

The members of the AIS-Salzburg Student Council shall be elected by ballot by the entire AIS-Salzburg student body for the term of one school year.

Calendar of Elections

Elections for determination of the following years' Student Council President and Vice-President shall take place during the second half of the Spring Trimester of the year prior to taking office. Candidates for these two positions must have been active members of the AIS-Salzburg Student Council for at least one school year. Elections for all other AIS-Salzburg Student Council positions shall take place on the last Thursday in September each year.

Election Procedures

1. An AIS-Salzburg Student Council Elections Committee shall be established and be responsible for all election procedures.
2. All candidates for any position in the AIS-Salzburg Student Council will receive an outline of the duties and responsibilities of the position for which they wish to run from the Elections Committee. In signing this outline and returning it to the President of the Student Council, potential candidates will signal their interest in running for the position.
3. All candidates for any position in the AIS-Salzburg Student Council who have submitted a signed outline will be screened by the Elections Committee for compliance with all membership requirements. A list of candidates will be presented to the Headmaster at least one week (7 days) before the election day to be placed on the final ballot.
4. All candidates for any position in the AIS-Salzburg Student Council will be given the opportunity to speak to the AIS-

Salzburg student body in an assembly to be held once the final ballot is established.

5. All other election procedures, including campaigning, will be carried out with the cooperation and agreement of the Headmaster or designee.
6. Violation of any of the election and campaigning parameters established by the present AIS-Salzburg Student Council Executive Officers or the Headmaster will disqualify the candidate and result in removal from the ballot.
7. Voting shall be done through a secret ballot and votes will be tabulated no later than one day after the end of the election in the presence of the Headmaster, Dean of Students, Head of Resident Life, Student Council Sponsor, and AIS-Salzburg Student Council Executive Officers.

ARTICLE VI Duties and Responsibilities

All AIS-Salzburg Student Council Members are responsible for maintaining and striving towards the purpose outlined in Article II of this Constitution.

Duties of the Student Council President

1. Preside over all AIS-Salzburg Student Council regular and ad hoc meetings
2. Call for ad hoc meetings of the AIS-Salzburg Student Council when necessary
3. Appoint all regular and ad hoc committee members
4. Chair the Elections Committee
5. Represent the AIS-Salzburg Student Council and student body at all schoolwide meetings and events
6. Maintain regular contact with all committees to determine whether they are completing tasks in a timely manner
7. Be the liaison between the AIS-Salzburg Student Council and the administration, staff, and local community
8. Maintain close and regular contact with the Student Council advisor and Head of Student Life
9. Prepare agendas for all AIS-Salzburg Student Council meetings
10. Cast a decisive vote should any call for a vote result in a tie in internal AIS-Salzburg Student Council proceedings.

Duties of the Student Council Vice President

1. Provide assistance to the Student Council President at all times
2. Represent the Student Council President and AIS-Salzburg Student Council whenever the Student Council President is unable to carry out their duties
3. Chair at least one regular and one ad hoc committee

Duties of the Student Council Secretary

1. Record all meetings in the form of minutes and distribute these at the start of each meeting of the AIS-Salzburg Student Council to all members, the Student Council Advisor, and the Headmaster
2. Collate all annual minutes to be deposited at the end of the school year with the Headmaster
3. Maintain records of attendance at all AIS-Salzburg Student Council meetings
4. Handle all incoming and outgoing communication
5. Maintain and update the AIS-Salzburg Student Council bulletin board
6. Serve as a member of at least one regular and one ad hoc committee

Duties of the Student Council Treasurer

1. Maintain accurate records of all fund-raising, expenditures, and all other financial transactions of the AIS-Salzburg Student Council
2. Guarantee that all financial transactions of the AIS-Salzburg Student Council are directly in support of the purpose of the AIS-Salzburg Student Council as outlined in Article II
3. Guarantee that no expenditures are made without express consent (by vote) of the AIS-Salzburg Student Council
4. Oversee the collection of all funds, providing proper receipts when necessary, and maintaining accurate records in a ledger
5. All funds and receipts are to be maintained by the Treasurer in a safe box in the school office.
6. Report on the financial standing of the AIS-Salzburg Student Council at each regular meeting
7. Maintain original or copies of receipts in a ledger or notebook
8. Advise the council when decisions involving fund-raising or expenditures are raised
9. Serve as a member of at least one regular and one ad hoc committee

10. Prepare a written balance sheet of accounting at the end of the school year and present this, along with remaining funds, to the Headmaster for safekeeping over the summer

ARTICLE VII Committees

The following regular committees shall be appointed each school year:

- Elections
- Candy Grams
- Student Activities
- New Student Orientation
- Jamboree

Membership in these committees is restricted to AIS-Salzburg Student Council members although students who are not members can be invited to committee meetings for information and expertise although denied the right to vote in the committee.

ARTICLE VIII Meetings

Regular meetings of the AIS-Salzburg Student Council shall be biweekly and take place on the first and third Wednesday of each month. A minimum of two meetings will be held each month of the school year.

General Requirements

1. All meetings of the AIS-Salzburg Student Council shall be chaired by the Student Council President. In the event of their absence, the Student Council Vice President shall preside.
2. All meetings will be called to order by the Student Council President and then proceed to the presentation of the minutes from the most-recently held meeting followed by a Treasurer's report. The Student Council President shall present a copy of the agenda for each regular meeting to all members present and proceed through the business of the AIS-Salzburg Student Council in accordance to this agenda.
3. The Executive Officers will guarantee that each individual member is granted the right to speak and express their opinion equally with all other members.
4. All members of the AIS-Salzburg Student Council shall have one vote on all resolutions.
5. In the case of a tie, the vote of the Student Council President shall break the tie.
6. A majority of the AIS-Salzburg Student Council including at least two Executive Officers shall constitute a quorum.

Attendance Policy

1. Each member will have one unexcused absence from AIS-Salzburg Student Council regular or ad hoc meetings per academic trimester. On the second unexcused absence, the member will be removed and replaced for the rest of the school year by special election. A member removed from the AIS-Salzburg Student Council for lack of attendance may appeal to the Student Council Advisor and Head of Student Life in writing.
2. All AIS-Salzburg Student Council members may be excused in their absence from a regular or ad hoc meetings due to athletics or other school-sponsored event participation or illness as confirmed by the Student Council Advisor. Other absences from meetings constitute unexcused absences and can only be lifted through appeal to the Student Council President and Headmaster.
3. The Student Council President has the right to deny entrance to and participation in an AIS-Salzburg Student Council meeting should a member be more than ten (10) minutes late.

ARTICLE IX Conduct Policy

The Student Council Advisor and the Head of Student Life shall rule concerning continued membership within the AIS-Salzburg Student Council when the following violations are alleged:

1. Failure to attend regularly as defined in Article VIII
2. Failure to perform assigned tasks or duties.
3. Conduct unbecoming a school leader as indicated by violation of the expectations found within the AIS-Salzburg

Parent and Student Handbook

4. Violations of election and campaign requirements or guidelines as established by the Elections Committee. Appeals to the ruling of the Student Council Advisor and Head of Student Life can be made formally in writing to the Headmaster.

ARTICLE X
Initiative, Impeachment, Resignation

Initiative

Following the reception by the Student Council President of a petition in which one-third (1/3) of the AIS-Salzburg Student Council members or ten (10) percent of the student body have signed, the AIS-Salzburg Student Council shall take immediate action on the matter presented in the petition.

Impeachment

An Executive Officer may be removed from office upon petition by at least a two-thirds (2/3) majority of the AIS-Salzburg Student Council members. This petition must be presented to the Student Council Advisor and Head of Student Life. An ad hoc impeachment committee will then be organized to coordinate impeachment proceedings. All officers thus impeached must be given the chance to speak to the AIS-Salzburg Student Council and defend their position as they see fit. Removal from office shall require a three-quarters majority vote of all AIS-Salzburg Student Council members. An officer thus impeached remains a member of the AIS-Salzburg Student Council. The Elections Committee shall then determine the proceedings of a new election for the open office. Present AIS-Salzburg Student Council members are prohibited from running for the open position.

Resignation

A member of the AIS-Salzburg Student Council may resign their membership only with consent of the Headmaster and the Head of Student Life. A letter of resignation giving specific reasons for the action must be presented to the Headmaster and Head of Student Life. Should the resignation of an AIS-Salzburg Student Council member be accepted, that person is excluded from all future AIS-Salzburg Student Council membership for the length of enrollment at AIS-Salzburg.

ARTICLE XI
Ratification

Ratification of this Constitution requires the written approval of the Headmaster, Dean of Students, Head of Student Life, and Student Council Advisor.

ARTICLE XII
Amendment

Any proposal to amend this Constitution must be presented to the Headmaster with the signatures of at least three-quarters of the AIS-Salzburg Student Council. An amendment is approved only with the agreement and signature of the Headmaster, Dean of Students, Head of Student Life, and Student Council Advisor.

All students in the AIS-Salzburg community are eligible to run for student council offices. Positions include activities coordinator, sports coordinator, secretary, representatives for each of the four high school classes (9-12), a junior-high representative, and dormitory floor representatives. Duty descriptions and expectations of these offices are given to prospective students early in the fall. The student council sponsors many activities during the course of the school year, including dances, prom, fund-raising drives, community services, etc.

The four officers of the student council are also full members of the school disciplinary committee and contribute to the committee's considerations and investigations.

B. AIS-Salzburg Chapter of the National Honor Society

The NHS is a group of students who are nominated by a faculty council based upon their excellence in character, scholarship, leadership, and service to the community. Candidates are inducted into the society each fall and spring at special induction ceremonies. Members of the National Honor Society participate in projects that improve the AIS-Salzburg community. In order to be eligible for membership in the school chapter of the NHS, a student must have a

GPA of 3.0, have successfully completed or be currently enrolled in the courses listed below, or be enrolled in higher level courses in the same subject areas.

English	English 10 or Advanced English
Social Studies	United States History
Mathematics	Algebra II
Science	Chemistry
Foreign Language	2 years

Inquiries concerning the AIS-Salzburg chapter of the National Honor Society should be directed to the faculty sponsor.

Every member of the AIS-Salzburg chapter of the National Honor Society is expected to maintain consistently high standards in the areas of scholarship, character, and service. Any member whose personal conduct is questionable in accordance with the school's accepted norms of student behavior may be dismissed from the National Honor Society by the faculty council.

Further Academic Program Information

A. Personal Computers and Internet-Compatible Devices

Many assignments given by the teaching faculty must be typewritten or printed, especially in required courses for tenth-, eleventh-, and twelfth-graders. It is therefore suggested that all students have either a personal computer or plan on utilizing the school computer lab during the school year. All students should make themselves fully aware of the assignment requirements as stipulated by the faculty member (font size, font, line spacing, margins, etc.), as failure to do so may result in a lower grade.

B. Computer and Internet-Compatible Device Use Policy

The resident staff, faculty, and administration of AIS-Salzburg recognizes that computers and related technologies promote learning and problem-solving, provide access to information and enhance personal productivity. AIS-Salzburg provides access to a computer network on campus and to the Internet. The focus must be on what is best for students and how best to meet the students' educational needs. The school community believes that every student and teacher should develop facility in the use of this tool and an appreciation of the legal and ethical responsibilities in its use.

Uses of technology/electronic media at the American International School-Salzburg will include, but not be limited to, the following:

1. Promoting schoolwide educational goals for student learning.
2. Managing instructional programs involving maintenance of test scores, grades and other data used in evaluating instruction and student progress.
3. Teaching technology skills and/or concepts.
4. Conducting research.
5. Communicating within and outside the school community.

The school's administration, faculty, and staff have developed regulations governing the use of electronic media. These include:

The understanding that all students are allowed to utilize the school's intranet and Internet access system for educational purposes, personal communication, discovery, and research. Further, students must understand that communicating on the school's system is similar to any other interactive communication within the school and that all students are responsible for what is written or said.

Students must understand that they are personally responsible for the websites which they visit and that accessing inappropriate sites will lead to disciplinary consequences.

Students must understand that passwords and access codes are private and personal and are not to be revealed or used by other persons at any time. Failure to adhere to this regulation will result in denial of access.

Students must understand that files or accounts of other users are private property and are not to be accessed, read, opened, or reviewed in any way whatsoever and that failure to abide by this policy is considered a major disciplinary offence at our school.

Students are not to engage in the sending of chain letters or other mail which multiplies or clutters up the system

Students must understand that the school reserves the right to schedule the opening and closing times of the computing room and that access to the room may be denied given conduct status and academic standing.

All students must agree not to download or copy commercial software which is in violation of copyright laws. Further, students may not send such unlicensed copies to other users. Violation of copyright laws is criminal behavior.

Students must understand that absolutely no tampering with the installed software or hardware of the system is allowed at any time whatsoever and that doing so will result in being denied access to the system and computing room. Further, the computer lab must be kept clean and tidy at all times: no food or drink is allowed in the lab at any time.

Students must understand that the school system is never to be used for financial gain or commercial enterprise.

Pupils who apply to connect their own laptops to the network are subject to the same rules and time restrictions as those who use the computers provided by the school.

C. Guidelines for Use of Computers and Internet-Compatible Devices During Study Halls

Given the amount of time that students have access to the school computer lab, the minimal role of the computer as regards appropriate study and preparation, and the temptation to become a distraction from academic and intellectual pursuits, AIS-Salzburg does not allow computer or other Internet-compatible devices during structured study time. The following guidelines are to be respected and adhered to by all students:

1. During structured study halls, computers and other Internet-compatible devices may not be utilized. During evening study halls, all computers and Internet-compatible devices must be turned in and locked into the storage cabinets.
2. Computers and other Internet-compatible devices may not be used in study hall during the regular academic day.
3. Computers and other Internet-compatible devices may not be used during extended study hall periods.

Violation of the above regulations may result in loss of access to the device for a period of time and disciplinary consequences.

D. Withdrawal and Dismissal

Boarding students are accepted for the entire school year. No refunds will be made for withdrawal, absence, or dismissal from the school unless special arrangements have been made in writing at the time of enrollment at AIS-Salzburg. Day students are accepted for a minimum of ninety-school days (not including weekends and holidays). During this period no refund of tuition will be made unless a special arrangement has been made in writing at the time of enrollment or unless the family is transferred outside the Salzburg area by its company. In such cases, notice in writing must be received by the school office no later than forty-five days prior to the transferral. All other withdrawals require ninety school days' notice. All refunds for withdrawal of day students will be made proportionally as of the expiration of the notice period.

AIS-Salzburg reserves the right to dismiss students without refund of tuition or fees if it considers them unsatisfactory members of the school community.

A student who is dismissed must leave campus within the time frame set by the Headmaster. The parents of the student are responsible for making all travel arrangements and are responsible for covering the costs of such travel. The student is responsible for packing and shipping of all personal items. A student who is dismissed or is not invited to return may visit the AIS-Salzburg campus only after the graduation of his or her class or with special permission from the Headmaster or his designee. A student who has withdrawn may return only with the permission of the headmaster or his designee.

At the end of the school year there will be a student review. This review will involve looking at the student's overall commitment to the school's expectations. At these times, recommendations could be made to the Headmaster that a student not return for the following school year. Any students who are on academic probation until the end of the school year will also be reviewed at this time.

Behavioral Expectations and Code of Conduct

The administration, teaching faculty, and resident staff expect that all students adhere to a code of conduct which is exemplified by integrity, self-discipline, respect for all others and their opinions and beliefs, care for oneself and one's environment, and compassion for humanity. Unfortunately, however, despite the expectations we place upon the behavior of our community members, some act with dishonesty, without integrity, out of vain motives, and without respect, care, or compassion. Such behaviors destroy the trust which is the basis of our community and are dealt with by the community swiftly and vigorously; in an effort to restore the trust that has been broken.

Expectations, rules, and regulatory guidelines provide the necessary parameters for a safe and unified school community. Considerations of individual tastes, desires, and wishes must be moderated to meet the demands of an organized community and its goals. Generally speaking, those individual desires which are incongruous with the goals of the school community are not tolerated at AIS-Salzburg.

Students are expected to follow the guidelines presented in this handbook. Infractions of the rules will result in consequences, which usually take the form of reduction of conduct level, detention, school and/or community service work, weekday and weekend compusing, probation, suspension, or expulsion.

The staff, faculty, and headmaster are responsible for handling most disciplinary cases and assigning appropriate consequences. However, the disciplinary committee deals with any cases in which the student is in danger of being suspended or expelled. The committee's permanent members include administrators, teachers, members of the care staff, and student-body representatives. The student under discussion is represented, whenever possible, by his resident assistant and parents are informed before the disciplinary committee meets. Cases are discussed at length in order to ensure that the matter is handled thoroughly and fairly.

Students who accompany others who are in violation of the school's behavioral expectations are also considered in violation of the school's expectations.

Behavioral Expectations

Students at AIS-Salzburg are expected to behave responsibly, respectfully, and with integrity at all times realizing that they alone are responsible for all of their actions and choices. All students should act sensitively and intelligently given the situation and are expected to express their opinions and views with clarity and honesty and consider the opinions and views of others without prejudice. All students are required to recognize the diversity that is inherent in our student body and realize that this diversity provides a remarkably unique environment in which to grow, learn, and live. Respect for the rules of the community and for the rights of others to be equally accepted and valued is expected at all times. The discipline to think beyond one's personal interests and to contribute one's talents and abilities for the good of others is a fundamental goal of the school and community.

All students are expected to have read, understand, and agree with all aspects of the school's behavioral expectations as presented in this handbook and as communicated by the administration, staff, and teaching faculty and to know that they apply from the moment of enrollment in the school's programs. Claims of ignorance or not being informed of these expectations will not be considered by the school administration when considering appropriate consequences for misbehavior.

A. Major Disciplinary Offences

A major disciplinary offence is one in which a student wilfully and knowingly acts in such a way as to threaten or compromise the school's goals. Such offences will result in serious disciplinary action and, in most cases, a Disciplinary Committee hearing to consider suspension or expulsion. The following are considered major offences:

Insubordination

Violations of the AIS-Salzburg code of honorable conduct (lying, cheating, stealing)

Hurting or threatening behavior or language
Possession of dangerous materials
Placing oneself or others in danger
Mixed company (being in dorms of the opposite sex)
Leaving dormitories after curfew/lights out
Violations of the school's alcohol policy
Violations of the school's drugs and controlled substances policy
Theft
Vandalism
Sexual Harassment/Hazing
Violation of probationary terms
Wilful destruction of school property

B. Minor Disciplinary Infractions

In order to create an environment that is safe, orderly, and conducive to the well-being of its members, school rules and regulations must be met. When minor infractions occur, the student's actions will be addressed by a staff member and appropriate consequences will be given. Among the infractions that are considered minor for which warnings and/or disciplinary consequences may be given are:

Running and horseplay in the halls and corridors
Excessive noise
Profanity
Sleeping in another room without permission
Restricted appliances
Lights out violations
Untidy rooms
Violations of room decoration expectations
Littering/failure to clean up after oneself
Study-hall violations
Minor curfew/lights-out violations
Violations of weekend activity requirements
Inappropriate use of electronic equipment and personal listening/communication devices
Being impolite or inconsiderate to others
Inappropriate public display of affection
Possession of personal electronic listening and communication devices during class time
Chewing gum, eating food, or drinking beverages in classrooms
Dress code violations
Being in the dorms when closed

Important note: Repeated minor violations can very quickly become major disciplinary situations resulting in significant consequences and loss of free time.

C. Alcohol Policy

The school strongly discourages the consumption of alcoholic beverages by members of the school community. The following guidelines have been established in an effort to blend the school's expectations, parental wishes, and the realities of our international setting:

1. Students under 17 years of age are not permitted to drink alcoholic beverages under any circumstances; students 17 years of age or older may consume such beverages only with written parental permission and only in accordance with AIS-Salzburg's guidelines and policies.
2. No alcoholic beverage may be bought in stores for later consumption.
3. Glorification of alcohol or alcoholic products is unacceptable.
4. No alcoholic beverages or empty alcohol containers may be brought onto the school

campus.

5. The school administration and staff reserves the right to utilize a breathalyser at any time.

Students accompany others who are in violation of the school's behavioral expectations are also considered in violation of the school's expectations.

Alcohol Permission

For students 17 years of age and with parental permission, consumption of one glass of wine or beer is allowed in licensed and approved public restaurants and gasthauses on Friday and Saturday evenings in accordance with Austrian law. All consumption must accompany a meal. No student may drink hard alcoholic beverages (anything other than beer or wine) at any time.

If a student with alcohol permission fails to adhere to the guidelines as written above, permission will be immediately revoked and the student's conduct level will be reviewed. Students found in establishments other than restaurants who serve alcoholic beverages (bars) will lose their alcohol permission.

At certain times during the school year, alcohol permission will not be valid (arrival weekends in September and January, the weekend before final exams, etc.) The school reserves the right to revoke a student's alcohol permission at any time.

D. Cafeteria and Dining Areas

All students must respect the following guidelines and expectations when dining at AIS-Salzburg:

1. All students should enter the kitchen from the hallway door and exit into the first dining room. This should always remain one-way traffic at all times.
2. Appropriate dining habits and volume of conversation are expected of all students while dining.
3. All students must return all dining utensils, trays, dishware and glassware to the kitchen after dining. Failure to do so will result in community service in the kitchen and dining areas.
4. No kitchen utensils, trays, dishware, glassware, or food are to be taken out of the dining areas of the school. No food or kitchen materials whatsoever should be in the dormitory rooms, outdoors or in the classrooms at any time.
5. Students who dine in the second dining room are requested to take their trays through the first dining room to return them.

E. Discretion and General Deportment

In their personal relationships with members of the opposite sex, all students are required to show an appropriate consideration for the sensitivities of others around them and conduct their interpersonal relations with modesty and decorum. Demonstrative expressions of affection in public places can cause embarrassment and offence to others and are not appropriate in a school environment. Violations, (public display of affection) will be met with restrictions to campus and dormitory rooms.

It is expected that students will conduct themselves accordingly when socializing in the school's common areas. Inappropriate behavior, such as running, shouting in the corridors, throwing food and other misbehavior, is not permitted and will result in disciplinary action after warning.

F. Disobedience, Insolence, and Insubordination

A lack of respect for the authority of the school administration, resident-care staff, or teaching faculty, is inappropriate and destructive of the school's goals and, as such, will not be tolerated at any time. All AIS-Salzburg students should remember that a minor disciplinary event can quickly grow into a major event if a student's attitude is characterized by insolence, insubordination, and/or disobedience.

G. Dress and Style Code

The AIS-Salzburg dress and style code is conservative and it reflects the belief that a student should be attired and styled appropriately for the occasion or specific event. These range from formal dinners to sports events, physical education and non-academic leisure time. Our expectations are that students should be dressed in clean and properly-fitting attire at all times which is appropriate given the goals and philosophy of the community and the environmental conditions. A student is prohibited from wearing clothing or displaying a style of fashion which is detractive, extreme, or of poor taste. Neatness and pride in one's appearance enhance one's sense of well-being and pride in oneself and one's school. The administration of AIS-Salzburg will not battle with students concerning this conservative policy.

Inappropriate style or dress will meet with disciplinary consequences and items which are inappropriate at all times during the school year will be confiscated and mailed to the parents at the student's cost. The administration reserves the right to interpret the spirit of the dress and style code in all cases whatsoever. Students and parents are expected to be familiar with this code before the school year begins and report in the fall with clothing and accessories which are within the guidelines.

Violations of the dress and style code will be met with the following consequences:

<i>First Offence:</i>	Verbal warning and immediate correction of the dress or style. Loss of free time for the day and deduction of 40 health points.
<i>Second Offence:</i>	Purchase of a school polo shirt which is to be worn with appropriate pants or skirt immediately and for the remainder of the day. Cost: 35 € deducted directly from the student's incidentals account. Loss of free time for one week and deduction of 80 health points.
<i>Third Offence:</i>	Semiformal attire to be worn throughout the day and evening for one week, loss of free time, confiscation of inappropriate clothing or accessories, deduction of 120 health points. Further disciplinary consequences will be considered by the administration.

All students must wear academic-day attire during the school day (from 07:00 to 15:00), Mondays through Fridays, except during Wednesday morning physical education. Students are permitted to dress in casual attire during hours outside of class unless involved in an activity which requires a different form of dress, which will be specified when the activity is announced. Formal attire is required during most school-sponsored dinners, NHS, and honor roll dinners, the awards ceremony, Prom, etc., and will be announced beforehand.

Academic Day Attire

For Girls: A casual dress, blouse-and-skirt, or blouse-and-slacks combination, slacks or pants (no patch pockets) which are not torn, dirty, baggy, or worn below the waist and of appropriate length. Sweaters, blouse or turtleneck; leather or canvas shoes, pumps, sandals, or slippers and not of extreme style. Shorts are not allowed. All attire must be appropriate for the weather conditions.

For Boys: Dress shirt or polo shirt with collar which is tucked into the pants; sweater over shirt, or turtleneck sweater; slacks and pants (no patch pockets) which are not torn, dirty, baggy, or worn below the waist; appropriate dress shoes which are worn with socks. Shorts are not allowed. All attire must be appropriate for the weather conditions

Attire for Physical Education Class

All students must purchase and wear the school physical education uniform to physical education classes each Wednesday morning. Two sets of these uniforms are issued to all students at the start of the school year so that it should never be the case that the required uniform is in the laundry. Failure to appear in physical education class without proper attire is considered a dress code violation and results in a health point deduction.

Further Dress and Style Requirements:

1. No article of clothing may promote or display alcohol, drugs, tobacco, inappropriate language, promiscuity, violence, or cultural messages not shared by everyone in the school community.
2. Sweatshirts and other athletic wear are only allowed as casual attire.
3. All pants and shorts must be hemmed (no frayed edges). Pants and jeans must be worn at the waist and properly fitting. Pants with belt loops must be worn with a belt during the academic day.
4. Shirts must be tucked during all academic hours and completely buttoned (except for the top button when not wearing a tie).
5. No oversized, ripped, bleached, clothing is allowed at any time.
6. Shoes that contain laces must be properly tied.
7. Undergarments must be worn and may not be visible.
8. Girls' attire may not reveal midriff or be excessively low-cut
9. Spaghetti strap-tops and short-shorts are not allowed during the academic day
10. Girls may wear appropriate and modest jewelry and footwear which is modest and without excessively high heels
11. Boys may not wear earrings or excessive jewelry
12. All headwear is prohibited at all times in all school buildings and indoors when away from the school campus. This includes bandanas.
13. Sunglasses may not be worn at any time during academic hours or evening study hall.
14. Boys' hair must not exceed below the bottom of the collar on a dress shirt (or equivalent on another shirt), be of a natural color, and not extreme or radical in fashion. Shaving the head is not allowed nor are two-toned hair coloring or dreadlocks. Facial hair is not allowed.
15. Girls' hair must be out of the eyes, of a natural color and not extreme or radical in fashion.
16. Piercing and tatoos are prohibited
17. No bare feet outside of the dormitory rooms

H. Drugs and Controlled Substances

Use or possession of illegal or unauthorized drugs or substances which may alter behavior or states of mind, or in any other way interfere with one's normal consciousness, is prohibited at AIS-Salzburg. Violation will lead to immediate expulsion from the school.

1. Narcotics, marijuana, hashish, and psychedelics are considered illegal drugs by both the AIS-Salzburg administration and Austrian law.
2. Tranquillisers, sedatives, amphetamines, barbiturates, and other prescription drugs may be used if prescribed by a local physician and if registered at the school with the school health official. Use or possession of these drugs without authorization and/or without notification to the school health official is considered a violation of the school's drug and controlled-substance rule.
3. Students are required to turn in and register all prescription and over-the-counter drugs and medications with the school health official. Possession of prescription or over-the-counter medications is prohibited.
4. Students at AIS-Salzburg must submit to any form of drug testing requested by the schools' administration. A positive drug test, non-compliance with testing procedures, or any attempt to manipulate the outcome of a drug test will result in immediate expulsion.

Any members of the school community who are aware of illegal drug consumption by another member of the community are expected to report their concerns to a staff member. Honorable concern for another's well-being is in keeping with the school's philosophy and commitment to its mission. Depending upon the circumstances, the administration reserves the right to carry out a search of the dormitory room or other personal possessions, refer the student to counseling outside of the school, or to order testing at a local medical facility in Salzburg at the student's expense.

Individuals who recognize that they have a problem with substance abuse are encouraged to approach a member of the school staff for confidential discussion and assistance. Every effort will be made to assist the student and to find appropriate strategies for dealing with the issue. Parents, local experts, and school officials will be notified in such cases, but confidentiality will be maintained. Should the problem be significant enough that the community and its goals are compromised the student may be asked to depart the school, but every effort will be made to (a) gain assistance for overcoming the problem and, (b) continue their education at an appropriate institution or facility.

I. Fire Hazards

Any object or possession which ignites or produces an open flame is prohibited in all school facilities. This particularly includes candles, incense, lighters, matches, lighter fluid, heating devices, hot-pots, water boilers, or other cooking devices. Students should approach their resident assistant or dorm parent with questions concerning particular items which are not listed above.

Any student who smokes in the school dormitories directly endangers all who live there. Smoking in the dormitory rooms at any time is considered a major disciplinary infraction, will result in immediate consequences and may be considered punishable by suspension or expulsion from the school as determined by disciplinary committee. All students will be oriented to the school's general safety, fire safety, and emergency escape procedures and policies. It is expected that all students agree with and support these policies and procedures at all times.

J. Hazing and Sexual Harassment

Hazing is any form of intimidation, threat, bullying, mental or physical abuse, humiliation, ridicule or annoyance by one person to another within our community. A student may not impose any form of cruelty, indignity or hardship upon others. It is unacceptable to require other students to do personal favor, to surrender their personal property or to be deprived of any of their rights. All forms of hazing are considered unacceptable as such conduct is directly antagonistic to the goals and ideals of the school community and our philosophical beliefs. Behaviors of this nature have no place in our school and will be addressed with immediate negative consequences. Students who are the victims of hazing or are aware of such unacceptable behavior should report it immediately to a school administrator. Complaints will be considered confidential and will be investigated by the appropriate persons. Any student guilty of hazing other members of the school community will meet with the disciplinary committee with the expectation of being dismissed from the school.

Sexual harassment is unwanted sexual attention that makes a person feel uncomfortable or indignant. Some examples of sexual harassment are verbal slurs or abusive, suggestive, offensive, or derogatory comments; sexist remarks about someone's body, clothing or sexual activity; insults of a sexual nature; insults regarding someone else's sexual orientation; requests or demands for sexual favor; catcalls or other suggestive or insulting sounds or gestures; unnecessary and unwanted physical contact; and physical assault. Students who have complaints of sexual harassment should report immediately to a school administrator. Complaints will be considered confidential and will be investigated by the appropriate persons. Students found in gross violation of the school's sexual harassment policy can expect to meet with the disciplinary committee in expectation of dismissal from the school.

Hazing, bullying, sexual harassment and insults are always forbidden at AIS-Salzburg, even when one or all participants suggest that it is in jest or as a joke.

K. Modes of Address

The members of the school administration and teaching faculty and dorm parents should be addressed at all times with "Mr./Mrs./Ms. . . (surname)." Students should feel free, however, to address the resident assistants by their first names. The school kitchen, janitorial, and cleaning staff should be addressed with proper respect at all times. All students are expected to look staff members in the eyes when addressing or being addressed by them; saying "please" and "thank you" is expected, and, although familiarity is a necessary outgrowth of a small, boarding community, students are expected to always address staff, faculty, and administrative members of the school respectfully.

L. Off Campus During the Academic Day

All students, both boarding and day, are restricted to the campus during the academic day (07:00-15:00). Any other departure from campus must be cleared by the front office or school administration.

M. Disrespect, Personal Dishonesty, and Dishonorable Behavior

A boarding school community thrives only when trust is firmly established between all individuals. Nothing can destroy this trust more quickly than dishonorable actions or behaviors. It is expected that AIS-Salzburg students will maintain a high level of trustworthiness through respect for the truth at all times. Lying, supporting lies from others, or intentionally and knowingly hiding the truth when asked directly is a sign of poor character and lack of integrity. A small disciplinary infraction can quickly become a major situation with significant consequences if a student or students decide that deception and dishonesty is necessary. It is always better to be honest and tell the truth, regardless of the consequences than to learn to deceive and discredit the truth. AIS-Salzburg students are required to respect all those around them, whether they are fellow students, staff members of the school, teachers, administrators, neighbors, or others who may be on our campus. Politeness, discretion, and concern for others and their rights is a valuable and worthwhile goal for all of us at all times and is required of our students and our entire community. Acts of disrespect, rudeness, insubordination, destructive behavior, hurting behavior, and the like, result in immediate and unpleasant restrictions and consequences. AIS-Salzburg students are also required to respect the responsibility and authority that the school staff is entrusted with. Abiding within the school's free-time parameters, agreeing with and/or accepting the decision-making authority of the school administration, and other aspects of the school's actions which arise from the very high-level of liability which is a part of our job, should be evident in our students at all times.

N. Privacy

Every student at AIS-Salzburg has the right to expect that his or her realm of privacy will be respected by all others in the community and accepts the responsibility of respecting others' right to privacy. The following behavioral expectations are in place to help define the limits of public and private spheres within the school:

1. Unauthorized Mixed Company - Unless accompanied by an administrator, male students are not allowed on the female dormitory floors at any time during the school year and no female students are allowed in the male dormitories. Violation of this rule will result in a referral to the disciplinary committee.
2. Room Inspections and Searches - The administration and staff of AIS-Salzburg reserve the right to inspect or search a student's dormitory room at any time and also claim the right to invite public security officials (police, etc.) to do the same. In nearly all cases of dormitory search, however, the student(s) will be invited to be present when a search or inspection is taking place.
3. Trespassing - Because AIS-Salzburg is located in the midst of a suburban community, it is expected that all students will respect the property rights and privacy of our neighbors. Trespassing on private, non-school property, littering, or vandalizing the property of our neighbors will be considered a serious breach of the school's expectations and result in serious consequences.
Areas off-limits at all times: Kindergarten Moos-Leopoldskron, Musikerheim, Church and cemetery (unless attending Mass), neighbor's drives, yards, and other property holdings, woods behind the school)

4. School Offices, RA and Dorm Parent Residences, Classrooms, Library, and Computer Lab - All students at AIS-Salzburg are expected to respect the posted hours of the administrative offices, accounting offices, classroom teacher's office hours, library, and computer lab. Student access in the RA office in the front of the main building is strictly forbidden at all times. All boarding students should respect the right and need for privacy of the resident staff when not on duty and never enter an RA or dorm parent residence when not invited or when the staff member is not present.

5. The dormitory floors are off limits to all students as of the start of the academic day and remain so until academic courses conclude in the afternoon.

O. Profanity

Use of profane expressions and gestures—in any language—is an example of antisocial and negative or destructive attitude and behavior. As such, they are not permissible at AIS-Salzburg and will be disciplined at all times. The habits of a thoughtful personality do not include reference to vulgarity as a means of expression.

P. Restricted Items

Any object which may be harmful to members of the school community is not permitted at AIS-Salzburg. All forms of weapons, fireworks, and heat-producing devices (lighters, matches, candles, incense, etc.) are prohibited at our school. Possession of such objects is considered a major disciplinary infraction.

Q. Sexual Behavior

Students are expected to treat each other with dignity and respect and the school expects that all students make responsible decisions regarding sexuality and to consider the consequences of their behavior in terms of their health, their relationships with others, and moral considerations. The school does not allow any form of sexual intercourse or other forms of sexual intimacy among students. Students violating these tenants will be subject to disciplinary consequences and may also be required to participate in counseling with adults who may be of assistance to them. Parents will be informed and involved in addressing such violations of the school's expectations regarding sexual behavior.

R. Tobacco Consumption

The AIS-Salzburg school administration, faculty, and staff believes that tobacco consumption is dangerous and unhealthy and cannot be allowed in a boarding school which takes the health and well-being of its students seriously. Students may not smoke or consume tobacco products in any other manner while enrolled at AIS-Salzburg—on or off campus. Possession of any tobacco products, lighters, or matches constitutes a violation of the no-smoking rule. Students who are with others who are in violation of the school's tobacco consumption policy are also considered in violation of the school's expectations.

Consequences for violating the school's tobacco consumption policy are as follows:

First violation:	Confiscation of tobacco products, lighters, etc. Meeting with the headmaster Communication with parents Loss of free time/campus restriction for two weeks Deduction of 50-100 health points/scheduling of Get Fit! hours for make-up
Second violation:	Confiscation of tobacco products, lighters, etc. Meeting with the headmaster Communication with parents Loss of free time/campus restriction for one month

Deduction of 100-150 health points/scheduling of Get Fit! hours for make-up
Attendance at tobacco education seminar on Saturday and Sunday mornings at 08:00
5 hours of community cleanup

Third violation: Suspension from the school for no less than one week
Deduction of 220 health points
Disciplinary probation upon return from suspension

Note: Day students are to adhere to the same policy and restrictions regarding tobacco consumption and will receive the same consequences except that campus restriction is replaced by one hour of detention hall from 15:30-16:30 twice weekly. Day students will be required to make up their health points during scheduled physical activity early mornings or after classes in the afternoon or on weekends.

S. Travel Expectations

One of the fundamental and most interesting aspects of the AIS-Salzburg school programs is the excursions and travel opportunities. While away from the school, or traveling with the school, all students should remember that they represent AIS-Salzburg and its goals. The following expectations apply during travel:

- A. No audible music should be played by any student on the bus. Personal listening devices are acceptable except when public announcements are being made or the group leader forbids such entertainment.
- B. Seating plans for transport on excursions are established by the head of student life and the resident-care staff. This seating plan must be respected by all students at all times during an excursion.
- C. Appropriate behavior while away from the school is expected of all students. Failure to do so may result in removal from the travel group and a return to the school or to one's home.
- D. All school rules, except those compromised by physical conditions, are in effect during all excursions and travel away from the school campus.

T. Departure from Campus

Boarding students are to inform the school staff of any departure or return from the school campus through signing out and in and gaining approval for checking out for a weekend or excursion period. The school administration reserves the right to deny free time independent travel off campus at any time.

Signing Out and In:

When a student has free time and is not bound by another obligation or restriction to campus, they may depart the school campus provided they remain within the city limits of Salzburg. Parents are given a permission form for leaves to the city at the beginning of the school year and can determine the conditions under which students may move independently away from campus. All students must sign out with the resident staff when departing the campus independently (not under the supervision of a staff member) giving all pertinent information about their plans (date, time of departure, destination, estimated time of return). If not earlier, all students must return before curfew and sign back in through the resident staff.

When departing the AIS-Salzburg campus, all students must turn in their room keys to the RA office.

Checking Out:

A student may seek permission to check out with an overnight stay on weekends provided it is an open weekend, there are no restrictions in place, and the student has turned in the check-out permission form with all necessary signatures in a timely manner. Students may also be checked out by their parents or direct relatives while they are visiting Salzburg. In such cases, the administration asks all parents to inform us of their intentions beforehand. A release signature will be required before the student may depart the school's care.

Being off campus after curfew or out of the dormitory room after lights out is a major disciplinary offence and will be referred to the disciplinary committee.

U. Vandalism and Theft

All students at AIS-Salzburg have the right of respect of their property and the responsibility to respect the property of others. Any wilful act of vandalism, defacing, or destruction is unacceptable and will be met with strong disciplinary measures. Consequences for such actions will always result in replacement of the vandalized property at their own cost and disciplinary consequences. Lack of respect for the property of others in the school or local community will not be tolerated at AIS-Salzburg. Any student found guilty of theft will be called in front of the Disciplinary Committee. Should the police be involved in such actions, the guilty party should expect no support from the school administration, faculty, or staff. Theft includes the utilization of local transportation without proper payment, non-return of library books, "borrowing" from another student without their specific consent, and plagiarizing someone else's words, work, or copyrighted material, or downloading of illegal software from the Internet.

All boarding students are responsible for the maintenance of security in their dormitory rooms. All rooms must be locked when no student is present and all doors must remain unlocked when the rooms are occupied. Keys may never remain in the door lock cylinder (front or back side). This is an immediate offence if witnessed.

V. Damage to Dormitory Rooms and Furnishings

Any and all damage to dormitory rooms or furnishings will be reported immediately and the offending student will be charged for replacement and receive disciplinary consequences. Costs of replacement and repair are available from the school administration and will be distributed to all students and parents at the start of the school year. The resident students of each dormitory room are responsible for that room and its condition at all times. Damage to rooms or furnishes which are not owned up to by a particular student will be charged to all residents of the room equally. Agreement with this policy is required and is granted by all boarding students and their parents by written signature at the start of the school year on the appropriate form.

W. Final Statement

The students at AIS-Salzburg are hereby informed that the above-stated rules and expectations are not intended to be all-inclusive and that the school administration, faculty, and staff recognize that incidents may occur which are not specifically covered in the information above. The school administration reserves the right to address such issues with appropriate response given the goals and philosophy of the school. Additionally, all students are informed that the spirit rather than the letter of the expectations is considered of greatest importance in considerations of misconduct. Finally, the school reserves the right to dismiss any student from the school for being out of sympathy with the school's goals and philosophy and therefore considers the student an unsatisfactory member of the school community. No refund of tuition or fees will be granted for such dismissals.

Disciplinary Terms

A. Definitions

Disciplinary Committee

The AIS-Salzburg disciplinary committee will always be convened in cases in which suspension or expulsion is considered. The disciplinary committee will normally be made up of the following individuals:

- All administrators including the headmaster
- Two faculty representatives
- One resident assistant
- The AIS-Salzburg student council executive committee

Conduct Logs

Documentation of both positive and negative behaviors are made through the log function of the PowerSchool® student information program. Teachers, Resident Assistants, Dorm Parents and administrators write logs whenever exceptional behavior is witnessed. Logs which document misbehavior are dealt with by the administration in conference with the student. Positive conduct reported on logs are used to support nomination of students to honor conduct levels.

Conduct Report

A cumulative report of conduct can be accessed at anytime through the PowerSchool student information system and is available to both parents and students. Conduct reports are written in the Teacher Conduct area of the Boarding Conduct course. Conduct reports are referred to for purposes of completing student recommendations for university and can also be passed on to other schools in the case of transferral.

Warning

A verbal or written statement directed to a student that their behavior falls outside of acceptable standards. When a student receives a warning, they are expected to heed it and to change the behavior immediately. Many minor violations are first met with verbal or written warnings which may also be copied and sent to the parents depending on the nature of the offence. Students should be aware that the staff is not obligated to give warnings and that should the misbehavior continue following a warning, the consequences are likely to be more severe.

Detention

Detention is a period of time in which a student is required to meet in a specific place for silent, individual study and reflection. During detention, students are not allowed to consume food or drinks, use personal computers, or engage in group study. Individual reading and academic work is encouraged. Detention halls are regularly scheduled either in the mornings or afternoons and are one to two hours in length. Teachers, resident assistants, and administrators will assign detention for minor offences. It is the student's responsibility to report on time to detention hall and to meet all requirements of the detention as listed here. Failure to do so will lead to more serious consequences.

Community Assistance

The administration may determine that an appropriate consequence for certain types of misbehavior may be to have the student contribute time and effort towards the beautification and maintenance of the school and its campus. Community assistance details will be given the students and, upon completion must be documented by a staff member and reported to the administration. Typical community assistance includes campus and community cleanup, shovelling snow, sweeping the basketball courts, raking leaves, emptying trash cans, assisting with meal and dining room cleanup, etc.

Campus Restriction

A student is likely to be restricted to campus for a period of time to be determined by the administration after review of the incident. To be campused is to be denied movement off campus during free time. When a student is restricted to campus, they must report at regular intervals with the resident staff or administration. Travel off campus to meet health points requirements and weekend activity requirements is allowed provided the student is cooperative and responsible. Further violations during a period of campusing will be treated with appropriate consequences by the administration and may include placing the student on disciplinary probation.

Room Restriction

A room restriction mandates that the student must be present in his or her dormitory room from 18:00 until 06:00 the next morning on Fridays or Saturdays. During a room restriction, the student is expected to utilize his or her time studying, reading, or engaging themselves in other constructive and edifying activity. Personal computer use is not allowed. If the student spends the time wastefully, the staff or administration may assign activity or work for the student to complete. Violation of a room restriction is considered a serious breach of our expectations and will result in further disciplinary consequences or disciplinary probation. During a room restriction, the student may not participate in activities or events being held. In the case of weekend activity requirements, the student must schedule their requirements around the restricted time. The school staff reserves the right to confiscate personal computers, telephones and accessory power cables for the duration of a room restriction assignment.

Weekend In

A weekend in requires that the student remain on campus throughout the weekend hours (Friday, from 18:00 until Monday morning, 06:00). All guidelines for room restriction and campus restriction (listed above) are required. A student must meet weekend activity requirements on weekends in during the daylight hours on Saturday and Sunday but the resident staff and/or administration determines which activities these should be.

Disciplinary Probation

A student may be placed on disciplinary probation if his or her behavior is not corrected voluntarily. Disciplinary probation defines a period of time in which the student must show improvement in behavior and attitude towards the school's rules and regulations by meeting the written and signed probation terms. The terms of the probation are determined by the administration and allow for consideration of the particular problem. Students who fail to meet all terms of disciplinary probation will meet with the disciplinary committee and the committee will decide what further steps are necessary or appropriate. Students on disciplinary probation may not take part in athletics competitions (although the coach of the team may allow or require the student to participate in practice sessions), and is denied privileges of seniority during the probation time.

In-School Suspension

At times, an in-school suspension may be given as a consequence, especially in response to academic dishonesty violations, disruptive and insubordinate behavior in the classroom, and failure to complete assignments. An in-school suspension means that the student may not attend classes, but instead reports to a study hall monitored by an administrator. In-school suspensions may be given for up to a week but not longer. Attendance is taken but school work missed cannot be made up during an in-school suspension. In-school suspension is always connected with campus restriction and academic and/or disciplinary probation.

Suspension

Only the Disciplinary Committee may place a student on probation unless a suspension is explicitly called for as a disciplinary consequence in this Student and Parent Handbook in which case, the administration will inform the student of the suspension period and terms. Students who are suspended from the school have broken the trust of our community to the extent that it is considered imperative that the student be separated from the school for a specific period of time. Students suspended from the school must return directly and immediately to their parents, regardless of where their parents may live. All costs associated with travel from the school at the beginning of a suspension period or returning to the school following a suspension are met by the parents and are deducted from the student's incidentals account. The student is not allowed to make up any of the schoolwork missed but is encouraged to take their books with them to maintain familiarity with the subject materials being covered during the absence.

Expulsion

Only the Disciplinary Committee upon recommendation to the headmaster can decide that a student may be expelled or dismissed from the school. A student expelled from the school must depart immediately and all costs associated with this departure are to be met by the parents. The administration and disciplinary committee reserves the right to expel a student if it considers them unsatisfactory members of the school community. Students who are expelled from the school are not allowed back on campus until after the class in which they were registered has graduated from the school. All other contact between the expelled student and the school community is prohibited.

B. Honorable Conduct

The school seeks to recognize and award students who display positive conduct, contribute to the positive atmosphere at the school, take time to concern themselves with others, volunteer for activity and assistance, maintain excellent habits, and conduct themselves with integrity, self-respect, self-restraint, and self-discipline.

Below are listed some examples of the types of positive behavior which would lead to a student's being recognized and awarded by the administration, staff, and faculty:

- Politeness and courtesy shown consistently to all members of the school community
- Consistently strong effort and motivation especially when challenged
- Consistent punctuality, dependability, and reliability
- Consistent appropriate use of time
- Consideration and respect of others and their rights and property
- Trustworthiness, honesty, and genuineness
- Timely completion of set tasks
- Regular volunteer assistance to others in the school community
- Positive participation in a wide variety of school activities
- Healthy lifestyle habits
- Appropriate, moderate, and considerate personal appearance completely in cooperation with the school's dress code
- Helpful and supportive of others in the school community
- Taking personal responsibility for the success of the school, its reputation, and its educational mission and beliefs
- Leadership and serving as a positive role model for peers

C. Honorable Conduct Awards

Student conduct is reviewed at each mid-term and at the end of trimester. The resident staff, faculty, and administration may nominate students for the following honor conduct awards:

Senior Scholar

Qualifications:

- Senior in good standing who has completed at least one trimester at AIS-Salzburg
- Grade-point average of above 3.500 (for most-recently completed grading period)
- Frequent citations for positive conduct and positive contribution to the community
- No major disciplinary infractions and very few minor infractions

Privileges:

- May utilize personal computer or Internet-compatible device during evening study hall in the computer lab or dining room.
- One evening study hall per week free (if departing campus, notification must be made before 18:00 on the day the privilege is to be used, and return must be after 21:30 and before 22:00)
- Seniority in room and roommate selection and bus seating on excursions and outings
- Special commendation letter to the parents
- Saturday evening curfew is extended by one hour
- School polo shirt
- Recognition at trimester awards dinner

Nominations for Senior Scholars will take place after mid-term of the fall trimester and decisions made shortly thereafter. Senior Scholars maintain their status and privileges throughout the school year provided the qualifications listed above continue to be met.

Distinguished Student

Qualifications:

- Student in any grade level in good standing who has completed at least one trimester at AIS-Salzburg
- Grade-point average of above 3.500 (for most-recently completed grading period)
- Frequent citations for positive conduct and positive contribution to the community
- No major disciplinary infractions and few minors

Privileges:

- May utilize personal computer or Internet-compatible device during evening study hall in the computer lab or dining room on Wednesday evenings.
- Group study in the computer lab or dining hall instead of individual study in the dormitory room on Wednesday evenings.
- Rooming and roommate selection and bus seating (following Senior Scholars) on excursions
- Commendation letter to the parents
- Saturday evening curfew is extended by one hour
- School polo shirt
- Recognition at trimester awards dinner

Nominations for Distinguished Students will take place after mid-term of the fall trimester and decisions shortly thereafter. Distinguished Students maintain their status and privileges throughout the school year provided the qualifications listed above continue to be met.

Commended Student

Qualifications:

- Outstanding *improvement* following major or repeated minor disciplinary infractions
- Solid academic effort proven on most-recently completed grading period
- Citations for positive conduct related to improvement in attitude and behavior

Privileges:

- Commendation letter to the parents
- Seniority rooming and roommate selection and bus seating (following Senior Scholars and Distinguished Students) on excursions
- School polo shirt
- Recognition at trimester awards dinner

Nominations for Commended Students will take place after mid-year. Commended Students maintain their status and privileges throughout the remainder of the school year unless a major disciplinary infraction, several minor disciplinary infractions, or failure to abide by the guidelines listed above are documented. The intention of the nomination by the staff or faculty to Commended Student status is intended to recognize students that—after having made a mistake—are eager and willing to improve themselves and are willing to devote the self-discipline and effort required to do so.

D. Weekday Free Time Off Campus

Students generally have free time between 15:15 and 17:30 on weekdays whenever they do not have another commitment or obligation. During free time, a student is free to move on or off campus at will provided they follow the school's sign-out and in procedures. However, this free time is earned through the establishment and carrying out of daily habits which are fundamental in a boarding school and exemplify the responsibility and maturity asked of our students.

In order to enjoy free time off campus, a student must not have any infractions in the following daily responsibilities:

- Room tidiness
- Attendance
- Dress code
- Evening study hall
- Homework completion
- Lights out
- Appropriate classroom behavior at all times

Records of violations from the evening before (starting at the beginning of study hall - 18:45) will be kept and a list of students who have failed to earn free time off campus will be posted in the sign-out book in the front of the main building. Should a student fall short of fulfilling one of the above-listed expectations, they are refused permission to sign out and depart the school's campus that afternoon.

E. Weekend Free Time Off Campus

On weekends, the following expectations must be met for the student to enjoy free time off campus between Friday afternoon and Sunday evening study hall:

- On Thursday/Friday: Evening study hall (Thursday night)
- Lights out (Thursday night)
- Room tidiness (Friday morning check)
- Attendance (Friday)
- Dress code (Friday)
- Homework completion (Friday)

- During the weekend: Attendance at all activities signed up for
- Completion of weekend activity requirements
- Lights out

Loss of free time off campus can occur at any time during the weekend if the weekend expectations are not met. It should also be noted here that students who violate behavioral expectations on weekends are immediately campused for the remainder of the weekend and they lose their freedom to sign out.

F. Variations for Five-Day-Boarding Students

All behavioral expectations for five-day boarders are the same as for full boarders with the exception that weekends in, room restrictions, and campus restrictions on weekends are generally substituted for detention halls and community assistance. Honorable conduct awards are available equally for five-day boarders and all privileges are awarded with the exception of those which apply to weekends on campus.

G. Variations for Day Students

All behavioral expectations for day students are the same as for full, and five-day boarders with the exception that weekends in, room restrictions, free time restrictions, and campus restrictions on weekends are generally substituted for detention halls and community assistance as well as direct contact with the parents. Honorable conduct awards are available equally for day students and all privileges are awarded with the exception of those which apply to weekends on campus and weekday evenings.

Earning free time is generally not a consideration with day students as they necessarily return home in the afternoon after class and other commitments end. However, day students should be aware that violations of the school's dress code, attendance expectations, and homework completion expectations will be reported immediately to the administration and consequences such as detention hall and community assistance will be required. Day students may be denied entrance to classes or asked to return home to change in cases of dress code violations.

Student Life

The all-encompassing nature of a boarding school education requires that the school take seriously and assist in the appropriate development of the entire student. In this sense, it is possible to claim that the most fundamental education which takes place in a boarding school is found in the intensity and comprehensiveness of the school's boarding program. AIS-Salzburg seeks to provide its students with the guidance, attention, care, and direction necessary for the development of good habits, strong and independent characters, and well-rounded personalities. It is foundational to the AIS-Salzburg structure that only through the establishment of proper self-discipline and respect for others and their opinions students can take full advantage of the academic and social opportunities provided by the school's programs.

A. Academic Atmosphere

The academic day extends from 07:00 to 15:00, Monday through Friday (until 15:15 on Wednesdays). Conditions in all school buildings must be conducive to study and intellectual development during this time. Concentration and support for academic pursuits must not be disturbed by the actions of any individual or group of individuals during this time. Appropriate academic atmosphere necessarily includes a certain level of seriousness during all class time and timeliness in meeting all appointments and scheduled courses. The expectations above are also in effect during evening study halls from 19:00-21:30, Sunday through Thursday and during extended study-hall periods before final examinations.

B. Communications

Telephones

There are several ways for students to place calls while at AIS-Salzburg. In an emergency, students may place a call from the school office. First-year students are encouraged to approach the school office manager for advice on how best to call home. This will often vary depending on the destination of the call. All students should arrange a convenient time to place or receive calls to parents and friends.

Incoming calls to students go through the office and the students are paged. There is an assigned student telephone for incoming calls located in the main building. Except for emergencies, calls may be received by the students from 15:15 to 18:45 p.m. Mondays through Thursdays. Calling times are from 15:00 to 21:45 on Fridays, 10:00 a.m. to 21:45 on Saturdays, and 10:00 a.m. to 18:45 p.m. on Sundays.

Faxes

As an alternative to phoning, the school has a fax machine where students can receive and send faxes. Student faxes should be written on a standard-sized paper and deposited in the fax box located near the front office. The office staff will then send all faxes received at a convenient time and the student is charged through the accounting office. Incoming faxes are placed in the student mailboxes located near the front door of the main building.

Mobile/Cellular Telephones

Students at AIS-Salzburg are allowed to keep mobile telephones and use them for personal communications so long as they are **not utilized during academic time, during evening study hall, or after lights out**. There are inexpensive varieties of mobile telephones available locally which utilize a call card and thereby give parents the ability to restrict the total amount of use of the phone and total costs. Mobile telephones are not allowed in the classrooms at any time and must be deposited with the duty staff member during evening study hall and after lights out. Misuse of personal mobile telephones may result in their being confiscated for a period of time by the school administration, faculty, or staff. Violations which occur after a previous confiscation will result in the loss of the phone for a minimum of one week. Students who own personal telephones with photographic capabilities and Internet access should be aware that their misuse is regulated under the expectations for Internet use, privacy, and the academic integrity sections of this handbook.

C. Curfews and Lights Out

Curfew

Curfew refers to the time at which a student must be signed in at the school. Violations of curfew times are considered serious infractions of the school's behavioral expectations (see Unapproved Leaves) and will result in disciplinary consequences. The following are the curfews for all boarding students:

Weekday curfew for all students Sunday through Thursday:	17:30
Weekend curfew on Friday and Saturday evenings:	
14 and under	20:30
15	21:30
16, 17	22:30
18 year-old non-seniors	23:00
Seniors, post-graduates	23:30

Lights out

Lights out refers to the time at which a student must be fully prepared for sleep and in bed with the lights in the dormitory room turned off. It is the school's belief that all students must be guaranteed a certain amount of sleep in order to take full advantage of the academic and social offerings while here at AIS-Salzburg. Students must organize their study time so that they do not run into difficulties at lights out. The AIS-Salzburg staff and administration will enforce lights out whether or not a student has completed all homework or study required for the coming school day and will assist the student with more appropriate means of time management for the future. Violations of the lights-out rules will result in disciplinary consequences including loss of free time off campus the next day or weekend and a deduction of health points.

Lights-out (Sunday through Thursday evenings):	
7th, 8th, 9th, 10th-graders	22:00
11th and 12th-graders	23:00

Note: For 11th and 12th-graders, the period from 22:00 to 22:45 is to be utilized as individual study time. **All expectations in place during evening study hall are required during this time without exception.** From 22:45 to 23:00, 11th and 12th-graders are allowed to prepare for bed. Absolutely no lights are to be on in the dormitories between 23:00 and 06:00, Sunday through Friday.

Weekend lights-out (Friday and Saturday evenings):	
All students under 14 years of age	22:00
14 or older except seniors	23:30
All seniors and post-graduates	24:00

The school administration reserves the right to change any of the above for a particular student if deemed prudent. Altered curfew and lights-out regulations are often in effect during school excursions, before final examinations, and before standardized testing dates.

D. Day-Student Guidelines

Day students are allowed on campus between 07:00 and 17:30, Mondays through Fridays. Permission to be on campus at other times or to stay overnight on campus must be gained from the headmaster two days prior to the date desired. Parental permission is a required element for gaining approval of this request. Day students are welcome to involve themselves in school-sponsored activities and excursions offered to the boarding students on weekends. Parents are informed that there will be extra charges involved for day students (which are covered by the boarding students')

tuition). All expectations of boarding students are applied to day students who are on campus during evening and weekend hours. Day students who stay for dinner, with appropriate permission, will be charged 5.- € per meal.

E. Five-Day Boarder Weekend Stays

Five-day boarders who wish to stay at the school overnight before a ski trip or other all-day event should contact the headmaster to gain approval. Unless it is the night before an excursion, a ski trip, or the weekend before final examination weekends, there is a charge for the night and meals.

Dormitory Rooms

Boarding students at AIS-Salzburg live in school dormitory facilities for approximately nine months out of the year. We desire that all of our boarders feel comfortable, safe, and as much "at home" as possible. The house cleaning and janitorial staffs expend great effort to provide a living environment which is appropriate for our students and carry out regular repairs and cleaning. Certain responsibilities, however, are incumbent upon the students. The following guidelines are necessary parameters which should be carefully read and understood by all boarding students:

A. Tidiness

The overall tidiness of a dorm room and minor daily cleaning are the responsibility of each student resident in the dormitory room whether a single room or a quad. Roommates share equal responsibility at all times. Room tidiness will be checked each morning and again in the evening before study hall (between 18:45 and 19:00). Students whose room do not meet tidiness standards will lose their freedom of movement off campus and health points will be deducted. Failure to meet the room tidiness expectations on a regular basis will lead to camping and weekends in.

Vacuum cleaners, brooms, and dust rags are made available to all students. The school's cleaning staff looks after the school dormitories by keeping the hallways, classrooms, and floors clean. Maids also clean the students' rooms once a week. The maids change the bedding, vacuum the floor, and clean the bathroom of each dormitory room regularly.

Schoolwide expectations of dormitory-room tidiness:

1. The bed is made
2. The floor is clear
3. The desktop is tidy
4. All clothes and shoes are picked up and put away appropriately in drawers and closets (floor cleared)
5. Lights are turned off
6. The door is locked
7. The window is kipped open if possible
8. All electronics devices are turned off

Should schoolwide expectations not be met by the residents of a room, the maids will not do their regular cleaning, and they will report the room number to the administration. It is then the responsibility of the students to carry out these duties and additional disciplinary consequences will be issued. A tidy room necessarily meets the school's expectations concerning decor, prohibited items, furnishings, security, and kitchen utensils.

B. Furnishings

All dormitory rooms are equipped with sufficient furnishings for the needs of AIS-Salzburg students and arranged in such a manner that the dormitory room space is optimized and it meets the fire-safety standards. No furniture may be moved in the dormitories at any time. Additional furnishings may be brought into the dormitory rooms with the express written consent of the Head of Student Life.

C. Room Decoration

Only Scotch-brand tape may be used to hang wall decorations in the dormitory rooms and all decoration must be hung in the approved wall areas. Cooperation with this guideline will save parents needless painting and repair bills at the end of the school year. If students are in doubt about the hanging of any object, they should check with their Resident Assistant or the Head of Student Life. All objects of decoration must display decency, good taste, and in no other way violate the school's expectations, glorify alcohol, promiscuity, or violence.

D. Damages

All dormitory rooms and furnishings are checked and digitally photographed for condition at the beginning of the school year when the students arrive. These photographs as well as a damage form signed by both the parents and all students in the dormitory room are filed with the Head of Student Life. Damage done to dormitory rooms and furnishings are charged to the offending students' incidentals accounts immediately and a notice is sent to the parents along with details of the damage done. Severe, wilful damage is grounds for dismissal from the school. Charges for damage will generally be made for replacement of furnishings and equipment as well as labor and staff time.

E. Room Security

Students must turn off all lights and appliances and lock their doors when they leave their dormitory room. Windows must be either closed or kipped open at the top. The door must remain unlocked at all times when someone is present within the room due to safety regulations. It is a disciplinary offence to lock the door while in the room and place the key in the cylinder from the inside or to ignore a request to open the door when a staff member asks.

F. Restricted Items

No ski/snowboarding boots, or rollerblades may be worn in the dormitories or other school facilities, nor are scooters, skis, snowboards, skateboards, or similar items to be stored in dormitory rooms. The school provides adequate storage facilities for these items. Open flames/fires, candles, incense, lighters, matches, hot-plates, toasters, rice cookers, space heaters, or immersion heaters are not allowed in student dormitory rooms at any time. Additional furnishings or excessively large stereos or desktop computers are not allowed, nor are televisions, as they compromise the space for each student in the dormitories. All luggage is to be emptied and stored in the appropriate storage room and are not allowed in the dormitory rooms. No room may utilize more than one, three-socket extension cord. These are provided by the school. Further extension cords will be confiscated by the school administration and returned at the end of the school year.

G. Computers

Students at AIS-Salzburg are allowed to bring personal computers and have them in their dormitory rooms provided they are laptop computers. No desktop set-ups are allowed at AIS-Salzburg. All students must deposit their laptop computer in storage as of 18:45 and may not have access to them through evening study hall and lights out unless the student is at an honor status. The wireless access system to the school's server is available for student use in the afternoons and on weekends exclusively.

H. Noise Levels and Personal Music

Students may play music or practice musical instruments during non-academic hours. The volume should never be so loud as to disturb or annoy others. Audible music may not be played anywhere in the building during evening study hall or after "lights out." Noise levels in common areas of the dormitories must remain moderate and appropriate at all times. Music played on personal stereos must never violate the school's expectations of decency, profanity, or poor taste. Such music will be confiscated and returned at the end of the school year.

I. Seniority Rooming

At the end of every school year, returning students will have the opportunity to make choices on rooms which they would like to live in for the next school year. Students receive a form from the headmaster upon which they can list their preferences for room and roommate(s). The final decision on room assignments is based on a student's seniority, grade-level, grade point average, and conduct record. Final room assignments are confirmed shortly before the beginning of the school year (in August).

J. Room Changes

Room changes are possible on the first of October each year. Proposed changes must be written, including the names and room numbers of all students and roommates concerned. These proposals, signed by all students and resident assistants involved in the change, are to be handed in to the Head of Student Life for approval one week before the proposed change. The administration of the school, along with the resident-care staff claims final authority over all rooming assignments and room change requests.

K. Food

Food from the school cafeteria may never be consumed in a dormitory room or in the residence halls generally unless the student is ill and a resident staff member brings food to them. Cafeteria dishware, silverware, or other dining utensils may not be taken to the dormitory rooms and must remain in the school's designated dining areas.

L. Food-Delivery Service

Food is never to be ordered to a dormitory room nor is delivered food to be consumed in the dormitories. All food must be consumed in the school's designated dining areas. The resident staff determines in all cases when food deliveries are allowed or prohibited.

M. Miscellaneous

It is forbidden at all times for students to exit the dormitory facilities through windows or to walk on roofs and other restricted or unsafe areas.

Other Information for Boarding Students

All boarding students at AIS-Salzburg are required to open an incidentals account with the school accounting office. This account must be maintained at € 1,500 and provides funds for student expenses such as laundry, communications, and other daily or weekly expenses not covered by tuition and school fees. Small charges will be automatically deducted from the incidentals account and a statement will be sent home regularly during the school year. Requests for larger amounts will be accepted by the school accountant only with written permission from the parents. Questions concerning the incidentals account and its use should be directed to the school accounting office.

A. Information Responsibility

All students at AIS-Salzburg are responsible for knowing and heeding all information and directives as presented in announcements, bulletins, memoranda, and e-mail messages.

B. Keys

All boarding students are issued a dormitory room key at the beginning of the school year. This key must be kept safe at all times and not loaned to another person at any time. Should a key be lost, it must be reported immediately to the

administration and a replacement key will be issued after a fee has been paid and proof of payment is received from the school accounting office. This fee includes the replacement of the key, the key cylinder, the replacement of keys in the possession of roommates, and in some circumstances the replacement of every key and lock on the dormitory floor. If a lost key is not reported, it will result in disciplinary consequences, as the security of the school is compromised.

All keys must be turned in to the resident staff office whenever the student leaves campus.

C. Laundry

Students are offered the possibility of having their laundry done at the school for a nominal fee of 75 euro per trimester. This amount is withdrawn from the student's incidentals account at the start of each trimester. Laundry will be washed, dried and folded, and then returned to the student. Irons and ironing boards are available in the dormitories. A schedule of laundry deposit times for each floor will be established at the start of the school year.

D. Mail

Mail is delivered to all students daily except for weekends and Austrian national holidays. All communications to students (faxes and post) will be placed in the student mailboxes. It is expected that all students respect the privacy of all others and not tamper with mail or materials in mail boxes other than their own.

E. Meals

Three meals a day are served in the school cafeteria. AIS-Salzburg tries to provide a menu which is both filling and healthy to our students and meets the students' dietary requirements. Most meals contain a meat dish, but vegetarian selections are also available. A salad bar is available each lunch and dinner.

Meal Sign-Up: All students must sign up for their meals and meal selections on a weekly basis.

Students should bear in mind the following directives concerning meals while here at AIS-Salzburg:

- 1) No food is to be taken out of specific dining areas at any time.
- 2) Audible music or media may not be utilized during meals.
- 3) Proper dining decorum is expected of all students during meals.
- 4) No cafeteria utensils or dishes are allowed in the dormitory rooms or in the academic classrooms.
- 5) Entrance one-way into the kitchen and to dining rooms 1 and 2.
- 6) Breakfast is mandatory for all students.

AIS-Salzburg organizes a student menu committee each year which is open to participation by any student of AIS-Salzburg. Recommendations and suggestions are always welcome.

F. Medical Services, Student Health, and Medication

Health Records

All students must have up-to-date health records on file at the school at the beginning of the school year. These records must contain a properly-completed school health form and vaccination information. All new students are required to have a physical examination before coming to the school in the fall and all returning students must have a physical examination every two years while enrolled at the school. Should a student not have a physical examination before enrollment, or fail to get examined after two years of enrollment at the school, the administration will organize an appointment with a local doctor and the costs will be billed to the parents through the incidentals account.

Medications

All students are required to register all prescription and over-the-counter drugs and medications with the school health official. These medications will be kept in the school infirmary and distributed in accordance with a doctor's specific instructions. It is considered an infraction of the controlled substance policy of the school to have prescription medications or over-the-counter medications in a dormitory room or on one's person or to offer or give them to another member of the school community.

Illness

Students who feel ill must personally report to the school health official between 07:00 and 07:45 Monday through Friday, and after 09:00 on Saturdays and Sundays. The health official will evaluate their condition and a decision will be made as to whether or not the student should participate in classes or school activities that day, remain in their room under supervision, or see a doctor or other medical expert. All medical appointments must be coordinated through the school health official.

The decision as to whether the absence from classes is excused or unexcused lies with the school health official solely. Students who pretend illness in order to gain extra time for preparation for exams, papers, etc., will meet with disciplinary consequences and a zero on the assignment or examination. The school health official's orders and directives must be met completely and fully at all times. Doctor's orders are to be carried out to the letter in cooperation with the resident care staff and school health official.

Expectations

When excused from classes for illness by the school health official, the following rules are to be adhered to strictly:

1. Students assigned to the infirmary or their rooms for recovery from injury or illness are assigned for 24 hour periods. Unless specific, written orders are given the administration allowing a student to depart their room earlier, all students must remain there until 07:00 the following morning.
2. Schoolwork, reading, and other academic work is allowed only if given permission by the school health official.
3. Unless specifically allowed by the school health official, all telephones, computers, and Internet-compatible devices are to be turned in to the staff.
4. Food and drink will be brought to the student's room by the staff.
5. A quiet, restful atmosphere shall prevail at all times in the room.
6. Departing the room, unless directed to do so by the school health official is a disciplinary infraction.
7. The school health official's orders are absolute and not to be challenged, compromised, or disregarded by any student at any time.
8. Visitors are not allowed.
9. Following an excused illness, students are required to attend any and all check-ups with the school health official and/or doctor's appointments.

G. Health Procedures Throughout the School Year

Regularly, the school health official will weigh, measure, and interview students concerning their health. Information provided by fitness testing and other forms of health data will be passed on to the health official and collected there. The resident-care staff, teaching faculty, and administration may send any student to see the school health official for any reason and at any time. It is the student's responsibility to heed these requests and cooperate fully.

H. Doctor Visits and Health Costs

Should the school health official or administrator determine that medical expertise be sought for a student, an appointment will be made and the student transported there for the initial visit. The school will also follow through with all prescription requirements and other doctor's orders. The costs of such visits will be deducted directly from a student's incidentals account and billing information sent on to the parents for submission to their health insurance

providers. In all medical emergencies, the school will meet the health needs of the student first and then refer billing and other details to the parents for reimbursement. Appointments for follow-up visits, dental and orthodontal care, and physical therapy may not include the provision of school transport. In such cases, the student will be required to transport him- or herself to the appointment and return to the school. The school office staff will provide all necessary transportation information and assistance.

I. Health-Related Absences

The school health official will report all absences due to illness and injury to the office. These absences will be excused if properly reported and all academic work missed can be made up if done so within a reasonable amount of time as determined by the specific faculty member and administration. The student who was absent with illness or injury must approach the faculty member with the request for make-up work.

J. Meetings

All students at AIS-Salzburg are responsible for attendance, unless otherwise excused by an administrator, faculty member, or resident-care staff member; at all school assemblies, class meetings, floor meetings, and other meetings which require student participation. Generally, all school assemblies meet once or twice monthly, floor meetings in the dormitories meet once each week, and other group meeting times are announced throughout the school. Timely attendance is required for all such meetings called.

K. Permission Forms

All students are required to have their parental permission and health forms submitted to the school office at the beginning of the school year. Without the submission of these forms, students are not allowed to participate in any sporting or free-time activity and are restricted to campus.

L. Pets

Pets are not allowed at AIS-Salzburg.

M. Pocket-Money Service

Should the parents so desire, enrollment in the AIS-Salzburg pocket-money service is available to all boarding students. Under this service, students receive € 35-50 per week, delivered to them on Monday mornings during the break time. The students are encouraged to budget their expenditures effectively throughout the week and weekend. Specific information regarding this service is available from the school's accounting office. The school discourages students from using bank cards and having a large amount of money at their disposal. At no time is a student allowed to have more than 50€ on their person or in their dormitory room. The school safe is available at all times for students to deposit valuables and money.

N. Security and Personal Safety

In order to limit the chances of personal property being taken while resident in the school, all AIS-Salzburg boarding students are asked to abide by the following guidelines:

- a. All valuables should be deposited in the school safe in the front office. Access is made available during office hours.
- b. All dormitory doors must be locked when no students are in the room and unlocked at all times that students are present. Windows and balcony doors should also be made secure when students are not present in the room.
- c. Students are not allowed to have large sums of money in their possession while at the school. There should never be a reason for students to have more than one week's allowance on their person or in their

dormitory room. If a student receives a relatively large sum of money from his parents after a visit or for the purpose of purchasing a computer, etc., this should be deposited for safekeeping with the school accounting office or placed in the safe until needed.

- d. All students should consider bringing a lockable storage unit for their dormitory room and keep the key to this unit safe at all times.
- e. Students should not leave personal possessions unattended in common areas of the school.
- f. Should personal property be taken, the incident should be reported immediately to the school administration. The student can expect that the administration will look into the claim with seriousness and check into possible explanations. Just cause is a fundamental element of the consideration of all possible actions carried out by the administration. In cases where it is deemed necessary, the school administration may involve the local police.
- g. The dormitories are closed during the academic day, Monday through Friday.

The school administration reserves the right to utilize surveillance cameras for the security of our students and property as well as the enforcement of certain school behavioral expectations (sneaking off campus, mixed company, etc.)

Personal safety away from the school:

When away from campus during unstructured time, students must keep the following safety guidelines in mind:

- a. All students must be in the company of another AIS-Salzburg student or staff member when away from campus.
- b. All students should inform themselves of possible dangers or considerations when traveling away from the school.
- c. Students should not carry large sums of money when away from the school campus.
- d. All students should carry the school emergency telephone numbers and/or the telephone number of the hotel in which the school is staying during an excursion.
- e. Students should not act or express themselves through their dress and style in such a way as to attract attention or derision during unstructured time away from the school.
- f. Student are never allowed to hitchhike.

O. Travel and Transportation

Salzburg has an excellent public transportation system which enables students to get around quite easily. A bus stop is located in front of the school. All students enrolled at the school are forbidden from traveling on any form of public transport in Salzburg without payment of the fare. Travelling without a bus ticket is theft and a major violation of the AIS-Salzburg behavioral expectations.

The Salzburg airport and train station are located quite close to the school campus, and the Munich airport is approximately two hours away by car from Salzburg. A private shuttle service, the "Salzburger Mietwagen" is available for transportation between AIS-Salzburg and the Munich airport. All students are offered transportation from the Salzburg airport or train station to the school during arrival days in September and January, and during departure days in December and May. Appropriate and timely information must be received by the school offices for such transport to be made available.

The AIS-Salzburg staff is responsible for student safety and welfare during the school year. The school administration reviews all student travel plans. Travel deemed inappropriate or dangerous by the administration will be denied. Students must follow all school rules when traveling away from the school unless they are with their own parents. The following guidelines have been established as concerns student travel:

- 1) During their free time, students who have parental permission may go anywhere within the city limits of Salzburg in accordance with this handbook (see Leaves to the City).
- 2) Students may leave the city limits only with parental permission (as indicated on the parental permission form) and prior approval from the administration and care staff. All requests for

independent travel (check out) must be turned in to the Head of Student Life before 16:00 on Wednesday if the travel requested is on the weekend following. Otherwise, all requests must be made at least 72 hours in advance.

- 3) All early departures or late returns around vacation periods are unexcused absences and may seriously damage a students academic standing, as well as incur disciplinary consequences.

P. Vehicles

Boarding students may not own or operate a motor vehicle or moped while enrolled at the school. Boarding students are not allowed to ride in or on another student's vehicle without prior approval from the school administration and parents. 5-day boarders with proper license may travel to and from campus individually on weekends, but must deposit vehicle keys to the administration from Sunday evening through Friday afternoon. Day students with a valid driver's license may transport themselves to and from the school but may never provide transport for a full-or five-day boarder. All students with vehicles must park them appropriately in an assigned parking space. The administration may request that day students with their own transportation also deposit their keys in the front office upon arrival.

Q. Visitors

All visitors to the school must register with the front office upon entering the school campus. Should students be expecting visitors at any time through the school year, they should inform the school office as early as possible so that their arrival can be anticipated and assistance offered. Guests are not allowed to stay overnight in the school's facilities

R. Weekend Activities

To promote involvement and participation of all AIS-Salzburg students in the rich variety of offerings in the city and region of Salzburg, a weekend activity program is in place. Although students are encouraged to participate in as many weekend activities as possible, all boarders are required to involve themselves in a minimum of three activities per weekend. Additionally, all students must be involved in at least one cultural activity per month while enrolled at the school. Each weekend, the school's resident-care staff organizes events which are active (e.g., sporting events, hikes, skiing/snowboarding trips), entertaining (e.g., movies, go-karting, gaming, dances), and cultural (e.g.theater, museums, historical/archaeological sites, concerts). Many of these activities are free of charge; others involve incidental costs to the students but are voluntary. These costs will be deducted from the students' incidentals accounts provide it is properly funded.

Sign-up for activities occurs during study hall on Wednesday evenings when all boarding students are presented with a list of activities scheduled for the upcoming weekend. These are then collected by the resident-care staff and returned for collation and final scheduling of transportation by the resident staff. Commitments as registered on the sign-up sheet are considered final and failure to report to the activity at the posted time will result in disciplinary consequences and/or coverage of costs involved.

S. Weekend Travel Permission with Overnight Stay

Checking out from the school's care on weekends is a prerogative of the school administration and always requires full parental and administrative clearance and acceptance of responsibility. If a weekend check-out is approved by the school administration, full legal responsibility and liability must be accepted by the adult to whom the student is checking out. To this end, the following guidelines and restrictions are in place:

1. Parents who come to the school may check out their son or daughter on all weekends in which check-outs are allowed provided the child is not under any restriction or probationary terms. The school appreciates being notified of such upcoming check-out plans beforehand.
2. Departure from the school for a weekend check-out may begin no earlier than 15:00 on Friday and the student must return before 18:45 on Sunday evening.
3. All students checking out must provide the school administration with contact information where they can be

reached during the period away from campus.

4. If a student desires a check out to another student's parent or adult family member, they must submit a check-out form which clearly states all pertinent information and signatures which verify that the student is directly under that adult person's legal responsibility and that the school is absolved from all liability during the check-out period. Both the hosting adult person and the student's parents must agree to and sign this form. This form must be submitted by 17:00 on the Wednesday before the desired weekend check-out period. Weekend travel permission with an overnight stay to any other student's parent or adult family member is available only:

Once per trimester for all boarding students in grades 7 through 11

Once per month maximum for all boarding students in grade 12 or 13

Any student who misrepresents information when seeking weekend check-out permission may be required to meet with the school's Disciplinary Committee. No check out can be granted to students under restriction or probationary terms.

The school administration maintains the right to deny any weekend travel with overnight stay for any reason whatsoever.