



# **STUDENT & PARENT HANDBOOK**

## **Introduction**

This student and parent handbook has been compiled by the AIS-Salzburg administration for students and parents to understand the School's mission, beliefs, and goals as well as 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 standards 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.

## AIS-Salzburg Mission Statement

### AIS-Salzburg Statement of Mission

The American International School-Salzburg is a boarding and day school committed to the college-preparatory education of qualified and conscientious young men and women. The academic and boarding programs nurture the students' intellectual growth and creativity, 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 empowers students to succeed in further studies, to exercise informed judgment, and to become active and responsible members of society.

### AIS-Salzburg Beliefs

#### Security and Respect

We believe in the necessity of providing students with a safe and secure environment where they may live and work to fulfill their greatest potential, secure in the 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 international setting and diverse school community provides a fertile environment for learning, growth and cultural understanding.

#### Attention and Guidance

We believe that students learn best in an environment with a low staff-student ratio which optimizes individual attention and guidance.

#### Balance and Wholeness

We believe in the necessity of providing an educational program which focuses upon students' intellectual abilities and creativity 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.

## AIS-Salzburg Profile of Graduates

*Graduates of the American International School-Salzburg will demonstrate the following competencies:*

### Knowledge, Skills, and Abilities

Graduates who...

...have intellectual capabilities, knowledge, and abilities which have been developed to a level that will serve them well in their continuing studies at university and beyond.

... value knowledge and wisdom and the lifelong acquisition of the same.

... can overcome obstacles and challenges through resourceful, creative and critical thinking and the utilization of resources.

... have been acquainted and are familiar—at some essential level—with human knowledge gains in the social sciences, humanities, languages, natural sciences, and mathematics and understands that these areas of human understanding continue to grow and develop.

... approach the study of new knowledge with interest, curiosity, care, discipline, and integrity.

... can effectively balance and manage academic and personal demands.

... are able to engage in critical evaluation and meaningful debate of theories and opinions and is able to discern between faulty and logical argumentation.

### Communication and Language Skills

Graduates who...

... can communicate effectively, reasonably, and clearly in both written and spoken English.

... can engage in meaningful verbal or written debate, discussion and evaluation on a wide variety of topics with circumspection.

... have knowledge of at least two foreign languages other than their native tongues and have thereby gained valuable insights into other cultures through the study of foreign languages and multicultural interaction.

### Community Awareness and Involvement

Graduates who...

... understand their civic responsibilities and commit themselves to the betterment of society.

... are actively involved and offer their talents to the improvement of their community.

... are able to effectively integrate themselves into an international community.

### Personal Qualities

Graduates who...

... demonstrate honesty, integrity, self-respect, self-discipline, kindness, and compassion.

... make wise health choices, are emotionally stable, and value physical exercise.

... respect and appreciate cultural diversity.

... value human rights and are ethical in their interactions with others.

## 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 1976, AIS-Salzburg/Salzburg International Preparatory School has awarded diplomas to over 891 young men and women who have gained acceptance to hundreds of institutions of higher learning worldwide. Approximately 40% to 50% of our students continue their studies in the United States and North America, the remainder going on to university studies in the United Kingdom or in continental 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 as well as proven language proficiency.

## B. Teaching Faculty and Resident-Care Staff

The faculty of AIS-Salzburg is composed of 15 teachers, most of whom hold advanced degrees and have an average of twelve 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 Dean of Students, 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.

### **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 Dean of Students; the College Counselor; and the Office Manager. The members of the school administration have an average of over 20 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.

Headmaster:	Mr. Paul McLean	pmclean@ais-salzburg.at
Office Manager:	Ms. Felicia Gundringer	office@ais-salzburg.at
College Counselor:	Mr. Jeffrey Agardy	jagardy@ais-salzburg.at
Dean of Students:	Ms. Cassandra Baehler	cbahler@ais-salzburg.at

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## Academic Standards

### AIS-Salzburg Code of Honesty and Integrity

*The students enrolled at AIS-Salzburg at all grade levels are required to demonstrate and strictly adhere to the core ethical values of integrity, honesty, self-discipline, responsibility, respect and positive citizenship as measured by adherence to the standards established and communicated in this Parent and Student Handbook. Failure to find agreement with these fundamental values will lead to suspension or expulsion from the school.*

#### A. Academic Integrity

It is this school's belief that honesty and integrity are fundamental attributes of any motivated learner and provide the necessary foundation upon which achievement and intellectual growth is made possible. Acting dishonorably with respect to one's academic achievement is unacceptable at AIS-Salzburg as it violates our fundamental purpose. Violations of our Academic Honesty and Integrity Code are considered a serious 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 will **necessarily** include:*

1. grade of zero on the assignment
2. Elimination of the possibility to be recognized as a Distinguished Student or Senior Scholar.

*Disciplinary consequences for minor violations **may** also include:*

1. in-school suspension from all classes and athletics involvement.
2. report to parents.
3. restriction to campus and academic probation.

##### 2. Major Violations

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

*Major violations of this policy include:*

- intentionally cheating or taking any other form of unfair advantage on a quiz, test, final examination or standardized test
- intentionally copying an assignment from another source and submitting it as one's own (plagiarizing).
- stealing or gaining early access to 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 will **necessarily** include:*

1. grade of zero on the assignment and possible failure for the grading term
2. report to parents
3. elimination of the possibility to be recognized as a Distinguished Student or Senior Student for the remainder of the school year.

*Disciplinary consequences for major violations **may** also include:*

1. Disciplinary Committee meeting to determine consequences which may include suspension or expulsion from the school.
2. academic and disciplinary probation for the remainder of the academic year.

### 3. Assistance

Any AIS-Salzburg student who assists another in taking unfair academic advantage in any way is equally in violation of this policy and may receive similar consequences to be determined by the administration.

#### B. Academic Assessment

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

<b>Earned Percentage</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Descriptor</b>
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 enrolled in seventh and eighth grade 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 for seventh and eighth grade students.

*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 as follows:
  - 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 or by contacting the course instructor directly by e-mail or telephone.

#### 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 may result in non-promotion to the next grade level or forfeit of the school diploma (see promotion and diploma requirements, p. 7).

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 five periods (or the equivalent) per week throughout the school year is worth one full credit upon successful completion. Courses which meet less than five periods per week will be assigned partial credit. These include elective courses and physical education. Successful completion is defined as having earned a minimum average letter grade of D- or higher (60% or higher). Credit is not granted for incomplete trimesters due to departure or the dropping of a course.

#### 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

Promotion to the next grade level each year is determined by meeting certain academic, attendance, and social/behavioral conditions which include:

1. *Earning a cumulative grade-point average (GPA) of 1.500 minimally.*
2. *Not failing more than one credit-bearing course.*
3. *Meet the school's minimum attendance requirement (80%).*
4. *Maintain a positive citizenship record while enrolled at AIS-Salzburg, including:*
  - a. *passing the boarding conduct (boarders only) requirement with 60% or higher for the year.*
  - b. *successful completion of the annual community service requirement.*
  - c. *no major violations of the school's academic integrity policy*

#### H. Course-Load Requirements

The load requirement determines the minimum number and types of courses a student must be enrolled in each trimester at AIS-Salzburg. Load requirements apply to all students in attendance at the school and may only be adjusted by the administration under exceptional circumstances.

1. *30.5 classroom periods per week minimum*
2. *Two English and one German language course per day*
3. *One mathematics, one science, and one social studies course per day*
4. *One elective course which meets two hours per week*
5. *Enrollment in the Healthy Lifestyles Requirement*
6. *Enrollment in Boarding Conduct Requirement for all full- and 5-day boarders*
7. *Enrollment in the AIS-Salzburg Community Service Requirement*
8. *Enrollment in one Seminar course at the appropriate grade level*

#### I. Diploma Requirements

The American International School-Salzburg High School Diploma is awarded to all students who have met the following requirements:

1. *Completed six years of full-time formal education in grades 7 through 12 (ages 12 to 18)*
2. *Completed at least one full school year (three trimesters) at AIS-Salzburg.*
3. *Achieved a minimum cumulative grade-point average (GPA) of 1.500 in all courses enrolled in at AIS-Salzburg from the ninth through twelfth grades.*
4. *Met the school's minimum attendance requirements each year of enrollment.*
5. *Maintained a positive citizenship record while at AIS-Salzburg including:*
  - a. *passing the boarding conduct requirement with 60% or higher.*
  - b. *a generally positive cumulative conduct record while enrolled at AIS-Salzburg.*
6. *Earned a minimum of 28 academic credits in grades nine through twelve, including credits transferred from other secondary educational institutions. The following credits are required within the 28-credit total:*

English I	4 credits
English II	4 credits
German	3 credits
Mathematics	3 credits including Geometry and Algebra II
Science	3 credits including Biology, Chemistry and Physics
Social Studies	3 credits including World Cultures and US History or an equivalent or higher-level course in European or American history
Math/Science	1 credit in a mathematics or science course at least one level higher than the minimum requirement in each subject area (above)
Healthy Lifestyle Requirement	2 credits (0.5 credits per year of enrollment)
Electives	2 credits (0.5 credits per year of enrollment)

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

The AIS-Salzburg 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 European History, AP Chemistry, AP Calculus AB, AP Biology and AP Environmental Science. 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.

## K. The Advanced-Placement® Program (From: [APWorldwide](#))

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 based 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, Statistics\*
- 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 Emirate

## L. Grade-by-Grade Course Listings

### Grade 7 (age 12-13)

Junior High English Literature and Composition  
 Junior High English Nonfiction and Communication  
 Junior High Science  
 Junior High Mathematics I  
 World Geography or World History (alternates each year)  
 German (at appropriate level)  
 Ethics Seminar I  
 Healthy Lifestyle Requirement  
 Elective  
 Boarding Conduct (day student excepted)

### Grade 8 (age 13-14)

Junior High English Literature and Composition  
 Junior High English Nonfiction and Communication  
 Junior High Science  
 Junior High Mathematics II  
 World Geography or World History (alternates each year)  
 German (at appropriate level)  
 Ethics Seminar I  
 Healthy Lifestyle Requirement  
 Elective  
 Boarding Conduct (day students excepted)

### Grade 9 (age 14-15)

English 9 Literature and Composition  
 English 9 Nonfiction and Communication  
 Biology  
 Geometry  
 World Cultures  
 German (at appropriate level)  
 Ethics Seminar II  
 Healthy Lifestyle Requirement  
 Elective  
 Boarding Conduct (day students excepted)

### Grade 10 (age 15-16)

English 10 Literature and Composition  
 English 10 Nonfiction and Communication  
 Chemistry  
 Algebra II  
 United States History  
 German (at appropriate level)  
 Ethics Seminar III  
 Healthy Lifestyle Requirement  
 Elective  
 Boarding Conduct (day students excepted)

### Grade 11 (age 16-17)

English 11 Literature and Composition  
 English 11 Nonfiction and Communication

Physics  
 Precalculus  
 AP Human Geography  
 German (at appropriate level)  
 Ethics Seminar IV  
 Healthy Lifestyle Requirement  
 Elective  
 Junior Community Service Requirement  
 Boarding Conduct (day students excepted)

### Grade 12 (age 17-18)

AP English Literature  
 English 12 Humanities  
 AP Chemistry or AP Biology (alternates annually) or AP Environmental Science  
 AP Calculus AB or Advanced Mathematics  
 AP European History  
 German (at appropriate level)  
 Ethics Seminar V  
 Healthy Lifestyle Requirement  
 Elective  
 Senior Research Project  
 Boarding Conduct (day students excepted)

## M. Individual Courses and Academic Credits (Grades 9 - 12)

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>
<b>English:</b>	English 9 Literature and Composition	1
	English 9 Nonfiction and Communication	1
	English 10 Literature and Composition	1
	English 10 Nonfiction and Communication	1
	English 11 Literature and Composition	1
	English 11 Nonfiction and Communication	1
	English 12 Humanities	1
	AP English Literature	1
	Geometry	1
	Algebra II	1
	Precalculus	1
	Advanced Mathematics	1
<b>Mathematics:</b>	AP Calculus AB	1
	Biology	1
	Chemistry	1
	Physics	1
	AP Environmental Science	1
	AP Chemistry	1
	AP Biology	1
	World Cultures	1
<b>Science:</b>	United States History	1
	AP Human Geography	1
	AP European History	1
<b>Social Studies:</b>		

<b>German Language:</b>	German I	I
	German II	I
	German III	I
	German IV (AP)	I
	German V	I
	German Literature and Composition	I
	Advanced German Literature	I
<b>Physical Education: Electives:</b>	All physical education courses (various)	0.5
	French Language and Culture	0.5
	Spanish Language and Culture	0.5
	Italian Language and Culture	0.5
	Studio Art	0.5
	Drama	0.5
	Yearbook	0.5
	German Tutorials	0.5
	Music Lessons (Instrumental, voice, or piano)	0.5
	All seminar levels (I-V)	0.25
<b>Seminars:</b>		

## N. Elective Course Requirement

All Students enrolled at AIS-Salzburg are required to take a minimum of one elective course each year of enrollment. Elective courses carry credit 0.5 credits/year for successful completion and attendance is taken. Most of the elective offerings are scheduled during an afternoon elective period (15:00-16:00) while others will meet during evening hours (19:00-21:00). Meeting one's elective requirement, therefore, can excuse a student from the formal evening study hall commitment. However, students are still held responsible for all assignments and other work for all of their academic courses the next day. Senior students fulfill one trimester of the elective requirement through enrollment in the Senior Project. Following completion of the project, seniors are enrolled in another elective course of their choice.

## 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 34 weeks between the beginning of September and the end of May. AIS-Salzburg holds class on every weekday throughout the academic year except during school-wide excursions and vacation periods. The school holds classes on Austrian, American, and international holidays which fall on weekdays. All students must depart AIS-Salzburg for the three weeks of the winter holidays and during the two weeks of the Spring Break. 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 any time. Parents can remain informed of their children's academic progress through the PowerSchool® student information system which AIS-Salzburg utilizes. Checking your child's progress involves logging on to the PowerSchool® website.

## P. Daily Schedules

### ***Mondays, Tuesdays, Fridays***

Period 1	08:00 - 08:55
Period 2	09:00 - 09:55
Break	(09:55 - 10:15)
Period 3	10:15 - 11:10
Period 4	11:15 - 12:10
Lunch	(12:10 - 12:50)
Period 5	12:50 - 13:45
Period 6	13:50 - 14:45
Elective Period 7:	starting at 15:00

### ***Wednesdays***

PE	07:30 - 10:25
Period 1	10:30 - 11:10
Period 2	11:15 - 11:55
Lunch	(11:55 - 12:30)
Period 3	12:30 - 13:10
Period 4	13:15 - 13:55
Period 5	14:00 - 14:40
Period 6	14:45 - 15:25

### ***Thursdays***

Seminars	08:00-08:30
Period 1	08:35-09:25
Break	(09:25-09:45)
Period 2	09:45-10:35
Period 3	10:40-11:30
Lunch	(11:30-12:05)
Period 4	12:05-12:55
Period 5	13:00-13:50
Period 6	13:55-14:45
Elective Period 7:	starting at 15:00



## Grade Reporting and Academic Standing

### A. Reporting

Academic 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 courses. Following the spring trimester, report cards also include a final examination score and average grade for the entire course. With the completion of a year-long course and achievement of a passing grade above 60%, credit is granted and indicated on transcripts. All trimester, final examination, year-end averages, and credits are included on official school transcripts issued after completion of the school year. **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. The college-placement counselor will then forward these directly. The release of personal records held by the school represent personal student data which require parental release (a signed statement) to be sent to third parties.

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.

### C. 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 exclusively. 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. All actions or decisions based upon grade-point average during the school year are based upon the simple GPA calculation displayed on the individual student screens in the PowerSchool® student information system.

### 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. AIS-Salzburg does not weight grades for honors consideration as is done in some other schools.

*Honor Roll with High Honors*

Awarded to students who earn all As or all As with no more than one B or 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 and Remediation

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. 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:

- regularly-scheduled teacher- or student-assisted tutorials
- additional study time or assignments
- regular tracking and reporting of academic performance by the faculty member

Remediation assignments and meetings (e.g., tutorials) are mandatory and the instructor will try and work around afternoon elective commitments. Weekly reports from the remediating teacher will be passed on to the administration during the first three weeks following midterm during the fall and winter trimesters. Following this three-week remediation period, if a student continues to have two or more class marks below the warning level, the administration will impose the following through the remainder of the trimester:

- mandatory weekend study halls (for full boarders)
- supervised evening study halls (for full and 5-day boarders)
- increased diligence demanded of electronics usage
- continued remediation as determined by the instructor.
- renewed communication with the parents or guardians

During the Spring trimester, all of the above requirements are in place as of midterm until the warning-level marks are improved to above 70% or, until the end of the term. Athletic eligibility is forfeited for all students on athletics teams who have received more than one warning notice or have one or more warning notices at the F level.

Should a student ignore or refuse to take advantage of the requirements of remediation, placement on academic probation and/or disciplinary consequences may result. 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.

### F. 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 academic standards set before them. 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 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 reporting of grades (mid-term or end-of-trimester) or until the low grades rise to meet minimum standards. Academic probation will often include many of 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 (if one or more of the grades are at F)
- 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 and/or other electronics

Should remediation and any other terms of academic probation not result in minimally-acceptable grade averages, the administration will determine further action including the possibility of dismissal from the school.

## 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:

#### *Junior Year:*

March	Meeting with college-placement counselor
May	SAT I testing at AIS-Salzburg (mandatory for all students planning to study in the USA or Canada)
April/May	Registration for TOEFL examination if needed

#### *Summer after Junior Year:*

June, July, August	Visits to selected universities and colleges
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#### *Senior Year:*

October	College Fair at AIS-Salzburg
October 15	All early-decision applications submitted
November	SAT I testing at AIS-Salzburg (mandatory for all students planning to study in the USA or Canada)
December 1	All applications with January 15 deadline submitted
December	SAT II testing at AIS-Salzburg
January-March	Decisions made by US, British, and Canadian universities
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 and community service 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. University Acceptance Requirements Worldwide

(See Chart)



All students scheduled into Advanced Placement® courses will be registered for AP Examinations in the subject. However, sitting the examinations is optional. Once students have indicated which examinations they would like to write, all teachers of AP Courses will give an estimated examination result and this will be made available to the parents. Only with parental permission will a student be registered for an Advanced Placement Examination. The fee is charged at registration and is not refundable. 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

Full-time faculty office hours are from 15:00 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. Part-time teachers will individually arrange any necessary office hours.

### 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 be considered only after all possibilities for in-school tutorial assistance have been exhausted. 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.

### F. Textbooks and Materials

Textbooks are included in tuition for all students at AIS-Salzburg. Textbooks (both new and used), workbooks, literature, and other required class materials will be distributed to all students at the start of the school year. Loss of required texts and/or other materials will require replacement at cost. All students are required to bring all materials required by the instructor each day to class. Proper care of textbooks and all materials is encouraged. Upper-level mathematics courses require the use of a graphing calculator. If a

student's schedule includes such a course, information will be made available at the start of the school year regarding the appropriate calculator to purchase.

## 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.

All students at AIS-Salzburg are expected to be present on the day classes begin, and to remain in school regularly until vacation periods begin. 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.

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. Failure to attend an assigned tutorial session as organized by a classroom teacher is considered an unexcused absence and carries disciplinary consequences.

### A. Attendance Requirement

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

### B. Attendance Terms

**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 for any of the above.

**Excused Absence** - Any time 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 at 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, parental, or administrative authorization is provided. The administration reserves the right to declare such absences 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. Persistent or frequent unexcused absences will result in dismissal.

**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. Unexcused tardies result in detention.

### C. Attendance Reporting

The teaching faculty members and resident staff 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 PowerSchool® portal. The parents of day students are required to call the school to report any absence. The administration, resident-care staff and school health official will report any absences which are excused for health, medical appointment, or activity-related reasons.

### D. 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.

### E. 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 excused absences from physical education classes result in a loss of health points which determine the Healthy Lifestyle Requirement grade on student transcripts. Students have a two-week period of time to make up these health points through the Get Fit! program. 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.

### F. 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, unless participating in an elective courses, athletics event or senior scholar privilege. All five-day boarders and full boarders returning from a weekend checkout must return to the school on time for evening study hall (Curfew at 18:00).

### G. Athletics Participation Requirement

Attendance at all practices is a requirement of athletic team 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 and will follow physicians' orders to the letter in each case. The coaches of the various athletics teams have the discretionary authority to determine who participates in competitions.

### H. Weekend Activities Attendance Requirement for Boarding Students

All full-boarding students at AIS-Salzburg are required to participate in a number of weekend and club activities dependent upon their grade level. Signing up for these activities is a commitment and failure to participate will result in negative consequences as follows:

**One missed active activity:** A deduction of 20 health points and four days of campus restriction from Monday through Thursday. The Boarding Conduct grade is negatively affected at the discretion of the staff and administration.

**Two missed active activities** (in one weekend): A deduction of 40 health points and campus restriction through the following Sunday. The Boarding Conduct Grade is negatively affected.

**One missed activity** (non-active): Four days of campus restriction from Monday through Thursday. The Boarding Conduct grade is negatively affected.

**Two missed activities** (any activity): Campus restriction from Monday through the following Sunday. Health points can be made up voluntarily through the Get fit program. The Boarding Conduct grade is negatively affected.

### I. 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, or other commitments in May. Significant improvement on test results is rarely achieved by last-minute study. Consistent and persistent effort throughout the school year results in the best results. Requests for an excused absence from other classes and commitments during this time period are not accepted.

### J. Headmaster's Holiday

The Headmaster of the school reserves the right to declare a Headmaster's Holiday, canceling 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.

## 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 21:00 (19:00-20:30 for boarding 7th and 8th graders). The period from 21:00 to 21:30 is to be utilized by the individual students as "quiet time" and also for further study as required. 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. This is particularly true given the fact that many of the required elective courses will be scheduled concurrently with evening study halls. Not completing classwork because of electives or other commitments cutting into study hall time will still receive a zero or lower grade.

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; and their room at 18:50

***Violation consequence: 1 point reduction in boarding conduct grade***

2. Rooms are inspected for tidiness and cell phones collected (also ill students) by the resident staff at 19:00

***Violation consequence: 2 point reduction in boarding conduct grade***

3. All students are seated at their desk at 19:00

***Violation consequence: Tardy marked and 1 point reduction in boarding conduct grade***

4. All students have their agenda book and key fob on their desk at 19:00

***Violation consequence: 3 point reduction***

5. All dormitory room doors must remain open, students may not move about the building unless requested to do so by the resident staff, lengthy visits to the bathrooms are not permitted, and general 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. Use of Computers during Evening Study Halls

Students may use their personal laptop computers or tablets during evening study hall under the following conditions:

1. Internet access during evening study hall must be utilized (a) in accordance with the schools Acceptable Use Policy and (b) for academic purposes only.
2. All personal computers must be deposited for safe-keeping as of 21:30 following evening study hall and remain there until the following day.

3. All students using computers during evening study hall must agree to supervision by the resident-care staff. Computers must be placed openly (on desk or table) and the screens—to as great an extent possible—visible to the resident-care staff members on duty.

4. Numerous warning notices, poor academic standing generally, and/or violations of the school's Acceptable Use Policy may result in the loss of access and/or confiscation of devices.

### 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 at various times. 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

Students are expected to complete all assignments given them by the teaching faculty. 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 are notified through the Teacher Comment area of the PowerSchool® information system.

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 15:00 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 materials including agenda books, textbooks for the course and with all assignments complete and up-to-date as directed by the teacher. 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. If a student is declared unprepared for class by the instructor they will be assigned to detention and receive a campus restriction. They may also be removed immediately from the classroom.

### 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, students are informed of which textbooks and supplies are required 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. School-wide Classroom Expectations

1. Students are prohibited from using any electronic devices—excluding calculators—during class time unless required to do so by the instructor. Failure to heed this policy will result in confiscation of the electronic device and disciplinary consequences.
2. Cellular telephones, smartphones, data-capable watches, etc., are to be turned in to the teacher at the beginning of each and every class period. They must also be turned off. Any student found with such

- devices following the start of the class lesson may be charged with an academic honesty violation, particularly if the telephone is discovered during a test, quiz or other evaluation.
3. No food or drink (including gum and water) is allowed in the classrooms at any time.
4. Student dress and style must be within the parameters 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 classroom 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. Repeated incidents will be logged by the teacher and receive disciplinary consequences. At times, speaking with another student in a language other than English can be a violation of the school's academic honesty 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, Italian), should speak either in the language being learned or in English. The teacher of the course may determine specific policies regarding this.

### G. 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 and conference with the Headmaster. A student expelled from class will be suspended from the course for a minimum of three days and not be allowed to return until written application has been received and accepted by the appropriate faculty member. 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. Repeated expulsions from class will result in a disciplinary committee meeting and possible dismissal from the school.

### H. 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.

## I. Expectations During Physical Education Classes

Other than specific academic requirements, all of the above-mentioned expectations remain in effect during physical education classes. Students are to be dressed in the AIS-Salzburg physical education uniform, 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.

## J. 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 complete 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

## K. 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 students earn 50 health points each week. 5-day boarders and day students must earn 40 health points per 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	0-10 points
Get Fit! exercise program (one morning or afternoon for one hour)	0-5 points
Weekend active activity requirement (2 minimum)	0-5 points (each)

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

1st tobacco policy violation	100 points deduction
2nd tobacco policy violation	150 points deduction
3rd tobacco policy violation	200 points deduction
Alcohol policy violation	300 points deduction
Failure to attend scheduled active activity	20 points deduction
Empty calorie deduction*	10 points deducted

\*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.

## L. 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 GPA, promotion and graduation requirements, honor roll, and class rankings. 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. Student should also note that since the Healthy Lifestyle Requirement grade is not only based upon physical education courses, the Boarding Conduct grade for all boarders may also be affected by, for example, missing active weekend activities or club activity commitments.

## M. Acceptable Use Policy for Computers and other Electronic Devices with Internet Access

The AIS-Salzburg Acceptable Use Policy for Computers (AUP) is designed to ensure that the use of these electronic devices is subordinate to the objectives of the school's mission and in agreement with our educational beliefs. Although computers and other devices provide important social connections for students who are boarders at AIS-Salzburg, it should always be remembered that the school's computer provisions (hardware software, server, utilities, and system) are primarily available to serve the educational purposes and goals of the school and that all use of the school's provisions is subordinate to these goals. The use of technology/electronic media at the American International School-Salzburg will include, but is not limited to the following:

1. Promoting school-wide educational goals for student learning.
2. Managing instructional programs involving maintenance of test scores, grades, attendance, and other student data.
3. Conducting research and supporting individual learning.
4. Communicating within and outside the school community.

### **Policy Parameters**

1. All members of the school community must obtain permission/licensing to use the Internet provided by the school's system and server. Agreement with the AUP is verified through a parent and student signature on the appropriate form and the granting of a license for access through the school personnel.
2. Students are allowed to bring laptop computers or computer tablets to the school along with all cables, small speakers, and a small, personal printer. Paper for personal printers must be supplied by the student and speakers must be small and of appropriate volume for the residential setting and expectations.
3. All work/activity on the Internet during academic hours (including evening study hall) must be directly related to school work, assignments, and study.
4. Computers may be utilized for personal purposes during free time only if registered and licensed through the school wireless system. Attempts—successful or not—to bypass the filters of the system will result in disciplinary consequences and loss of the ability to use the school's system.
5. During the first hour of study hall (19:00-20:00), personal computers may be utilized with access to the school server within the limits of the system filters and provided the personal device is registered and licensed for use. After 20:00, personal computers may be used, but without access to the Internet.



6. Personal computers may be utilized during class time provided approval or assignment is given by the instructor of the course.
7. Personal computers must be stored with the staff from 21:30 each evening, Sunday through Thursday, and may be picked up again after classes have finished. All students are required to pick up their own property personally.
8. Personal cell phones and any other devices which can access the Internet must be turned into the instructors at the start of each academic period and turned in to the resident staff at the start of evening study hall.
9. The school computer lab is available for student use during afternoon and weekend hours with supervision from the staff.
10. Internet use at the school is monitored regularly.

#### **Guidelines for Use of the Internet and E-mail**

1. Students must obtain permission from their parents as well as the school administration to utilize the school's system and the Internet.
2. Students should not disclose any personal passwords or logins to anyone including those which grant access to the PowerSchool® Student Information System. If a student feels that their PowerSchool® access codes have been compromised, the front office can reset these and issue new ones.
3. Personal addresses, telephone numbers, or other contact information should never be given out over the Internet while accessing through the school server.
4. Under no circumstances are students to view, upload or download any material which is likely to be unsuitable for children or a school setting. This applies to any material of a violent, dangerous, racist or inappropriate sexual content. If a student is aware of inappropriate material accessible through the school's server, they should report this for filtering.
5. Students should never download, use or upload any material that is under copyright. Copyrighted material on the Internet may only be used if (a) permission is gained from the owner; or (b) proper citation is utilized. Failure to heed this guideline will result in a violation of the school's academic honesty policy and disciplinary consequences.
6. All students and users of the school's system must agree to supervision. This may include supervision by teachers, administrators, or resident-care staff members. School computers will be placed in public areas where screens are visible. Use of computers during evening study hall will be supervised regularly by the resident-care staff and screens should be visible to the staff when entering the dormitory room.

#### **Minimum Behavioral and Academic Requirements for Computer Use and Access**

1. In order to utilize personal computers and the school's intranet system, a student must have a grade-point average of 2.000 minimum as verified by the PowerSchool® simple GPA display. This will be checked weekly and loss of access will be for one week minimally.
2. Students who have room restrictions on Friday or Saturday evenings may not use any computers or access the school's intranet system.
3. Computers or other electronic devices are not allowed during study halls during the academic day, detention halls or school infirmary rooms.

#### **Disciplinary Consequences for Failure to Comply**

A serious, intentional violation of any of the AUP guidelines will result in disciplinary consequences.

**First Violation:** Letter sent home with a reminder of this policy and loss of access to personal computer and the school's intranet system for one school week minimally. The Boarding Conduct grade is negatively affected.

**Second Violation:** Letter sent home with warning of possible disciplinary committee meeting with the third offense. Loss of access to personal computer or other electronic device which can access the Internet for 1 month minimally. The Boarding Conduct grade is negatively affected.

**Third Violation:** Letter sent home notifying parents and guardians of a Disciplinary Committee meeting and strong possibility of suspension or expulsion from the school. All computer use is withdrawn through the remainder of enrollment and the Boarding Conduct grade reflects the inappropriate regard for the school policies regarding use of electronics.

**Note:** *Some activities which would be in violation of this policy may automatically qualify as a third violation especially if computer use and Internet access resulted in a conscious violation of the law, or were directly injurious or defaming to another person or member of the school community.*

## **N. Boarding Conduct Grade**

All full- and five-day boarding students are enrolled in a Boarding Conduct course which appears on their official school transcripts and receives a graded mark each trimester of enrollment. The Boarding Conduct grade reflects the overall level of agreement between the boarding student and the school's expectations of behavior. Students who have good habits, a strong desire to accomplish excellent results, are cooperative with the AIS-Salzburg resident staff and regularly demonstrate respect, civility, personal responsibility and self-discipline will receive a high Boarding Conduct grade. Behaviors and attitudes which are the opposite of the above and result in disciplinary violations will negatively affect the Boarding Conduct grade at the discretion of the school administration and resident staff. Major disciplinary violations, frequent insubordination or demonstrative disagreement with the parameters which structure the expectations of boarders will result in a very poor or failing Boarding Conduct grade. Boarding conduct grades will be calculated into the student GPA and listed on all official school transcripts.

Unlike health points, poor Boarding Conduct marks or point deductions cannot be made up just as in all other courses in which students are required to enroll. Major disciplinary violations may well result in a failing Boarding Conduct grade for the term depending upon the considerations of the administration and/or the Disciplinary Committee.

## Behavioral Expectations and Code of Conduct

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. Withdrawals and Dismissals

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 the Disciplinary Committee 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 behavioral/conduct 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 or disciplinary probation until the end of the school year will also be reviewed at this time.

### B. Major Disciplinary Offenses

A major disciplinary offense is one in which a student willfully and knowingly acts in such a way as to threaten or compromise the school's goals. Such offenses will result in serious disciplinary action and, in most cases, a Disciplinary Committee hearing to consider suspension or expulsion. If the student is a full-or five-day boarder, the Boarding Conduct grade will also be negatively affected. The following are considered major offenses:

Insubordination and demonstrative disagreement with expectations  
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  
Significant violations of the school's alcohol policy or bringing alcoholic beverages on campus  
Violations of the school's drugs and controlled substances policy  
Theft  
Vandalism  
Sexual Harassment/Hazing  
Willful destruction of school property  
Misuse of the school's Internet and computing system  
Violation of probationary terms

### C. 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 including consideration of a lower Boarding Conduct grade. 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.

### D. Alcohol Policy

Inappropriate consumption of alcohol at AIS-Salzburg is considered a major disciplinary violation and will be addressed as such by the administration. To this end the school reserves the right to utilize a breathalyzer to make all determinations concerning inappropriate levels of alcohol consumption. With or without the use of a breathalyzer, the AIS-Salzburg staff is considered appropriately aware and qualified to determine inappropriate alcohol consumption.

In cases in which a student endangers themselves or others while under the influence of alcohol, the student will likely be expelled from the school. The following general guidelines are in place concerning alcohol consumption during enrollment at AIS-Salzburg:

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. Students accompanying 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 seventeen years of age and with parental permission, consumption of one glass of wine or beer is allowed in licensed and approved public restaurants and guesthouses on Friday and Saturday evenings with a meal in accordance with Austrian law. The following restrictions on alcoholic beverage consumption for students with permission should be carefully noted:

1. All alcohol consumption must accompany a meal which is consumed before 21:30.
2. All bars or other establishments that cater primarily to the serving of alcoholic beverages are off limits.
3. Consumption of hard alcoholic beverages (anything other than beer or wine) is prohibited.
4. Students with alcohol permission are not allowed to purchase alcohol for later consumption.
5. The school reserves the right to declare certain weekends as "dry", suspending alcohol permission.

### **Consequences for Violation of the Alcohol Policy**

1. **First Violation of the alcohol policy or alcohol permission policy:** A first violation will commonly result in a four-week campus restriction with room restrictions on Friday and Saturday evenings, the loss of 300 health points, the loss of alcohol permission (if applicable) and point deductions in Boarding Conduct. The administration reserves the right to determine actual consequences upon review of the particular circumstances. Consequences for 5-day boarders will be appropriately amended in accordance with their status.
2. **A second violation of the alcohol policy:** A second violation during a single academic year will result in the calling together of the Disciplinary Committee to review the circumstances of the offense and strongly affect the Boarding Conduct grade negatively. The Disciplinary Committee will determine if a suspension or expulsion from the school is warranted. Parents and guardians will be immediately informed of the time of the Disciplinary Committee meeting.
3. **Violations of the alcohol policy on campus:** Students who bring and/or consume alcoholic beverages on the AIS-Salzburg campus (or hotel/hostel if on excursion) will be called to participate in a Disciplinary Committee meeting to determine whether suspension or expulsion from the school is warranted. Parents and guardians will be immediately informed of the time of the Disciplinary Committee meeting.

### **E. Cafeteria and Dining Areas**

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

1. All students must utilize the appropriate entrance and exit doorways to the kitchen area creating a one-way traffic movement.

2. Appropriate dining habits and volume of conversation are expected of all students while dining.
3. All students must return all dining utensils, trays, dish ware and glassware to the appropriate tray holders and containers.
4. No kitchen utensils, trays, dish ware, 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, or in the classrooms at any time unless determined necessary by the school's health coordinator in cooperation with the resident staff.

### **F. 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 as well as negative Boarding Conduct grades. 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.

### **G. 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 offense 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. Lack of discretion and deportment negatively affect the Boarding Conduct grade.

### **H. 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. Failure to subordinate oneself to the school's expectations of boarders will result in failure of the Boarding Conduct grade and can call the Disciplinary Committee to review the situation and determine an appropriate response.

### **I. AIS-Salzburg Dress and Style Code**

AIS-Salzburg's dress and style expectations do not include a uniform. However, students are expected to meet standards of dress and style appropriate to the various situations in which they find themselves including academic hours in which academic attire guidelines are expected, leisure hours outside of classtime in which leisure attire and style is demanded, as well as occasional formal events in which formal attire is requested. That all clothing and style is (1) appropriate for the weather conditions, and (2) modest and non-provocative are fundamental aspects of the AIS-Salzburg dress and style code. 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. Failure to adhere to the school's dress code will result in negative Boarding Conduct grades as well as potential suspension from classes.

## Academic Day Attire

- Girls:** *Girls are considered in academic attire if they are wearing:*  
Hair of a natural color and not of extreme style which is out of the face and eyes.  
Tops which are not too revealing or bare-shouldered and do not display messages.  
Dresses and skirts which are not too revealing.  
Pants, slacks and non-athletic tights.  
Shoes which are clean, low-heeled, and non-athletic (athletic footwear includes Vans-style, retro-athletic, Chuck Taylor and skater-style footwear).  
Sweaters (if necessary for the weather conditions)
- Boys:** *Boys are considered in academic attire if they are wearing:*  
Hair of a natural color which is out of the eyes, above a shirt collar; without accessories and not extreme in style. Facial hair is not permitted.  
Shirts with a collar (dress or polo shirt) which do not display messages.  
A belt.  
Clean, well-fitting slacks or pants without patch pockets.  
Socks which extend above the ankle.  
Clean, laced footwear which is non-athletic (athletic footwear includes Vans-style, retro-athletic, Chuck Taylor and skater-style shoes).  
Sweaters (if necessary for the weather conditions) which are not of a sweatshirt style or material.

### *The following are never allowed during the academic day for all students:*

- Denim clothing
- Pants and slacks with patch pockets
- Short pants of all styles
- Zipped or pullover sweatshirts and hoodies
- Athletic wear
- Sunglasses

## Items of Clothing and Style Prohibited at All Times

- Ill-fitting, torn, ripped or dirty clothing of any style
- Headwear indoors
- Excessive accessories and jewelry
- Facial or body piercings or visible tattoos
- Any clothing with messages that are offensive or inappropriate

## Attire for Physical Education Class

All students must wear the school physical education uniform to physical education classes each Wednesday morning. 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 which negatively affects the Healthy Lifestyle Requirement grade.

All boarding students are required to deposit their physical education uniform (T-shirts and shorts) in the laundry on Wednesdays immediately following their return to the school and before classes begin. These must be marked clearly with the student's name. Laundered physical education uniforms will be returned after laundering in preparation for the next physical education classes the following week.

## J, 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. Tranquilizers, 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 coordinator 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 school 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.

## K. 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.

## L. 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. This includes publishing anything inappropriate, derogatory, insulting, or harassing about any other member of the school community in online social forums.**

## **M. 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.

## **N. Off Campus During the Academic Day**

All students, both boarding and day, are restricted to the campus during the academic day. Any other departure from campus must be approved by the front office or school administration. Students visiting a doctor or other professional's office off campus must return to the school campus immediately afterwards.

## **O. Public Transport Violations**

All students enrolled at AIS-Salzburg are to purchase valid tickets for taking public transport in Salzburg. Students who are utilizing public transport (buses, trains, etc.) without a valid ticket are in violation of our standards. The school administration considers this an act of theft. Aside from paying a hefty fine from the local authorities when caught, the school administration will also consider disciplinary consequences appropriate for the violation.

## **P. Personal Dishonesty, Disrespect 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.

## **Q. 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 a staff member; 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.
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), neighbors' drives, yards, and other property holdings, woods behind the school.
4. All students at AIS-Salzburg are expected to respect the posted hours of the administrative offices, accounting office, classroom teacher's office hours, library, and computer lab. Student access in the RA office in the front of the main building is 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 except for a brief period during the lunch break on weekdays.

## **R. 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.

## S. 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.), other kitchen appliances, and live pets are prohibited at the school.

## T. 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 condone 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 discussion 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.

## U. 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, including electric inhalers, 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. Loss of free time/campus restriction for two weeks Deduction of 100 health points/scheduling of Get Fit! hours for make-up Boarding Conduct grade negatively affected (full- and 5-day boarders)
Second violation:	Confiscation of tobacco products, lighters, etc. Communication with parents Loss of free time/campus restriction for one month Deduction of 150 health points/scheduling of Get Fit! hours for make-up Boarding Conduct grade negatively affected (full- and 5-day boarders)
Third violation:	Possible Disciplinary Committee review and suspension Deduction of 200 health points Boarding Conduct grade negatively affected (full- and 5-day boarders) Disciplinary probation upon return from suspension if necessary

*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, twice weekly. Day students will be also be required to make up their health points during scheduled Get Fit! activities offerings.

## V. 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. Energy drinks are also not allowed on the bus.
- B. Seating plans for transport on excursions are established by the Dean of Students 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. Hotels and hostels are considered school dormitories during travel.

## W. 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.

### **Weekday Free Time Off Campus**

Students generally have free time between 15:00 and 18:00 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 carrying out of daily expectations which are fundamental in a boarding school. In order to enjoy free time off campus, a student must not have any infractions in, among others, the following daily responsibilities:

- Room tidiness
- Attendance
- Dress code
- Evening study hall
- Homework completion
- Lights out
- Appropriate classroom behavior at all times
- Information provision (submission of information and forms on time)

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. 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.

### **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)  
 Appropriate classroom behavior (Friday)  
 Information provision

During the weekend: Attendance at all weekend club activities as well as all other 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. The Boarding Conduct grade is also affected negatively. It should also be noted 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.

### **Weekend Check Out**

Should a weekend check-out be desired, the following guidelines must be strictly adhered to:

1. Check-outs for the weekend are to parents and immediate family members who assume full responsibility for their child while away from school. The parents or immediate family members must arrive at the school to pick up the student to be checked out. Boarding students are not allowed to travel to meet their parents elsewhere.
2. Check-outs for the weekend must be agreed to by the school administration following the submission of a request form or direct telephonic discussion with the school administration. The form or telephonic discussion must be received before 16:00 on the Wednesday before the desired weekend check-out.
3. All weekend checkouts for purposes of academic testing, college or university visits, or similar reasons must be approved beforehand by the school's college counselor and parental permission form received.
4. Students who miss a mandatory club activity due to a weekend check out need to make up this requirement through the GetFit! program the following week.
5. Written or telephonic approval or confirmation by the parents is required.
6. Students may not check out to the parents of other students or the parents of local day students.
7. The administration reserves the right to deny a weekend check-out at any time for any reason.

It must be understood that the school administration accepts full legal guardianship of all boarders at AIS-Salzburg. We do not take our responsibility here lightly and refuse to allow students to check out under suspicious, misleading, or untruthful circumstances. All parents must understand that the enrollment of their child in our school grants the right of the school to control and decide on all such situations. Failure to agree to these terms and grant the appropriate allowances to the school in these cases may result in the child being dismissed from the school as it is of fundamental importance.

## **X. 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 willful 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 offense if witnessed and will negatively affect the Boarding Conduct grade.

### **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 school community members:

Administrators including the Headmaster  
 Two faculty representatives  
 Student Conduct Coordinator/Dorm Parent or Resident Assistants

#### **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.

#### **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 offense. 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 offenses. 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, shoveling 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 camping 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 18:30 until 06:00 the next morning on Fridays or Saturdays or both. 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 Restriction**

A weekend in requires that the student remain on campus throughout the weekend hours (Friday, from 15:00 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 or guardians. 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)  
 No F's or D's in any classes  
 Frequent citations for positive conduct and positive contribution to the community  
 No major disciplinary infractions and very few minor infractions  
 Community Service Requirement:  
 Fall Trimester Midterm: no community service requirement  
 Fall Trimester: minimum of 2 hours of school-organized community service  
 Winter Trimester Midterm: Minimum of 4 hours of school-organized service  
 Winter Trimester: Minimum of 4 hours of school-organized service  
 Spring Trimester Midterm: Minimum of 6 hours of school-organized service  
 Spring Trimester: Minimum of 6 hours of school-organized service

Privileges:

Does not have to turn in personal computer.  
 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 between 21:30 and 21:45  
 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  
 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. *Note that any academic honesty violation (major or minor) necessarily disqualifies a student for this honorable status immediately and through the end of the academic school year.*

#### 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)  
 No F's or D's in any classes  
 Frequent citations for positive conduct and positive contribution to the community  
 No major disciplinary infractions and few minors

Community Service Requirement:

Fall Trimester Midterm: no community service requirement  
 Fall Trimester: minimum of 2 hours of school-organized community service  
 Winter Trimester Midterm: Minimum of 4 hours of school-organized service  
 Winter Trimester: Minimum of 4 hours of school-organized service  
 Spring Trimester Midterm: Minimum of 6 hours of school-organized service  
 Spring Trimester: Minimum of 6 hours of school-organized service

Privileges:

Does not have to turn in computer on Thursday evening and can keep it through the weekend.  
 Released from study hall on Thursday evenings (may remain quietly in their room, group study in dining room, or utilize the computer lab)  
 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  
 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. *Note that any academic honesty violation (major or minor) necessarily disqualifies a student for this honorable status immediately and through the end of the academic school year.*

#### 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  
 Community Service Requirement:

Fall Trimester Midterm: no community service requirement  
 Fall Trimester: minimum of 2 hours of school-organized community service  
 Winter Trimester Midterm: Minimum of 4 hours of school-organized service  
 Winter Trimester: Minimum of 4 hours of school-organized service  
 Spring Trimester Midterm: Minimum of 6 hours of school-organized service  
 Spring Trimester: Minimum of 6 hours of school-organized service

Privileges:

Commendation letter to the parents  
 Seniority rooming and roommate selection and bus seating (following Senior Scholars and Distinguished Students) on excursions  
 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. 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.

## E. 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 14:45, Monday through Friday (until 15:25 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 all study hall periods.

### B. Communications

#### *School Telephones*

If an individual student does not have a personal telephone, 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.

#### *Cellular Telephones*

Students at AIS-Salzburg are allowed to keep cellular 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. Cellular telephones are not allowed in the classrooms at any time and must be deposited appropriately during evening study hall. Misuse of personal cellular 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. All electronic devices, including personal telephones must be registered with the school staff at the start of the school year.

### 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: **18:00**

Weekend curfew on Friday and Saturday evenings:

14 and under	<b>20:30</b>
15	<b>21:30</b>
16, 17	<b>22:30</b>
18 year-old non-seniors	<b>23:00</b>
Seniors, post-graduates	<b>23:30</b>

**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 as well as negatively affecting the Boarding Conduct grade.

Lights-out (Sunday through Thursday evenings):	
7th, 8th, 9th, 10th-graders	<b>22:00</b>
11th & 12th-graders and Post Grads (when approved by staff)	<b>23:00</b>

Note: For 11th and 12th-graders, the period from 22:00 to 22:45 is to be utilized as individual study time when approved by the staff. 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 non-seniors	<b>23:00</b>
All seniors and post-graduates	<b>24:00</b>

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 appropriately.

**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. Room 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 frequently during class times and before evening study halls (between 18:45 and 19:00). Students whose room do not meet tidiness standards will lose their freedom of movement off campus, health points will be deducted and the Boarding Conduct grade will suffer. Failure to meet the room tidiness expectations on a regular basis will lead to camping and weekend restrictions.

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.

School-wide 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 and under beds are clear)
- 5. Lights are turned off
- 6. The door is locked
- 7. The window is tipped open if possible
- 8. All electronics devices are turned off and not being charged

Should school wide 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 without approval. Additional furnishings may not be brought into the school's dormitory rooms without prior approval by the administration.

**C. Room Decoration**

Posters, pictures, and other wall decorations are permitted as long as they do not promote the glorification of drugs, alcohol, or tobacco consumption, contain no profanity or other controversial expressions, and are agreeable to all students living in the room. Wall hangings should not be mounted by any damaging means (nails, thumbtacks, abrasive tapes, glue, etc.). masking tape, painters' tape, white sticky tack or cellophane

tape is acceptable. All decorations must be removed without any trace by the end of the academic year or at the request of any staff member.

#### ***D. Damages***

All dormitory rooms and furnishings are checked and digitally photographed for condition at the beginning of the school year and all residents are required to sign a form which verifies the condition of the room and furnishings when they move in. Additionally, a damage policy statement and agreement form is signed by all parents and resident students at enrollment. All of these documents are on file and maintained by the school administration. 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, willful 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 offense 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 unless specified and approved by the resident staff. No room may utilize an excessive amount of electricity through the use of extension cords, etc. The school staff will restrict use of electrical outlets as necessary given the conditions.

#### ***G. 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.

#### ***H. 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).

#### ***I. Room Changes***

Student or parent-initiated room change requests are considered only 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 Dean of Students for approval one week before the proposed change. The parents of all

students involved in the change must also signal their approval. The administration of the school, along with the resident-care staff, claims final authority over all rooming assignments and room change requests.

#### ***J. Food***

Food from the school cafeteria may never be consumed in a dormitory room unless a directive is given by the health coordinator. Cafeteria dish ware, silverware, or other dining utensils may not be taken to the dormitory rooms and must remain in the school's designated dining areas.

#### ***K. 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.

#### ***L. Restricted Access***

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 and a key fob for the front door of the main building at the beginning of the school year. These keys must be kept safe at all times and not loaned to another person at any time. Should one or the other be lost, it must be reported immediately to the administration and a replacement will be issued after a fee has been paid and proof of payment is received from the school accounting office. This fee may include 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.

### C. Laundry

Students are offered the possibility of having their laundry done at the school for a 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 and must be heeded at all times. Failure to meet the laundry requirements (load size, deposit date, etc.) will result in refusal of the school staff to laundry personal items.

### 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. During fair weather, outdoor dining areas are available
- 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 and exit to the kitchen is one-way during all meals.
- 6) Breakfast is mandatory for all students.

## F. Medical Services, Student Health, and Medication

### Health Records

Health records submitted to the AIS-Salzburg office contain sensitive personal data and are protected under the General Protection Regulations of the EU. The school requires that all students submit an annual health record which includes personal information on injuries, health conditions, as well as immunizations and allergies. This form is deposited with the school Health Coordinator and the information is kept under lock and key. Physical records of health events during enrollment, including visits to health officials and medication or therapy requirements are also kept secure in the front office. All students are required to have a Consent to Medical Treatment form on file as well. Communication between the school Health Coordinator and parents/guardians is strictly confidential.

### Medications

All students are required to register all prescription and over-the-counter drugs and medications with the school health official at the start of the school year and at any time such medication is brought to the school. These medications will be 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. Parents who send medication to their children may be in violation of several Austrian health laws and should not do so. If medication is brought by the parents or guardian to the child during a visit, these need to be deposited with the school's Health Coordinator.

### Illness

Students who feel ill must personally report to the school Health Coordinator before 07:45 Monday through Friday, and to the resident staff after 09:00 on Saturdays and Sundays. The Health Coordinator will evaluate their condition and decide whether or not the student should participate in classes or school activities that day, report to the school infirmary, or see a doctor or other medical expert. All medical appointments must be coordinated through the school Health Coordinator.

The decision as to whether the absence from classes is excused or unexcused lies with the school Health Coordinator and administration. Students who pretend illness in order to skip classes or 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 Coordinator'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 Coordinator.

### Expectations When Ill

When excused from classes for illness by the school Health Coordinator the following rules are to be adhered to strictly:

1. Students assigned to the infirmary for recovery from injury or illness are assigned for a 24-hour period. Unless specific doctor's orders are given the administration allowing a student to depart the infirmary earlier, students must remain there until 07:00 the following morning.
2. Unless specifically allowed by the school Health Coordinator, electronic devices are not allowed in the infirmaries.
3. A quiet, restful atmosphere must prevail at all times in the infirmaries.
4. Departing the room, unless directed to do so by the school health coordinator is a disciplinary infraction.
5. The school Health Coordinator's orders as well as doctor's orders are absolute and not to be challenged, compromised, or disregarded by any student at any time.
6. Visitors are not allowed.
7. A one-day recuperation period, whereby the student must remain on campus, is required following release from the school's infirmaries.

8. Students who miss one or more periods of instruction on Fridays due to excused illness are also assigned a one-day recuperation period on campus.

### **G. Reporting Health Concerns**

The resident-care staff, teaching faculty, and administration may send any student to see the school's Health Coordinator 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 by the school's Health Coordinator. 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 orthodontic 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's Health Coordinator will report all absences due to illness and injury to the office and the official attendance record in PowerSchool® amended. 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. A student who was absent with illness or injury has the sole responsibility to approach the faculty member requesting for make-up work. The parents or guardians of day students who are ill and unable to report to classes, must inform the front office by telephone (+43 (0)662 824617), by fax (+43 662 824555), or by e-mail (office@ais-salzburg.at) before 12:00.

### **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. 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. Enrollment and Permission Forms**

All students are required to have their enrollment and 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. These forms can be downloaded from the school's website at <http://www.ais-salzburg.at>. All personal data submitted to the school office on these forms is protected by the General Data Protection Regulations (GDPR) of the EU and specific consent to the school administration storing and processing this data is required by enrollment.

### **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 has individual safe boxes 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:

1. All valuables should be deposited in the individual safe boxes in the front office. Access is made available during office hours.
2. 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. Boarding students should utilize their own key fobs and not share these. Lost key fobs should be reported to the office immediately.
3. 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 an individual safe box in the front office.
4. All students should consider bringing a lockable storage unit for their dormitory room and keep the key to this unit safe at all times.
5. Students should not leave personal possessions unattended in common areas of the school.
6. 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.
7. The dormitories are closed during the academic day, Monday through Friday.
8. The school is not responsible or liable for any and all personal items including electronics, except when in school storage. 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.).
9. The school administration reserves the right to search and inspect residences at any time.

### **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 should be in the company of either 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 and following any administrative directives completely.
- 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. Boarding students are never allowed to ride in a private vehicle not operated by the school staff.

### **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. Traveling 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 "Salzburg-Munich Shuttle (SMS)" is available for transportation between AIS-Salzburg and the Munich airport. All students are offered transportation to or from the Salzburg airport or train station and 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 Dean of Students 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. Requests for university visits or the sitting of required examinations related to university admission must be communicated to the College Counselor and gain his approval as well as the Dean of Students.
- 3) All early departures or late returns around vacation periods are unexcused absences and may seriously damage a student's academic standing, as well as incur disciplinary consequences.

#### **P. Vehicles**

Boarding students may not own or operate a motorized vehicle while enrolled at the school. 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 full-boarders except seniors 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.

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. Commitment to Activities**

In signing up for an activity, students commit themselves to attend. Failure to attend activities is a disciplinary infraction and very frustrating for the resident staff and other staff members who plan and organize such events. Please see the section of this handbook entitled, Weekend Activities Attendance Requirement for Boarding Students for further details and disciplinary consequences.

#### **T. Community Service**

##### **COMMUNITY SERVICE INITIATIVE**

This initiative has been put in place to enrich and educate students about the global community service in which they belong. The goal is to increase participation in volunteer efforts from the students. It is our expectation that at the close of an academic year, all students will have completed a total of 36 community service hours. High school students are to fulfill 30 hours of their own choosing within their home community or the location where they are spending their vacation time. The remaining six hours will be organized by the school and will take place throughout the school year.

##### **BENEFITS**

The benefits of this type of activity are not only to create awareness of issues that affect our global and local communities, but also should bring a new appreciation for student's current living conditions. Students should become proud of the effect they can have on a community and its members; while becoming more considerate, responsible, and active members of society.

Furthermore, it is becoming increasingly important to university admissions offices that students demonstrate experience in service to their community. Taking full advantage of this initiative will help students grow as individuals and make them more conscientious community participants. The time students spend working on volunteer activities and projects will be added to their official school transcripts. If done properly, this initiative serves as a platform for AIS-S graduates to differentiate themselves from other university applicants.

##### **EXPECTATIONS**

The following are the expectations of AIS-S students:

- 30 Hours - Student Organized Services • 6 Hours - School Organized Services
- Spring Service Project
- Junior Class Community Service Project

##### **EXPLANATION**

Student Organized Activities

Students grades 9-12 and Post-Graduates are expected to complete 30 hours of community service organized by themselves. These activities must be approved prior to the event by the Dean of Students, a record must be kept and signed by the advisor of the activity, and a post activity questionnaire filled out. This worksheet has been created for students and may be picked up in the RA Office or from the Dean of Students. The following steps should be taken by the student:

1. It should be decided who to help; whether it be working within an organization or finding activities through local establishments.

Example #1: Contact the nearest Senior Citizen Home and ask to volunteer service to those living in the home. Just talking to those who are lonely, going for walks with them, or organizing a bingo night can go a long way.

Example #2: Contact the local animal shelter or veterinarian clinic to volunteer to help care for the animals. Walk the dogs, help feed the animals in care, etc.

Example #3: Volunteer as a summer camp counselor. Contact local churches and schools to see what opportunities they can provide during the summer hours. This could include helping children learn to read or spending time with special needs kids.

Example #4: Contact local establishments to see if they would like help planting flowers, caring for gardens, or picking up garbage in parks and pathways.

2.) Once the contact has been made and a schedule is arranged, the student should obtain a worksheet and complete the top section. This states where and what the student intends to do. This should then be taken to the Dean of Students for approval.

3.) A record should be kept of what service has been provided on the worksheet, complete with the advisor's signature.

4.) Upon completion of the service activity, the question and answer section on the back of the worksheet should be submitted to the Dean of Students in order to receive for any and all hours logged.

#### School Organized Activities

There will be multiple opportunities for students to volunteer in school-organized community service activities. Some will be mandatory, while others will be at the students discretion. These will be announced or listed on weekend activity sheets. The staff member who is responsible for the activity is also responsible for recording the service hours to be awarded to each student. Students must actively participate and will only be acknowledged for the amount of time served.

#### Junior Class Community Service Project

This project is a requirement for the Junior Class to participate in a multi-day project in the Fall. Students will be informed about the activity and its details. After the completion of the service project, each student must write an essay describing what they have learned and experienced from their service. This is useful as a personal essay when applying to universities. This is intended to broaden horizons, inform students of the community lived in, and to learn about themselves along the way. At the end of each trimester, PowerSchool will be updated. While these records do not effect GPA or grades, they will be included on transcripts passed on from the school. It is important to realize that if no service hours are accumulated, it will appear on the transcript as completing 0 hours of community service. This will reflect negatively on the student when applying to schools or universities.

#### WHEN TO BEGIN

Students may begin logging service hours as soon as the summer break has begun. The deadline for logging service hours is the completion of the third trimester of the school year.

#### GUIDELINES

- Students may not log services provided to family members. This means helping a grandparent cut the grass does not count as service time. These services also Do Not count as service hours: babysitting for younger siblings, household tasks given by a parent, and spending quality time talking with a grandparent. This list is not exhaustive.
- Students may not accept a monetary award for their services either. This means that a summer job does not count as a community service. All services must be on a voluntary basis only with no monetary.
- All students must have permission from their parents, from the school, and from an adult who is going to advise them during their service. This adult should be responsible for the student during

- the service to ensure that the student is safe and the service goal is met.

#### SAMPLE COMMUNITY SERVICE

- Raise money for a good cause
- Volunteer at a hospital or school
- Help hand food out at a shelter
- Participate in Habitat for Humanity
- Assist neighbors with miscellaneous tasks
- Visit a senior home and spend time with the elderly
- Pick up garbage in your local park
- Create a donation drive to collect items for families in need.
- Become a mentor through "Big Brothers Big Sisters"
- Volunteer time to help take care of animals in a shelter

Helpful Links of Service Organizations:

• [www.gapyear.com](http://www.gapyear.com) • [www.rusticpathways.com](http://www.rusticpathways.com)