



**american international school**  
SALZBURG · AUSTRIA

# STUDENT & PARENT HANDBOOK

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## **Headmaster's Statement**

*The American International School-Salzburg has now been in existence nearly half a century and we are proud to have provided many outstanding students from all over the world with a college-preparatory education that has served them very well in their future studies, careers and in leading lives of outstanding service and social contribution. We are justifiably proud of many aspects of our small, international boarding school that make it unique and superior in many ways: the excellent and long-term teaching faculty, the energetic and dedicated resident-care staff, and the many, many hard-working and dedicated students that have passed through our halls for over 45 years and have left behind a tradition of trust, hard work, engagement and high motivation.*

*Boarding schools are places of unique character. They are teeming with life, energy, excitement and full schedules of responsibilities. They exist in replacement, to a significant extent, of parents, family, friends and other acquaintances that have directed the development of our students before enrollment and they take over these profound responsibilities with professionalism, care and appropriate concern for all aspects of the students' lives. AIS-Salzburg is a familiar, small, intense and determined community of educators who establish—through their dedication to high standards, their personal love of learning, their concern and appropriate care for the development of character, and their willingness to always provide a helpful hand or a sympathetic ear—a home away from home. This is a place you will miss when you depart and a source of pride for all those who thrive within our programs.*

*One of the fundamental keys to the attainment of an outstanding education and the development of a character of excellence is habit. Habitual training in doing the right thing: caring for others, concerning yourself with the health of the community and contributing to an environment of trust and respect. These are absolute necessities in communities such as ours. We can all say that we want to do well, but it is only through the daily, habitual repetition of doing the small tasks well, that we learn how the greater goals can be achieved. Sometimes, we fall short. We all have our moments of doubt, frailty, frustration and weakness. No one expects perfection—just the realization of how important it is to try to do your best in all circumstances and whenever you can. This leads to confidence. Without confidence, there is no gain; no moving forward to greater achievement and fulfillment.*

*Instead of seeing the following words of this handbook as restrictions, see them as way-markers that lead you down the road to ultimate success in your personal as well as social aims. In your wishes and dreams, there are places you should not go; places that are dangerous and threatening to yourself and to others. There are gloriously commendable locations as well; ones that will fill you with pride, satisfaction and even greater hope. Being an adolescent in a boarding school, you should realize that much depends on how well you read the way-markers and how well you can interpret the map of life. Find the right road and realize that it may not be the one that is shortest; it may be the longer one that twists and turns, rises and falls; requiring great patience and persistence. Realize that it may not be the broadest one that most are taking; it may be the one hidden behind the trees and out of sight of the many. Realize, more than anything else, that you are not alone. Every human individual needs a community of others within which they can grow and learn. There would be no excellence or contentment without a community that defines and recognizes it. This handbook, these way-markers and this community—all are here to serve you and to welcome you to a new and exciting set of opportunities. Don't waste the chance to let them work for and with you.*

—The Headmaster

*Proviso: No handbook can possibly include everything that may need to be mentioned and provide answers to all questions of concern. Therefore, please be aware that this document is supplemented by the advice, communication and clarification of the staff members of AIS-Salzburg. Questions and requests for further information or assistance are welcome at any time.*

## **I. Mission, Beliefs, Profile of Graduates and School Organization**

### **AIS-Salzburg Mission Statement**

The American International School-Salzburg is a boarding and day school committed to the college- preparatory education of qualified and conscientious young people. The academic and boarding programs nurture the students' intellectual growth and creativity, as well as their social, physical, and personal development within an environment that is secure and professionally safeguarded. 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 mandated necessity of providing our students with a safe and secure environment within which their health and welfare are protected through appropriate policies and procedures supported by the entire community, in order to assist them in achieving their greatest potential. Respect for the rights of students under our care guides all considerations of our safeguarding and protection measures.

#### ***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 student should commit themselves to the betterment of the society in which they live and thus 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 910 young men and women who have gained acceptance to hundreds of institutions of higher learning worldwide. Approximately 30% 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.

The academic program and curriculum at AIS-Salzburg has been refined over the past 30 years to reflect the highest standards of college preparation. Students are engaged in a high number of required, full-credit courses each year of enrollment and must also attend physical education and electives on an annual basis. Although challenging for many, the academic requirements are instituted by outstanding, long-term teachers who have the benefit of working with small class-sizes on a daily basis. This, plus the various aspects of the boarding program which support and provide parameters for learning both in and out of the classroom, leads our students to success.

It must always be remembered that AIS-Salzburg is an independent, international school, accredited in the United States and free to determine our own curricular parameters and requirements. As an American program, students are promoted or receive our diploma following the successful reception of the required number of academic credits each year of enrollment. There are no final, end-of-program examinations that determine the awarding of our diploma. Therefore, the universities and colleges to which a graduate student may qualify for admission is primarily determined by the individual resumé of the individual student. Grades, courses taken, examination scores, linguistic abilities and other factors will vary from student to student and may or may not qualify them for entrance into their desired university program.

AIS-Salzburg offers a number of Advanced Placement® courses, primarily in grades 11 and 12. These courses reflect first-year university level study in the subject and are challenging. Voluntarily, any student enrolled at AIS-Salzburg may choose to sit an external, AP® Examination in May. These examination results do not bear any influence on our internal graduation requirements, but are used worldwide for establishing equivalency between the AIS-Salzburg and other, national secondary-school certificates or diplomas. The average student at AIS-Salzburg is enrolled in and sits between 3 and 5 AP® Examinations before graduation from AIS-Salzburg.

The student body at AIS-Salzburg is small, but very international. For the 2021-2022 school year, we expect to have between 25 and 27 nationalities represented in our student body and a total of around 85 students enrolled in all grades. 80% of all AIS-Salzburg students are full or 5-day boarders who reside in our dormitories on campus. The remainder are day students who travel to Salzburg each day to participate in our programs. The academic, load, promotion and graduation requirements are the same for all students enrolled.

The AIS-Salzburg staff is divided into the school administration, the teaching faculty, the resident-care staff and the house staff. There are a total of 32 staff members providing service to our students, making the staff-to-student ratio around 1-to-3. AIS-Salzburg, unlike many international schools, divides the duties of pastoral care and instruction between two distinct staffs so that these are optimized and provide a basis for long-term engagement at the school for our faculty members. Nearly all members of the school administration also teach full-credit courses, ensuring that the distance between administration and staff remains close.

### 1. Administration

The administration of AIS-Salzburg is responsible for the overall direction of the school, setting goals, and assuring that our mission is fulfilled and our beliefs established within our programs. The administration is highly-experienced at AIS-Salzburg and most have been in service to the school for over 30 years. Here is a brief overview of the duties and responsibilities of the various administrators:

*Headmaster* - Mr. Paul McLean ([pmclean@ais-salzburg.at](mailto:pmclean@ais-salzburg.at))

The headmaster has overall authority over the academic and boarding programs, staffing and personnel, finances, curriculum and the daily functioning of the school and facilities. The headmaster teaches two courses, is the designated fire-safety official, child protection lead, head of the disciplinary committee and responsible for instituting all policies as well as the review, updating and alteration of these.

*College Counselor* - Mr. Jeff Agardy ([jagardy@ais-salzburg.at](mailto:jagardy@ais-salzburg.at))

The college counselor is the direct assistant to the headmaster in all academic concerns at the school, including establishing programming on an annual basis, liaison with the teaching faculty members, ensuring that all instructional materials are available and appropriate for the achievement of our mission. The college counselor is directly involved in the implementation of all policies affecting the academic program and also teaches four AP® courses during the school year. The college counselor establishes communication with all junior and senior students in order to direct their search for an appropriate university and provides guidance in this effort. He assists with student applications and also organizes all standardized testing at AIS-Salzburg.

*Office Manager* - Ms. Felicia Gundringer ([office@ais-salzburg.at](mailto:office@ais-salzburg.at))

The office manager is responsible for the flow of information both internally and externally at AIS-Salzburg and is a member of the governing body of the school. Nearly all original contacts come to the office manager and are then directed toward appropriate persons and expertise. The administrative duties of record-keeping, organization of information and communication, as well as providing direct, immediate assistance to staff and students are also within the duties of the office manager.



*Dean of Students* - Ms. Laura Fox ([lfox@ais-salzburg.at](mailto:lfox@ais-salzburg.at))

The dean of students is responsible for the boarding program and provides the resident-care staff with administrative leadership. With the assistance of other members of the school administration, the dean of students is responsible for the proper implementation of behavioral standards, the organization of non-academic hours, weekend activities, outings and excursions, and implementing the physical education program through the resident-care staff members.

*Athletics Director* - Mr. David Burns ([dburns@ais-salzburg.at](mailto:dburns@ais-salzburg.at))

The AD is responsible for direction and leadership of the physical education as well as competitive athletics programs. He is responsible for the organization of all physical education courses, curriculum and evaluation of the program. Additionally, the athletics director is responsible for the organization of all aspects of the competitive sports program at AIS-Salzburg. The athletic director also teaches and coaches within the physical education and competitive sports programs at AIS-Salzburg and is additionally responsible for the online presence and promotion of the school through various media platforms.

*Accountant* - Ms. Jasmina Milenkovic ([accounting@ais-salzburg.at](mailto:accounting@ais-salzburg.at))

The accountant runs the business office and handles all financial records and accounting as well as personnel and employment paperwork. She is also responsible for assistance in obtaining necessary visas and provides information and communication with students, parents and guardians. The accountant is also responsible for all student incidentals accounts, the payment of pocket-money as well as assisting any and all members of the school community with technical information regarding any aspects of employment or enrollment.

*Health Coordinator* - Mr. Joseph Suttman ([jsuttman@ais-salzburg.at](mailto:jsuttman@ais-salzburg.at))

The health coordinator provides direct assistance to all students when health issues arise. He coordinates any and all necessary or required contact with external health officials as well as with the resident-care staff and teaching faculty concerning any health issues relevant to their duties. The health coordinator assists other members of the administration with policy development and updating on any and all health issues or matters and plays a key role in the protection of our students' health and welfare. The health coordinator also teaches two classes daily and assists the dean of students with first-level disciplinary issues.

The administration has the important duty of supporting, implementing and revising/updating all policies relevant to both the boarding and the academic programs at AIS-Salzburg. These include very important, foundational statements of policy and procedure related to child safety and safeguarding, personal data protection, equality and diversity, student health and welfare and staff/student codes of conduct.

## **2. Teaching Faculty**

The faculty of AIS-Salzburg is composed of 16 teachers, most of whom hold advanced degrees and have an average of 15 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 and within the curriculum. The teaching faculty is responsible for setting academic and behavioral standards in the classroom in cooperation with standards and policies established by the school administration. All faculty members are available for personal consultation with students and parents during office hours and by appointment as well as online through the PowerSchool® student information system. Consultations and conferences with members of the teaching faculty can be arranged either directly or online at any time during the school year as required.

Teaching faculty members are not required to undertake duties within the boarding program and generally live off-campus. They are available on all academic days between the start of classes in the morning and through the late afternoon. The teaching faculty meets regularly to discuss the progress of particular students, issues that have been raised concerning important policies and also participate in the Child Protection Team, the Disciplinary Committee, the accreditation planning team as well as various other, *ad hoc* committees organized from time to time according to need.

Teaching faculty members are well aware of the importance of providing excellent instruction in a college-preparatory program such as ours and take their role seriously; not only as providers of information and knowledge, but as assistants, mentors, tutors and supporters of the students both individually and as a whole. The teaching faculty holds frequent and regular office hours to make themselves available to assist and guide individual students in their classes. Office hours, and the tutorial assistance they provide, are available to all students on either a voluntary or required basis.

The teaching faculty have a mandate to protect, secure and provide for the safety of all of our students throughout the entire school year while providing them with an outstanding academic program of study and learning. Important AIS-Salzburg policies relevant to appropriate and professional child protection and safeguarding, anti-bullying and anti-cyberbullying, equality and diversity, as well as personal data protection and codes of conduct are all within the auspices of the teaching faculty as well.

## **3. Resident-Care Staff**

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 weekend activities and sports programming, assist the dorm parents with overall supervision and instruct within the physical education program. The dorm parents and resident assistants are directed and led by the dean of students, who coordinates their actions and schedules their duties; providing overall administrative leadership and decision-making within the resident-care staff. The fundamental responsibility of the AIS-Salzburg resident-care staff is the appropriate care, safeguarding and guidance of the resident 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 boarding conduct is officially reported each trimester at AIS-Salzburg. This grade is included on official school transcripts and passing for the year is a promotion and graduation requirement.

The resident-care staff's mandate to protect, secure and provide for the safety of all of our resident students throughout the entire school year is fundamental to their duties. Important AIS-Salzburg policies relevant to appropriate and professional child protection and safeguarding, anti-bullying and anti-cyberbullying, equality and diversity, as well as personal data protection and codes of conduct are all within the auspices of the resident-care staff.

#### 4. AIS-Salzburg Contacts

**Front Office:** Contact: **Ms. Felicia Gundringer**  
Telephone: +43 662 824617  
Fax: +43 662 824555  
Email: [office@ais-salzburg.at](mailto:office@ais-salzburg.at)

**Headmaster's Office:** Contact: **Mr. Paul McLean**  
Telephone: +43 662 824617-19  
Fax: +43 662 824555  
Email: [pmclean@ais-salzburg.at](mailto:pmclean@ais-salzburg.at)

**Dean of Student's Office:** Contact: **Ms. Laura Fox**  
Telephone: +43 662 824617-10  
Fax: +43 662 814555  
Email: [lfox@ais-salzburg.at](mailto:lfox@ais-salzburg.at)

**Health Coordinator:** Contact: **Mr. Joseph Suttmann**  
Telephone: +43 662 824617  
Fax: +43 662 824555  
Email: [jsuttmann@ais-salzburg.at](mailto:jsuttmann@ais-salzburg.at)

**Accounting Office:** Contact: **Ms. Jasmina Milenkovic**  
Telephone: +43 662 824617-14  
Fax: +43 662 824555  
Email: [accounting@ais-salzburg.at](mailto:accounting@ais-salzburg.at)

**Athletics Director:** Contact: **Mr. David Burns**  
Telephone: +43  
Fax: +43 662 824617  
Email: [dburns@ais-salzburg.at](mailto:dburns@ais-salzburg.at)

**Mailing Address:** The American International School-Salzburg  
Moosstrasse 106  
A-5020 Salzburg  
Austria

**EMERGENCY NUMBERS**  
(PLEASE ONLY USE AS NECESSARY):

Resident Staff - Male Dormitories: +43 676 66 84964  
Resident Staff - Female Dormitories: +43 676 68 24489  
Dean of Students: +43 662 824617-10  
Headmaster (cell): +43 650 611 6066  
Athletics Director (cell): +43 676 7511416

Fire Department: **122**  
Police: **133**  
Ambulance: **144**  
European Emergency Assistance: **112**

## II. Academics

### *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 as well as other standards and policies in place at AIS-Salzburg.

#### A. Academic Honesty and Integrity Code

We hold 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. Approaching one's studies with honesty, openness and with respect toward the staff is fundamental in establishing the trust required between educator and student and is the single-most important factor in realizing any significant academic goals. Acting dishonorably with respect to one's achievement is unacceptable at AIS-Salzburg as it violates this required trust. Violations of our Academic Honesty and Integrity Code are considered a serious violation within the AIS-Salzburg community and are responded to actively. Such actions, if repeated or egregious, jeopardize a student's place within our community. Equally important, remember that any AIS-Salzburg student who assists another in taking unfair academic advantage in any way—whether out of motives of friendship, collegiality or threat—is equally in violation of this policy and may receive similar consequences to be determined by the administration and/or disciplinary committee.

#### B. Academic Standards

##### 1. School-Year Calendar and Daily Academic Schedule

###### *2021-2022 School Year Calendar*

The academic year at AIS-Salzburg is divided into three trimesters of roughly 11 weeks' length followed by one week of final examinations in late May. There are two major vacation periods when all resident students return home; Winter Break (during the Winter Trimester) and Spring Break (during the Spring Trimester). Two excursions are planned: the Fall Excursion which is five days in length and falls in the second half of October and the Winter Excursion which is four days in length and is scheduled in February. Please note that AIS-Salzburg holds academic classes on all holidays that fall on academic days (Mondays through Fridays).

###### **Fall Trimester**

September 4/5	Arrival days
September 6	Orientation Day
September 7	Classes commence
October 15	Mid-term reporting
October 20-24	<i>Fall Excursion</i>
November 19	End of Fall Trimester

###### **Winter Trimester**

November 22	Winter Trimester commences
December 18 - January 9	<i>Winter Break</i>
January 10	Classes recommence
January 28	Mid-term reporting
February 23	End of Winter Trimester
February 24-27	<i>Winter Excursion</i>

###### **Spring Trimester**

February 28	Spring Trimester commences
April 8	Mid-term reporting
April 9-24	<i>Spring Break</i>
May 12	Awards Ceremony
May 19	Commencement Exercises
May 21	Junior high students depart
May 23-26	Final Examinations (grades 9-11)
May 27-29	Departures

###### *Daily Academic Schedule*

AIS-Salzburg's weekly academic schedule, presented below, holds for the entire school year from September to the end of May. Note that variations in the schedule accommodate physical education classes on Wednesdays and the ethics seminars on Thursday mornings. For the 2021-2022 school year, the administration has established a 7-period schedule whereby class periods are 50-minutes in length except for Wednesdays.

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

08:30-09:20	Period 1
09:25-10:15	Period 2
10:15-10:30	<i>break</i>
10:30-11:20	Period 3
11:25-12:50	Lunch A (11:20-12:00) / Period 4B (12:00-12:50)

12:15-12:50 Lunch B (12:15-12:55) / Period 4A (11:25-12:15)  
 12:55-13:45 Period 5  
 13:50-14:40 Period 6  
 14:45-15:35 Period 7  
 15:30-18:00 *Free time, tutorials, electives or other commitments*

**Wednesdays**

07:30-10:25 *Physical education at the Rif Sports Center*  
 10:30-11:05 Period 1  
 11:10-11:45 Period 2  
 11:45-12:20 Lunch A (11:45-12:20) / Period 3B (12:20-12:55)  
 12:20-12:55 Lunch B (12:20-12:55) / Period 3A (11:45-12:20)  
 13:00-13:35 Period 4  
 13:40-14:15 Period 5  
 14:20-14:55 Period 6  
 15:00-15:35 Period 7  
 15:35-18:00 *Free time, tutorials, electives or other commitments*

**Thursdays**

08:00-08:25 Seminars I-V  
 08:30-09:20 Period 1  
 09:25-10:15 Period 2  
 10:15-10:30 *break*  
 10:30-11:20 Period 3  
 11:25-12:50 Lunch A (11:20-12:00) / Period 4B (12:00-12:50)  
 12:15-12:50 Lunch B (12:15-12:55) / Period 4A (11:25-12:15)  
 12:55-13:45 Period 5  
 13:50-14:40 Period 6  
 14:45-15:35 Period 7  
 15:30-18:00 *Free time, tutorials, electives or other commitments*

**2. Grading**

AIS-Salzburg uses a traditional American grading policy for all credit-bearing courses at the school. The grades earned by the students are complimented by explanatory commentary submitted at each mid-term and end-of-term reporting. Through the PowerSchool® student information system, all students, parents and school staff members are aware of the present academic standing of any particular student. Grading assessment is objective in the sense that there are no final conferencing or other such meetings that apply a more subjective assessment element in the final grade average.

**3. Academic Assessment**

*Grading Scale*

AIS-Salzburg uses the following ‘straight’ assessment scale for all graded, credit-bearing courses:

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

**4. Grade Averages**

Academic credit is awarded for final year grade averages following the completion of all requirements during an entire school year.

a. Final grade averages for high school students (grades 9-11) are the average of four equal elements as follows:

- Fall Trimester grade average (25%)
- Winter Trimester grade average (25%)
- Spring Trimester grade average (25%)
- Final Examination score (25%)

b. Senior students do not sit final examinations at the end of the school year. Their final grade averages are calculated as follows:

Fall Trimester (33%)  
Winter Trimester (33%)  
Spring Trimester (33%)

c. Students who are enrolled in the junior high section (grades 7-8), receive a final grade based upon the three trimester grade averages distributed as follows:

Fall Trimester (33%)  
Winter Trimester (33%)  
Spring Trimester (33%)

*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.

## 5. 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 9-11) 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).

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.

## 6. Academic Credits

The diploma awarded graduates of the American International School-Salzburg is based upon an academic credit system. Academic credits are distributed to students following the successful conclusion of credit-bearing courses verified by a grade of 60% or higher. This applies to high school courses only (grades 9-12). At each grade level, a certain number of courses and credits are required for promotion. Following four years of high school, a student is awarded the AIS-Salzburg diploma based upon the total number of academic credits received. On average, a high school student will earn between 6.5 and 7.5 academic credits annually. For the school's diploma, a student must earn a minimum of 26 academic credits distributed as follows:

<b>English I</b>	4 credits (three for incoming sophomores; two for incoming juniors; 1 for incoming seniors)
<b>English II</b>	4 credits (three for incoming sophomores; two for incoming juniors; 1 for incoming seniors)
<b>German</b>	4 credits (three for incoming sophomores; two for incoming juniors; 1 for incoming seniors)
<b>Mathematics</b>	3 credits including Mathematics 9 & 10
<b>Science</b>	3 credits including Biology, Chemistry and Physics
<b>Social Studies</b>	3 credits including World Cultures and U.S. History
<b>Math/Science</b>	1 credit in a mathematics or science course at least one level higher than the minimum requirement
<b>HLR (PE)</b>	2 credits (0.5 credits per year, each year)
<b>Electives</b>	2 credits (0.5 credits per year, each year)

Unlike most European school systems, there are no diploma examinations which determine successful completion of secondary schooling. At AIS-Salzburg, all credit-bearing courses have a final examination element at the end of the course in the spring and this grade is averaged with the three trimester marks to establish the final grade which must be above 60% to be awarded credit. All final examinations must be passed with a minimum grade of 60% in order to gain credit in the course.

[Here](#) is a list of academic credits assigned individual courses at AIS-Salzburg in grades 9 through 12.

## 7. 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 totaled 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 system 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.

Please see the grading scale ([here](#)) for specific grade points assigned each letter grade.

## 8. Diploma Requirements

In order to receive the school's High School Diploma, students must:

- a. complete six years of formal education between grades 7 and 12, proven by official transcripts.
- b. complete at least one full school year at AIS-Salzburg (3 trimesters).
- c. achieve a minimum cumulative grade-point average of 1.500 in all credit-bearing courses enrolled in at AIS-Salzburg.
- d. maintain a positive citizenship record while enrolled at AIS-Salzburg which includes
  - (i) passing the Boarding Conduct Requirement with 60% or higher each year of enrollment (for full or 5-day boarders only)
  - (ii) complete the annual Community Service Requirement,
  - (iii) have no major violations of the schools academic integrity policy, and
  - (iv) receive a passing grade on their senior project (elective grade and credit).
- e. earn the minimum number of academic credits in all subjects in grades 9 through 12.

## 9. Promotion Requirements

In order to gain promotion to the successive grade level, all high school students (in grades 9 through 12) must:

- a. attain a cumulative grade-point average of 1.500 minimally in all courses.
- b. not fail more than one credit-bearing course for the year.
- c. meet the school's minimum attendance requirement.
- d. maintain a positive citizenship record which includes passing the Boarding Conduct Requirement with 60% or higher for the year, completion of the annual Community Service Requirement and have no major violations of the school's academic integrity policy.

## 10. Course Load Requirements

As an international, college-preparatory boarding school in which roughly 85% of the students enrolled are full-boarders, the academic load requirements at AIS-Salzburg are relatively high. Load requirements determine the number of courses and subjects a student must be enrolled in each academic year.

The load requirements for all students in the school require enrollment in:

- a. 30.5 hours of classroom instruction per week.
- b. two English and one German language course daily.
- c. one mathematics, one science, and one social studies course per day.
- d. one elective course which meets two hours per week.
- e. the Healthy Lifestyle Requirement.
- f. the Boarding Conduct Requirement for all boarding and 5-day boarding students.
- g. the AIS-Salzburg Community Service Requirement.
- h. one seminar course at the appropriate grade level.

## 11. Advanced-Placement® Courses and Examinations

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.

AIS-Salzburg offers a number of year-long AP® courses within our regular program. All of these courses follow approved curricular planning and necessarily prepare our students for success on the Advanced Placement® Examinations offered each spring—although these remain voluntary. 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. Passing AP® Examinations scores are also utilized for equivalency with other national secondary-school diplomas, especially here in Europe.

AP® courses are listed as either half-credit or full-credit courses. A half-credit AP® course involves the students with the material that would be presented in one semester at the university. Full-credit AP® courses offer a syllabus that reflects two full university semesters in the subject.

AIS-Salzburg offers the following full-credit AP® courses in 2021-2022:

- AP Calculus AB
- AP Biology
- AP European History
- AP English Literature
- AP German Language and Culture
- AP Spanish Language and Culture
- AP French Language and Culture
- AP Italian Language and Culture

The following half-credit AP® courses are offered this year:

- AP Environmental Science
- AP Psychology
- AP Human Geography

Further information and detail concerning the Advanced Placement® Program can be found online [here](#).

### 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 or see the schools college counselor. 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 S. Asia: Egypt, Israel, Lebanon, Pakistan, United Arab Emirate

### AP® International Diploma (APID)

The AP Program awards the AP International Diploma®, a globally-recognized certificate, to students in international schools who achieve passing scores on five or more AP® Examinations in a variety of subject areas during their high school career and intend to matriculate to an international university outside of the U.S. Students do not apply for the APID®, it is automatically awarded to all students who meet the criteria. More information on the APID® can be found [here](#).

## 12. Master Schedule

Each year, a master schedule of courses, classrooms and instructor assignments is created by the administration. This master schedule is then utilized to create the individual student schedules at the start of the school year. In creating the master schedule, the administration's priorities include:

- a. establishing a schedule that meets all student load, promotion and graduation requirements.
- b. the freedom to schedule any student at any level of German language instruction.
- c. the assurance that each student can be scheduled into all required courses at their grade level.
- d. fitting faculty and staff contractual terms and duties which allows them to teach to their strengths.

Depending upon a number of factors that a student may have in their academic background (i.e., variations in the academic programs previously experienced in former schools), conflicts may occur in the master schedule and/or not allow choice in course selection. To the extent possible, this is avoided and accommodated during scheduling at the start of the school year. Still, it may come about that a student is required to take a course similar to previous courses studied, in order to meet the AIS-Salzburg academic requirements. Further, the administration generally discourages requests for the establishment of a schedule which is less-challenging or less preparatory compared to others.

The master schedule is posted publicly at the school and online at the start of the school year.

## 13. Grade-by-Grade Course Listings by Grade Level

### Grade 7 (age 12-13)

- Junior High English Literature and Composition
- Junior High English Nonfiction and Communication
- Junior High Science I
- 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 (boarders only)

**Grade 8 (age 13-14)**

Junior High English Literature and Composition  
Junior High English Nonfiction and Communication  
Junior High Science II  
Junior High Mathematics II  
World History  
German (at appropriate level)  
Ethics Seminar I  
Healthy Lifestyle Requirement  
Elective  
Boarding Conduct (boarders only)

**Grade 9 (age 14-15)**

English 9 Literature and Composition  
English 9 Nonfiction and Communication  
Biology  
Mathematics 9  
World Cultures  
German (at appropriate level)  
Ethics Seminar II  
Healthy Lifestyle Requirement  
Elective  
Boarding Conduct (boarders only)

**Grade 10 (age 15-16)**

English 10 Literature and Composition  
English 10 Nonfiction and Communication  
Chemistry  
Mathematics 10  
United States History  
German (at appropriate level)  
Ethics Seminar III  
Healthy Lifestyle Requirement  
Elective  
Boarding Conduct (boarders only)

**Grade 11 (age 16-17)**

English 11 Literature and Composition  
English 11 Nonfiction and Communication  
Physics or AP Biology (with approval)  
Precalculus  
AP Human Geography or AP Psychology (with approval)  
German (at appropriate level)  
Ethics Seminar IV  
Healthy Lifestyle Requirement  
Elective  
Junior Community Service Requirement  
Boarding Conduct (boarders only)

**Grade 12 (age 17-18)**

AP English Literature or English 12 Literature and Composition  
English 12 Humanities  
AP Biology or AP Environmental Science  
AP Calculus AB or Advanced Mathematics  
AP European History or AP Psychology  
German (at appropriate level)  
Ethics Seminar V  
Healthy Lifestyle Requirement  
Elective  
Senior Research Project  
Boarding Conduct (boarders only)

**14. Individual Courses and Academic Credits (Grades 9 - 12)**

All courses and the academic credits they carry are listed [here](#).



## **15. Senior Project**

All senior students are required to prepare and submit a research project as a diploma requirement. This senior project is on a topic of choice and can include an extensive work of research to support a written thesis, or can involve the student in a more creative academic work whereby individual artwork, an original translation, or other, similar projects can be approved by the administration. All seniors are appointed a faculty advisor who assists them with the research, development, organization and drafting of their papers and a timeline is drawn up for advisory meetings. The final project includes a grade for the proper development of the paper and/or project and research (60%), as well as a grade on the final paper or project submitted (40%). The final grade is determined by a faculty/administrative commission.

Senior projects are due by mid-year and failure on this project leads to a re-submission before the end of the school year. Incoming seniors are encouraged to complete most of their research and reading before the start of the 12th grade school year, and have frequent communication with their faculty advisors.

The senior project replaces the elective requirement for the Fall and Winter Trimesters and the grades on this project are entered as electives for credit. These appear on the official transcripts of the school and count toward the student's grade point average. Senior students may still enroll in another elective if they wish.

## **16. Ethics Seminar Courses**

Students at each grade level are enrolled in mandatory ethics seminars which meet on Thursday mornings at 08:00 for 25 minutes. In these seminars, the students will discuss and consider topics of ethical concern to their lives as students and citizens as well as introduce important topics deemed necessary by the administration. One can see the seminar course requirement as a 'homeroom' class with the teacher assigned each particular grade level.

## **17. 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 periods (15:00-17:00) 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.

## **18. Boarding Conduct**

All full- and five-day boarders at AIS-Salzburg are assessed on various aspects of their boarding conduct throughout the school year. These assessment results are recorded on report cards and on transcripts, although the boarding conduct grade does not carry promotion or graduation credit. Please see further information on this topic below, under the student code of conduct.

## **C. Grade Reporting and Academic Standing**

### *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.

### *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.

### **1. Class Rank**

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 the commencement honors of Valedictorian and Salutatorian. All rankings of students are based upon the GPA earned at AIS-Salzburg exclusively. Grades earned at a previous schools 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.

## **2. Honor Roll**

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

## **3. 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:

- a. regularly-scheduled teacher- or student-assisted tutorials
- b. additional study time or assignments
- c. regular tracking and reporting of academic performance by the faculty member
- d. consultation between the responsible resident-care staff members and the teaching faculty as required
- e. campus restriction/restriction of free time off campus

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 may impose the following through the remainder of the trimester:

- a. campus restriction/restriction of free time off campus
- b. mandatory weekend study halls (for full boarders)
- c. supervised evening study halls (for full and 5-day boarders)
- d. increased diligence demanded of electronics usage
- e. continued remediation as determined by the instructor
- f. 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.

## **4. 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 remain enrolled. 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.

## D. Academic Expectations

### 1. Study Habits and 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.

It is assumed that all students are enrolled at the school partially because of their desire to be well-prepared for university and attain the skills, knowledge and abilities required for success in their academic undertakings. Frequent or persistent failings in motivation to succeed are addressed and encouraged to change as soon as possible. Continued failure to exhibit the required effort, time and motivation to complete all assignments, participate positively in class, and use study time effectively can lead quickly to a situation that is irredeemable and will have very negative academic consequences.

It should also be remembered that the AIS-Salzburg school year is concentrated to within nine months and that the academic weeks are rarely interrupted (classes are held on holidays that fall on weekdays). This can lead to not being on top of one's academic assignments or being unprepared for major assessments such as tests and exams. Once one falls behind, it is very difficult to then get back ahead of one's responsibilities without significant effort.

The individual teaching faculty members are provided with a number of parameters and guidelines which describe the limits and direction of the academic program at AIS-Salzburg. Within these, however, each individual instructor is given the authority to determine their assessment parameters and requirements (e.g., grading categories and weights to determine the grade average), use of appropriate methodology (e.g., group work, individual assignments, lecture, etc.) and decide which materials and resources are to be utilized and to what extent in support of our school mission and academic curricular goals. Students should expect that the teaching faculty at AIS-Salzburg is demanding and challenging, but fair and always willing to explain and communicate the high, academic goals they aim to achieve.

### 2. Study Halls

Instruction and individual study are the two fundamental aspects of effective learning and success in academic undertakings. The one cannot be furthered without the other and balancing one's time between dedicated classroom learning and study outside of the classroom is critical for success.

Most students will have a daily schedule which includes a supervised study period of 50 minutes. During this time, the students should be prepared and ready to meet the following expectations:

- a. have all materials required for study at hand.
- b. work effectively and individually throughout the study hall period.
- c. limit time off task or other distractions that can interrupt one's own or other's efforts to study and learn.

Attendance will be taken at the start of each study hall period and all other classroom expectations are in effect. The instructor may allow the use of electronics at discretion and upon request by the student. Otherwise, electronics are not to be utilized during study hall.

### 3. Evening Study Halls

Mandatory study halls are held Sundays through Thursdays in the dormitories 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 limiting study hall time will result in a zero or lowered grade result.

The following study-hall expectations are in effect each evening, the violation of which will result in the noted consequences:

- a. 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*

- b. 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*

- c. All students are seated at their desk at 19:00

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

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

*Violation consequence: 3 point reduction*

- e. 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.

#### **4. Use of Electronics**

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 school's 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.

#### **5. Extended Evening Study Halls**

Students in grades 11 and 12 may request time for further study in the evening after 22:00 (lights out) until 23:00. Application for further study should be cleared by the student's resident assistant or dorm parent beforehand if possible. When utilizing this time for extended study, no actions or behaviors should interrupt other students in the dormitories or their roommate(s).

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.

#### **6. 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 intellectual development and progress.

Students who repeatedly need to be reminded of the above-mentioned classroom expectations will receive official consequences beyond warnings—including suspension from the class—as their behavior compromises the learning of others and displays disrespect for the subject, the instructor and one's fellow students.

#### **7. 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.

#### **8. 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, resident assistant, 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.

#### **9. Academic Attire / Dress Code**

**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. No denim is allowed nor are patch pockets.  
Shoes which are clean, low-heeled, and non-athletic.  
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. No denim is allowed.  
Clean, laced footwear which is non-athletic.  
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.

#### **10. 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.

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. Otherwise, the costs of textbooks are covered by the payment of tuition and fees.

#### **11. Google® Classroom and Academic Organization**

The teaching faculty members will utilize the Google Classroom® online platform to post any and all information, including information passed out previously in the classroom. All students should log into their class rosters on this platform at the beginning of the year in order to remain informed regarding assignments, upcoming assessments and the posting of other important materials relevant to the course. The resident-care staff members will also be logged into the rosters of each of the courses so that they can also be informed of what is upcoming and/or assigned in the courses in order to better supervise their boarders' progress each evening during study hall.

Faculty members may also require that student work be submitted over the Google Classroom® platform instead of requiring physical paperwork. At the start of classes in the fall, the teaching faculty members will review their particular policies concerning this.

When a student is excused as absent from a class, the Google Classroom® platform can provide guidance and information as to what was covered during the period of periods missed. The faculty's use of Google Classroom® is not the same as full-out, online instruction. Instead, its use is intended to keep students and resident staff members informed and up-to-date as to daily instructional progress. Only in times when it is not possible to hold face-to-face instruction in the classroom, would the use of Google Classroom® be expanded to cover all instructional needs in replacement.

## 12. 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.

## 13. PE Expectations / Healthy Lifestyle Requirement (HLR) Grading and Health Points

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.

### *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

### *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.

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.

## **E. Academic Assistance and Guidance**

### **1. Resident-Care Staff**

In their role of supervising and providing support and guidance for all boarding students, the resident-care staff has the fundamental duty of assisting and guiding students in their academic preparation. The dorm parents and resident assistants will regularly review each boarding student's progress, inform themselves of any commentary or communication from faculty members or parents, and work cooperatively with the student to address any difficulties or problems. All boarding students should feel free to seek the assistance of their RA or dorm parent and consider the recommendations and suggestions received. In cases in which the academic performance drops to the failing or near-failing level, the resident-care staff will play a role in ensuring that the student is aware of any remediation requirements and regularly reports (through PowerSchool® logs minimally) progress or further concerns.

The resident-care staff can also provide personal guidance concerning choice of university programs and areas of study in assistance of senior students. Many resident assistants have recent experience at university or college and can be a source of solid information. Resident-care staff members who are aware of a student who is in need of further assistance with future educational planning should be directed to the school's college counselor.

### **2. Teaching Faculty Office Hours / Tutorial Assistance**

All full-time teachers at AIS-Salzburg offer regularly-scheduled office hours on a weekly basis. In most cases, these office hours will be scheduled on Mondays, Tuesdays or Thursday afternoons following 7th period. Occasionally, this offering may be superseded by participation in a faculty meeting or other conference, but the teaching faculty members will communicate to their students if this is the case.

All students are encouraged to take advantage of office hours provided by the teaching faculty and should not feel intimidated or reluctant to do so. AIS-Salzburg emphasizes the extra assistance that teachers provide their students in our mission, beliefs and philosophy of education and such sessions can provide much-needed and valuable help to the student who struggles with the material.

If a student receives a warning notice at term mid-term (i.e., a grade below 70% for the half-trimester), they may be required to attend one-on-one or group tutorial sessions with the faculty member. It is then expected that each student in such a situation take pains to attend such tutorial sessions and use them to their advantage. The teaching faculty members have the right to decide when a student is no longer required to attend mandatory tutorials. Often, this occurs following a major assessment in the class and satisfactory improvement.

### **3. Senior Project Faculty Advisors and General Assistance**

All senior students will be assigned a senior project advisor who will provide direct and frequent assistance to the student in developing and submitting their senior project. Meetings between students and senior project advisors can take place at any time agreed to by both parties.

Students may feel inclined to seek the assistance of a particular teacher, whether they are enrolled in one of their classes or not. Within the limits of time established by such faculty members, students may seek out their attention and their assistance. Be certain, however, that the particular faculty member is aware of your need and you have set up meeting times with them beforehand, allowing them to plan their day and duties effectively.

### **4. Student-Led Tutorials**

The administration and teaching faculty may, at times, organize student-led tutorials which are intended to couple students who are struggling in a particular subject with those who have completed the course and done well. Sometimes, the assistance of a peer is more helpful than that of a faculty member and can improve the understanding and achievement of a particular student. All such arrangements must be documented and tutorial meetings are to be considered mandatory for both the student tutor and the student in need of assistance. Such student-led tutorial assistance can be scheduled at any time both parties are available. Communication on progress between the student tutor and the particular instructor of the course should be frequent and detailed.

### **5. 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.

### **6. College Counseling**

The AIS-Salzburg college 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 college counselor, Mr. Agardy, is available most afternoons and by appointment. Parents and guardians are also encouraged to contact the college counselor with any concerns, questions or information requirements. He can be reached at the school daily and his email address is [jagardy@ais-salzburg.at](mailto:jagardy@ais-salzburg.at)

### **7. Calendar of University Admissions Preparation**

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 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 (health restrictions permitting)
October 15	All early-decision applications submitted
December 1	All applications with January 15 deadline submitted
December	SAT 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
Early July	AP® Examination results released
Mid-July	Decisions of admission by many continental European universities

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. Linguistic competency (as proven on standardized tests)
4. SAT and AP scores (and any other external, standardized test scores)
5. Letters of recommendation
6. Essay
7. Activity and community service involvement and leadership

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. It is especially important to consider that the 11th grade school year is the last complete year of enrollment that many university admissions officers will review, extrapolating a student's future success based upon this data. Therefore, concerning oneself with junior-level academic achievement is where the process begins.

**8. University Acceptance Requirements and Standardized Testing**

As students prepare for admission to university following graduation, there are certain requirements and criteria that must be considered carefully depending upon where one would like to gain admission. The chart below is intended to provide a brief overview of the various requirements for gaining admission to tertiary programs around the world. The school's college counselor can provide further information and detail concerning this topic.

Minimum University Acceptance Requirements				
Location	Diploma Requirements	Application Requirements	AP® Examinations	Other Examination Requirements
United States	AIS-Salzburg Diploma recognized and required	Submission of an application for acceptance including: <ul style="list-style-type: none"> <li>• transcripts</li> <li>• grade-point average</li> <li>• letters of recommendation</li> <li>• English proficiency testing</li> <li>• standardized test results</li> <li>• student essays</li> </ul>	Not required for admission but essential for acceptance to competitive institutions.	<ul style="list-style-type: none"> <li>• SAT (Scholastic Aptitude Test) Examination score</li> <li>• English proficiency test score (TOEFL)</li> </ul>
Canada	AIS-Salzburg Diploma recognized and required	Submission of an application for acceptance including: <ul style="list-style-type: none"> <li>• transcripts</li> <li>• grade-point average</li> <li>• letters of recommendation</li> <li>• English proficiency testing</li> <li>• standardized test results</li> <li>• student essays</li> </ul>	Not required for admission but essential for acceptance to competitive institutions.	English proficiency test score (IELTS or TOEFL)
United Kingdom	AIS-Salzburg Diploma recognized and required	Submission of an application for acceptance including: <ul style="list-style-type: none"> <li>• UCAS application form</li> <li>• letters of recommendation</li> <li>• English proficiency testing</li> <li>• standardized test results</li> <li>• student essays</li> <li>• (possible) personal interview</li> </ul>	A minimum of 3 AP® Examinations with a mark of 3 or higher are required for admission. Individual universities may require more than three AP® exams of scores higher than 3. UK universities may also require that specific AP® Examinations be passed.	English proficiency test score (IELTS)



Minimum University Acceptance Requirements				
Location	Diploma Requirements	Application Requirements	AP® Examinations	Other Examination Requirements
Austria	AIS-Salzburg Diploma recognized and required	Application is made following the end of the school year directly to the university program or institute desired. Proven C1 level fluency in German language is a minimal requirement.	A minimum of 4 AP® Examinations with a mark of 3 or higher is required; one of which must be in mathematics (AP Calculus AB or BC).	<ul style="list-style-type: none"> <li>German examination score proving C1 level proficiency from a recognized institute. AP® German examination scores are not sufficient.</li> <li>Proof of acceptance to a U.S. university.</li> <li>Acceptance to study medicine, law, IT, psychology, and other subjects require passing 'knock-out' tests held in the summer given the restricted number of students accepted.</li> </ul>
Germany	AIS-Salzburg Diploma recognized and required	Application is made following the end of the school year and before July 15 for official equivalency recognition. Proven C1 level fluency in German language is a minimal requirement.	A minimum of 4 AP® Examinations with a mark of 3 or higher is required: One of these must be in mathematics or science and one must be in AP English Literature. Students who wish to study in the sciences or mathematics must pass both a mathematics and science full-credit examination. Other AP® Examination requirements will depend upon intended area of study.	<ul style="list-style-type: none"> <li>German examination score proving C1 proficiency from a recognized institute. AP® German examination scores are generally not sufficient.</li> <li>Acceptance to study medicine, law, IT, psychology, and other subjects require passing 'knock-out' tests held in the summer given the restricted number of students accepted.</li> </ul>
Other EU Nations	AIS-Salzburg Diploma recognized and required if all prerequisites are met.	Requirements vary but will always include a number of AP® Examinations as well as proof of language proficiency.  Contact the College Counselor for further information.	A variety of AP® Examinations passed with a minimum score of 3 required. Individual EU nations will have their particular requirements.  <i>Contact the College Counselor for further information.</i>	<ul style="list-style-type: none"> <li>National entrance examinations may be required.</li> <li>Proof of language proficiency required.</li> </ul> <i>Contact the College Counselor for further information.</i>
Other Nations	AIS-Salzburg Diploma recognized for completion of compulsory schooling	Requirements vary but will always include proof of language proficiency and AP® Examination scores of 3 or higher minimally are likely to be required. See the College Counselor for further information.	Please see the College Counselor for further information and requirements regarding AP® Examinations.	<ul style="list-style-type: none"> <li>National entrance examinations are likely to be required.</li> <li>Proof of language proficiency required.</li> </ul> <i>Contact the College Counselor for further information.</i>

Standardized test results are fundamental to any application to universities. At AIS-Salzburg, the following standardized tests are proctored on campus annually:

SAT® Examinations

Advanced Placement® Examinations

Students must register for these standardized tests following the directions of the organizers as well as the school's college counselor. Many of these are registered for online and have a deadline that should not be missed. Other standardized tests that may be required for application may include TOEFL® Examinations, IELTS® Examination of English, ACT® Examinations and others. The college counselor can assist and guide students in order to complete such application requirements in a timely way.

### III. Attendance

#### A. Attendance Policy

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. Faculty members 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.

#### B. 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.

#### C. 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.

#### D. 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.

The parents of day students are requested to contact the school office as soon as possible concerning absences due to illness or appointments with physicians.

## **E. Extending Vacation Periods and Other Unexcused Absences**

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, family emergency (e.g. bereavement) or other unforeseen circumstances affecting travel (e.g., pandemic restrictions). Absences for any other reasons will not be excused by the school administration and missed instruction and school work cannot be made up.

## **F. Physical Education Attendance Policy**

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

All 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.

## **G. Evening Study Hall Attendance Policy**

All boarding students, including 5-day boarders are required to be in evening study hall each evening, Sunday through Thursday, 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).

## **H. 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 health coordinator 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.

## **I. 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.

## **J. 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 (e.g., AP®) examinations in May of each year. The school does not allow students to miss elective courses, physical education, or other commitments in May in order to prepare for such assessments. 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 will not be accepted.

## **K. 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 ahead. Even a class that would not have met on the Holiday should expect a night off from homework. If classes on a Thursday are cancelled due to a Headmaster's Holiday, students are expected to prepare only work due Thursday—not work due Friday for a class that does not normally meet on Thursdays. The only exception to this rule are those long-term assignments (e.g., papers, research, lab reports, etc.) that have been assigned at least two weeks previous.

## **IV. Health and Safety**

The AIS-Salzburg administration and staff consider the safety, well-being and protection of our students' health to be of the highest priority and a legal mandate for the professional functioning of our private school. The education of our students does not stop with the bell at the end of the instructional period—the comprehensive education provided by a true boarding school must be a 24-hour, 7-day provision throughout the school year. Policies designed to safeguard, protect, and support everyone in our community have been created and the following information reflects these policies and procedures, especially in the specific area of providing for the physical, sociological and psychological health and well-being of our students.

### **A. Corona**

The Corona pandemic has now been a factor of consideration in our health and safety standards for 18 months and will continue to influence our actions and policies in the 2021-2022 school year. Because of the nature and complexity of a worldwide pandemic, the AIS-Administration will continue to provide an overall strategy designed to promote the necessary health protection for our community as well as provide the flexibility and regard for governmental and health officials' requirements and recommendations. The strategy will reflect the broader framework of planning of the Austrian national and local government and its authority, as well as provide as reliable a basis as possible for other eventualities. Within this strategic structure of our Covid-19 Strategy, the school administration will take appropriate precaution and follow prudent, reasonable consideration while seeking out and engaging professional, informed expertise when necessary or desirable.

The AIS-Salzburg Covid-19 Strategy makes provisions for changing government requirements and restrictions and applies these to all areas of our programming including instruction, extracurricular activities, excursions, weekend planning and both the boarding program as well programming that addresses the needs of our day students.

As a small, primarily resident community, we have certain advantages as regards effectively keeping our community safe from harm. Even so, we will continue to actively and vigorously keep our community members out of harm's way and protected from obvious harm and discomfort so that everyone in our school can concentrate on the very important duties of education, growth, development, respect and inclusion.

It is expected that all members of our community make themselves aware of any and all aspects of our response to the pandemic and that all are cooperative in our attempts to provide safety and good health. Only so, can we together try to avoid one of the greatest dangers associated with this viral outbreak: the interruption of our students' educational, social and psychological growth.

The AIS-Salzburg Covid-19 Strategy can be found [here](#) and will be updated as necessary throughout the school year. Frequent updates on the situation here in Salzburg, Austria will also be sent out by email directly to our community members as well as posted on the school website ([www.ais-salzburg.at](http://www.ais-salzburg.at)). Any developments that can or may affect our community will be presented and communicated to all.

### **B. Vaccinations**

The health coordinator will collect important information from all students at the start of the school year and will store this data for future reference and possible dissemination to health officials if required. This information includes aspects of general health, possible short- or long-term conditions which require a medical response, therapeutic requirements, use of regular medications, allergies and a vaccination history of the student. All of these pieces of health information need to be conscientiously delivered to the school health coordinator in order for he and the remainder of the staff to best protect and safeguard our students' physical health.

Of particular importance in 2022-2023 are vaccinations against the SARS Covid-2 virus and the Covid-19 infection. In Austria, and many other places around the world, vaccinations will be available for young people aged 12 to 18 and will be freely accessible. Because we believe that with rises in the numbers of possible positive infections, certain restrictions may be put into place which may restrict those within our school community who have not been vaccinated, requiring them to provide frequent negative tests for entrances into shops, restaurants and other venues, including our physical education facilities, here in Salzburg. Therefore, the administration of AIS-Salzburg furthers the goal of providing optimal health and security for everyone in our community by recommending these vaccinations.

The entire administration, faculty and staff of AIS-Salzburg are vaccinated against Covid-19 and will begin receiving refresher vaccinations at some point in 2022. It is hoped that a majority of our community members will also be vaccinated to allow the greatest amount of freedom of programming.

### **C. Health Coordinator**

The health coordinator is responsible for professionally addressing the health needs within our community; especially that of the boarding student body. He provides direct assistance and communication whenever any health issue is at hand and provides the liaison with professional health officials here in Salzburg Austria. During a time of pandemic concern, the health coordinator's actions and responsibilities are particularly important and necessary.

The AIS-Salzburg Student Health Coordinator is charged with assisting all students with health needs or issues as well as coordinating visits to health professionals in Salzburg. The health coordinator is also responsible for providing timely, accurate communication between students, parents, the administration, and the resident-care staff and faculty concerning any health issues that require their notice. Excellent record-keeping of health documentation, doctor's visits, prescribed medications and therapy is also a fundamental requirement of the health coordinator. Finally, the coordination of all health issue policies and the appropriate response to any health issues that affect or may affect the school community, is also required of the coordinator as well as maintaining strict observance of the European Union's personal data protection measures (GDPR).

The health coordinator is responsible for maintaining important health protection standards at AIS-Salzburg including:

1. Providing sufficient and professional health care to all students at the school, especially those who are full-time residents within our community.
2. Providing up-to-date health issue information to all members of the school community and qualifying these through professional health officials in Salzburg.
3. Communicating all health-related information necessary for the protection of the community's health and the proper care to be implemented in response to particular illnesses or injuries to all relevant staff members, administrators, teaching faculty members and parents or guardians.
4. To provide qualified, detailed information on health safety standards, including expectations of behavior, appropriate hygienic measures and requirements and standards of safety and health protection as they apply to particular programming at the school.
5. Collecting and maintaining the records of health issues for all resident students, including the required health information deposited at the start of enrollment or each school year as well as ongoing records related to any issues that arise after enrollment at AIS-Salzburg.
6. To ensure that all health records for individual students are maintained at a level of confidentiality and restricted access in accordance with the General Data Protection Regulations (GDPR) of the EU and Austria.
7. To consult, advise and collaborate with the school administration in the development, review and revision of any and all policies related to the health of our students and the community as a whole.
8. providing direct assistance and immediate direction when health emergencies arise; providing experienced assistance and support for all involved.
9. ensure that all staff members at the school maintain appropriate first-aid qualification for appropriate reaction to health emergencies and provide assistance to the administration in determining what educating or training is necessary for the staff members to complete and by what means is such training or education to be completed.
10. To ensure that the administration is aware of any health protection materials that are required, maintain an adequate supply of these, and disperse as appropriate and required.
11. Ensure that all medications are appropriately acquired, distributed in accordance with health professional's requirements, and stored safely including the responsibility to ensure that the school's policies are functioning adequately with respect to both over-the-counter as well as prescription
12. medications, controlled and/or illegal substances and alcohol and tobacco policies.  
To provide instruction and training of the students in health protection, health threats and health practices.

#### **D. Medical Services**

Whenever a community member is ill, has a health complaint, is injured, or has health-related questions or concerns, they should report this to the health coordinator in the front office. The health coordinator will then determine what subsequent steps should be taken in providing appropriate health care and protection. If deemed necessary, the health coordinator will contact external health professionals and make arrangements for an appointment or immediate health care in an emergency. The health coordinator will provide all necessary and required information to those health professionals as well as inform the parents or guardians of the reason for the need to seek external professional care. Students will be informed of appointments and other health-related scheduling and ensure that they meet these on time and without delay. Following such visits to health professionals the health coordinator will collect information from those providing medical assistance and communicate these with the parents and guardians as well as confirm with the student what is to be done and/or what medical or other therapy is required. Finally, the health coordinator will communicate information concerning a health incident to those in the staff who would be required to know because of their role in assisting the student to improved health.

Salzburg has three major hospitals and excellent medical services. Many of these services are within the immediate surroundings of the school campus and within a short drive or bus ride. Most health providers in Salzburg speak excellent English as well.

It is important to understand that the school administration and staff has a legal responsibility to carry out any and all requirements related to a student's health completely and fully. Doctor's orders may not be overruled or annulled by parents or guardians at a distance. Direct contact with health officials responsible for a consultation, diagnosis and therapy may be put into direct contact with parents and guardians through the school's health coordinator.

AIS-Salzburg fully covers all members of the school community with accident insurance. This policy applies at all times during the school year and at all locations and venues programming takes place. Individual students may utilize their family's personal health insurance or may be required to subscribe to a local, Austrian insurance provider. In either case, the school will cover all initial health costs and then forward these to the parents or guardians for claims.

#### **E. First Aid and Emergencies**

All resident-care staff members at AIS-Salzburg as well as any other staff member involved in physical education, sports or athletics coaching or physical activities and excursions, must be certified in first-aid and maintain such certification of training each year of employment at AIS-Salzburg. Additionally, all staff members directly concerned with the physical and mental health of our students must also complete mandatory training as required by our policies. The school administration makes provision to accomplish this each school year.

AIS-Salzburg will provide and make available adequate first-aid materials in all buildings and for transport whenever students and staff are away from the school for programming. These first-aid supplies will be regularly checked for inclusion of all required emergency materials and re-stocked as necessary. The school health coordinator will regularly check such supplies throughout the year.

## **F. Risk Assessments**

Objective and prudent analysis of potential health risks associated with physical exercise, sports and other activities and outings is a priority of planning for all staff at the school at all times and involves the submission of a risk analysis form to the school administration beforehand. Communication concerning possible higher-risk activities is required and includes such an objective assessment of risk in detail. At times, such higher-risk activities and events may require parental approval or other standard or criteria for participation by students (e.g., age, physical health, etc.). The school administration will maintain final decision-making concerning addressing any possible risks and provide directives to this end.

## **G. Medications**

AIS-Salzburg identifies prescription and nonprescription medications to be a source of potential harm to the students and the community if improperly used, abused or allowed to be distributed without appropriate controls. Medications, used for inappropriate purposes or abusively relied upon over longer periods of time, represent a serious health threat to the well-being of the individuals in our community. Proper health protection, therefore, mandates that the school restrict and control both prescription and nonprescription medications appropriately to achieve the following goals:

1. To educate young people as to the seriousness of maintaining and adhering to medication regimens identified by health officials strictly.
2. To reduce the possible dangers of abusing prescription and non-prescription medications and ensure that each member of our community maintains a healthy respect for medicines and their possible negative effects.
3. To support and further healthy lifestyles and habits within the school community while adequately and responsibly utilizing medications as therapeutic resources when their necessity is confirmed by recognized health officials and within the applicable laws of Austria and best-practice standards in boarding schools.

With over 80% of our students resident in our halls, it is important that the medications available, brought with the students, and prescribed by health officials are regulated or restricted and properly distributed and guarded. The chance of a mishap occurring because one student gives another medications that they have on hand in their dormitory rooms, or the chance of mid-medicating oneself is real and significant and must be guarded against by the school staff. The school health coordinator as well as the office staff will communicate all aspects of this policy to the members of the community so that the information level is as high as possible and medications remain properly handled by the school in its health protection mandate.

### *Prescription Medications*

All medications prescribed by any health professional must be confirmed by the health coordinator through review of any prescriptions received and filed adequately for records. Dosage, frequency of application and possible side-effects are to be reviewed in each case and a schedule set up with the student and resident-care staff to ensure proper medicating in accordance with doctors' orders. Parents will be notified of any medications prescribed and the dosage/frequency of application as well.

Students are to submit for review and clearance any and all prescription medications brought with them upon arrival at the school. All such prescription medications are to be accompanied by a health official's prescription and a description of the health issue(s) that are to be medicated. All such prescription medications are to be stored by the health coordinator and distributed appropriately, with due diligence carried out to ensure their necessity and purpose. All parents and guardians of resident students must be made clearly aware of this policy regarding prescription medications and provide written statements of agreement for their distribution and use. All students are to heed the instructions of the authorized staff distributing these in terms of dosage, etc.

### *Over-the-Counter Medications (OTC)*

Many OTC medications are dangerous if consumed in large amounts or regularly over a longer period of time. OTC diet medications and appetite suppressants, for example, contain mild stimulants which can be abused and lead to various eating disorders and other problems. Decongestants often include stimulants as well. OTC pain relievers and motion sickness medications can also cause long-term damage if abused. Additionally, AIS-Salzburg students come from all over the world whereby variations occur in the determination of which medications require a doctor's prescription and which do not. Austria's control over medications is particularly prudent and restrictive with what are considered OTC in many countries. Many medications that others would consider OTC can only be acquired in pharmacies in Austria (pain medication, allergy relief medications, diet pills, etc.).

The school health coordinator will also control and restrict access to OTC medications for all students who are resident at AIS-Salzburg and will regulate their distribution according to doctor's orders or manufacturer's guidelines. All resident students are to submit all OTC medications at the start of the year and whenever such medications are received or brought to the school during the school year (at the recommendation of health officials, parents, guardians, etc.).

AIS-Salzburg will maintain a small supply of urgent medications which may be distributed directly to students who experience sudden pain (e.g., headache, menstrual cramps, upset stomach) by the health coordinator or the office manager. These may include ibuprofen, antihistamine, throat lozenges, etc., to cover sudden circumstances. Parent permission is to be provided for such distribution at need throughout the entire school year and for all students enrolled.

### *Further Aspects of Medication:*

1. Only those staff member authorized to distribute medications are to do so. This includes the health coordinator, the dean of students and the dorm parents.
2. No staff member may give medicinal products to students from their own supply or of their own accord.
3. All staff members must refer students to the health coordinator whenever medication is requested or a condition seems to require medicinal assistance.

4. Regular requests to turn in any and all prescription or OTC medications will be carried out at the start of the school year and this policy will be specifically discussed during orientation for all boarding students entering the dormitories in September.
5. Only those students cleared by the health coordinator to maintain personal possession of some medications (e.g., Epinephrine injections, asthma inhalers).
6. Room checks/inspections for medications will be carried out irregularly throughout the school year.
7. The health coordinator will determine the appropriate storage and registration of all medications under conditions that restrict access to others who are not authorized to distribute such materials.

## H. Illness and Infirmaries

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 decision as to whether the absence from classes is excused or unexcused lies with the school health coordinator and resident staff members. The school health coordinator's directives and physicians' orders must be met completely and fully at all times.

### *Expectations When Ill*

When excused from classes for illness by the school health coordinator the following expectations are to be adhered to:

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. Visitors to the infirmaries are not allowed.
6. A one-day recuperation period, whereby the student must remain on campus, is required following release from the school's infirmaries.
7. 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.

### *Expectations for Covid-19 Infection or Suspicion*

In accordance with the AIS-Salzburg Covid-19 Strategy and any updates relevant to this through the school year, students and staff will be regularly tested for infection through September. These tests may continue later given requirements of health officials in Salzburg. A student or staff member who tests positive for Covid-19 will immediately be removed from the school community and assigned to an infirmary by themselves or the parents will be called to pick up the student if in the case of it being a day student who tested positive. After ensuring that the test procedure was carried out properly and that the testing materials remain valid, the school administration will then contact the local health authorities and report the positive test result. Until the authorities can arrive, the student or staff member suspected of infection will be isolated in a separate infirmary room and supervised with proper hygienic distancing precautions taken to prevent further transmission. All actions required and listed in the checklist provided by the ministry in the publication, *COVID-19-Hygiene- und Präventionshandbuch: Checklist 2: Zum Umgang mit Corona Verdachtsfällen*, must be put into effect appropriately.

All instructions from the local health authorities are to be effectively and immediately imposed and carried out. Further mindfulness and care to maintain all hygienic and distancing requirements are to be maintained at a very high level.

The health authorities will likely attempt to clarify with which persons the patient was in intensive contact with in order to identify any other positive infections, if possible. The administration will provide schedules of courses, teachers, classmates, rosters and activities, etc., to the health authorities. Depending upon the outcome of this analysis, the health authorities will decide if a quarantine of one or more persons is necessary and the length of this period. All students not directly involved in the cluster analysis—and likely, all those who have been previously vaccinated—should continue to attend classes in the meantime. Those who desire further testing beyond that required by health officials should be allowed to do so. Masking and distancing requirements may be put into place at the request of health officials. A quarantined student will be isolated as well as possible and provided assistance and care by select school personnel under the direction of the administration and the school's health coordinator.

Because of the changing nature of the pandemic situation, the above-mentioned procedures may be altered with new requirements or measures communicated to the school by the authorities.

## I. Corona Crisis Team

The AIS-Salzburg Corona Crisis Team, established in 2020 and composed of various members of the school administration, staff and faculty, will continue to meet during the 2021-2022 school year to discuss any and all relevant aspects of the pandemic and its development. The Corona Crisis Team will regularly review all measures in place to protect the health of our community, recommend adjustments or improvement to these measures, and ensure that they are carried out effectively with the assistance of the administration.

## J. GDPR and Personal Health Data

Personal health data is given the highest level of protection by the European Union's personal data protection requirements (GDPR). The health coordinator as well as the administration of AIS-Salzburg will establish clear guidelines regarding the collecting, storage and communication of any health-related personal data of our students or staff members. Confidentiality of personal data will only be divulged when the health situation demands such action. Documentation of all health data as well as any communication relevant to or containing personal health data will be tightly restricted to the administrative staff and the parents of legal guardians of the student. Only that information necessary to ensure that proper recovery and treatment/therapy be carried out by other members of the staff (e.g., resident-care staff members) will be furthered with proper information regarding further confidentiality.

## **K. Fire and Emergency Evacuation Drills and Procedures**

The school maintains a functioning fire detection and warning/alarm system throughout all buildings on campus and these are inspected annually. Irregularly, the system, as well as personal and group procedures for evacuating all buildings on campus in an emergency are practiced both during the academic day as well as after hours and on weekends. All students and staff are made aware of the proper procedures for evacuating school facilities and problems associated with these and noted during drills are protocolled and provide focus for improvement.

In the case of a building evacuation drill, the following general expectations are in place for all students:

1. All students are to desist with their present occupations and listen silently for any directive given by their supervisors or instructors.
2. In following their supervisors or instructors, students will move quickly and quietly out of the indoor facilities and toward the pre-arranged meeting point.
3. There should be no panic, no running and no loud exclamations that can confuse others.
4. Personal items should be left behind when evacuating buildings.
5. Once at the meeting point, listen carefully to any and all directions given by the staff, wait patiently, and remain in sight of your supervisor or instructor at all times.
6. Only when an administrator communicates 'all clear' to your supervisor or instructor are you to re-enter any of the school buildings or facilities.

The school staff is trained in fire safety practice and is aware of all fire safety devices and their locations on campus. They are also aware of all procedures necessary for assisting and safely protecting other members of the school community in an emergency. In the case of an emergency in which it is not clear what the threat is, all students should follow any announcements made by the administration, the teaching faculty or other staff members immediately and cooperatively.

Students are warned never to tamper with any fire safety features in the school buildings or dormitories. Such tampering is considered a major violation of the school's expectations as it can directly threaten the safety of all other members of the school community.

## **L. Campus Security**

The AIS-Salzburg campus and facilities at Moosstrasse 104 and 106 are surrounded by fencing will limited access as far as the local regulations allow. Access to the buildings on campus is restricted to those who have a key fob and are members of the school community. All visitors must register with the office personnel upon arrival and are registered with their contact information which is maintained and protocolled by the office staff. Access for those on campus for repairs, construction or professional upkeep are informed of all requirements concerning their presence on campus and are supervised to the extent possible by the house staff and administration. Contact between the community and those extemporaneous workers who deliver goods and provide services to the school is strictly limited and of an essential nature. All community members are encouraged to report to the school staff any odd or unusual presence on campus at any and all times; this includes the identification of packages or other materials that seem to be unattended and not among the belongings of the school or other community members.

The AIS-Salzburg administration is in direct emergency contact with local crime authorities in Salzburg as well as the Regional Security Officer at the US Embassy in Vienna. These authorities are contacted by the administration with any security or safety concerns and receive information or warnings from them if they are aware of any immediate or long-term security threat to our community.

## **M. Personal Security and Safety**

All students enrolled at AIS-Salzburg are forewarned that their personal security and safety is a concern and should be properly considered at all times. Particularly when students are off campus during free time or are engaged in higher-risk activities, they should be well-aware of any directives related to their personal safety as communicated by the school staff. Failure to heed proper and prudent personal safety measures can lead to exclusion from such activities or free-time off campus for a period of time.

Community members should not draw unnecessary or unwanted attention to themselves when off campus and should take proper precaution when approached by any others who ask personal questions or make one uncomfortable in any way. Incidents in which a student feels harassed, bothered or personally threatened by another—regardless of when or where this might occur—should immediately report their concerns to the staff.

When departing the school campus, proper protocol of signing out as well as dropping off keys must be adhered to at all times. It is important for the school staff to know who is on campus and who is off at what times during the day. Intentions when off campus, are to be registered on the sign-out form before departure in the case needing to get in contact with an individual due to an emergency. All student telephone numbers are to be registered with the school staff before any free time off campus, activity or excursion begins. All students should have a copy of the school's emergency numbers available on their phone or handbag/wallet and use these when necessary.

Failure to return at curfew or failure to respond to requests for information when away from the staff and/or campus can lead to serious disciplinary consequences and the loss of further free-time movement off campus. The inability of the staff to perceive where a student is to be found is a breach of trust and is to be avoided through proper communication and information submission.



## V. Code of Student Conduct

Students at AIS-Salzburg are expected to behave responsibly, respectfully, and with integrity at all times realizing that they 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 school community is built on a solid foundation of trust and respect between its members. Trust is built by individual community members who act justly, carefully and thoughtfully on a regular basis. Respect is gained when individual diversity is appreciated and protected, responsibility is accepted freely and concern for the well-being and success of the entire community is shared by all within it.

### A. Abuse, Harassment, Bullying, Cyberbullying and Other Forms of Maltreatment

According to the World Health Organization's (WHO) definition, child maltreatment is the abuse and neglect that occurs to young people 18 years of age or younger. It includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which results in actual or potential harm to the young person's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

The administration and staff of AIS-Salzburg would like to emphasize that we care professionally and personally about the protection and safeguarding of every student under our care and have established policies and procedures to implement proper measures which are intended to give every student under our care the chance to develop as healthy, thriving, content human beings who are free from abuse, neglect, harassment, bullying, cyberbullying or any other form of maltreatment while under our care.

Every member of our school community must demonstrate awareness of and willingness to stop any form of maltreatment from occurring and address it appropriately and professionally when incidents occur, ensuring that our small community is defined by trust and respect for all. Safeguarding, preventing and providing appropriate support for victims of such maltreatment is of the highest priority within the community and is a legal obligation for all in Austria.

Maltreatment can be between students (peer-to-peer), between students and staff (adult-to-peer) or between groups of students and/or staff members. All such forms of violence and maltreatment have no place in our community and will result in very serious consequences that may involve external authorities as well as termination of enrollment or employment at the school and further legal consequences.

#### 1. Abuse and Harassment:

<i>Physical Abuse</i>	Hitting, shaking, throwing, slapping, kicking, pushing, punching or other physical violence toward another and/or any other physical behavior that is threatening of or results in harm or potential harm to a student's health, survival, development or dignity. Physical abuse is a criminal act in Austria: StGB §107a, §107b, §107c, §213, §215, §218, §220b.
<i>Sexual Abuse</i>	Exposure to age-inappropriate materials, direct sexual contact or inappropriate contact of a sexual nature including forcing or enticing a young person to take part in sexual activities whether or not the young person is aware of what is happening including, but not limited to: physical contact, including penetrative (i.e. rape) or non-penetrative physical contact of a sexual nature; non-contact activities, such as involving children in the production of, viewing, or distribution of pornographic material; encouraging children to behave in sexually inappropriate ways. Sexual abuse can include seemingly consensual relationships or sexual activity in exchange for attention, a place to stay, gifts, money, cigarettes or illegal substances. It can also include serious organized criminal activity. Sexual abuse is a criminal act in Austria: StGB §107c, §202, §206, §207, §207a, §207b, §208, §212, §218. Sexual violence is an offense under statute law in Austria: StGB §107c, §201, §202, §206, §207, §207b, §212, §213, §215, §218.
<i>Emotional Abuse</i>	Persistent emotional ill treatment of a young person which causes adverse effects on a child's emotional development including conveying to a student that they are unwanted, unloved and/or worthless; inadequate as well as age-inappropriate expectations being applied to young people; not giving the young person opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate; seeing or hearing the maltreatment of someone else; serious bullying or cyberbullying which causes a young person to frequently feel frightened, intimidated or in danger; exploitation or corruption of a child by others. Emotional abuse is a criminal act in Austria: StGB §107c, §207a, §207b, §208, §212, §213, §215, §218.
<i>Financial Abuse</i>	The controlling of a victim's ability to acquire, use and maintain financial resources; having one's money stolen or restricted by the abuser. Forms of financial abuse vary from situation to situation. An abuser may use subtle manipulation while others may be more overt, demanding and intimidating. In the end, the goal of a financial

abuser is always the same: to gain power and control in a relationship. Financial abuse is a criminal act in Austria: StGB §213, §215.

*Neglect* The persistent failure to meet a young person's basic physical or physiological needs, likely to result in serious impairment of the young person's health or development including, but not limited to deprivation (food, sleep, etc.), poor hygiene or leaving children unattended intentionally. Self-neglect includes neglecting to care for one's personal hygiene, health or surroundings and includes behavior such as hoarding. StGB §199

## **2. Bullying and Cyber-Bullying**

In a school setting, the most common form of abuse and harassment is generally called bullying. Bullying is behaviour by an individual or group, repeated over time, which intentionally hurts another individual or group either physically, verbally or emotionally/psychologically through maltreatment. Although bullying in itself is not a specific criminal offense in Austria, some types of harassing or threatening behaviour – or communications – could be a criminal offense depending upon the circumstances. Bullying is often motivated by prejudice against particular groups or individuals on grounds of race, religion, nationality, gender/gender identity, sexual orientation, special educational needs or disability, class or other prejudicial determinations. Bullying can take many forms including, but not limited to (a) repetitive and persistent, (b) intentionally harmful (physical or emotional abuse), or (c) utilized to create an imbalance of power situation whereby the victim feels powerless to prevent or put an end to the abuse. Bullying can include physical abuse, emotional abuse, verbal abuse, or indirect harassment (e.g., exclusion).

Cyber-bullying is the use of social media or other anonymous, online platforms for abusive, insulting or disparaging language. This form of abuse tends to involve a number of online bystanders and can quickly spiral out of control. The effects of online bullying can be devastating for the young person involved. Young people who bully others online do not need to be physically stronger and their actions can often be hidden and subtle. Over one-third of all secondary-school students report that they have been cyber-bullied in the past. Cyber-bullying takes place:

- on social media such as Facebook®, Instagram®, Snapchat® and Tik Tok®,
- through text messaging and messaging apps on mobile or other devices with online capabilities,
- on instant messaging, direct messaging and online chatting over the Internet,
- on online forums or chat rooms and message boards, such as Reddit,
- by email,
- through online gaming communities and chat functions.

Online content, once posted, can be viewed by strangers as well as acquaintances. Shared content creates a kind of permanent public record over views, activities, opinions and behavior. This should be seen as an online reputation and can be accessed and viewed by schools, employers, colleges, clubs and others who may be researching an individual now or in the future. Cyber-bullying can therefore harm the reputation of an individual for years to come. Austria has specific laws against cyber-bullying (§107c, §207a and §208 StGB) and reporting such abuse and harassment is mandatory if it occurs.

All students are informed that cyber-bullying and abuse or harassment is generally not visible to the outside world because of its use of online media platforms. Because of this, it is especially important that any young person in our care who experiences abuse or harassment online, come forward with this and report it. Any student reporting such abuse will be given specific instructions as to how best to try and rectify the situation and minimize potential damage to their reputation or online presence.

## **3. Racial / Cultural Discrimination**

Such discrimination is disparagement based upon one's skin color, nationality, religion, ethnic background, language or cultural traits and habits leading to ignoring others, blocking their participation in social events or occasions, not communicating with them, excluding their company, labelling and name-calling, using disparaging language in reference to them in a language they do not understand. Such discrimination and abuse is never tolerated in a school dedicated to international students from cultural and national backgrounds that are global. Every student at AIS-Salzburg needs to understand this point or they default their qualification for taking part in the education provided here.

## **4. Date Rape or Acquaintance Rape**

This is physical, sexual abuse committed between a victim and an offender who are in a relationship or may wish to be in a relationship. Date rape or acquaintance rape involves non-consensual penetration of the body of another person where the penetration is of a sexual nature, with any bodily part or object, by an acquaintance or partner of the rape victim (Council of Europe, 2011). Consent entails voluntary agreement as the result of a person's free will. Date rape can happen to both females and males and is a criminal violation of the law in Austria (StGB §107c, §202, §206, §207, §207a, §207b, §208, §212, §218) and must be reported to the authorities, especially when the victim is a minor. Date rape is not about passion, but about aggression and violence. Even if two people know each other well and have had intimate relations previously, no one has the right to force a sexual act on another person against their will. Alcohol and drug use are frequently associated with date rape (substance-facilitated rape). Alcohol can loosen inhibitions and dull common sense and— for some—allow violent or aggressive behavior. Certain drugs may be utilized to carry out an act of sexual violence as well. These may include: rohypnol (called 'roofies'), gamma hydroxybutyrate (GHB) or ketamine. As a coed international school, AIS-Salzburg furthers and supports consensual, open, honest and respectful relations between students whether romantically involved or not. Consent can never be forced or coerced and can very quickly lead to a situation in which the local police authorities and courts must intervene.

## **5. Online Pornography and Violence**

The potential violation of policy referred to here involves access to and distribution of pornography and acts of violence by minors, especially through online platforms and social media. Exposure to pornography and violence can dramatically distort a young person's attitude toward relationships and sex. More particularly, studies show that young people exposed to pornography are more likely to

engage in risky behavior and become sexually active at a younger age. The problem is not only personally-initiated, in many cases younger children are exposed to such material by older acquaintances. Viewing and sharing pornographic and violent images electronically is difficult to guard against and occurs privately in most cases over phones, tablets and other connective devices. Age ratings for films, videos, games, music and other media have little effect and can be easily overcome and shared with others—often, the restrictive rating will make the material even more interesting or attractive to young people. As a common factor that is destructive of healthy relationships, respect and trust, pornography and online violence can become serious hindrances to living openly and respectfully with others in a community.

## **6. Abusive Relationships**

Abusive or potentially-abusive relationships encourage dependency, a loss of free will, disrespect, exploitation and engender feelings of inadequacy. Relationships that are abusive can entail physical abuse, emotional abuse, sexual abuse or violence or financial abuse. Coercive control is the primary element of an abusive relationship between any two or more individuals. Such abusive relationships can develop relatively quickly in secondary school settings due to the vulnerability of many young people who have little experience with romantic relationships and the often overwhelming desire to be acceptable, popular and fit in with supposed group social norms. Abusive relationships can often lead to date or acquaintance rape and other, criminal offenses that must be reported to the authorities. Respect and trust are fundamentally disregarded when any form of abuse is carried out.

## **7. Sexting and Upskirting**

These include acts of voyeurism whereby the intention of the perpetrator is to obtain sexual gratification or to cause humiliation, distress or embarrassment to the victim. Upskirting normally involves taking a photo under a person's clothing without them knowing with the intention of viewing their genitals or buttocks. Upskirting often occurs in crowded public places making it difficult for the victim realize that a photo is being taken. §107c and §207a declare upskirting as a criminal act in Austria. Sexting is the action or practice of sending sexually explicit photographs or messages via online electronic devices. Sexting can become a problem and lead to humiliation, embarrassment and unwanted attention because it can quickly be shared with unintended public viewers online. Although considered by many to be an aspect of flirting or as a joke, sexting can easily and quickly become sexual harassment and emotional/sexual abuse.

## **8. Initiation/Hazing**

Hazing or initiation refers to the practice of rituals, challenges and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group (e.g., school). Such behavior is common amongst youth in clubs, sports teams and in schools where individuals new to the community are regularly added. Hazing and initiation can range from relatively benign pranks to very serious physical and emotional abuse and, therefore, the school community needs to be protected against this through appropriate communication and information dissemination beforehand as well as immediate reporting when it occurs.

## **9. Neglect at School**

Institutions providing education and care to resident young people must take prudent care to ensure the provision of health and development required of the youth in their care and under their authority and responsibility. The mandate of protection and safeguarding cannot be sacrificed to a particular young person's personality, response to authority or personal preference. Regardless of whether or not a young person chooses to eat, not to eat, cut themselves, or engage in other forms of behavior that typify isolation, alienation and lack of self-worth, it is the duty of the AIS-Salzburg school staff and personnel to act or react to the situation appropriately and professionally. Otherwise, the charge of neglect is justified. Such negligence is considered a criminal act in Austria under §199 of the StGB.

## **B. Reporting, Disclosing and Supporting: A Vigilant Community**

Any of the above-listed forms of maltreatment in violation of the rights of young people within our community represent a serious, willful undermining of the school's mission and goals and, as such, cannot be tolerated and must be addressed. It is the fundamental duty of all staff members at AIS-Salzburg to recognize signs of such abuse and maltreatment, report these through proper protocols and involve themselves professionally in bringing about a condition whereby trust and respect are re-established and victims are strongly supported. To this end, all staff members at AIS-Salzburg are trained regularly in child protection and safeguarding and a Child Protection Team of administrators, faculty members and resident staff members are involved under the direction of the Child Protection Lead. Procedures for reporting and disclosing violations of child protection standards and/or Austrian law with respect to these, are in place at AIS-Salzburg and are professionally adhered to. All staff members at the school understand that the failure to act in response when aware of abuse or maltreatment is a criminal offense (neglect) under Austrian law.

All members of our community, including students, parents and staff members have a duty to report any abuse or maltreatment that they are aware of. This duty is a moral and social responsibility that is the basis for ensuring that trust and respect can grow and be properly maintained within our small school community. It is understood that young people have concerns about reporting what they are aware of because of feelings of confusion, shame, guilt or worry about being stigmatized, because they are not fully aware or experienced enough to recognize what is abuse and what is not, because they feel coerced and fear further threats of violence or a worsening of the situation for them personally, or they may generally fear the social and personal consequences of their reporting or disclosing and doubt sufficient confidentiality will be provided. Therefore, the AIS-Salzburg staff has received training in how to handle reports or disclosures that come from students (or others in the community) and are given clear directives on how these are to be handled and what procedures are to be put into place.

In reporting an act or acts of maltreatment, students can expect that:

1. they will be informed of which staff members are key reporters who—because of their long service to the school and proven experience—will handle the report or disclosure with proper professionalism and responsible care. However, any trusted staff member can be approached with a disclosure or report.
2. they will be listened to respectfully and without prejudice.
3. they will be told that protecting the welfare of themselves and others is paramount to all other considerations in any community and that reporting or disclosing maltreatment is the first step in eradicating it from the community.
4. they will be reassured that in reporting, they have done nothing wrong.
5. they will be informed of what happens next and what procedure will be followed.
6. they will not be promised confidentiality but that only those who need to know (possibly including parents or guardians, administrators and members of the Child Protection Team) will be involved until a determination is made as to further action following investigation. In the meantime, concern for the reporter's safety and security is a high priority for all.
7. their report or disclosure will not be laughed at, disregarded or ignored.
8. the person reported to will give specific directions for what to do in the immediate future and kept informed of what is happening as required by prudent professionalism and/or the requirements of external authorities.

A key component to safeguarding and protection is the provision of proper support to those involved, especially victims. Support can be emotional and psychological, but also includes specific actions and communication that are necessary to provide comfort, strength and the confidence to move beyond the incident(s) toward improved health and well-being. Following investigation and responses by the administration and Child Protection Team at AIS-Salzburg, a program of support will be created and communicated.

Finally, it should be understood that anyone involved directly and willfully in any form of abuse, harassment, bullying or other form of maltreatment toward any other member of the school community, will forfeit their involvement in the school and its programs. Staff members involved in such actions will be dismissed and possible criminal charges will be sought.

For further information on the AIS-Salzburg Child Protection Policy and Procedures, please refer to the AISS-CPP Handbook [here](#).

### C. Privacy and Private Property

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 as well. The following behavioral expectations are in place to help define the limits of public and private spheres within the school:

#### 1. *Mixed Company*

Unless accompanied by a staff member, male students are never allowed on the female dormitory floors at any time during the school year and no female students are allowed in the male dormitories. Areas off limits to either group are clearly posted and to be respected at all times.

#### 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 when reasonable justifiable. In nearly all cases of dormitory room searches, however, the student(s) will be invited to be present when a search or inspection is taking place and will be informed that the search is eminent. Students who board at the school must understand that they reside in a school facility where expectations as to possessions, tidiness, shared space and general behavior are to be respected in order to maintain a healthy and comfortable environment in which disruption and possibly harmful elements are excluded to the greatest extent possible. Students are expected to be cooperative and to find agreement and understanding with such efforts and to seek out discussion with the administration and staff concerning such events. Room inspections which evaluate room tidiness are done frequently and generally while students are involved in academic courses.

#### 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 negative consequences.

**The following areas off-limits at all times to AIS-Salzburg students: Kindergarten Moos-Leopoldskron, Musikerheim, Church and cemetery (unless attending Mass), neighbors' drives, yards, and other property holdings, woods behind the school.**

#### 4. *General Staff Presence*

Because the resident-care staff is responsible for all boarding students, they will require access to rooms at various times and for multiple reasons. The resident-care staff members will knock to express and communicate their presence and make their desire for entrance known to the inhabitants of the room. They will generally wait for a response, unless the situation is an emergency. If no response is forthcoming, they may enter the room by keying in. Students who request discussion with staff members (teachers, administrators and resident-care staff members) can expect that this is conducted privately if requested. The staff member will suggest an appropriate place for such private discussion. However, be aware that staff members are not to spend any significant period of time alone with any student behind closed doors unless this is unavoidable due to justifiable circumstances.

#### 4. *Posted Hours of Access*

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. 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. Security and Protection of Private Property*

The dormitory floors are off limits to all students as of the start of the academic day (08:30) and remain so until academic courses conclude in the afternoon (15:30) except for a brief period following lunch on weekdays. This is in effect so that access to private areas is protected while students are occupied elsewhere.

#### *6. Confiscation of Private Property*

At times, it may be decided that the confiscation of personal items such as laptop computers, cell phones, etc. is necessary for a period of time. The AIS-Salzburg administration and staff will lock up such possessions after documenting their ownership and ensure that these personal items are safe and secure for the duration of the confiscation. Private property which violates expectations in the school's facilities (lighters, tobacco products, alcohol, vaping devices and materials, etc.) will be confiscated by the staff and administration indefinitely. Some of these possessions may be returned before a journey home from the school provided parental or guardian approval has been received for their being recovered.

### **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 on a case-by-case basis. In situations in which a student endangers themselves or others while under the influence of alcohol, the question as to whether the student may maintain enrollment will be raised by the disciplinary committee.

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 concerning alcohol permission.
2. No alcoholic beverage may be bought in stores for later consumption.
3. Glorification of alcohol or alcoholic products is unacceptable (e.g., on clothing, posters, etc.).
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 (form is [here](#)), 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. 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 is concerned with the protection of the health and well-being of its students. 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 (vaping apparatus), 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

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.

Note: Please also note that in some cases, it may be that the parents are informed of their child's tobacco use and may even condone this. Such decisions by the parents have no effect upon the policy of the school.

## **F. Illegal 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 coordinator. 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 (see IV. Health above).
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 and a key element in maintaining the trust and respect upon which the community is built. 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.

## **G. School Property, Theft and Vandalism**

Any and all damage to dormitory rooms or furnishings as well as other school facilities and property or the property utilized by the school for events, sports and physical education, excursions, etc., will be reported immediately and the offending student will be charged for such damages and receive disciplinary consequences as well as negative Boarding Conduct grades. The resident students of each dormitory room are responsible for that room and its condition at all times. Damage to rooms or furnishings 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 ([here](#)).

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, theft or destruction is unacceptable and will be met with strong disciplinary measures. Consequences for such actions will always result in replacement or repair of the vandalized or stolen property at their own cost as well as disciplinary consequences. Any student found responsible for 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. Students should remember that theft includes the utilization of local transportation without proper payment, non-return of library books, "borrowing" from another student without their specific consent, plagiarizing someone else's words, work, or copyrighted material, or the downloading of illegal or copyrighted software, photography, etc., 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.

## **H. Discretion and General Deportment**

In their personal, romantic relationships, all students are required to show an appropriate consideration for the sensitivities of others around them and conduct their relations with modesty and decorum. Demonstrative expressions of affection in public places can cause embarrassment and offense to others and are not appropriate for public display 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.

## **I. 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 direct, willful 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.

## **J. Personal Dishonesty and Dishonorable Behavior**

A boarding school community thrives only when trust is firmly established between all individuals. Nothing can destroy this trust more quickly than dishonorable actions or behaviors. It is expected that AIS-Salzburg students will maintain a high level of trustworthiness through respect for the truth at all times. Lying, supporting lies from others, or intentionally and knowingly hiding the truth when asked directly is a sign of poor character and lack of integrity. A small disciplinary infraction can quickly become a major situation with significant consequences if a student or students decide that deception and dishonesty is necessary. It is always better to be honest and tell the truth, regardless of the consequences than to learn to deceive and discredit the truth.

AIS-Salzburg students are required to respect all those around them, whether they are fellow students, staff members of the school, teachers, administrators, neighbors, or others who may be on our campus. Politeness, discretion, and respect for others and their rights is a fundamental requirement for the entire community. AIS-Salzburg students are also required to respect the responsibility and authority that the school staff is entrusted with.

## **K. Modes of Address**

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

## **L. Profanity**

Use of profane expressions and gestures—in any language—is often an example of antisocial and discriminatory or hurtful attitude toward others and in violation of their rights. Even when used jokingly, it represents disrespect and a base character intent upon shocking or provoking others. As such, profanity is not permissible at AIS-Salzburg and will be reacted to negatively. The habits of a thoughtful personality do not include reference to vulgarity as a means of expression.

## **M. 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 more 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 (See above, II. B. 9)*

*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

## **N. 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.

## **O. 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 and will be confiscated immediately. Also, items that are imitations of actual weapons should not be in possession of students and will also be confiscated.

There are a number of restricted items (tobacco, alcohol, illegal substances, etc.) which are mentioned at other points in this handbook.

## **P. 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 and commit 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 such violations.

## **Q. 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:

1. 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.
2. 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 or travel period.
3. 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.
4. 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.

It is very important that all students who travel in school groups remain informed and aware of any and all announcements or directives. Personal listening devices should be put aside while any announcements, guided tours, or other communication is being made. There are times when personal listening devices can directly endanger a student or the group when engaging in activities that have a higher level of risk to student health (skiing/snowboarding, canyoning, hiking, rafting, rock-climbing, etc.), and should not be utilized.

## **R. 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 for justified reasons.

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

Students generally have free time between 15:30 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, logs submitted, 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 (see form [here](#)). All students must sign out with the resident staff when departing the campus independently (not under the supervision of a staff member) giving any requested 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 in the RA office.

### ***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.

It is expected that all boarding students understand that the school's expectations regarding alcohol, tobacco, illegal substances and behavior are in effect when a student is off campus during free time.

### ***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 unless this is unavoidable and the administration has approved it.
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 communication 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. The college counselor and administration has the right to deny such independent travel if it can be scheduled during a school vacation period as well.
4. Students may not check out to the parents of other students or the parents of local day students unless this check-out is specifically approved by the headmaster.
5. The administration reserves the right to deny a weekend check-out at any time for any justifiable reason.

It must be understood that the school administration accepts full legal guardianship of all boarders at AIS-Salzburg and takes child protection and safeguarding very seriously. We therefore, 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 along prudent, professional lines and standards. 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 to the well-being, health and protection of our community.

## **VI. Disciplinary Consequences**

### **A. Reporting**

Disciplinary events will be reported by the resident-care staff and the teaching faculty members to the administration. All such reporting will be documented through the PowerSchool® student information system in the form of a disciplinary log. Such logged events are maintained and stored throughout the school year and previous logs and reports may be referred to when reviewing a particular disciplinary event.

The resident-care staff and teaching faculty will also log positive behavioral actions that are of notice and these will also be stored in the PowerSchool® system and referred to when awarding honorable citations.

### **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 or the health and wellbeing of another community member or members. 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:

- Abuse, neglect, sexual harassment, hazing or other form of maltreatment to others
- Bullying and cyber-bullying
- Insubordination and demonstrative disagreement with expectations
- Violations of the AIS-Salzburg code of honorable conduct (lying, cheating, stealing)
- 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
- Willful destruction of school property
- 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. Disciplinary Consequences**

#### **1. 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.

## **2. 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.

## **3. 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.

## **4. 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.

## **5. Campus Restriction**

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

## **6. 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.

## **7. 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.

## **8. 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.

## **9. 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.

## **10. 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.

### **11. 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.

### **12. 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

### **13. Child Protection Team**

The Child Protection Team, which considers and actions in violation of the AIS-Salzburg Child Protection Policy and Procedures that are referred by the administration, is composed of the headmaster, the key reporter or other staff member reporting the incident, the college counselor, the health coordinator, the dean of students, one or more teachers, one resident assistant or dorm parent.

## **I. 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.

## VII. 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

### A. 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:

#### 1. 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:*

- 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
- Friday and Saturday evening curfew is extended by 30 minutes
- 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.*

#### 2. 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:*

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  
Friday and Saturday evening curfew is extended by 30 minutes  
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.*

### **3. 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:*

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-term, Fall Trimester. 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.

### **4. 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.

### **5. 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.

## VIII. Dormitories and Boarding 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. Communications

#### *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 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 a number of sections concerning cyber-bullying, child protection, 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 for direct contact in case of emergencies.

All students must be aware that the inappropriate use of a cell phone, phone camera, laptop, tablet or other electronic device that provides connectivity will result in confiscation and possible further disciplinary consequences, particularly if these devices are used to access sites and information that is prohibited by the student code of conduct. Bullying, harassing, intimidating or threatening electronic communications are absolutely prohibited as are sexting and upskirting, sexual harassment and any other possible form of abuse or maltreatment utilizing online communication as the medium for such actions.

#### *Internet Communications*

More and more of the communications conducted by students is over the internet through various platforms. Please be aware that although the internet accessibility is being improved, there remain some areas of the dormitories and main building as well as certain times when connectivity suffers and interferes with such communication. Access to the intranet wifi system at the school is on a timer and closed off when students should be sleeping at night. If a student purchases their own access through a private sim data card, they must be aware that connecting to the Internet at hours outside of when the school's intranet platform is up may be a violation of expectations.

#### *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.

### 1. Floor / Dormitory Meetings

Regularly-scheduled floor or dormitory meetings will be held to discuss important topics relevant to being a successful student in an international boarding school. Topics of particular importance that will be presented and discussed will include information on health, protecting oneself while online, improving study skills, relationships and a number of other important life skills. Many of these topics are mentioned in sections of this handbook; others are available and to be found in published statements of policy (see end of this document).

It is important that all boarding students attend these floor meetings and give them appropriate focus and attention. Many of these topics can provide important parameters for making solid and reasonable life decisions and can help a student understand what is acceptable and not acceptable and why. Floor / Dormitory meetings will also discuss important topics that have especial impact on the school (e.g., Corona requirements and measures) and our community. Ad hoc topics will also be presented depending upon the situation. Finally, floor / dormitory meetings will also present opportunities for involvement and engagement in projects, new initiatives and service to the community.

### 2. Information Responsibility

There are a number of ways in which information is disseminated during the school year. There are daily announcements, important announcements that are made between classes, and regular calls over the PA system for various purposes. All students at the school should make themselves aware of such announcements and remain up-to-date on these.

### 3. Enrollment and Permission Forms

At the start of the school year, a number of important enrollment and permission forms are sent out to all parents and guardians. These forms and required signatures are very important for all boarding and day students. Participation in sports, free time off campus, and various other aspects of daily life at the school are restricted until these forms with parental signatures are turned in to the school administration. Parents and guardians of day students can access these forms [here](#); the parents and guardians of all boarders can access them [here](#).

## B. Curfew 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	20:30
15	21:30
16, 17	22:30
18 year-old non-seniors	23:00
Seniors, post-graduates	23:30

### Lights out

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

Lights-out (Sunday through Thursday evenings):	7th, 8th, 9th, 10th-graders	22:00
	11th & 12th-graders and Post Grads (with staff approval):	23:00

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. From 22:45 to 23:00, 11th and 12th-graders are allowed to prepare for bed. 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	23:00
All seniors and post-graduates	24:00

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

## C. 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 work to provide a living environment which is safe, comfortable 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:

### 1. 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 kipped 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.

## **2. 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 major furnishings 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 as well.

## **3. 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. Excessive postings and decorations are to be avoided.

## **4. 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. Damages are distinguished from normal wear and tear.

## **5. Room Security**

Students must turn off all lights and electronics 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 at a staff member's request.

## **6. 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 or administration. 5-day boarders may keep a piece of luggage used on weekends for travel in the dormitory room. No room may utilize an excessive amounts of electricity through the use of extension cords, etc. The school staff will restrict use of electrical cabling as necessary given the specific conditions.

## **7. 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.

## **8. 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).

## **9. Room Changes**

Student or parent-initiated room change requests are considered only as of 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 before the proposed change. The parents of all students involved in the change must also give their approval. The administration of the school, along with the resident-care staff, claims final authority over all rooming assignments and room change requests.

## **D. Food, Cafeterias and Dining Areas**

### *Food-Delivery Services*

Food delivery may be allowed by the resident-care staff. All such deliveries must be made to the main building front door and students who ordered food must immediately respond to announcements to come down for the pick-up. Payment for such deliveries must either be made beforehand or immediately upon pick-up. Any problems with such food delivery orders may result in a period of removal of this privilege.

### **1. Dining Areas**

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

1. 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.
5. Food from the school cafeteria may never be consumed in a dormitory room unless a directive is given by the health coordinator.

## **2. Cafeteria Dining and Health**

Presently, all students are to utilize sanitary hand gloves while accessing the kitchen buffet line in order to assist the community in remaining healthy and protected during the Corona pandemic. Further restrictions or health measures may be put into place (e.g., separation of day students and boarders in their dining areas) if required by the situation.

Students with special dietary requirements should indicate these on the enrollment forms at the start of the school year and discuss these, as necessary, with the school's health coordinator who will communicate with the kitchen staff.

## **3. Kitchen Staff**

The kitchen staff at AIS-Salzburg is employed by a local catering company which contracts with the school for their services. They are responsible for maintaining a very high level of health protection and sanitation in the school's kitchen and dining areas and are trained and informed concerning any and all health restrictions or requirements related to the Corona pandemic. The kitchen staff members are to be treated with respect and politeness at all times. They are generally very eager to serve food that the students enjoy and are also open to suggestions and recommendations from the students as well.

## **E. Other Information for Boarding Students**

### **1. Incidentals Account**

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.

### **2. Keys and Fobs**

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.

### **3. Laundry**

Students are offered the possibility of having their laundry done at the school for a fee of € 75 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. Students should heed the laundry requirements (load size, deposit date, etc.) in order to have their clothing well-cleaned and returned complete.

### **4. Mail and Package Deliveries**

Mail is delivered to all students daily except for weekends and Austrian national holidays. All communications to students 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. Package deliveries are generally held by the front office and announcements are made for them to be picked up by the addressee.

### **5. 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. Students should never have excessive amounts of cash on their person or in their dormitory rooms. The school has individual safe boxes in the front office available during office hours for students to deposit their valuables and money.

### **6. 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 and booked by the office staff.

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.

## **7. 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 boarding student. 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.

## **8. 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.

## **9. 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.

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.

## **10. 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-Salzburg graduates to differentiate themselves from other university applicants.

### *Community Service Expectations*

30 Hours: Student-organized community service

6 Hours: School-organized community services  
Spring service project  
Junior Class Community Service Project

Student Organized Activities: Students in 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.

A 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.) Consider and begin looking into a preferred community-service opportunity or project. Contact any necessary parties for approval.
- 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*

1. 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.
2. 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.
3. 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 Activities*

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  
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

## **IX. Policy Documentation**

The following AIS-Salzburg policy documents are available for downloading for members of the school community:

**AIS-Salzburg Equality and Diversity Policy**

<https://www.ais-salzburg.at/wp-content/uploads/2021/08/EqualityDiversityPolicy.pdf>

**AIS-Salzburg Child Protection Policy and Procedures Handbook**

<https://www.ais-salzburg.at/wp-content/uploads/2021/07/AIS-SCCPDraft30July.pdf>

**AIS-Salzburg Personal Data Protection Policy**

<https://www.ais-salzburg.at/data-protection-policy/>

**AIS-Salzburg Anti-Bullying and Anti-Cyberbullying Policy**

<https://www.ais-salzburg.at/wp-content/uploads/2021/08/Anti-BullyingPolicy.pdf>