

2025-2026

STUDENT LIFE 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 49 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 fulfilment.

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

Note: 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

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.

II. 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 1,100 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 49 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 2025-2026 school year, we expect to have between 25 and 30 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.

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)

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 - Ms. Jennifer Heider-Kasberger (jikas@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. Juliane Jelonek (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)

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)

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. Figen Öktem (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 / Ms. Juliane Jelonek (jsuttman@ais-salzburg.at / office@ais-salzburg.at)

The health coordinator provides direct assistance to all students when health issues arise. He/She 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.

Teaching Faculty

The faculty of AIS-Salzburg is composed of 17 teachers, most of whom hold advanced degrees and have an average of more than 15 years teaching experience at AIS-Salzburg. 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.

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.

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. Juliane Jelonek**
Telephone: +43 662 824617
Fax: +43 662 824555
Email: office@ais-salzburg.at

Headmaster's Office: Contact: **Mr. Paul McLean**
Telephone: +43 662 824617-11
Fax: +43 662 824555
Email: 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

Health Coordinator: Contact: **Mr. Joseph Suttman**
Telephone: +43 662 824617
Fax: +43 662 824555
Email: jsuttman@ais-salzburg.at

Accounting Office: Contact: **Ms. Figen Ötken**
Telephone: +43 662 824617-14
Fax: +43 662 824555
Email: accounting@ais-salzburg.at

Athletics Director: Contact: **Mr. David Burns**
Telephone: +43 662 824617
Fax: +43 662 824555
Email: 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

Local Emergency Numbers in Salzburg:
Fire Department: **122**
Police: **133**
Ambulance: **144**
European Emergency Assistance: **112**

I. 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.

Relevant Policies:

- AIS-Salzburg Child Protection Policy
- AIS-Salzburg Equality and Diversity Policy
- AIS-Salzburg Anti-Bullying and Anti Cyber-Bullying Policy

All of these policies are available for review through the school administration and can be downloaded from the school's website at www.ais-salzburg.at

A. 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.

B. 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 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.

C. 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.

D. 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.

E. 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.

F. 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. Medication, 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 members 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.

G. 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 11:00 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 to 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.

H. 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.

I. 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.

J. Campus Security

The AIS-Salzburg campus and facilities at Moosstrasse 104 and 106 are surrounded by fencing with 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.

K. 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 of 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.

II. 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 Organizations'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 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 offence 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 offence in Austria, some types of harassing or threatening behaviour – or communications – could be a criminal offence 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 to 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 offence (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 wilfully 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 reasonably 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.

5. *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.

6. *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.

7. *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 offence 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 may vary given the circumstances. A general guideline of consequences to expect is given below:

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 to expect respect for their personal 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 offence 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 offence 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 class time 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 Academic Handbook)

Items of Clothing and Style Prohibited at All Times:

- Ill-fitting, torn, ripped or dirty clothing of any style
- Headwear indoors
- Excessive accessories and jewellery
- 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 the 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, irons, steamers, 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 boarding students enrolled at AIS-Salzburg are provided with a year-long pass for the public transport system (buses, trains, etc.) within Salzburg Province with the payment of mandatory fees. Students who are utilizing public transport (buses, trains, etc.) without proof of their pass 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. 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 restricted to campus 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.

III. Disciplinary Procedures and 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 wilfully 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 offence. Students should be aware that the staff is not obligated to give warnings and that should the misbehavior continue following a warning, the consequences are likely to be more severe.

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 for other than academic purposes, 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 to the students and upon completion, must be documented by a staff member and reported to the administration. Typical community assistance includes campus and community cleanup, shovelling snow, sweeping the basketball courts, raking leaves, emptying trash cans, assisting with meal and dining room cleanup, etc.

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 the privilege 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. External Suspension

An external suspension is a removal of the student from the school for a restricted period of time. Only the Disciplinary Committee may place a student on a suspension of enrollment from the school unless it is explicitly called for as a disciplinary consequence in this Student and Parent Handbook. In such a 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 incidental 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

The Disciplinary Committee is in place to ensure that each and every incident or circumstances that require review are carried out by a number of school staff representatives rather than a single administrator. The Disciplinary Committee members will review the situation and reports that have been received, discuss these, and interview the students involved before making a recommendation to the school administration.

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.

E. 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.

IV. 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
- Saturday evening curfew is extended by one hour
- Recognition at trimester awards dinner

Nominations for Senior Scholars will take place after mid-term of the fall trimester and decisions made shortly thereafter. Senior Scholars maintain their status and privileges throughout the school year provided the qualifications listed above continue to be met. *Note that any academic honesty violation (major or minor) necessarily disqualifies a student for this honorable status immediately and through the end of the academic school year.*

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

Saturday evening curfew is extended by one hour

Recognition at trimester awards dinner

Nominations for Distinguished Students will take place after mid-term of the fall trimester and decisions shortly thereafter. Distinguished Students maintain their status and privileges throughout the school year provided the qualifications listed above continue to be met. *Note that any academic honesty violation (major or minor) necessarily disqualifies a student for this honorable status immediately and through the end of the academic school year.*

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:

Commendation letter to the parents

Seniority rooming and roommate selection and bus seating (following Senior Scholars and Distinguished Students) on excursions

Recognition at trimester awards dinner

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

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.

V. Dormitories and Boarding 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 should be aware that cellular telephone 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 occur 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 affect the Boarding Conduct grade.

Lights-out (Sunday through Thursday evenings):	7th, 8th, 9th, 10th-graders	22:00
	11th & 12th-graders and Post Grads	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 and 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 rooms do not meet tidiness standards will lose their freedom of movement off campus 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 offence to lock the door while in the room and place the key in the cylinder from the inside or to ignore a request to open the door 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, irons, clothing steamers, 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. Computer monitors which are not integral to the functioning of a desktop computer are not allowed. 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 amount 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:

- a. Students must utilize the appropriate entrance and exit doorways to the kitchen area creating a one-way traffic movement.
- b. Appropriate dining habits and volume of conversation are expected of all students while dining.
- c. All students must return all dining utensils, trays, dish ware and glassware to the appropriate tray holders and containers.
- d. 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.
- e. Food from the school cafeteria may never be consumed in a dormitory room unless a directive is given by the health coordinator.

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.

2. 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 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

All boarding students are issued a dormitory room key 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 a key 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. The school administration reserves the right to open any packaged delivery for content if grounds for suspicion are known. The use of delivery and mailing systems to receive or transport illegal items is a criminal offence in Austria and can result in dismissal from the school as well as the authorities being informed of such violations. If items declared contraband by the school are discovered to have been sent by delivery systems to a particular student, this will result in a disciplinary violation and possible involvement with the school's Disciplinary Committee and relevant disciplinary consequences. The AIS-Salzburg administration, faculty and staff accept no responsibility for packages sent to the school to individual students, their loss, misplacement or unsuccessful delivery.

5. Food Deliveries

Deliveries of food must be delivered after 15:35 and before 18:30 on weeknights (Sunday through Thursday) and before 22:30 on weekends (Friday and Saturday evening). Payment for food deliveries must be made with a card either online or over the phone with the food provider. All student food deliveries will be labeled with the student names visible and deposited on a table in the front hallway of the main building for collection. All delivered food must be consumed in one of the two dining rooms or in the outdoor dining area, if weather permits. No food or meals may be taken upstairs to the dormitory rooms. All waste accumulated by food delivery must be disposed of in the appropriate outdoor bins. The school administration, faculty and staff accept no responsibility or liability for food ordered to the school, its loss, misplacement or unsuccessful delivery. Further, the school administration reserves the right to prohibit or confiscate any food deliveries which do not adhere to these requirements.

6. 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.

7. 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.

8. 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 full- or five-day boarding students at any time. 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. Bicycles must be locked and appropriately placed at designated areas on campus when not in use. Scooters, rollerblades, E-scooters, and other forms of wheeled transport must never be stored in the dormitory rooms and must be used in accordance with Austrian traffic and motor vehicle laws and regulations. Willful violation of such regulations is a health and safety violation.

9. 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 nor are guests allowed to enter the school dormitory floors unless they are immediate family members and/or permission has been granted by an administrator. No visitors may be welcomed to the school before 08:00 or after 18:45 Sunday through Thursday and after 21:00 on Friday or Saturday evenings.

10. 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.

Day students enrolled at AIS-Salzburg are welcome and encouraged to participate in weekend activities. To this end, the dean of students sends a sign-up list of activities organized to the parents of all day students. Repeated, last-minute cancellations of participation may result, however, in a loss of the privilege to participate.

Reservation:

The American International School-Salzburg administration, faculty and staff reserve the right to alter, add or remove any of the statements of policy and procedure found in this handbook at any time during the school year given proper consideration, discussion and proper communication concerning such alterations, additions or deletions.