



2026-2027

STUDENT LIFE HANDBOOK

The American International School-Salzburg
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Latest revision date: July 2026

Headmaster's Welcome

Welcome to the American International School–Salzburg.

Joining AIS-Salzburg means becoming part of an international boarding school community where students live, learn, and grow together. Our diverse community is united by a commitment to academic excellence, personal integrity, mutual respect, and responsible citizenship.

Life at AIS-Salzburg extends far beyond the classroom. The experiences you share with fellow students, participation in extracurricular activities, daily responsibilities within the residence halls, and engagement with the wider school community all contribute to your personal development. Boarding school provides unique opportunities to develop independence, resilience, leadership, and lifelong friendships.

This Student Life Handbook outlines the expectations, policies, and procedures that support a safe, respectful, and caring community. These guidelines exist to ensure that every student has the opportunity to thrive academically, socially, and personally while respecting the rights and wellbeing of others.

Each member of our community plays an important role in maintaining the positive environment that defines AIS-Salzburg. We expect every student to demonstrate honesty, courtesy, responsibility, and respect in all aspects of school life. While mistakes are a natural part of learning, they also provide valuable opportunities for growth, reflection, and improved decision-making.

I encourage you to become fully involved in every aspect of school life, embrace new experiences, support one another, and contribute positively to our international community. Together we will make the 2026–2027 academic year both successful and memorable.

On behalf of our faculty, residential staff, and administration, welcome to AIS-Salzburg. We look forward to supporting your success throughout the coming year.

- The Headmaster

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 life 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

The American International School–Salzburg is an independent, private, coeducational, non-denominational boarding and day school serving students from Salzburg and around the world. Founded in 1976, AIS-Salzburg is accredited by the Middle States Association of Colleges and Schools and is a member of ECIS, The Association of Boarding Schools (TABS), the College Board, and an ETS testing center.

AIS-Salzburg offers a rigorous American college-preparatory curriculum leading to a U.S. high school diploma. Graduation is based upon the successful completion of required academic credits. Students are prepared for admission to universities throughout North America, the United Kingdom, and continental Europe, with Advanced Placement® courses and examinations available primarily in Grades 11 and 12.

The student body is intentionally small and international. Approximately 85 students representing 25 to 30 nationalities attend the school each year, with about 80% enrolled as boarders. Small classes and close cooperation among the administration, faculty, and resident-care staff provide students with individual academic guidance and personal support.

Administration

The AIS-Salzburg administration provides leadership for the academic and boarding programs and is responsible for implementing school policies, ensuring student welfare, and supporting the school's mission. Members of the administration work closely with the teaching faculty and resident-care staff, and most also teach or supervise programs within their areas of responsibility.

Headmaster – Mr. Paul McLean (pmclean@ais-salzburg.at)

Provides overall leadership of the school, including academic and boarding programs, personnel, finances, curriculum, facilities, and institutional policies. Serves as Child Protection Lead and chairs the Disciplinary Committee.

College Counselor – Ms. Jennifer Heider-Kasberger (jkas@ais-salzburg.at)

Oversees the academic program, advises students on university planning and admissions, coordinates standardized testing, and teaches Advanced Placement® courses.

Office Manager – Ms. Juliane Jelonek (office@ais-salzburg.at)

Coordinates school administration, communications, records, and day-to-day office operations.

Dean of Students – Ms. Laura Fox (lfox@ais-salzburg.at)

Leads the boarding program and resident-care staff and oversees student life, behavior, activities, excursions, and physical education.

Athletics Director – Mr. David Burns (dburns@ais-salzburg.at)

Directs the physical education and competitive athletics programs and oversees sports programming.

Accountant – Ms. Figen Öktem (accounting@ais-salzburg.at)

Manages the school's financial operations, accounting, employment records, student accounts, and enrollment-related financial matters.

Health Coordinator – Ms. Juliane Jelonek (office@ais-salzburg.at)

Coordinates student healthcare, communication with medical professionals, and health-related support for students and staff.

Teaching Faculty

The AIS-Salzburg teaching faculty consists of experienced educators from several countries who are committed to academic excellence and the personal development of every student. Small class sizes enable teachers to know their students well, provide individualized instruction, and maintain close communication with parents, advisors, and the administration.

Faculty members are responsible for classroom instruction, assessment, academic advising, and the supervision of student activities. Most teachers also contribute to the boarding community through tutorials, study halls, extracurricular activities, excursions, and other aspects of school life. This close involvement allows faculty to support students both inside and outside the classroom.

Teachers maintain regular communication with students and parents regarding academic progress and are available for conferences by appointment.

Resident-Care Staff

The Resident-Care Staff is responsible for the supervision, welfare, and daily life of boarding students outside the classroom. Working closely with the administration and teaching faculty, Resident-Care Staff provide guidance, support, and structure while fostering a safe, respectful, and positive residential community.

Resident-Care Staff supervise the boarding houses, study halls, meals, evening and weekend activities, excursions, and student travel. They also monitor student well-being, encourage responsible decision-making, and maintain regular communication with parents, teachers, and the administration regarding student welfare.

The close cooperation between the Resident-Care Staff and teaching faculty ensures that each student's academic, personal, and social development receives consistent attention throughout the school year.

School 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 824617-19 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: Ms. Juliane Jelonek Telephone: +43 662 824617 Fax: +43 662 824555 Email: office@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

Emergency Numbers

In the event of an emergency, students should immediately notify a member of the administration, Resident-Care Staff, or the School Office. The following emergency services are available throughout Austria.

Service	Telephone
European Emergency Number	112
Ambulance	144
Police	133
Fire Department	122
Mountain Rescue	140
Poison Information Centre	+43 (0)1 406 43 43

School Contact

School Office: +43 (0)662 824617

Emergency Mobile (24-hour): +43 (0)676 6684964

Students should also carry their health insurance card and passport or identification when away from the school.

II. Code of Student Conduct

Students at AIS-Salzburg are expected to act responsibly, respectfully, and with integrity at all times. Every student is accountable for their actions and is expected to respect the rights, dignity, and diversity of others. Our international community values honesty, inclusion, empathy, and personal responsibility. Students should contribute positively to the school community and support an environment built on trust, respect, and cooperation.

By enrolling at AIS-Salzburg, students agree to follow the behavioral expectations outlined in this handbook and communicated by the school's administration and staff. Lack of awareness of these expectations will not be accepted as an excuse for misconduct.

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

AIS-Salzburg is committed to safeguarding every student. Abuse, neglect, harassment, bullying, cyberbullying, discrimination, exploitation, or any other form of maltreatment is strictly prohibited. All members of the school community share responsibility for preventing, recognizing, and reporting such behavior. Austrian law requires schools to protect young people from harm, and serious incidents may result in police involvement, termination of enrollment or employment, and legal consequences.

Maltreatment may occur between students, between staff and students, or within groups. All reports are taken seriously and investigated according to the school's Child Protection procedures.

1. Abuse and Harassment

Abuse includes, but is not limited to:

Physical Abuse: Any act of physical violence or threatening behavior that causes or risks injury.

Sexual Abuse: Any unwanted sexual contact, coercion, exploitation, exposure to inappropriate sexual material, or sexual activity without informed consent.

Emotional Abuse: Repeated behavior that intimidates, humiliates, isolates, threatens, or undermines another person's emotional well-being.

Financial Abuse: Controlling or misusing another person's money or financial resources.

Neglect: Failing to provide or intentionally withholding basic physical, emotional, or developmental needs, including serious self-neglect where intervention is necessary.

Many forms of abuse are criminal offences under Austrian law.

2. Bullying and Cyberbullying

Bullying is repeated, intentional behavior that causes physical, emotional, or psychological harm or creates an imbalance of power. It may be physical, verbal, social, or indirect, including exclusion or intimidation. Bullying based on race, nationality, religion, gender, disability, sexual orientation, or any other protected characteristic is especially serious.

Cyberbullying includes harassment through social media, messaging apps, email, online gaming, forums, or other digital platforms. Online behavior can have lasting consequences because digital content is easily shared and permanently accessible. Austrian law specifically criminalizes certain forms of online harassment and cyberbullying.

Students who experience or witness bullying or cyberbullying are expected to report it immediately so the school can provide appropriate support and protection.

3. Discrimination

Discrimination or harassment based on race, nationality, ethnicity, language, religion, culture, gender, sexual orientation, disability, or other personal characteristics is incompatible with the values of AIS-Salzburg and will not be tolerated.

4. Sexual Misconduct and Consent

Any form of sexual violence, including acquaintance or date rape, is strictly prohibited and constitutes a serious criminal offence under Austrian law. Consent must always be voluntary, informed, and freely given. Previous relationships, alcohol, or drug use never imply consent. The school promotes respectful, healthy relationships and will report serious offences to the appropriate authorities.

5. Pornography, Sexting, and Voyeurism

Students may not access, possess, distribute, or create pornographic or sexually exploitative material, including sexting or images taken without consent (such as upskirting). Such behavior can constitute sexual harassment, exploitation, or criminal offences under Austrian law and is inconsistent with a safe school environment.

6. Abusive Relationships

Relationships involving coercion, manipulation, intimidation, violence, exploitation, or controlling behavior are unacceptable. Students are encouraged to seek help if they experience or observe unhealthy relationships.

7. Hazing or Initiation

Initiation rituals, hazing, or activities involving humiliation, harassment, or abuse are prohibited regardless of tradition or intent.

Reporting and Student Support

Protecting students is a shared responsibility. Students, parents, staff, and community members are expected to report concerns about abuse or maltreatment as soon as possible. Reports will be handled professionally, respectfully, and in accordance with the school's Child Protection procedures.

Students making a report can expect to:

1. be listened to respectfully and without judgment;
2. have their concerns taken seriously;
3. be informed about the reporting process and next steps;
4. receive appropriate protection and support;
5. have information shared only with those who need to know to ensure safety and comply with legal obligations.

AIS-Salzburg maintains a trained Child Protection Team responsible for responding to concerns, supporting victims, and coordinating with external authorities where required. Failure by staff to respond appropriately to suspected abuse may itself constitute neglect under Austrian law.

Any student or staff member who knowingly engages in abuse, harassment, bullying, discrimination, or other serious forms of maltreatment may face disciplinary action, including suspension, dismissal, termination of enrollment or employment, and referral to law enforcement where appropriate.

For complete details, please refer to the **AIS-Salzburg Child Protection Policy and Procedures (AISS-CPP Handbook)**.

B. Privacy and Private Property

AIS-Salzburg respects every student's right to privacy while balancing the school's responsibility to provide a safe, secure, and well-managed learning and residential environment. Students are expected to respect the privacy, personal space, and property of others at all times.

1. Mixed Company

Male students may not enter female dormitory floors, and female students may not enter male dormitory floors unless accompanied by a staff member. Restricted areas are clearly marked and must always be respected.

2. Room Inspections and Searches

The school reserves the right to inspect or search dormitory rooms when necessary and, where appropriate, may involve public authorities. Students will normally be informed in advance and invited to be present unless circumstances require immediate action. Routine room inspections for cleanliness and safety are conducted regularly, typically during class hours.

3. Trespassing

Students must respect the privacy and property of the local community. Trespassing, littering, or vandalism on neighboring properties is prohibited and will result in disciplinary action. Areas off limits include neighboring homes and gardens, the Kindergarten Moos-Leopoldskron, Musikerheim, the woods behind the school, and the church cemetery except when attending services.

4. Staff Access

Resident staff may enter student rooms when required for supervision, maintenance, welfare, or emergencies. Staff will normally knock and request permission before entering, except in emergencies or when there is no response. Students may request private conversations with staff; however, staff will avoid being alone with a student behind closed doors except where justified.

5. Access to School Facilities

Students must respect the posted opening hours of school offices, the library, computer lab, and other facilities. Boarding students must also respect the privacy of resident staff and may not enter staff residences without invitation.

6. Protection of Private Property

Dormitory floors are closed to students during the academic day, except during designated access periods, to protect personal belongings and maintain security.

7. Confiscation of Property

The school may temporarily confiscate personal items, such as phones or laptops, when necessary for disciplinary or safety reasons. Confiscated items will be documented and stored securely. Prohibited items, including tobacco, vaping devices, alcohol, lighters, and similar materials, will be confiscated. Where appropriate, certain items may be returned to parents or guardians or released with their approval before a student leaves campus.

C. Alcohol Policy

Violations of the AIS-Salzburg Alcohol Policy are considered serious disciplinary offences. The school reserves the right to use a breathalyzer and/or staff observations to determine whether a student is under the influence of alcohol. Any student whose alcohol use endangers themselves or others may be referred to the Disciplinary Committee, which may consider suspension, expulsion, or other appropriate consequences.

General Rules

1. Students under 17 years of age may not consume alcohol under any circumstances.

2. Students 17 years or older may consume alcohol only with written parental permission and in accordance with this policy.
3. Students may not purchase alcohol for later consumption.
4. Alcoholic beverages and empty alcohol containers are prohibited on campus.
5. Clothing, posters, or other items that promote or glorify alcohol are not permitted.
6. Students who knowingly accompany or support others violating this policy may also face disciplinary action.

Alcohol Permission

Students aged 17 or older with approved parental permission may consume one glass of beer or wine with a meal at a licensed restaurant or guesthouse on Friday or Saturday evenings, in accordance with Austrian law.

The following restrictions apply:

1. Alcohol may only be consumed with a meal completed before **21:30**.
2. Bars and venues primarily serving alcohol are off limits.
3. Spirits and other hard liquor are prohibited.
4. Alcohol may not be purchased for later consumption.
5. The school may suspend alcohol permission during designated "dry" weekends.

Consequences for Violations

First Violation

Typically results in a four-week campus restriction (including Friday and Saturday evening room restrictions), loss of 300 Health Points, loss of alcohol permission (if applicable), and a reduction in the Boarding Conduct grade. Consequences may be adjusted based on the circumstances and boarding status and the Disciplinary Committee may be called together to consider an appropriate response.

Second Violation

A second offence within the same academic year will be referred to the Disciplinary Committee, which will determine whether suspension or expulsion is appropriate. Parents or guardians will be notified immediately.

Alcohol on Campus

Bringing or consuming alcohol on the AIS-Salzburg campus or during school trips (including hotels or hostels) is considered a major offence and will normally result in a Disciplinary Committee review to determine whether suspension or expulsion is warranted. Parents or guardians will be informed promptly.

D. Tobacco and Vaping Policy

AIS-Salzburg is committed to promoting the health and well-being of its students. The use or possession of tobacco products, e-cigarettes, vaping devices, lighters, matches, or related materials is prohibited at all times, both on and off campus. Students who knowingly accompany or support others in violating this policy may also be subject to disciplinary action.

Consequences for Violations

First Violation

1. Confiscation of prohibited items
2. Two-week campus restriction (boarding students)
3. Deduction of 100 Health Points with required *Get Fit!* make-up activities
4. Reduction in Boarding Conduct grade

Second Violation

1. Confiscation of prohibited items
2. Parents or guardians notified
3. One-month campus restriction (boarding students)
4. Deduction of 150 Health Points with required *Get Fit!* make-up activities
5. Further reduction in Boarding Conduct grade

Third Violation

1. Possible referral to the Disciplinary Committee and suspension
2. Deduction of 200 Health Points
3. Significant reduction in Boarding Conduct grade
4. Disciplinary probation upon return, if applicable

Note: the above-listed consequences may be adjusted by the administration and/or the Disciplinary Committee given the particular circumstance.

Day students are subject to the same policy. Campus restrictions are replaced by detention sessions, and Health Point deductions must be completed through further active activities and projects.

Parental permission for a student's tobacco use does not exempt the student from this policy or its consequences.

E. Illegal and Controlled Substances

The possession, use, distribution, or being under the influence of illegal drugs or unauthorized controlled substances is strictly prohibited at AIS-Salzburg and will normally result in immediate expulsion.

1. Illegal drugs, including narcotics, cannabis, hashish, and psychedelic substances, are prohibited under both Austrian law and school policy.
2. Prescription medications may only be used if prescribed by a licensed physician and registered with the school's Health Coordinator. Unauthorized possession or use of prescription medication is a violation of school policy.
3. All prescription and over-the-counter medications must be registered with and stored according to school Health procedures.
4. Students are required to comply with any drug testing requested by the school. A positive test, refusal to participate, or any attempt to interfere with the testing process will result in immediate expulsion.

Students who are aware of illegal drug use within the school community are expected to report their concerns to a staff member. The administration may conduct room or property searches, require medical testing at the student's expense, or refer a student for professional counseling when circumstances warrant.

F. School Property, Theft, and Vandalism

Students are expected to respect school property, the property of others, and facilities used during school activities. Any damage, vandalism, theft, or misuse of property will result in disciplinary action and full financial responsibility for repair or replacement.

Boarding students are jointly responsible for the condition of their dormitory rooms. If responsibility for damage cannot be determined, repair costs may be shared equally among room occupants. Agreement with this policy is confirmed by students and parents at the beginning of each school year.

Theft includes, but is not limited to, stealing personal or school property, fare evasion on public transportation, failing to return borrowed materials, unauthorized borrowing, plagiarism, or illegal downloading of copyrighted material. Serious cases of theft will be referred to the Disciplinary Committee and, where appropriate, to the police.

Boarding students are responsible for maintaining room security. Rooms must be locked whenever unoccupied, unlocked while occupied, and keys must never be left in the door. Failure to follow these security requirements may result in disciplinary consequences and a reduction in the Boarding Conduct grade.

G. Willful Disobedience, Insolence, and Insubordination

Students are expected to respect the authority of the school's administration, faculty, and resident staff. Willful disobedience, insolence, or refusal to follow reasonable instructions undermines the school community and will result in disciplinary action. Serious or repeated incidents may lead to failure of the Boarding Conduct grade and referral to the Disciplinary Committee.

H. Discretion and General Deportment

Students are expected to conduct themselves with maturity, modesty, and consideration for others. Public displays of affection are not appropriate in the school environment and may result in campus or dormitory restrictions.

Students should also behave responsibly in common areas. Running, shouting, throwing food, or other disruptive behavior is unacceptable and may result in disciplinary action and a reduction in the Boarding Conduct grade.

I. Honesty, Integrity, and Respect

Trust is essential to the AIS-Salzburg community. Students are expected to be honest, act with integrity, and treat others with courtesy and respect. Lying, deliberately misleading others, concealing the truth, or supporting dishonest behavior may significantly increase the consequences of any disciplinary matter.

Students are expected to respect fellow students, staff, faculty, administrators, neighbors, and visitors, as well as the responsibilities entrusted to school personnel.

J. Modes of Address

Students are expected to address administrators, teachers, dorm parents, and other staff members respectfully. Administrators, faculty, and dorm parents should be addressed as Mr., Mrs., or Ms. (Surname), while Resident Assistants may be addressed by their first names. Courtesy, including appropriate eye contact and the use of "please" and "thank you," is expected in all interactions.

K. Profanity

Profanity, vulgar language, or offensive gestures in any language are inconsistent with the respectful atmosphere of AIS-Salzburg. Such behavior, whether directed at others or used casually, is unacceptable and may result in disciplinary action.

L. Dress and Appearance

AIS-Salzburg does not require a school uniform; however, students are expected to dress appropriately for academic classes, leisure time, and formal school events. Clothing must be suitable for the weather, modest, clean, and appropriate to the school environment. The administration reserves the right to determine whether a student's attire meets these expectations.

Students and parents are expected to be familiar with the Dress and Appearance Code before the school year begins. Failure to comply may result in disciplinary action, including a reduction in the Boarding Conduct grade or temporary removal from class until appropriately dressed.

The following are prohibited at all times:

- Torn, excessively worn, dirty, or inappropriate clothing
- Headwear worn indoors (unless approved for religious or medical reasons)
- Excessive jewellery or accessories
- Visible facial or body piercings and visible tattoos
- Clothing displaying offensive, discriminatory, or inappropriate messages or images

(See the **Academic Handbook** for academic attire requirements.)

M. Fire Safety

To protect the safety of the school community, any item that produces heat or an open flame is prohibited in school facilities. This includes candles, incense, lighters, matches, heating devices, kettles, hot plates, and similar appliances.

Smoking or vaping in any school building, particularly the dormitories, is considered a major safety violation and may result in referral to the Disciplinary Committee, suspension, or expulsion, depending upon the circumstances and context.

All students are expected to follow the school's fire safety and emergency procedures at all times cooperatively and with an appropriate attitude.

N. Restricted Items

Students may not possess any item that could endanger the safety of the school community. Prohibited items include weapons, imitation weapons, fireworks, heat-producing devices, unauthorized kitchen appliances, and live animals. Such items will be confiscated immediately.

Additional prohibited items, including tobacco, alcohol, vaping devices, and illegal or controlled substances, are addressed in the relevant sections of this handbook.

Q. Public Transportation

Boarding students receive an annual public transportation pass for travel within the Province of Salzburg. Students are responsible for carrying this pass whenever using public transport. Traveling without valid proof of the pass may result in fines from local authorities and disciplinary action by the school, as it is considered a form of theft.

R. Travel Expectations

School excursions and educational travel are an important part of the AIS-Salzburg experience. While traveling, students represent the school and are expected to behave responsibly and respectfully.

The following expectations apply during all school travel:

1. Follow all instructions from staff and group leaders.
2. Respect assigned seating arrangements on school transportation.
3. Use personal listening devices only when permitted and remove them during announcements, guided tours, or whenever instructed.
4. School rules remain in effect throughout all excursions. Hotels, hostels, and other accommodations are treated as school residences.
5. Students whose behavior jeopardizes the safety or success of a trip may be removed from the activity and returned home or to school at the family's expense.

Personal listening devices must not be used during activities where they may create a safety risk, such as skiing, hiking, rafting, canyoning, or similar outdoor activities.

S. Departure from Campus

Boarding students must sign out and sign back in whenever leaving campus independently and obtain approval for weekend leave or other extended absences. The school may deny off-campus privileges when justified by disciplinary, safety, or welfare concerns.

Weekday Free Time Off Campus

Students normally have free time between 15:30 and 18:00, provided they have met their daily responsibilities and have no other scheduled commitments.

Eligibility for off-campus free time depends on meeting expectations, including:

1. Room cleanliness
2. Attendance
3. Dress code
4. Study hall participation
5. Homework completion
6. Lights out
7. Appropriate classroom behavior
8. Timely submission of required information and forms

Students who fail to meet these expectations may lose off-campus privileges for that day. A list of students who are not eligible will be posted in the sign-out area.

Students leaving campus must sign out with the resident staff, provide their destination and expected return time, remain within the approved travel area unless otherwise authorized, and return before curfew by signing back in. Parents or guardians determine the level of independent travel permission granted at the beginning of the school year.

Weekend Free Time

Students may enjoy off-campus free time from Friday afternoon until Sunday evening study hall provided they continue to meet school expectations.

Eligibility depends on satisfactory compliance with requirements including:

1. Attendance and appropriate classroom behavior
2. Homework and study hall participation
3. Room cleanliness
4. Dress code
5. Lights out
6. Timely submission of required information
7. Participation in required weekend clubs and activities

Students who fail to meet these expectations may lose off-campus privileges immediately, be restricted to campus for the remainder of the weekend, and receive a reduction in their Boarding Conduct grade.

All school policies—including those relating to alcohol, tobacco, illegal substances, and student conduct—remain fully in effect while students are off campus.

Weekend Check-Out

Weekend check-out is normally permitted only to parents or immediate family members, who assume full responsibility for the student while away from school. Parents or immediate family members are expected to

collect students directly from campus unless alternative arrangements have been approved by the administration.

Requests for weekend check-out must be submitted to the school by 16:00 on the Wednesday before the requested weekend. Check-outs for college visits, academic testing, or similar purposes also require approval from the College Counselor and the school administration.

Students may not check out to other families without the Headmaster's prior approval. The school reserves the right to deny any check-out request when concerns related to safety, welfare, academic responsibilities, or student conduct exist.

As the legal guardian of boarding students during enrollment, AIS-Salzburg places the highest priority on child protection and safeguarding. The school will not approve check-outs where circumstances appear unsafe, misleading, or inconsistent with its duty of care. Parents acknowledge these responsibilities as part of their child's enrollment at AIS-Salzburg.

III. Disciplinary Procedures and Consequences

A. Reporting

Disciplinary incidents are reported by resident staff and faculty to the administration and documented in the PowerSchool® Student Information System as disciplinary logs. These records are maintained throughout the school year and may be considered when determining disciplinary consequences.

Positive behavior and notable contributions are also recorded in PowerSchool® and may be considered when awarding honorable citations.

B. Major Disciplinary Offenses

A major disciplinary offense is any willful action that seriously compromises the school's mission or threatens the health, safety, or well-being of any member of the community. Such offenses normally result in significant disciplinary action, including referral to the Disciplinary Committee, which may consider suspension or expulsion. For boarding students, the Boarding Conduct grade will also be negatively affected.

Major offenses include:

- Abuse, neglect, sexual harassment, hazing, or any other form of maltreatment
- Bullying or cyberbullying
- Insubordination or willful refusal to follow school expectations
- Violations of the AIS-Salzburg Code of Honorable Conduct (including lying, cheating, or stealing)
- Possession of dangerous materials
- Placing oneself or others in danger
- Mixed company (being in dormitories of the opposite sex)
- Leaving dormitories after curfew or lights out
- Serious violations of the Alcohol Policy, including bringing alcohol onto campus
- Violations of the Illegal and Controlled Substances Policy
- Theft
- Vandalism
- Willful destruction of school property
- Violation of disciplinary probation

C. Minor Disciplinary Infractions

Minor disciplinary infractions are behaviors that disrupt the safe, orderly, and respectful operation of the school. Staff members will address these incidents through appropriate disciplinary measures, which may include warnings, loss of privileges, and a reduction in the Boarding Conduct grade.

Minor infractions include:

- Running or horseplay in halls and corridors
- Excessive noise
- Profanity
- Sleeping in another student's room without permission
- Possession or use of restricted appliances
- Lights-out violations
- Untidy rooms
- Violations of room decoration expectations
- Littering or failing to clean up after oneself
- Study hall violations
- Minor curfew violations
- Failure to meet weekend activity requirements
- Inappropriate use of electronic devices or personal listening/communication equipment
- Being impolite or inconsiderate to others

- Inappropriate public displays of affection
- Possession or use of personal electronic devices during class
- Chewing gum, eating, or drinking in classrooms
- Dress code violations
- Being in the dormitories during closed hours

Note: Repeated minor infractions may be treated as a major disciplinary matter and result in more serious consequences, including the loss of free time or referral to the Disciplinary Committee.

D. Disciplinary Consequences

The administration determines appropriate disciplinary consequences based on the nature, severity, and frequency of a student's behavior. Repeated or serious misconduct may result in progressively more significant consequences.

1. Conduct Logs

Positive and negative behaviors are documented in the PowerSchool® Student Information System by teachers, Resident Assistants, Dorm Parents, and administrators. Negative logs are reviewed with the student by the administration. Positive logs may be considered when recognizing students for honorable conduct.

2. Warning

A warning is a verbal or written notice that a student's behavior is unacceptable and must be corrected immediately. Parents may also be informed, depending on the nature of the incident. Staff are not required to issue a warning before assigning further disciplinary consequences.

3. Detention

Detention requires a student to attend supervised, silent study or reflection for one to two hours, usually before or after school. Only academic work or individual reading is permitted. Students are responsible for arriving on time and following all detention expectations. Failure to do so may result in more serious disciplinary action.

4. Community Assistance

Students may be assigned community assistance as a consequence for certain violations. Tasks may include campus or community clean-up, snow removal, raking leaves, sweeping courts, emptying trash, or assisting with dining room duties. Completion must be verified by a staff member.

5. Campus Restriction

Campus restriction removes the privilege of leaving campus during free time for a period determined by the administration. Students must report to staff as directed. Travel required for Health Point activities or mandatory weekend activities may still be permitted. Additional misconduct during campus restriction may result in disciplinary probation or further consequences.

6. Room Restriction

Room restriction requires a student to remain in their dormitory room from 18:30 until 06:00 on assigned Friday and/or Saturday evenings. Time should be used for studying, reading, or other constructive activities. Personal computer use is not permitted. Students may not participate in school activities during the restriction, and staff may temporarily confiscate electronic devices and chargers. Violating a room restriction is considered a serious disciplinary offense.

7. Weekend Restriction

Weekend restriction requires a student to remain on campus from **Friday 15:00 until Monday 06:00**. All campus and room restriction expectations apply. Students must still complete required weekend activities as directed by resident staff or the administration.

8. Disciplinary Probation

Students whose behavior does not improve may be placed on disciplinary probation. Written probation terms are established by the administration and must be signed and followed by the student. Failure to meet probation requirements will result in review by the Disciplinary Committee. Students on probation may not participate in athletic competitions (although practice may be permitted by the coach) and lose senior privileges for the duration of the probation.

9. In-School Suspension

An in-school suspension may be assigned for academic dishonesty, disruptive or insubordinate classroom behavior, failure to complete assignments, or similar offenses. Students attend supervised study instead of classes for up to one week. Missed classwork may not be made up. In-school suspension is accompanied by campus restriction and academic and/or disciplinary probation.

10. External Suspension

Only the Disciplinary Committee may impose an external suspension unless a specific handbook provision provides otherwise. Suspended students must leave the school immediately and return to their parents or guardians. Transportation costs are the responsibility of the family. Students are encouraged to continue reading and studying independently but may not make up missed coursework.

11. Expulsion

Only the Disciplinary Committee, with recommendation to the Headmaster, may expel a student. Students who are expelled must leave the school immediately, with all travel expenses borne by their parents or guardians. The school reserves the right to dismiss students whose continued enrollment is considered incompatible with the welfare of the community. Expelled students may not return to campus until after their graduating class has completed its studies.

12. Disciplinary Committee

The Disciplinary Committee is convened whenever suspension or expulsion is being considered. It normally includes:

- The Headmaster and other administrators
- Two faculty representatives
- The Student Conduct Coordinator, Dorm Parent, or Resident Assistant

The Committee reviews reports, interviews those involved when appropriate, and makes recommendations to the administration to ensure that serious disciplinary decisions are made collectively rather than by a single administrator.

13. Child Protection Team

The Child Protection Team reviews matters involving alleged violations of the AIS-Salzburg Child Protection Policy and Procedures. The team may include the Headmaster, the reporting staff member, the College Counselor, the Health Coordinator, the Dean of Students, one or more teachers, and a Resident Assistant or Dorm Parent.

E. Withdrawals and Dismissals

Enrollment at AIS-Salzburg is subject to the financial terms and conditions published in the Schedule of Tuition and Fees, which forms part of the Enrollment Agreement. Parents and guardians are responsible for all tuition and fees in accordance with the published payment schedule and refund policy.

Parents or guardians who voluntarily withdraw a student during the school year remain financially responsible for any trimester already begun. Only tuition for unstarted trimesters, together with any remaining balance in the student's Incidentals Account, will be refunded in accordance with the published Schedule of Tuition and Fees. If a student does not begin the school year on the published start date, all tuition and fees paid, except the Application Fee and Capital Levy, will be refunded.

AIS-Salzburg reserves the right to dismiss a student without refund if the Disciplinary Committee determines that the student is no longer a satisfactory member of the school community. No refund of tuition or fees will be granted following dismissal for serious disciplinary violations.

Dismissed students must leave campus within the time frame established by the Headmaster. Parents or guardians are responsible for all travel arrangements and costs, and students are responsible for packing and shipping their personal belongings.

Students who are dismissed or not invited to return may not visit the AIS-Salzburg campus until after the graduation of their class unless granted permission by the Headmaster or a designated representative. Students who voluntarily withdraw may return only with the Headmaster's approval.

At the end of each school year, the school reviews each student's overall conduct, academic standing, and commitment to school expectations. Based on this review, the Headmaster may determine that a student will not be invited to return for the following school year. Students who remain on academic or disciplinary probation at the end of the year will also be reviewed.

IV. Honorable Conduct

AIS-Salzburg recognizes students who consistently demonstrate exemplary conduct, integrity, responsibility, and positive contributions to the school community. Positive behavior is documented in PowerSchool® conduct logs and may be considered when determining honorable conduct awards.

Examples of conduct recognized by the school include:

- ✓ Consistent politeness and courtesy toward all members of the school community
- ✓ Strong effort, motivation, and perseverance
- ✓ Punctuality, dependability, and reliability
- ✓ Responsible and productive use of time
- ✓ Respect for others, their rights, and their property
- ✓ Honesty, trustworthiness, and integrity
- ✓ Timely completion of assigned responsibilities
- ✓ Regular volunteer service to the school community
- ✓ Positive participation in school activities
- ✓ Healthy lifestyle habits
- ✓ Consistent compliance with the school's dress code and appearance expectations
- ✓ Helping and supporting others
- ✓ Personal responsibility for the school's success, reputation, and mission
- ✓ Positive leadership and serving as a role model

A. Honorable Conduct Awards

Student conduct is reviewed at each midterm and at the end of each trimester. Resident staff, faculty, and administrators may nominate students for the following awards.

The following community service requirements apply to all honorable conduct awards:

<i>Review Period</i>	<i>Minimum School-Organized Community Service</i>
Fall Midterm	None
Fall Trimester	2 hours
Winter Midterm	4 hours
Winter Trimester	4 hours
Spring Midterm	6 hours
Spring Trimester	6 hours

1. Senior Scholar

Qualifications:

1. Senior in good standing who has completed at least one trimester at AIS-Salzburg
2. GPA above **3.500** for the most recently completed grading period
3. No grades of D or F
4. Frequent positive conduct citations and contributions to the school community
5. No major disciplinary infractions and very few minor infractions

Privileges

- ✓ One evening study hall exemption each week (students leaving campus must notify staff before 18:00 and return between 21:30 and 21:45)
- ✓ First priority in room and roommate selection and bus seating on excursions
- ✓ Letter of commendation to parents
- ✓ Saturday evening curfew extended by one hour
- ✓ Recognition at the Trimester Awards Dinner

Senior Scholars are nominated after the Fall Trimester midterm and retain their status throughout the school year provided all qualifications continue to be met. Any academic honesty violation immediately disqualifies a student from this award for the remainder of the school year.

2. Distinguished Student

Qualifications

1. Student in good standing who has completed at least one trimester at AIS-Salzburg
2. GPA above **3.500** for the most recently completed grading period
3. No grades of D or F
4. Frequent positive conduct citations and contributions to the school community
5. No major disciplinary infractions and few minor infractions

Privileges

- ✓ Thursday evening study hall exemption (students may remain quietly in their room, use the dining room for group study, or work in the computer lab)
- ✓ Second priority in room and roommate selection and bus seating on excursions
- ✓ Letter of commendation to parents
- ✓ Saturday evening curfew extended by one hour
- ✓ Recognition at the Trimester Awards Dinner

Distinguished Students are nominated after the Fall Trimester midterm and retain their status throughout the school year provided all qualifications continue to be met. Any academic honesty violation immediately disqualifies a student from this award for the remainder of the school year.

3. Commended Student

Qualifications

1. Outstanding improvement following major or repeated minor disciplinary infractions
2. Demonstrated academic effort during the most recently completed grading period
3. Positive conduct citations recognizing improved attitude and behavior

Privileges

- ✓ Letter of commendation to parents
- ✓ Third priority in room and roommate selection and bus seating on excursions (following Senior Scholars and Distinguished Students)
- ✓ Recognition at the Trimester Awards Dinner

Commended Students are nominated after the mid-year review and retain their status for the remainder of the school year unless they commit a major disciplinary infraction, accumulate repeated minor infractions, or fail to maintain the expected standard of conduct. This award recognizes students who have demonstrated meaningful personal growth, self-discipline, and commitment to improving their behavior.

4. Five-Day Boarding Students

Five-day boarding students are held to the same behavioral expectations as full boarders. Where appropriate, weekend restrictions replace detention halls and community assistance. Five-day boarders are eligible for all honorable conduct awards; however, weekend-specific privileges do not apply.

5. Day Students

Day students are held to the same behavioral expectations as boarding students. Where appropriate, consequences involving weekends, room restrictions, or campus restrictions are replaced by detention, community assistance, and direct parent communication.

Day students are eligible for all honorable conduct awards except privileges related to weekday evenings or weekends on campus.

Because day students return home each afternoon, free-time privileges generally do not apply. Dress code, attendance, and homework violations are reported to the administration and may result in detention or community assistance. Students who violate the dress code may be denied entry to class or required to return home to change.

V. Dormitories and Boarding Life

Boarding life is an integral part of the educational experience at AIS-Salzburg. The boarding program is designed to help students develop independence, self-discipline, responsibility, respect for others, and the habits necessary for academic success and positive community living.

A. Communications

1. Cellular Telephones

Students may keep and use personal cellular telephones provided they are not used:

1. During classes
2. During evening study hall
3. After lights out

Students are encouraged to use an appropriate mobile plan that allows families to manage costs. Cellular telephones are not permitted in classrooms and must be deposited as directed during evening study hall.

Misuse of a cellular telephone or other electronic device may result in confiscation. Repeated violations following a previous confiscation will normally result in the loss of the device for a minimum of one week.

All personal electronic devices, including mobile phones, must be registered with the school at the beginning of the school year so students may be contacted in an emergency.

The use of cell phones, cameras, laptops, tablets, or other internet-connected devices to violate school policies is strictly prohibited. This includes, but is not limited to:

- Accessing prohibited websites or content
- Cyberbullying, harassment, intimidation, or threats
- Sexting, upskirting, or other forms of sexual misconduct
- Violations of privacy
- Academic dishonesty
- Any conduct prohibited under the Child Protection Policy or Code of Student Conduct

2. Internet Communications

Most student communication occurs online. While the school continually improves internet access, connectivity may occasionally be limited in some areas of campus or at certain times.

The school's Wi-Fi network is automatically disabled during designated sleeping hours. Students who use private mobile data services remain subject to all school rules. Accessing the internet during prohibited hours may constitute a disciplinary violation.

3. School Telephones

Students without a personal telephone may use the school office telephone in emergencies. First-year students are encouraged to consult the Office Manager regarding the most appropriate and economical ways to contact home. Students should arrange regular times for calls with parents and families.

4. Floor and Dormitory Meetings

Regular floor and dormitory meetings provide important information and guidance on successful boarding school life. Topics may include:

- Health and well-being
- Online safety and digital citizenship

- Study skills
- Healthy relationships
- School policies and procedures
- Public health or emergency requirements
- Community initiatives and service opportunities
- Other topics relevant to student life

Attendance is required. These meetings help students understand school expectations, make informed decisions, and stay informed about matters affecting the school community.

5. Information Responsibility

Students are responsible for remaining informed throughout the school year. Important information is communicated through daily announcements, special announcements between classes, the public address system, and other official school communications.

6. Enrollment and Permission Forms

Parents and guardians must complete all required enrollment and permission forms at the beginning of each school year. Participation in athletics, off-campus free time, excursions, and other school activities may be restricted until all required forms have been received by the administration.

Parents and guardians of day students may access these forms through the Day Student Enrollment Portal. Parents and guardians of boarding students may access them through the Boarding Enrollment Portal.

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

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*

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

AIS-Salzburg aims to provide boarding students with a safe, comfortable, and well-maintained living environment. While the school provides regular cleaning, maintenance, and repairs, students are responsible for maintaining their own rooms and following the expectations below.

1. Room Tidiness

Students are responsible for the daily cleanliness and organization of their dormitory rooms. Roommates share equal responsibility for the condition of the room.

Rooms are inspected regularly during class hours and before evening study hall (18:45–19:00). Rooms that do not meet school standards may result in loss of off-campus privileges, a reduction in the Boarding Conduct grade, and, if problems persist, campus or weekend restrictions.

Vacuum cleaners, brooms, and cleaning supplies are available for student use. School cleaning staff maintain common areas and clean student rooms weekly by changing bedding, vacuuming floors, and cleaning bathrooms.

A room meets school standards when:

1. The bed is made.
2. The floor is clear.
3. The desk is tidy.
4. Clothes and shoes are properly stored in closets or drawers, with the floor and under the bed clear.
5. Lights are turned off.
6. The door is locked when the room is unoccupied.
7. The window is safely tilted ("kipped") open when appropriate.
8. Electronic devices are turned off and not charging.

Rooms that do not meet these standards will not be cleaned by the housekeeping staff and will be reported to the administration. Students are then responsible for cleaning the room themselves and may receive additional disciplinary consequences.

A tidy room must also comply with school expectations regarding decoration, furnishings, prohibited items, security, and kitchen equipment.

2. Furnishings

Dormitory rooms are furnished to meet student needs while complying with fire safety regulations. Furniture may not be moved, removed, or replaced without administrative approval. Additional furniture may not be brought into student rooms without prior permission.

3. Room Decoration

Students may display posters, photographs, and decorations provided they:

- Do not promote drugs, alcohol, or tobacco.
- Contain no profanity or other inappropriate or offensive content.
- Are acceptable to all roommates.
- Only non-damaging materials such as painter's tape, masking tape, white adhesive putty, or transparent tape may be used. Nails, thumbtacks, glue, abrasive tape, or similar materials are prohibited.
- Decorations must be removed without damage at the end of the school year or whenever requested by a staff member. Excessive decoration should be avoided.

4. Damages

All dormitory rooms and furnishings are inspected, photographed, and documented before occupancy. Students and parents sign room condition and damage responsibility agreements at enrollment.

Students are financially responsible for damage beyond normal wear and tear. Repair or replacement costs, including labor, are charged to the student's Incidentals Account, and parents are notified. Deliberate or severe damage may result in dismissal from the school.

5. Room Security

Students must:

- Turn off lights and electronic devices when leaving their room.
- Lock the room whenever it is unoccupied.
- Leave windows closed or safely tilted open.
- Keep the room door unlocked whenever someone is inside, as required by safety regulations.

Locking the room from the inside by leaving the key in the cylinder or refusing a staff member's request to open the door is a disciplinary offense.

6. Restricted Items

The following are not permitted in dormitory rooms:

1. Skis, snowboards, skateboards, scooters, rollerblades, or ski/snowboard boots (storage is provided by the school)
2. Candles, incense, matches, lighters, or any open flame
3. Hot plates, toasters, rice cookers, immersion heaters, clothing irons, clothing steamers, or space heaters
4. Additional furniture
5. Oversized stereos
6. Desktop computers
7. Televisions
8. External computer monitors that are not integral to a desktop computer
9. Excessive luggage (except one weekend travel bag for five-day boarders)
10. Electrical setups that overload outlets or require excessive extension cords

The school reserves the right to restrict electrical equipment and cabling whenever necessary for safety.

7. Noise Levels and Personal Music

Students may play music or practice musical instruments during non-academic hours provided they do not disturb others.

Audible music is not permitted during evening study hall or after lights out. Noise in common areas must remain appropriate at all times.

Music that violates school standards regarding profanity, decency, or appropriate content may be confiscated and returned at the end of the school year.

8. Seniority Room Selection

Returning students may submit room and roommate preferences for the following school year. Final assignments are determined by the administration based on seniority, grade level, academic performance, and conduct. Room assignments are confirmed before the start of the school year.

9. Room Changes

Student- or parent-requested room changes are considered beginning **October 1** each year.

Requests must:

1. Be submitted in writing.
2. Include the names and room numbers of all students involved.
3. Be signed by all affected students and Resident Assistants.
4. Receive approval from the parents or guardians of all students involved.
5. Be approved by the Dean of Students before any move takes place.

The administration and resident staff have final authority over all room assignments and room change requests.

D. Food, Cafeterias and Dining Areas

1. Food Deliveries

Food deliveries are permitted:

Sunday–Thursday: 15:35–18:30

Friday–Saturday: until 22:30

Payment must be made directly to the food provider by card.

Orders must clearly display the student's name and will be placed on the collection table in the main entrance. Food must be eaten in the dining rooms or designated outdoor dining area. Food may not be taken to dormitory rooms.

Students are responsible for disposing of all packaging in the appropriate outdoor bins.

The school accepts no responsibility for food deliveries and reserves the right to refuse or confiscate deliveries that do not comply with these requirements.

2. Dining Areas

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

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

2. Appropriate dining habits and volume of conversation are expected of all students while dining.
3. All students must return all dining utensils, trays, dish ware and glassware to the appropriate tray holders and containers.
4. No kitchen utensils, trays, dish ware, glassware, or food are to be taken out of the dining areas of the school. No food or kitchen materials whatsoever should be in the dormitory rooms, or in the classrooms at any time unless determined necessary by the school's health coordinator in cooperation with the resident staff.
5. Food from the school cafeteria may never be consumed in a dormitory room unless a directive is given by the health coordinator.

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

3. Kitchen Staff

The kitchen staff at AIS-Salzburg is employed by a local catering company which contracts with the school for their services. They are responsible for maintaining a very high level of health protection and sanitation in the school's kitchen and dining areas and are trained and informed concerning any and all health restrictions or requirements. 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 are required to maintain an Incidentals Account with the school. The required balance is €2,000, from which charges such as laundry, pocket money, activity fees, transportation, and other incidental expenses are deducted. Statements are issued regularly, and parents will be asked to replenish the account when necessary. Larger withdrawals require written parental authorization. Questions should be directed to the Accounting Office.

2. Keys

Boarding students receive a dormitory room key at the beginning of the school year. Keys must not be loaned to others.

Lost keys must be reported immediately. Replacement keys will be issued only after the required fee has been paid and proof of payment has been received from the Accounting Office. Replacement charges may include the key, lock cylinder, roommates' keys, or, where necessary, replacement of locks on the dormitory floor.

Failure to report a lost key is a disciplinary offense because it compromises school security.

3. Laundry

Laundry service is available to boarding students for the published fee, which is deducted from the Incidentals Account. Clothing is washed, dried, folded, and returned to students. Irons and ironing boards are available in the dormitories.

Students should follow the published laundry schedule and requirements regarding collection times and load sizes to ensure timely processing.

4. Mail and Package Deliveries

Mail is delivered on school days and distributed through student mailboxes. Students must respect the privacy of others and may not interfere with another person's mail.

Packages are normally collected through the Front Office. The administration reserves the right to inspect packages when reasonable grounds for suspicion exist.

Using postal or delivery services to obtain illegal or prohibited items may result in disciplinary action, referral to the Disciplinary Committee, dismissal, and, where required by law, notification of the authorities.

The school accepts no responsibility for lost, delayed, misplaced, or unsuccessfully delivered mail or packages.

6. Pocket Money Service

Parents may enroll students in the school's Pocket Money Service. Students receive **€35–50 per week**, normally distributed on Monday mornings.

Students are encouraged to budget responsibly. The school discourages carrying large amounts of cash or relying on bank cards. Secure storage for money and valuables is available in the Front Office during office hours.

7. Travel and Transportation

Students are expected to comply with all Austrian transportation laws. Traveling on public transportation without a valid ticket is theft and a major disciplinary offense.

The school provides transportation between campus and the Salzburg Airport or Salzburg Train Station on published arrival and departure days. Transportation must be requested in advance by providing complete travel information. Transportation between the school and Munich Airport is available through the Salzburg–Munich Shuttle (SMS).

The administration reviews all student travel plans and may deny travel considered unsafe or inappropriate. Except when traveling with their own parents or guardians, students remain subject to all school rules while away from campus.

Travel expectations include:

- ✓ Students with parental permission may travel within the Salzburg city limits during authorized free time.
- ✓ Travel outside Salzburg requires parental permission and prior approval from the administration and resident staff.
- ✓ Weekend travel requests (check-outs) must be submitted to the Dean of Students by 16:00 on Wednesday before the requested weekend. All other requests must be submitted at least 72 hours in advance.
- ✓ University visits and university entrance examinations require approval from both the College Counselor and the Dean of Students.
- ✓ Early departures or late returns before or after vacation periods are unexcused absences and may negatively affect academic standing and result in disciplinary consequences.

8. Vehicles

Boarding students may not own or operate motor vehicles while enrolled.

Five-day boarding students with a valid driver's license may travel to and from campus on weekends but must deposit their vehicle keys with the administration from Sunday evening until Friday afternoon.

Day students with a valid driver's license may drive to and from school but may not transport full- or five-day boarding students.

All vehicles must be parked only in assigned spaces. The administration may require day students to deposit vehicle keys during the school day.

Bicycles must be secured in designated areas. Scooters, rollerblades, e-scooters, and similar devices may not be stored in dormitory rooms and must be used in accordance with Austrian law. Violations are considered health and safety offenses.

9. Visitors

All visitors must register with the Front Office upon arrival and students expecting visitors should notify the school office in advance.

Visitors:

- May not stay overnight.
- May not enter dormitory floors unless they are immediate family members or have administrative permission.
- May visit only between **08:00 and 18:45** (Sunday–Thursday) or **08:00 and 21:00** (Friday–Saturday).

10. Weekend Activities

AIS-Salzburg offers a wide range of recreational, athletic, cultural, and educational weekend activities to encourage student involvement.

All full-boarding students, except seniors, are required to participate in at least three activities each weekend.

Activities may include sports, hiking, skiing, films, theater, museums, concerts, historical sites, and other organized events. Some activities are free; others involve incidental costs.

Students sign up during Wednesday evening study hall. Registration is considered a commitment to attend. Failure to attend a registered activity without approval is a disciplinary infraction and may also require payment of any associated costs. See Weekend Activities Attendance Requirement for Boarding Students for additional expectations and consequences.

Day students are welcome to participate in weekend activities. Repeated last-minute cancellations may result in the loss of this privilege.

Reservation

AIS-Salzburg reserves the right to amend, add to, or remove any policy or procedure contained in this handbook during the school year. Any changes will be communicated appropriately to students and parents.

Appendix A

Living Successfully at AIS-Salzburg

Attending an international boarding school is a unique opportunity and a significant responsibility. Students come from many countries, cultures, languages, and backgrounds to live and learn together as one community. Success at AIS-Salzburg depends not only on academic achievement, but also on respect, responsibility, self-discipline, and a willingness to contribute positively to the lives of others.

Respect Yourself, Others and Your Community

Take pride in your work, appearance, health, and personal choices. Develop habits that support academic success, physical well-being, and emotional resilience. Ask for help when you need it—seeking assistance is a sign of maturity, not weakness.

Treat every member of the school community with courtesy and consideration. Listen to different opinions, appreciate cultural differences, and resolve disagreements respectfully. Bullying, harassment, discrimination, or behavior that undermines another person's dignity has no place at AIS-Salzburg.

A boarding school functions best when everyone contributes. Arrive on time, care for school property, keep shared spaces clean, and participate actively in school life. Small acts of responsibility help create a positive environment for everyone.

Be Responsible

Students are expected to manage their own time, complete assignments, meet commitments, and follow school procedures. Being responsible includes keeping your room tidy, attending required activities, respecting deadlines, and communicating honestly with staff and teachers.

Live with Integrity

Honesty is fundamental to trust within the school community. Take responsibility for your decisions, admit mistakes, and learn from them. Academic integrity, truthful communication, and ethical behavior are expected at all times.

Embrace Community Life

Living with roommates and classmates from around the world is one of the greatest strengths of an international boarding school. Be considerate, compromise when necessary, and recognize that successful community living requires patience, cooperation, and mutual respect.

Get Involved

The most successful students participate actively in school life. Join clubs, athletics, cultural activities, excursions, community service projects, and weekend events. New experiences build friendships, confidence, and leadership skills while making your time at AIS-Salzburg more rewarding.

Use Technology Wisely

Technology is an important part of learning and staying connected with family and friends. Use phones, computers, and social media responsibly, respectfully, and in accordance with school policies. Never allow technology to interfere with your learning, relationships, or well-being.

Care for Your Health

Maintain healthy routines by getting enough sleep, eating well, exercising regularly, and balancing study with recreation. If you are feeling physically or emotionally unwell, speak with a member of the resident staff, school nurse, counselor, or another trusted adult.

Ask Questions

If you are uncertain about a rule, expectation, or decision, ask. Staff members are available to provide guidance and support. Addressing questions early often prevents misunderstandings and helps students make good decisions.

Room Tidiness Expectations - Checklist



The bed is made.



The floor is clear.



The desk is tidy.



Clothes and shoes are properly stored in closets or drawers, with the floor and under the bed clear.



Lights are turned off.



The door is locked when the room is unoccupied.



The window is safely tilted ("kipped") open if possible (2nd floor windows do not kip open)



Electronic devices are turned off and not charging.

Appendix D

Weekly/Daily Bell Schedule

Sundays

18:45-19:00	Report for evening study hall
19:00-21:00	Evening study hall / Elective period
21:00-21:30	Quiet time in rooms
22:00 / 23:00	Lights out

Mondays, Tuesdays, Fridays

07:30-18:15	<i>Breakfast</i>
08:30-09:20	Period 1
09:25-10:15	Period 2
10:15-10:30	<i>break</i>
10:30-11:20	Period 3
	Period 4B (12:00-12:50) / Lunch A (11:20-12:00)
	Period 4A (11:25-12:15) / Lunch B (12:15-12:55)
12:55-13:45	Period 5
13:50-14:40	Period 6
14:45-15:35	Period 7
15:35-18:00	<i>Free time, tutorials, sports team practices or other commitments</i>
18:00 - 18:45	<i>Dinner</i>
18:45-19:00	Report for evening study hall
19:00-21:00	Evening study hall
21:00-21:30	Quiet time in rooms
22:00 / 23:00	Lights out (except on Fridays)

Wednesdays

07:00-07:30	<i>Breakfast</i>
07:30-10:25	<i>Physical education at the Rif Sports Center</i>
10:30-11:10	Period 1
11:15-11:55	Period 2
	Period 3A (12:00-12:40) Lunch A (11:55-12:35)
	Period 3B (12:40-13:20) Lunch B (12:40-13:25)
13:25-14:05	Period 4
14:10-14:50	Period 5
14:55-15:35	Period 7
15:35-18:00	<i>Free time, tutorials or other commitments</i>
18:00-18:45	<i>Dinner</i>
18:45-19:00	Report for evening study hall
19:00-21:00	Evening study hall
21:00-21:30	Quiet time in rooms
22:00 / 23:00	Lights out

Thursdays

07:30-08:00	<i>Breakfast</i>
08:00-08:25	Seminars I-V
08:30-09:20	Period 1
09:25-10:15	Period 2
10:15-10:30	<i>break</i>
10:30-11:20	Period 3
	Period 4B (12:00-12:50) / Lunch A (11:20-12:00)
	Period 4A (11:25-12:15) / Lunch B (12:15-12:55)
12:55-13:45	Period 5
13:50-14:40	Period 6
14:45-15:35	Period 7
15:35-18:00	<i>Free time, tutorials, sports team practices or other commitments</i>
18:00-18:45	<i>Dinner</i>
18:45-19:00	Report for evening study hall
19:00-21:00	Evening study hall / Elective period
21:00-21:30	Quiet time in rooms
22:00 / 23:00	Lights out

Appendix E

Packing Guide for Boarding Students: What to Bring - What Not to Bring

I. Climate

Salzburg has warm summers and pleasant spring and autumn weather, but winters are often cold, with temperatures at or below 0°C. Rain is common in spring and autumn, and snow is common in winter. Students should pack clothing suitable for all seasons.

II. Dormitory Space

Dormitory rooms provide adequate closet and storage space, which must be shared fairly with roommates. Personal belongings must fit within the space provided. Items not in regular use should be labeled and stored in designated storage areas. Additional furniture is not permitted, and all belongings must comply with school health, safety, and fire regulations.

III. Academic Attire

Students spend most weekdays in Academic Attire or Casual Attire as defined by the school's Dress Code. Families should ensure that all clothing complies with these standards before arriving. Students should bring approximately 5–6 complete academic outfits together with sufficient casual clothing. For formal school events, male students should have a suit or jacket with slacks and tie, and female students should have an appropriate formal outfit and shoes.

Items You Must Bring

- ☐ Clothing that complies with the school's Dress Code
- ☐ Warm winter coat, hat, and gloves
- ☐ Durable, weatherproof dress shoes
- ☐ Rain jacket or umbrella
- ☐ Athletic shoes and any required sports footwear
- ☐ 2–3 bath towels, swimsuit, and toiletries
- ☐ Laptop computer and charging cables
- ☐ Formal clothing for school events
- ☐ Four passport-sized photographs
- ☐ Valid passport and visa documents (if required)
- ☐ All required enrollment and permission forms

Items You Should Bring

- ☐ Small lock for your book locker
- ☐ Backpack or book bag
- ☐ Lockable case for valuables (office safes are also available)
- ☐ Family photographs
- ☐ Personal sports equipment (including required helmets for skiing, snowboarding, and cycling)
- ☐ Headphones or earbuds
- ☐ Eyeglasses or contact lenses (with prescription)
- ☐ Personal mobile phone (not for use during academic hours)

Items You May Wish to Bring:

- ☐ Musical instrument and music stand
- ☐ Bicycle with a secure lock
- ☐ Personal pillow and/or blanket
- ☐ Personal grooming appliances compatible with 230V European electrical systems

Please Do Not Bring:

- * *Clothing that violates the Dress Code*
- * *Desktop computers, televisions, gaming consoles, large speakers, or stereo systems*
- * *A second mobile phone*
- * *Heating or cooking appliances (including kettles, hot plates, toasters, electric blankets, space heaters, rice cookers, candles, incense, matches, or lighters)*
- * *Electrical appliances incompatible with European voltage*
- * *Expensive jewelry or watches*
- * *Weapons*
- * *Tobacco, vaping devices, CBD products, illegal drugs, or other prohibited items*
- * *Pets*
- * *Bed linen (provided by the school)*
- * *Prescription medication unless deposited with the school office*
- * *Furniture*
- * *Motorized or electric vehicles (except approved e-bikes)*

Included Features of Your Dormitory Room

1. Bed, mattress, and bedding
2. Desk and chair
3. Closet and storage space
4. Shelving and curtains
5. Private bathroom with shower, sink, and toilet

Laundry

Weekly laundry service is provided. Laundry bags are supplied, and clothing is normally returned within 48 hours.

Winter Sports Equipment

Students may bring their own ski or snowboard equipment, which will be stored by the school. Because most ski activities occur from January through March, many students prefer to bring equipment after Winter Break. Equipment rental is also available locally at reasonable cost.

Lockers

Each boarding student is assigned a book locker near the classrooms. Students should bring a small keyed or combination lock and keep lockers clean and organized.