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# STUDENT & PARENT HANDBOOK!

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*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 48 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*

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,



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 1,000 young men and women who have gained acceptance to hundreds of institutions of higher learning worldwide. Approximately 30% of our students continue their







The students enrolled at AIS-Salzburg at all grade levels are required to demonstrate and strictly adhere to the core ethical values of integrity, honesty, self-discipline, responsibility, respect and positive citizenship as measured by adherence to the standards established and communicated in this Parent and Student Handbook as well as other standards and policies in place at AIS-Salzburg.

## A. Academic Honesty and Integrity Code!

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

## B. Academic Standards!

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

#### 2023-2024 School Year Calendar

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

#### Fall Trimester

\$	September 2/3\$	\$	Arrival days !
\$	September 4\$	\$	Orientation Day!
\$	September 5\$	\$	Classes commence!
\$	October 10\$	\$	Mid-term reporting!
\$	October 11-15\$	\$	Fall Excursion to Venice, Italy!
\$	November 17\$	\$	End of Fall Trimester!

#### Winter Trimester

\$	November 20\$	\$	Winter Trimester commences!
\$	December 16 - January 7\$	\$	Winter Break!
\$	January 8\$	\$	Classes recommence!
\$	January 19\$	\$	Mid-term reporting!
\$	February 21\$	\$	End of Winter Trimester!
\$	February 22-25\$	\$	Winter Excursion to Zell am See!

#### Spring Trimester

\$	February 26\$	\$	Spring Trimester commences!
\$	March 23-April 7\$	\$	Spring Break
\$	April 12\$	\$	Mid-term reporting!
\$	May 6-17\$	\$	AP® Examinations!
\$	May 16\$	\$	Awards Ceremony!
\$	May 23\$	\$	Commencement Exercises!
\$	May 24\$	\$	End of Spring Trimester!
\$	May 25-26\$	\$	Junior high students depart!
\$	May 27-30\$	\$	Final Examinations (grades 9-11)!
\$	May 30-31\$	\$	Departures!

#### Daily Academic Schedule

AIS-Salzburg's weekly academic schedule, presented below, holds for the entire school year from September to the end of May. Note that variations in the schedule accommodate physical education classes on Wednesdays and the ethics seminars on Thursday mornings. Also, there is no Period 6 on Wednesdays. Class periods are 50-minutes in length on Mondays, Tuesdays, Thursdays and Fridays and 40 minutes on Wednesdays. Ethics Seminars meet at 08:00 for 25 minutes on Thursday mornings only. All elective courses will be scheduled during Period 6 twice weekly except on Wednesdays. Students are divided into two lunch periods either before or after Period 4 (Period 3 on Wednesdays) which alternate weekly.!

18:45-19:00	Report for evening study hall (all boarders)
19:00-21:00	Evening study hall
21:00-21:30	Quiet time in rooms

22:00/23:00

Lights out

07:30-08:15

*Breakfast*

(08:00-08:25)

(Seminar - Thursdays only)

08:30-09:20

Instructional

09:25-10:15

Instructional

10:15-10:30

*Break*

10:30-11:20

Instructional

11:25-12:15

Instructional

(Lunch, 12:15-12:55)

12:00-12:50

Instructional

(Lunch, 11:20-12:00)





these remain voluntary. An above-average score on AP® Examinations may earn university credit for the student and/or gain the





\$ \$ Boarding Conduct (boarders only)!

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

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

**15. Senior Project**

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

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



- \$ i. timely attendance in all courses unless excused by a school health official or family emergency!
- \$ j. confiscation of computer and/or other electronics!

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

## **D. Academic Expectations**

### **1. Study Habits and Academic Preparedness**

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

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

&

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

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

### **2. Study Halls**

Instruction and individual study are the two fundamental aspects of e

- \$ e. All dormitory room doors must remain open, students may not move about the building unless requested to do so by the \$
- \$ resident staff, lengthy visits to the bathrooms are not permitted, and general behavior remains appropriate throughout the \$
- \$ evening study hall period.!
- \$ *Violation consequence: Appropriate point reduction and possible removal from the dormitory floor*

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

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

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

1. Internet access during evening study hall must be utilized (a) in accordance with the school's Acceptable Use Policy and (b) for academic purposes only.!
2. All students using computers during evening study hall must agree to supervision by the resident-care staff. Computers must be placed openly (on desk or table) and the screens—to as great an extent possible—visible to the resident-care staff members on duty. !
3. Numerous warning notices, poor academic standing generally, and/or violations of the school's Acceptable Use Policy may result in the loss of access and/or confiscation of devices particularly if it is agreed that the technology represents a significant distraction to the student's learning and progress.!

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

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

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

#### **6. School-wide Classroom Expectations!**

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

- \$ Tops which are not too revealing or bare-shouldered and do not display messages. !
- \$ Dresses and skirts which are not too revealing.!
- \$ Pants, slacks and non-athletic tights. No denim is allowed nor are patch pockets.!
- \$ Shoes which are clean, low-heeled, and non-athletic.!
- \$ Sweaters (if necessary for the weather conditions)!

**Boys:** *Boys are considered in academic attire if they are wearing:!*

- \$ Hair of a natural color which is out of the eyes, above a shirt collar, without accessories and !
- \$ not extreme in style. Facial hair is not permitted.!
- \$ Shirts with a collar (dress or polo shirt) which do not display messages.!
- \$ A belt.!
- \$ Clean, well-fitting slacks or pants without patch pockets. No denim is allowed.!
- \$ Clean, laced footwear which is non-athletic.!
- \$ Sweaters (if necessary for the weather conditions) which are not of a sweatshirt style or material.!
- \$ !

*The following are during the academic day for all students:!*

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

Items of clothing and style **prohibited at all times:**

- \$ Ill-fitting, torn, ripped or dirty clothing of any style!
- \$ Headwear indoors!
- \$ Excessive accessories and jewelry!
- \$

**12. Suspension from Class!**

Should a student's behavior, attitude, or action undermine or compromise a positive educational environment in the classroom, a faculty member may suspend the student from the class. Any student suspended from class will be given immediate disciplinary consequences and conference with the Headmaster. The student will be suspended from the course for a minimum of three days and not be allowed to return until written application has been received and accepted by the appropriate faculty member as well as conferencing with the administration and the classroom teacher. Parents will be informed immediately of all classroom suspensions. Such behavior is viewed seriously at AIS-Salzburg and is not tolerated because it demonstrates insubordination, lack of respect, and failure to take one's own and other students' educational endeavors seriously. Repeated suspensions from class will result in a disciplinary committee meeting and possible dismissal from the school.!

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

Other than specific academic requirements, all of the above-mentioned expectations remain in effect during physical education classes. Students are to be dressed in the AIS-Salzburg physical education uniform, on time, and participate fully in accordance with the directives of the physical-education instructor. As many physical education courses are not held on campus, AIS-Salzburg students are expected to represent the school and its ideals through their behavior and consideration of property use at all times. !

*Grading Expectations for Physical Education Courses*

Two physical education courses are held each Wednesday morning and participation and successful completion is required of all students enrolled at the school. The grading for physical education courses is built into the more comprehensive Healthy Lifestyle Requirement and relies upon health points which are !

earned provided the student is appropriately dressed, participates fully, and is cooperative with the teacher of the course throughout the period. Meeting these requirements fully earns the student 20 points per period. The total number of health points required in a trimester determine the total points possible to earn and the student's grade average in physical education. !

*Grading Scale and Explanation:*

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

*Healthy Lifestyle Requirement and Health Points*

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

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

Physical education course no. 1\$	\$	\$	\$	\$	0-20 points!
Physical education course no. 2\$	\$	\$	\$	\$	0-20 points!
One scheduled sports team practice during a given week\$				\$	0-10 points!
Get Fit! exercise program (one morning or afternoon for one hour)\$					0-5 points!
Weekend active activity requirement (2 minimum)\$		\$	\$	\$	0-5 points (each)!

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

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

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

The Healthy Lifestyle Requirement appears as a course in all students' schedules each trimester and is given a weekly grade which is based upon the health point requirements. The grade recorded in the PowerSchool® student information program is a percentage of health points earned divided by the number of health points required. These individual weekly grades are averaged for the final trimester term grade which is recorded on report cards and transcripts. No typically







Minimum University Acceptance Requirements				
Germany	AIS-Salzburg Diploma recognized and required	Application is made following the end of the school year and before July 15 for official equivalency recognition. Proven C1 level fluency in German language is a minimal requirement.	A minimum of 4 AP® Examinations with a mark of 3 or higher is required: One of these must be in mathematics or science and one must be in AP English Literature. Students who wish to study in the sciences or mathematics must pass both a mathematics and science full-credit examination. Other AP® Examination requirements will depend upon intended area of study.	% German examination score proving C1 proficiency from a recognized institute. AP® German examination scores are generally not sufficient! % Acceptance to study medicine, law, IT, psychology, and other subjects require passing 'knock-out' tests held in the summer given the
Other EU Nations	AIS-Salzburg Diploma recognized and required if all prerequisites are met.	Requirements vary but will always include a number of AP® Examinations as well as proof of language proficiency. !	A variety of AP® Examinations passed with a minimum score of 3 required. Individual EU nations will have their particular requirements. !	% National entrance examinations may be required! % Proof of language proficiency required.!
Other Nations	AIS-Salzburg Diploma recognized for completion of compulsory schooling	Contact the College Counselor for Requirements vary but will always include proof of language proficiency and AP® Examination scores of 3 or higher minimally are likely to be required. See the College Counselor for further information.	Contact the College Counselor for further information and requirements regarding AP® Examinations.	Contact the College Counselor % National entrance examinations are likely to be required! % Proof of language proficiency required.!

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

- \$ SAT® Examinations!
- \$ Advanced Placement® Examinations!

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

### III. Attendance

#### A. Attendance Policy

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

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

- \$ 1. Students can only take advantage of the expertise, guidance, and resources which constitute formal education while physically present in school.!
  - \$ 2. Academic success is directly related to high attendance rates.!
  - \$ 3. Performance on exams, tests, and quizzes is a result of teacher/student interaction.!
  - \$ 4. Regular attendance conveys respect for the instructor and his or her efforts on behalf of the student.!
  - \$ 5. Individual responsibility toward one's education is exemplified—first and foremost—by regular attendance in all classes.!
- Frequent tardiness and all unexcused absences are treated as disciplinary infractions. Students may be checked out from school only



#### **IV. Health and Safety**

The AIS-Salzburg administration and staff consider the safety, well-being and protection of our students' health to be of the highest priority and a legal mandate for the professional functioning of our private school. The education of our students does not stop with the bell at the end of the instructional period—the comprehensive education provided by a





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

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!



## **V. Code of Student Conduct**

Students at AIS-Salzburg are expected to behave responsibly, respectfully, and with integrity at all times realizing that they are responsible for all of their actions and choices. All students should act sensitively and intelligently given the situation and are expected





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

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

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

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

### C. Privacy and Private Property

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

#### 1. *Mixed Company*

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

#### 2. *Room Inspections and Searches*

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

#### 3. *Trespassing*

Because AIS-Salzburg is located in the midst of a suburban community, it is expected that all students will respect the property rights and privacy of our neighbors. Trespassing on private, non-school property, littering, or vandalizing the property of our neighbors will be considered a serious breach of the school's expectations and result in negative consequences.!

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#### 4. *General Staff Presence*

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

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

All students at AIS-Salzburg are expected to respect the posted hours of the administrative offices, accounting office, classroom teacher's office hours, library, and computer lab. All boarding students should respect the right and need for privacy of the resident staff when not on duty and never enter an RA or dorm parent residence when not invited or when the staff member is not present.!

*5. Security and Protection of Private Property*

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

*6. Confiscation of Private Property*

At times, it may be decided that the confiscation of personal items such as laptop computers, cell phones, etc. is necessary for a period of time. The AIS-Salzburg administration and staff will lock up such possessions after documenting their ownership and



## H. Discretion and General Deportment

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

It is expected that students will conduct themselves accordingly when socializing in the school's common areas. Inappropriate behavior, such as running, shouting in the corridors, throwing food and other misbehavior, is not permitted and will result in disciplinary action after warning. Lack of discretion and deportment negatively affect the Boarding Conduct grade.!

## I. Disobedience, Insolence, and Insubordination!

A lack of respect for the authority of the school administration, resident-care staff, or teaching faculty is inappropriate and destructive of the school's goals and, as such, will not be tolerated at any time. All AIS-Salzburg students should remember that a minor disciplinary event can quickly grow into a major event if a student's attitude is characterized by insolence, insubordination, and/or direct, willful disobedience. Failure to subordinate oneself to the school's expectations of boarders will result in failure of the Boarding Conduct grade and can call the Disciplinary Committee to review the situation and determine an appropriate response.!

## J. Personal Dishonesty and Dishonorable Behavior!

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

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

## K. Modes of Address !

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

## L. Profanity !

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

## M. AIS-Salzburg Dress and Style Code

AIS-Salzburg's dress and style expectations do not include a uniform. However, students are expected to meet standards of dress and style appropriate to the various situations in which they find themselves including academic hours in which academic attire guidelines are expected, leisure hours outside of classtime in which leisure attire and style is demanded, as well as occasional formal events in which more formal attire is requested. That all clothing and style is (1) appropriate for the weather conditions, and (2) modest and non-provocative are fundamental aspects of the AIS-Salzburg dress and style code. The administration reserves the right to interpret the spirit of the dress and style code in all cases whatsoever. Students and parents are expected to be familiar with this code before the school year begins and report in the fall with clothing and accessories which are within the guidelines. Failure to adhere to the school's dress code will result in negative Boarding Conduct grades as well as potential suspension from classes.!

*Academic Day Attire (See above, II. B. 9)*

\$ !

*Items of Clothing and Style Prohibited at All Times:*

\$ Ill-fitting, torn, ripped or dirty clothing of any style!

\$ Headwear indoors!

\$ Excessive accessories and jewelry!

\$ Facial or body piercings or visible tattoos!

\$ Any clothing with messages that are offensive or inappropriate!





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

## VI. Disciplinary Consequences

### A. Reporting

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

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

### B. Major Disciplinary Offenses

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

- \$ Abuse, neglect, sexual harassment, hazing or other form of maltreatment to others!
- \$ Bullying and cyber-bullying !
- \$ Insubordination and demonstrative disagreement with expectations!
- \$ Violations of the AIS-Salzburg code of honorable conduct (lying, cheating, stealing)!
- \$ Possession of dangerous materials!
- \$ Placing oneself or others in danger!
- \$ Mixed company (being in dorms of the opposite sex)!
- \$ Leaving dormitories after curfew/lights out!
- \$ Significant violations of the school's alcohol policy or bringing alcoholic beverages on campus!
- \$ Violations of the school's drugs and controlled substances policy!
- \$ Theft!
- \$ Vandalism!
- \$ Willful destruction of school property!
- \$ Violation of probationary terms!

### C. Minor Disciplinary Infractions!

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

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

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

### D. Disciplinary Consequences

#### 1. Conduct Logs

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

## **2. Warning!**

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

## **3. Detention!**

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

## **4. Community Assistance !**

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

## **5. Campus Restriction!**

A student is likely to be restricted to campus for a period of time to be determined by the administration after review of the incident. To be campused is to be denied movement off campus during free time. When a student is restricted to campus, they must report at regular intervals with the resident student 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 Restrictions !**

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 student 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 student reserves the right to confiscate personal computers, telephones and accessory power cables for the duration of a room restriction assignment.!

## **7. Weekend Restrictions !**

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 student and/or administration determines which activities these should be.!

## **8. Disciplinary Probation !**

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

## **9. In-School Suspension!**

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

## **10. Suspension !**

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



## VII. Honorable Conduct

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

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

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

### A. Honorable Conduct Awards!

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

- § *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!
- § Participation in a wide variety of school activities

\$ \$ Spring Trimester Midterm: Minimum of 6 hours of school-organized service!  
\$ \$ Spring Trimester: Minimum of 6 hours of school-organized service!

\$ Privileges:\$ !

\$ Does not have to turn in computer on Thursday evening and can keep it through the weekend!  
\$ Released from study hall on Thursday evenings (may remain quietly in their room, group study in dining room, or utilize the \$  
\$ computer lab) !  
\$ Rooming and roommate selection and bus seating (following Senior Scholars) on excursions!  
\$ Commendation letter to the parents!  
\$ Saturday evening curfew is extended by one hour!  
\$ Recognition at trimester awards dinner!

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

\$ 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. !

!

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.!

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

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

**VIII. Dormitories and Boarding Student Life**

## **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



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**

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

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

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

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

## **3. Kitchen Staff**

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

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

### **1. Incidentals Account**

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

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

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

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