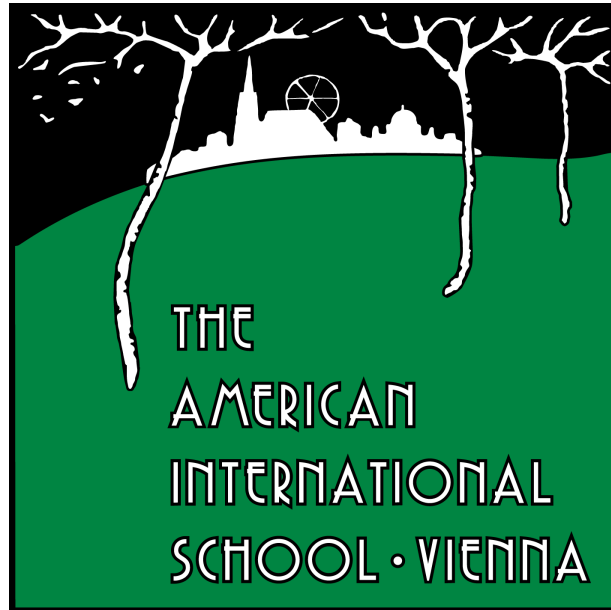


FAMILY  
HANDBOOK

2018-2019



## MISSION STATEMENT

Within the rich cultural context of Austria, AIS Vienna:

**NURTURES** an **INCLUSIVE** learning community  
**CHALLENGES** students to strive for personal excellence and to explore their passions  
Fosters **RESPECT** through compassion for others and our world

# TABLE OF CONTENTS

<b>LETTER FROM THE DIRECTOR</b>	<b>7</b>
<b>WHOM TO CALL</b>	<b>8</b>
<b>INTRODUCTORY INFORMATION</b>	<b>9</b>
AIS MISSION AND GUIDING PRINCIPLES	9
AIS CORE VALUES	9
AIS ENVIRONMENTAL ETHICS STATEMENT AND GOALS	9
GOVERNANCE	9
HISTORY	9
ADMISSIONS	9
FINANCIAL ASSISTANCE	9
GRANTS AND DONATIONS	10
HARASSMENT	10
<b>PARENTS AND THE AIS COMMUNITY</b>	<b>11</b>
PARENT-TEACHER FORUM (PTF)	11
BOOSTER CLUB	11
MIDDLE SCHOOL PARENT ALLIANCE	11
VOLUNTEER HELPERS	11
SECURITY	11
VISITORS BADGES FOR PARENTS/GUARDIANS	11
USE OF FACILITIES	11
<b>EMERGENCIES</b>	<b>12</b>
EMERGENCY PROCEDURES	12
COMMUNICATION	12
FREQUENTLY ASKED QUESTIONS	12
SNOW DAYS	12
<b>STUDENT LIFE</b>	<b>13</b>
ACCIDENT INSURANCE	13
ACTIVITIES	13
ATHLETICS	13
ASAs	13
MS/HS ACADEMIC ACTIVITIES	13
ATTENDANCE	13
BEHAVIOR GUIDELINES	13
CELLULAR PHONES	13
CHILD PROTECTION POLICY	13
DRESS GUIDELINES	14
GUIDANCE AND COUNSELING SERVICES	14
HUMAN RELATIONS	14
TRANSITIONS	14
IDENTIFICATION CARDS	14
LEAVING CAMPUS	14
LOST ITEMS AND PERSONAL PROPERTY	14
SMOKE-FREE CAMPUS	15
RELIGION CLASSES	15
SCHOOL HOURS	15
SCOUTS	15
SPECIAL INTEREST CLUBS	15
VISITORS	15
<b>STUDENT SERVICES</b>	<b>16</b>
ACCEPTABLE USE POLICY FOR TECHNOLOGY (AUP)	16
Internet and Electronic Communication	16

Internet Filtering and Privacy	16
Hacking	16
File Storage and Backing Up	16
Loss or Damage Liability	16
HEALTH SERVICES	17
Medical Records	17
Athletic Participation – requirements for all students	17
Immunizations	17
Recommended immunization schedule for infants and children (USA)	17
Nuclear Emergency	17
Reportable Communicable Diseases	17
Exclusion Procedures	17
Lice Infestation Procedures	17
Vision, Hearing, and Scoliosis Screening	18
LIBRARY SERVICES	18
Online Databases	18
LUNCH PROGRAM	18
<b>TRANSPORTATION</b>	<b>19</b>
PUBLIC TRANSPORTATION SERVICES	19
PRIVATE CAR TRANSPORTATION	19
SCHOOL BUS TRANSPORTATION	19
<b>SCHOOL AND HOME COMMUNICATIONS</b>	<b>20</b>
PARENT CONCERNS	20
PARENT-TEACHER CONFERENCES	20
SCHOOL PUBLICATIONS	20
SCOOPS	20
SCHOOL WEBSITE	20
COMMUNITY ADVERTISEMENTS	20
PUBLICATION OF IMAGES OF STUDENTS AND COMMUNITY MEMBERS	20
<b>ELEMENTARY SCHOOL REFERENCE GUIDE</b>	<b>21</b>
ATTENDANCE	21
PARENT DROP-OFF AND PICK-UP GUIDELINES	21
Parent Pick-up	21
Walking to and from School	21
ASSESSMENT/EVALUATION	21
Reporting Dates	21
Elementary School Report Card Goal	21
Elementary School Report Card Scale	21
GENERAL HOMEWORK GUIDELINES	21
RESOURCE SUPPORT PROGRAMS	21
FIELD TRIPS	21
AFTER SCHOOL ACTIVITIES (ASAS)	21
CAFETERIA / LUNCH / SNACKS	21
School Purchased Lunch	22
Home Lunch	22
Snacks	22
PLAYGROUND RULES	22
SPORTS HALL RULES	22
WINTER SNOW RULES	22
Winter Clothing	22
TEACHER ASSIGNMENTS	22
PROBLEM SOLVING	22
<b>MIDDLE SCHOOL REFERENCE GUIDE</b>	<b>23</b>
THE DAILY PLANNER	23

ATTENDANCE	23
EVALUATION OF ACADEMIC PROGRESS	23
LIFE SKILLS	23
Life Skills Descriptors and Criteria	23
Other Grading Codes	23
THE PURPOSE OF HOMEWORK	23
ACADEMIC HONESTY	24
EXTRACURRICULAR ACTIVITIES & ATHLETICS	24
Academic Activities	24
Athletics	24
AFTER SCHOOL ACTIVITIES (ASAs)	24
LOCKERS	24
LUNCH	24
LUNCH DUTIES	24
MOBILE PHONES AND OTHER ELECTRONIC DEVICES	24
DRESS GUIDELINES	24
BULLYING PREVENTION IN THE MIDDLE SCHOOL	24
MIDDLE SCHOOL PARENT ALLIANCE	25
MIDDLE SCHOOL MATTERS	25
<b>HIGH SCHOOL REFERENCE GUIDE</b>	<b>26</b>
ACADEMICS	26
Credit Requirements	26
Required credits and grade level status	26
Graduation Requirements	26
Transfer of credits	26
Credits Towards Graduation	26
Independent Study	26
Auditing	26
Summer School Courses	26
The International Baccalaureate (IB)	27
Advanced Placement (AP)	27
Course Registration	27
GRADING AND REPORTING	27
Grading Policy	27
AIS Grading Scale	27
Academic Progress and Grading Systems	27
Other Grading Codes	27
Honor Roll	28
Academic Support for at-risk students	28
Academic Warning	28
Academic Probation	28
COUNSELING AND ADVISING	28
High School Counseling Office	28
High School Academic Dean and IB Coordinator	28
STUDENT CONDUCT	28
High School Honor Code	28
Academic Honesty	29
How Teachers Detect Academic Dishonesty	29
Discipline Consequences for Academic Dishonesty	29
SUBSTANCE ABUSE	29
AIS Smoking Policy	29
AIS Substance Policy	29
Self-Referral of Alcohol and Drug Abuse	29
Drugs	29
Consequences for Using Tobacco, Alcohol, or Drugs at AIS or AIS Events	29
ON-CAMPUS CONDUCT	29

School Day	29
Closed Campus	29
Senior Privilege	29
Dress Guidelines	30
CLASS SCHEDULE	30
8-Day Rotation	30
Lab-Block Guidelines	30
OFF-CAMPUS CONDUCT	30
AIS Code of Conduct, Respect & Responsibility for School Trips & Off-Campus Events	30
ATTENDANCE GUIDELINES	30
Parent Procedures – Notifying the school of an Excused Absence	30
Student and Parent Procedures – Late arrival to campus	30
Student Procedures – Planned, Excused, or Official Absence	30
School Procedures – Recording Attendance	30
Attendance Requirement for Course Credit	30
Definitions and Codes	30
STUDENT LIFE	31
Extracurricular Activities and Athletics	31
Activities	31
Athletics	31
Service Learning	31
Student Government	31
MISCELLANEOUS	31
ID Cards	31
Personal Property on AIS Grounds	31
Lost and Found	31
Visitors	31

## LETTER FROM THE DIRECTOR

Dear AIS Family Members,

Our school mission challenges students to strive for personal excellence and to explore their passions in a nurturing community. AIS educators, families and students act as partners in creating a successful learning space. The updated 2018-2019 Family Handbook provides families with important tools and frameworks that lead to AIS student success.

AIS offers the highest quality education based on an American model, with the understanding that our students leave prepared for global options. Our curriculum, pedagogy and resources are aligned with this model, and evolve with regular review and attention. Our school fully supports English as our language of instruction while offering robust world language opportunities, including German language instruction across all divisions. Built on this foundation is an inclusive community that fosters respect through compassion for others and our world.

We expect a healthy partnership between the school and families. We maintain that parents are children's first, best teachers. As true partners with you, school staff remain committed to keeping you informed and engaged throughout the year. When you want to know how to best support the growth and learning of your child, the child's classroom teacher(s) will be your primary resource. You may also turn to the divisional assistant, counselor, principal and to the director.

Please review the Family Handbook carefully as many sections have been updated, and refer to it when questions arise. I look forward to continuing to foster the growth of our school with you in the 2018-2019 school year!

Steve Razidlo  
Director

## WHOM TO CALL

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Athletics, Activities, & Events	<b>Andy Harrison</b> – Director of Events Office <a href="mailto:A.Harrison@ais.at">A.Harrison@ais.at</a> +43 1 40132 2401 <b>Nick DeForest</b> – Assistant Director of Events Office <a href="mailto:N.DeForest@ais.at">N.DeForest@ais.at</a> +43 1 40132 2961
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IB Diploma Program	<b>Beth Dagitses</b> – IB Coordinator/Academic Dean <a href="mailto:B.Dagitses@ais.at">B.Dagitses@ais.at</a> +43 1 40132 2621
Individual Student Concerns	<b>Classroom Teachers</b>
Libraries	<b>Jan Jones</b> – ES Librarian <a href="mailto:J.Jones@ais.at">J.Jones@ais.at</a> +43 1 40132 2602 <b>Mischele Jamgochian</b> – Secondary School Librarian <a href="mailto:M.Jamgochian@ais.at">M.Jamgochian@ais.at</a> +43 1 40132 2202
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Technology	<b>Rod Narayan</b> – K-12 Instructional Technology Director <a href="mailto:R.Narayan@ais.at">R.Narayan@ais.at</a> +43 1 40132 2633
Transportation	<b>Andy Harrison</b> – Director of Athletics, Activities & Events <a href="mailto:A.Harrison@ais.at">A.Harrison@ais.at</a> +43 1 40132 2401 / +43 699 1 4013240
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Please visit [www.ais.at/about/contact-us](http://www.ais.at/about/contact-us) for the most current contact information



# INTRODUCTORY INFORMATION

## AIS MISSION AND GUIDING PRINCIPLES

Within the rich cultural context of Austria, AIS Vienna

- **NURTURES** an **INCLUSIVE** learning community
  - In partnership with families, we support healthy social, emotional, physical, and intellectual development.
  - We differentiate instruction to accommodate diverse interests and needs.
  - We cultivate active and creative students.
- **CHALLENGES** students to strive for personal excellence and to explore their passions
  - We balance an academically engaging program with co-curricular opportunities to empower students for success now and beyond AIS.
  - We motivate students to explore new and existing passions through guidance and opportunities.
- Fosters **RESPECT** through compassion for others and our world
  - We encourage empathy, honesty and kindness towards others.
  - We embrace diverse values and perspectives with an aim to act with an open mind.
  - We strive to have a positive impact on others and our environment.

## AIS CORE VALUES

Nurture | Include | Challenge | Respect

## AIS ENVIRONMENTAL ETHICS STATEMENT AND GOALS

The AIS community is committed to developing an environmentally friendly school by:

- raising environmental awareness
- making environmentally friendly decisions
- including environmental action and education in our daily routine
- supporting the environmental policies of Austria

Students, teachers and staff can make progress toward these goals by:

- using the existing recycling bins appropriately
- reducing paper usage by printing on both sides, using half sheets or working digitally if possible
- reducing electrical use by turning off lights, Smart Boards and computers when not in use
- reducing our use of plastic bottles and bags
- reminding one another to conserve our resources

## GOVERNANCE

The Governance at AIS is designed to ensure that the ongoing operations of the school are the shared responsibility of the Director and School Administration. Issues of policy and strategy are the responsibility of the Executive Board. The school's Auditing Committee also provides oversight for financial stability and compliance with procedural guidelines. Parents share the responsibility and opportunity to contribute to the school's overall success. All parents of AIS students are automatically voting members of the Association of the American International School • Vienna. The Association convenes twice a year for the General Assemblies. Each General Assembly is the platform on which parents can exercise their rights and responsibilities by being part of the decision making process of the school.

Regular General Assemblies take place twice a year. During the Winter General Assembly, Association Members ratify the budget for the following academic year. The Spring General Assembly marks the election and announcement of new Executive Board members and Auditing Committee. Times and dates of meetings are listed on the school calendar

and in the School Scoops newsletter. Minutes of Executive Board meetings are posted on the AIS Parent Moodle found in the AIS Parent Portal.

The agenda of all General Assemblies includes the chance for parents to call on the Executive Board to study new initiatives and report on them in the future. Furthermore, Association Members have the right to bring motions or petitions to the General Assembly. For more information on the General Assemblies, please see [the By-Laws](#).

## HISTORY

The American International School • Vienna (AIS) was founded by the ambassadors of the United States and Canada in 1959 as a successor to the Vienna International Community School, which succeeded the U.S. Army Dependents' School.

The two embassies have played a very important role in the origin and development of the school. In 1959, with the assistance and legal counsel of the embassies, an association (Verein) with local legal status was organized to hold title to land, and the present site was purchased with Marshall Plan counterpart funds. Public Law 480 (Surplus Agricultural Commodities Disposal Program) provided funds for construction.

A condition of the PL 480 grant was that the school serve as a model of American curriculum and educational methodology. Over the years, the school has displayed a distinctively American orientation in its philosophy and educational programs and enjoyed the unique advantages of an Austrian setting and international student body.

Classes are conducted in modern buildings located on an attractive campus at the edge of the Vienna Woods. The earliest building was constructed in 1964. The campus includes classrooms, science laboratories, two libraries, three gymnasias, a multi-purpose cafeteria, a theater, an outdoor amphitheater, and an outdoor classroom. The Villa, which commanded the estate purchased by the school for its campus, houses rooms for fine arts, regular classrooms, and administrative offices. The 45,000 square meter campus provides for team sports and individual play and includes a soccer pitch with artificial turf, a hard-surfaced play area, and one large playground.

Today, AIS continues to reflect an American philosophy of education: focused on critical thinking, problem solving, and the development of skills to help students sort through and reflect upon the content that is learned in their classes. While the school is based on an American-style education, it draws upon the best practices from other programs around the world to ensure that our students benefit from the most current and relevant materials and educational methodologies.

## ADMISSIONS

For up-to-date admissions information please visit the [Admissions](#) section of the AIS website.

## FINANCIAL ASSISTANCE

The sole purpose of financial assistance is to provide temporary financial assistance to families of currently enrolled students, exclusively in the case of an unforeseen life event (for example: loss of employment or death). An application for financial assistance may be submitted to the Business Manager and will be reviewed by the Finance and Risk Management Committee.

## CASH PAYMENTS

AIS does not accept cash payments/deposits above € 500 (five hundred Euros). All payments exceeding this amount must be made via bank-to-bank transfer or electronic transfer.

The rules following apply:

- No person is allowed to deposit more than € 500 per day and
- The maximum payment into a parent account is € 500 per day

AIS does not accept cash payments for tuition fee, application fee, enrollment fee, reservation fee, capital assessment fee and Summer Camp fees.

AIS does not accept cash donations in excess of € 500 (five hundred Euros).

Exceptions to this procedure can only be granted by the Finance and Risk Management Committee on written request. Such request needs to include rational, supporting information as to why an exception should be granted.

## GRANTS AND DONATIONS

AIS gratefully accepts gifts in support of its mission from individuals, corporations, foundations, and government organizations. Gifts will be solicited from parents, past parents, alumni, corporations, and other friends, faculty, and staff as part of the Annual Fund campaign, capital projects, and other fundraising efforts.

Gifts are essential to the advancement of the school. Our ongoing fundraising initiative is to nurture student excellence and for new strategic projects to advance the Elementary, Middle, and High Schools. Donations also support all aspects of our operating budget, including the cost of attracting the best teachers, supporting academic and extracurricular programs and equipping and maintaining a state-of-the-art infrastructure beyond what tuition alone could provide.

We trust that AIS families will make the school their highest philanthropic priority while their children are enrolled here, and that this support will continue after they leave the school. High levels of participation in the school's fundraising campaigns demonstrate community support, a key factor in obtaining corporate gifts and foundation grants and our goal is to have 100% participation every year.

US taxpayers will be interested to know that donations or grants made to AIS are tax deductible. This is possible through the American International School in Vienna, Inc., a not-for-profit organization that is exempt from US federal income taxes under the Internal Revenue Service Code, section 501 (c) (3).

Please also note that many corporations have Matching Gift Donor Programs that will match their employees' contribution to a non-profit organization such as AIS. These matches can be as high as 2:1 or 3:1 for every Euro or Dollar you donate. To find out if your employer has a Matching Gift Program, please contact your benefits or human resources office. AIS will also be happy to assist you in completing the forms required for the matching funds.

Now giving is easier than ever with our new Credit Card or PayPal - Multi-currency option.

[Click here](#) to see options for making your gift today.

## HARASSMENT

AIS will not tolerate harassment by any member of the community, student, teacher, administrator, parent, school, staff, or visitor on the school premises or at any school-sponsored event or by electronic or other forms of communication or publishing.

Harassment creates a hostile environment through inappropriate speech or conduct. Not all unpleasant speech or conduct constitutes harassment; however, conduct or communication, whether oral or written, that creates an intimidating, hostile or offensive environment constitutes harassment. The behavior need not be intentional and will be considered from the point of view of the person being harassed.

Anyone who witnesses or is informed about conduct that may constitute harassment must report it to the Principal or the Counselor. These reports will be treated confidentially as far as possible and will be reported to others within the school community only on a need-to-know basis. However, in almost every circumstance the alleged offender will be

informed so that relevant facts can be gathered and appropriate action taken.

The Principal, Academic Dean, and/or Counselor will promptly investigate all complaints regarding harassment. A determination based on all the facts and surrounding circumstances will then be made. If the allegations are substantiated, a record of the incident will be placed in the student's file and the school will take appropriate action. These actions may include, but are not limited to, counseling, detention, suspension, probation or expulsion.

If employees are found to have violated this provision, a record of the incident will be placed in the employee's personnel file. For multiple or egregious infractions, the offender's employment will be terminated.

## PARENTS AND THE AIS COMMUNITY

Parents are essential partners in their children's education. Parents are treated with respect and, in turn, are expected to treat all school employees with respect. Parents are encouraged to reach out directly to teachers and administrators to discuss student-specific issues and to use community resources such as the Parent-Teacher Forum (PTF) to highlight general school issues, open a dialogue with other parents, and engage the appropriate AIS leaders in moving toward a resolution.

### PARENT-TEACHER FORUM (PTF)

The PTF is a group of volunteers made up of parents, administrators, teachers and staff, who

- Help families adjust to AIS and to life in Vienna by providing information about the school and city;
- Host various events throughout the year to build a stronger sense of community;
- Raise money for projects and programs that benefit our students;
- Meet once a month to get updates and stay informed about current events in the school;
- And work with AIS administrators on common issues.

All parents whose children are enrolled at AIS are automatically members of the Parent-Teacher Forum (PTF), without dues or fees. Contact information for AIS families, including email addresses, home and mobile phone numbers, parents' nationalities, and student names and grade levels are shared with designated PTF members unless parents have notified the Admissions Office in writing for the upcoming scholastic year that they do not wish this information to be shared. The PTF uses family contact information to welcome new families into the community, offer contacts and information – as often as possible in the parents' mother tongue/language – and periodically update families on community activities and events.

PTF meetings take place on the second Tuesday of each month in the Faculty Lounge from 08:30-10:00. All parents are welcome.

### BOOSTER CLUB

The Booster Club is an independent organization established in 1977 to support athletes and athletics at AIS. It is run by volunteers and governed by a five-member parent board. It has steadily grown to become an integral part of the athletic program and the school. The Boosters' principal goals are to promote enthusiasm and support for AIS athletic programs, to provide financial aid to athletic programs, to ensure that AIS athletes are competitive and to recognize AIS athletes for their contributions and participation. To accomplish this, the Boosters raise funds through a variety of ways, including sales of food, drinks, and clothing. Volunteers are welcome and essential to the success of the Club.

### MIDDLE SCHOOL PARENT ALLIANCE

The Middle School Parent Alliance meets frequently throughout the year to discuss issues, concerns, ideas, and strategies to understand and work with our adolescents. Open-ended discussions occur in the early part of the year so parents can meet and talk about their child with others in a supportive environment. The group may choose a book to read as a study group. In the second semester, the Alliance offers the Systematic Training for Effective Parenting (S.T.E.P.) course, which meets for seven sessions. All parents of Middle School students are welcome to participate. Look in the school's weekly newsletter, *Scoops*, for meeting dates and times.

### VOLUNTEER HELPERS

The school supports parents who wish to be actively engaged as volunteers at the school. Volunteers provide a valuable service to the school and are very much appreciated. Some volunteer opportunities include: working with classroom teachers and librarians. Volunteers in classrooms may be assigned to work with individual children, especially in the lower grade levels.

For the purposes of establishing a routine and schedule, AIS requires a commitment of at least one morning or afternoon per week. If parents are interested in this activity, they are encouraged to contact the Division Principal of the level where they would like to volunteer.

## SECURITY

The American International School • Vienna offers quality educational programs in a city rich in history, culture, and the arts. Our educational programs have attracted both students and staff from all over the world. Such diversity has required AIS to carefully assess the security of our campus and provide adequate protection during the school days, after-hours, holidays and during events. Security checkpoints are located at the entrances on Keywerthgasse and Salmansdorfer Strasse, which are staffed from early morning until late evening on school days. On weekends, only the Main Gate is manned by a guard. All campus entrances require the presentation of government issued or AIS issued identification cards. All faculty, staff, students and parents should possess an AIS-issued identification card, except for elementary school students. ES cards remain in the possession of ES staff. The checkpoints have the IT database available to verify all ID cards issued by AIS. All persons will be subject to verification of identity before being allowed to enter the campus. All vehicle traffic will be screened before authorization to enter is granted.

After classes start, all students must present identification and receive confirmation of being enrolled as an AIS student. The guards have access to the data to confirm enrollment. All students departing the campus prior to the end of school must sign out with the checkpoint staff. Authorization from the respective Division must be presented.

Visitors will be directed to the Checkpoint or location convenient to their destination, the Villa, Main Gate, or Elementary School. Entrance to the Villa will require ringing a bell to gain entrance. All locations will require the presentation of proper identification where visitors will be asked to sign in, and a pass will be issued. All visitors will be issued a badge from the location of entry and the badge must be worn while on campus. The badge should be returned to the exact point of entry where the identification document will be released.

During evenings, weekends and holidays, when no activities are scheduled, the campus is closed to all visitors without authorization to enter. The security guards are required to report and detain anyone, including AIS students and parents, who attempt to climb over fences or force entry to the campus.

The campus is under constant surveillance by the Austrian Police Department and the Austrian Army for added protection. In addition, security cameras are used to monitor the campus. Every attempt has been made to ensure the campus is safe.

### VISITORS BADGES FOR PARENTS/GUARDIANS

All parents are required to obtain an AIS ID card that should be presented to the security guard when entering campus. Parent ID cards can be issued at the Main Office/Villa Reception. Parent ID cards are printed on the spot, upon presentation of a photo ID such as a driver's license. ID cards for non-parents (such as relatives or nannies) will require a letter of authorization signed by a parent/guardian.

### USE OF FACILITIES

The responsibility and coordination for all activities at AIS rests with the Events Office. Should you have any questions, please contact [Andy Harrison](#), the Director of Athletics, Activities, and Events by email or [Nick DeForest](#), the Assistant Director of Athletics, Activities, and Events.

## EMERGENCIES

### EMERGENCY PROCEDURES

In the event of an emergency, the AIS website will provide the most up-to-date information. In addition, SMS messages will be sent. The following general guidelines should be followed:

Before an emergency, parents should

- Ensure the school has up-to-date contact information, including mobile phone numbers and emergency contact numbers.
- Ensure the school has current medical history for your children.
- Establish emergency procedures for home and outside of school. This includes procedures on how your children should react or behave if an emergency occurs off campus and review these on a regular basis.
- Follow carefully any school-issued information updates during potential emergencies.
- Remain current on the local situation (demonstrations, etc.).

During an emergency, parents should

- Understand the safety of our students is the first priority in any emergency.
- Be aware of school communication, including the AIS website, email, and SMS messages on mobile phones.
- Avoid driving to the school. School officials and security staff will ensure your children are moved to a safe location and will contact you through SMS, the AIS website or other communication.
- Share information with the school's Emergency Response Team if you believe it to be credible or helpful.
- Do not spread rumors or unsubstantiated information.

After an emergency, parents should:

- Monitor children for signs of stress and the need for counseling.
- Provide feedback to the school on the effectiveness of the emergency procedures.

AIS has an Emergency Response Team (ERT) whose primary function is to ensure all emergencies are handled properly.

### COMMUNICATION

AIS will send text messages to all registered mobile phones in the event of an emergency. If you wish to receive these messages, please provide AIS with a current mobile number, emergency contact information, including a cell phone number and email address, to the Admissions Assistant. Please provide updates during the year should the information change.

### FREQUENTLY ASKED QUESTIONS

**What circumstances might require an early departure from school?**

A severe snowstorm, fire, bomb threat, or other types of threats that the administration deems credible.

**Who decides when students are sent home early from school for a weather-related or other emergency?**

The Director will consult with an administrative team to determine if circumstances dictate sending children home early. Should the Director be unavailable, the Business Manager will make the decision. Representatives from the US Embassy Regional Security Office may recommend evacuation in response to a serious threat to the health or safety of our students.

**Which authorities will be notified when an early departure is to take place?**

The Vienna police will be informed and, if appropriate, police escorts provided for buses. The bus company will be requested to provide buses immediately.

**How will parents be informed?**

Parents will be informed in the following manner:

- The AIS website.
- A text (SMS) message sent to all parents' mobile phones.
- An email message to all parents, employees and students.

**My child rides the bus. Where can I pick him/her up?**

Please wait at the regular bus stop to pick up your child if buses are able to safely transport students. If your child has been evacuated to another location, you will be notified by SMS, email, or the AIS website.

**I drive my child to school every day. What should I do?**

The SMS, email or the AIS website will provide guidance on whether it is safe to pick up students at the school. Remain in your vehicle when you arrive to collect your child. Younger students will be accompanied by a teacher or staff member to your car.

**My child walks or normally takes public transportation. Will he/she be allowed to come home?**

Students in grades 4-12 will be allowed to go home if they walk to take public transportation. Children in PK-3, who walk home unaccompanied, should be met at the ES entrance by their parents. Teachers will stay with the children until they are picked up.

**Are there procedures in place for students to be evacuated from the school?**

Evacuation drills are conducted to ensure students and staff are prepared to respond in an orderly manner if there is an emergency. AIS has specific instructions in place for the purpose of responding to emergency situations. Each classroom has posted floor plans which give specific instructions on evacuating the school. Designated members of staff have been appointed and given duties to complete to ensure the safety of all of our students during an evacuation.

### SNOW DAYS

Generally, school will be held when the school buses can safely transport students to school. When weather conditions are such that transporting students safely is not possible, school will be delayed or cancelled. The Director will consult with the Business Manager and the bus company to determine whether school should convene. If school is in session, an administrative team will assist in making a decision about closing school. Once the decision is made to cancel or close school for the day, it will be posted on the AIS website, sent via email, and sent via SMS messages.

If school has not been cancelled or scheduled for early dismissal, parents are encouraged to make individual decisions whether school attendance is a priority.



## STUDENT LIFE

### ACCIDENT INSURANCE

The school maintains an accident insurance policy that covers all AIS students for injuries sustained during school hours, during AIS events outside AIS and abroad, and at AIS activities, when supervised by an AIS staff member. It pays up to €1,500 for medical costs that are not covered by personal insurance. In order to claim from this insurance, the accident must be reported to the school nurse and she must file an accident report. In addition, it must be proved that the claimed amounts are not covered by any other insurance policy. Should a claim be necessary, please contact the Business Office.

### ACTIVITIES

A variety of after-school programs are offered to students in all grades. For more information, please visit the [Activities](#) page of the AIS website.

### ATHLETICS

The athletics program at AIS is offered to students in grades 6-12. For more information, please refer to the Middle and High School sections of this Handbook or visit the [Athletics](#) page of the AIS website.

### ASAs

The After-School Activity (ASA) program is fee based and is offered primarily for ES. For more information, please refer to the Elementary School section of this Handbook or visit the [After School Activities](#) page of the AIS website.

### MS/HS ACADEMIC ACTIVITIES

A variety of academic clubs and activities are offered. For more information please visit the [Activities and Clubs List](#) in the Activities sections of the AIS website.

### ATTENDANCE

It is expected that AIS students will attend school unless there is an exceptional reason for not doing so. Each division will establish attendance guidelines. These guidelines will be clear and communicated to students and parents. An appeals process is available for students when extenuating circumstances exist that should be taken into account before penalties are imposed.

For unplanned absences, parents should notify the school by calling the respective school secretary before 09:00 a.m.

For planned absences, a Planned Absence form must be completed and signed by each teacher and the Principal. The completed form must be received by the Division office no later than one day prior to departure. While teachers will provide assignments to students absent from their class, parents and students must realize that some key learning experiences may be missed, such as science labs, discussions, demonstrations and lectures.

Excessive absences may result in a student losing credit for a course. In extreme cases, the student may be unenrolled or required to repeat the school year. If elementary students miss more than 20 days of school, they may have an end of year evaluation that determines if they have made enough progress to advance to the next grade level.

### BEHAVIOR GUIDELINES

Students are expected to treat each other and all members of the community with respect. When they are on trips or engaged in school-related activities, students are considered ambassadors of the school and expected to behave accordingly. Parents and students must be familiar with the behavior guidelines for each division, which are contained in this Handbook.

## CELLULAR PHONES

Cell phones and personal listening devices may not be used during school and must be kept in backpacks or lockers. If students need to make a telephone call, they may call from the principal's office.

## CHILD PROTECTION POLICY

The welfare of students is AIS Vienna's overriding focus. AIS Vienna aims to provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child or young person. All adults, including temporary staff, administrators, faculty, volunteers and Board members, have a full and active part to play in protecting children from harm.

AISV has adopted the definition of child abuse and neglect as defined by the World Health Organization: "Child abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment [including failure to act to prevent harm] resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power."

Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as to their physical, emotional, and spiritual development.

In this regard, all AIS Vienna employees must report suspected incidents of child abuse or neglect to no less a senior position than one of the Principals whenever the staff member has reasonable cause to believe that a child has suffered, or is at significant risk of suffering abuse or neglect. Reporting and follow up of all suspected incidents of child abuse or neglect will proceed in accordance with administrative regulations derived from this Policy-Governance Manual.

Reporting and Follow Up may include, but are not limited to, one or more of the following:

- Conference with students involved
- Parent notification
- Meeting with parents
- Meeting with others pertinent to the case, including the alleged perpetrator(s)
- Contacting school nurse
- Psychological assessment
- Mandatory counseling sessions
- Referral to Child Protection Team
- Reporting to child protection services
- Legal action and prosecution by the authorities
- Suspension or termination of employment (if a school employee)

In the case of an employee reported as an alleged offender, the AISV will conduct a full investigation following a carefully designed course of due process, keeping the safety of the child at the highest priority, while maintaining the rights and privacy of the employee.

AISV will set up a program so that staff members are regularly trained about child and young people protection and their responsibilities therein.

AISV will run complete reference and background checks permitted under law as a precondition of employment. Background checks shall include proof of lack of police records from each country of residence in the previous 10 years. AISV will complete new background checks of all current employees every five years. A written record will be maintained in each personnel file to document that the checks have been completed.

The Director will review this Child Protection Policy annually for compliance and effectiveness, and the results of this review will be reported to the Board annually. (The American International School • Vienna Policy Manual [February 5, 2018] Page 16.)

The American International School • Vienna seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives. As such, the American International School • Vienna will communicate this policy annually to students.

All employees will make every effort to implement hiring practices to insure the safety of children, and will review the policy annually for compliance and effectiveness.

In the case of an employee reported as an alleged offender, The American International School • Vienna will conduct a full investigation following a carefully designed course of due process, keeping the safety of the child at the highest priority.

United Nations Article 19, Rights of the Child defines neglect, physical violence, corporal punishment, sexual abuse and exploitation, and self harm in the following manner:

*"Neglect or negligent treatment.* Neglect means the failure to meet children's physical and psychological needs, protect them from danger, or obtain medical, birth registration or other services when those responsible for children's care have the means, knowledge and access to services to do so. It includes: Physical neglect; Psychological or emotional neglect; Neglect of children's physical or mental health; Educational neglect; and Abandonment;

*Physical violence.* This includes fatal and non-fatal physical violence. The Committee is of the opinion that physical violence includes: (a) All corporal punishment and all other forms of torture, cruel, inhuman or degrading treatment or punishment; and (b) Physical bullying and hazing by adults and other children.

*Corporal punishment.* In general comment No. 8 (para. 11), the Committee defines "corporal" or "physical" punishment as any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light.

*Sexual abuse and exploitation.* Sexual abuse and exploitation includes the inducement or coercion of a child to engage in any unlawful or psychologically harmful sexual activity.

*Torture and inhuman or degrading treatment or punishment.* This includes violence in all its forms against children in order to extract a confession, to extra judicially punish children for unlawful or unwanted behaviors, or to force children to engage in activities against their will, typically applied by police and law-enforcement officers, staff of residential and other institutions and persons who have power over children."

[-United Nations, 2011](#)

Inherent in the contract between parent and school is the agreement that families will abide by the school's rules and procedures as set forth in Board policy, administrative procedures, and school publications. In the event that a concerned person suspects child abuse or neglect, the situation should be immediately reported to the division level counselor and/or principal.

## **DRESS GUIDELINES**

Students are expected to dress in a way that does not cause distraction from the learning environment. Clothing with offensive language or slogans (including alcohol and tobacco advertisements), and excessively ripped or torn clothing is not allowed. Spaghetti straps, low-cut blouses or shirts, bare midriffs as well as low-hanging jeans or trousers, are not considered appropriate attire. Appropriate footwear should be worn at all times.

## **GUIDANCE AND COUNSELING SERVICES**

In all three academic divisions, students are offered counseling and academic guidance services. The counseling program supports the educational, emotional, and behavioral needs of each student. The goal is to build resilience and self-esteem in our students at all grade levels. The counselors offer a range of services from prevention to intervention. College counseling is also provided for students and their parents, to discuss the college selection and application process.

Throughout the year, the counselors hold parent meetings and workshops. Counselors are also available for individual meetings with parents on an as-needed basis.

Students may request appointments with any of the counselors or on a drop-in basis if a situation arises that needs to be addressed immediately. Parents are encouraged to speak with one of the counselors if they have any concerns about the social, emotional or educational health of their child.

## **HUMAN RELATIONS**

AIS is committed to maintaining a culture of mutual respect among all members of the AIS community. The individuality, physical well-being, and property of each member of the community shall be treated with full respect. This includes freedom from discrimination on the basis of race, color, gender, age, religious affiliation, creed, nationality, or cultural affiliation. Serious or repeated violations may result in disciplinary action or disenrollment.

## **TRANSITIONS**

The nature of international schools is that every school year there is a reality of a high student turnover. At AIS Vienna, we actively work towards creating an environment that is sensitive to the needs of families in transition. We understand that the transition process for our students is not only about coming to AIS, but also includes the act of saying goodbye. It is not always easy for students to move around the globe and be faced with the sometimes daunting task of making new friends and adjusting to different school environments and expectations. Nor is it easy for the students who leave, or feel left behind by those who have moved on to another school. Our community embraces the transient nature of the international school system and strives to create a safe, comfortable and inviting environment for our students.

We support families in transition by offering a number of structured programs and events. Some examples of what we encourage newcomers to take part in include buddy programs and orientations for both parents and students and newcomers events hosted by the PTF. The school distributes welcome and back-to-school information so that no family feels left behind. For students who withdraw from AIS, goodbye parties are thrown to offer classmates, faculty and staff the opportunity to formally say goodbye and exchange gifts. Saying farewell is a difficult yet important process and allows students to gain a sense of closure while also preparing them for their next destination.

## **IDENTIFICATION CARDS**

The AIS student identification card qualifies as an Austrian Student ID Card (*Schülerausweis*). However, Elementary School students must leave their ID cards at AIS, in which case they can request an alternate *Schülerausweis* if needed. A passport-size photo should be presented to the AIS receptionist or Elementary School Administrative Assistant, who will issue the *Schülerausweis*. This ID card must be re-validated each school year by the receptionist or Elementary School Administrative Assistant. Student ID cards may be used for gaining reduced entrance fees to museums and other sites throughout Austria.

## **LEAVING CAMPUS**

Students are not allowed to leave campus during school hours unless they have a specific appointment and parent permission.

Exceptions may be made for grade 12 students who may leave campus when they are not in class and who have written permission from their parents. All school rules apply when a student is off campus. Violators risk losing the privilege of leaving campus during the school day.

## **LOST ITEMS AND PERSONAL PROPERTY**

All school divisions maintain a lost-and-found box for items that children leave behind or forget. The lost-and-found boxes are located near the division's main office. Items left for a lengthy period of time will be donated to charity.

Personal property that is brought to school is the full responsibility of the owner. The school is not insured against and will not assume responsibility for any damage or loss to such property. Items of value, such as jewelry, cameras, large sums of money, expensive electronic items, etc. should not be brought to school.

## **SMOKE-FREE CAMPUS**

The American International School • Vienna recognizes the dangers created by active and passive smoking. To protect the health of our students and community, AIS is a smoke-free campus. The prohibition against smoking extends to the buildings and grounds, whether or not school is in session.

## **RELIGION CLASSES**

After-school classes for religious instruction may be arranged by interested parents or various religious denominations. Anyone interested in using school facilities for this purpose should contact the Events Office.

## **SCHOOL HOURS**

The school day begins at 08:15 and ends at 15:15. Children should not arrive prior to 08:05, since there will be no teacher supervision until that time. On those rare occasions that students must arrive prior to 08:05, they will be expected to remain in the cafeteria or the main hallway until it is time to go to the classroom.

Supervision for students on campus exists during the week from 08:05 to 15:30 only. Students may remain on campus only when engaged in a scheduled and supervised activity. On weekends, parents are expected to ensure proper supervision for their children if they are on the school premises. Students are not allowed to play on the playgrounds after school hours without parent or guardian supervision.

## **SCOUTS**

A Scouting program for boys and girls is held at AIS. For more information, please visit the Scouting section of the [Activities and Clubs List](#) on the AIS website.

## **SPECIAL INTEREST CLUBS**

Clubs for specific hobbies or interests such as Computer Club, Art Club, Chess Club, etc. are formed as interest dictates throughout the year. Students are encouraged to suggest new clubs to Student Council representatives.

## **VISITORS**

Students not enrolled in school must have special permission to be at school when classes are in session. Permission to bring a guest should be obtained from the appropriate Principal at least one day in advance and passes must be obtained in the Principals' offices. Parents wishing to visit the school or a particular classroom should contact the Division Principal. Visits should be for one day at a time and are permitted for only one visitor per student. Visitors may not interrupt the educational process or teaching in any classroom or they will be required to leave.

Visitors may pay for lunch at the checkout counter in the cafeteria. They will need to have sufficient cash on hand to cover their lunch costs.

Visiting students must sign in at the security checkpoint and receive a visitor's badge. The student must have a photo ID to exchange for the visitor's badge.

# STUDENT SERVICES

## ACCEPTABLE USE POLICY FOR TECHNOLOGY (AUP)

We want our technology to be used and enjoyed by all. Computers are provided for educational use and are the property of the school. During class time, the computer may only be used in ways that enhance the learning process (as determined by the teacher); any other activity is not allowed.

### Internet and Electronic Communication

The school provides Internet access for school-related use. The usual standards of respect, tolerance, and decorum that we expect from interpersonal communication also apply to e-mail and all other forms of electronic communication and publishing (including cell phones). Emails may not be sent anonymously, and students should be aware that what appears to the sender as an innocent joke may be taken very seriously by the recipient.

Activities that harass, threaten, deceive, intimidate, offend, embarrass, annoy or show disrespect toward any individual, group or organization are unacceptable. Users must not send, post, publish or display any defamatory, inaccurate, violent, abusive, profane, obscene, lewd, vulgar, rude or sexually oriented material. Many of these actions are illegal.

### Internet Filtering and Privacy

AIS views the primary purpose of filtering as helping to protect children from accidental exposure to inappropriate material, and to remind students to focus on educational activities. Teachers and parents are advised that filtering can be circumvented and is neither accurate nor reliable – it can only be considered as an aide to proper self-discipline and supervision. Any attempt to circumvent the school's filtering or monitoring is strictly prohibited.

The Internet connection at AIS is electronically monitored and filtered. In addition, school owned student laptops contain software that filters off-campus:

- Chromebooks – grades 4-7 filter pornographic and many non-educational sites off campus.
- Surface Pro – grades 8 – 12 filters pornography when off campus.

The parent/guardian will be given their child(ren)'s login name and password upon request. Users do not have the right or expectation of privacy for any use of the school laptops or network. Tech support needs to be able to easily access all files, and reserves the right to monitor and filter Internet usage at all times

Teachers may use software to monitor individual internet access and view students' screens during class time.

### Hacking

Hacking is the deliberate attempt to circumvent protection measures, gain access to unauthorized files or computers, or alter or disrupt the proper functioning of a computer system. Such behavior will be treated very seriously, even if the intent was not malicious, or if the system was not adequately protected. Disciplinary action will be taken if any software is found on a student laptop that is aimed at hacking, circumventing web filtering, VPN, p2p (Torrent) downloading or other activities that are inconsistent with this AUP.

### File Storage and Backing Up

- Students are **fully responsible** for managing the organization and backup of their own files, folders and documents. This includes saving multiple versions of important work and regularly exporting OneNote notebooks to a file. All work should be saved regularly to a known and safe location (normally Google Drive), **not the desktop or C: drive.**

- Routine maintenance often involves erasing the hard drive, and the tech staff may do so at any time without notice.
- Files in Google Drive or OneDrive folders should be automatically backed up to offsite storage. Ensure that file icons have the green check mark - . The red X -- means they are NOT backed up.
- Students should also periodically logon to drive.google.com or portal.office.com to ensure that their files are being backed up correctly.
- **Surface Pro 3 SSD (hard drive) space** is very limited, this is sufficient for schoolwork, but **personal programs or data should not be installed/saved on the C: drive.** Students may purchase an SD card for this purpose.

### Loss or Damage Liability

A flat fee is charged for loss or damage to school laptops, regardless of how it happened. The schedule of costs is as follows:

- Chromebooks – repairable damage €80, total damage or loss €300, charger €25, padded case €10, always-on case €50
- Surface Pro 3/4 - repairable damage to tablet €200. Total damage or loss: Surface Pro 3 tablet €500, Surface Pro 4 tablet €700. Loss or damage to keyboard €100, stylus €40, charger €40, protective cover €30, padded case €10

Parents are advised to see if these items can be covered on their household insurance. When the student leaves/graduates or at the end of the life cycle of the device, it should be returned in good condition. Any items that are missing or show any type of defect, damage or flaw beyond normal wear and tear will be charged for at the above rates, regardless of the reason for the loss or defect.

### Students Must:

- Keep their computers in their **padded cases** at all times when not in use
- Not remove the protective cover
- Keep their computers in a secure place at all times when not in use
- Keep the stylus in a safe place
- Bring their laptops to school **100% charged** every day and monitor battery usage
- **Not have food or liquid of any kind** near the laptop at any time.
- Not mark, write on, or put stickers on the device or case.
- Not pry off keys as this will require an expensive repair
- Not loan or borrow laptops
- Keep their computers in a secure place when not in use
- Notify the tech office immediately in case of ANY damage or loss (especially protective items such as cases)
- **Monitor SSD space and be responsible for their own backups**
- Obtain permission before recording a person on video or audio
- Bring their own set of earbuds



## HEALTH SERVICES

The school employs a full-time registered nurse or nurse practitioner. In the event of any emergency requiring special care, the nurse immediately contacts the parents/guardians before recommending medical attention or referral to a medical facility. In the event that a parent/guardian cannot be reached, a severely injured child will be taken to an appropriate hospital, accompanied by a staff member.

### Medical Records

It is a requirement upon admission to AIS that each student has completed the medical history/record of immunizations (part A) along with the physical examination performed by a physician or nurse practitioner (part B). The documents may **not be older than 6 months** from the time of entry into school. **Students may not be able to start classes until the completed medical form is received.** There is information in the nurse's office and on the [Health Information](#) page of the AIS website about physicians, dentists, and other health care resources in Vienna.

### Athletic Participation – requirements for all students

All students are required to submit an updated medical history and physical exam BEFORE they resume school as Grade 6 or Grade 9 grade students. Those who have not submitted the medical updates will not be permitted to practice or participate on sports teams or class excursions until the medical form has been received. The form for these updates is available from the nurse or may be printed from the [Health Information](#) page of the AIS website and must be submitted to the nurse ideally at the end of the Grade 5 and Grade 8 school years.

### Immunizations

The ultimate goal of immunization is the eradication of disease. The immediate goal is prevention of disease in individuals or groups. Families within the AIS community come from varied backgrounds or countries with different immunization policies. They may have different perspectives regarding immunizing children against communicable diseases. However, it is important to recognize that isolated cases of disease can put other members of the community at risk, especially other students and pregnant faculty members or parents.

Austria does not have a policy of mandatory immunization for a child's admission to school. In the United States there are two categories of vaccination, mandatory and strongly recommended. In accordance with Austrian customs and sensitivity to the diversity of cultures at AIS, up-to-date childhood immunizations are not mandatory for school admission but strongly recommended and encouraged.

### Recommended immunization schedule for infants and children (USA)

- Birth: Hepatitis B (3 shot series)
- 02 months: DTaP, Polio IPV, HIB, Rotavirus, pneumococcal
- 04 months: DTaP, Polio IPV, HIB, Rotavirus, pneumococcal
- 06 months: DTaP, HIB, Polio IPV, Rotavirus, pneumococcal
- 15 months: MMR, Varicella #1 (chickenpox), Hepatitis A (2 shot series)
- 15 -18 months: DTP, Polio IPV
- 04 - 06 years: DTP, Polio IPV, MMR, Varicella #2 (chickenpox)
- 11 - 12 years: MMR (if not at age 4-6), Tdap, HPV (girls and boys: 3 shot series), Meningococcal
- 14 - 16 years: Tdap (tetanus) if not received at age 12; Meningococcal booster ( MCV4)
- HPV 2 shot series before age 12, 3 shot series after age 12
- All Ages: Annual flu vaccine

Because of the prevalence of ticks in Vienna (the Vienna Woods) it is also strongly recommended that all students receive and stay current with their tick (FSME) immunizations.

The American International School • Vienna reserves the right to **exclude students who do not have immunizations up to date** (according to the American Academy of Pediatrics - AAP schedule) during an outbreak of a vaccine-preventable disease at the school. The decision to exclude students will be made by the School Director in consultation with the School Nurse and, when deemed necessary, local public health officials. The length of time out of school will be determined by the disease and the

recommendations of the AAP, as listed in the AAP Redbook (Report of the Committee on Infectious Diseases).

### Nuclear Emergency

AIS participates in the Austrian Government's program of keeping a stock of potassium iodide to give to students and adults at school in the event of a nuclear emergency. Parents must sign a consent form for their child to be given this protective medication. Details of the program and the consent form are available on the [Health Information](#) page of the AIS website.

### Reportable Communicable Diseases

Parents are required to inform the School Nurse if a child is diagnosed with Measles, Mumps, Rubella, Tuberculosis, Diphtheria, Pertussis, Tetanus, Polio, Strep Throat (Streptococcal Pharyngitis), Scarlet Fever, Hepatitis (all forms), Chickenpox, Scabies, Head Lice, Sexually Transmitted Disease (STDs) including HIV.

### Exclusion Procedures

If a child or staff member has any of the following symptoms, he/she must stay home and follow up with a family physician as needed:

- Uncontrolled diarrhea
- Vomiting more than once in the previous 24 hours
- Mouth sores, unless a healthcare professional determines it is not from a communicable disease
- Rash with fever or behavior change, unless an okay is given by health care professional
- Pink eye with white or yellow discharge until 24 hours after treatment is started
- Scabies, head lice, or other infestation until 24 hours after treatment is started
- Impetigo
- Chicken pox
- Pertussis
- Oral herpes (with uncontrolled discharge primarily in very young children)
- Tuberculosis
- Strep throat or other streptococcus infections
- Hepatitis A
- Measles
- Rubella (German measles)
- Mumps
- Shingles

Students with a temperature of **37.8** or higher will be sent home from school and should not return to school until they are FEVER FREE for 24 hours without use of antipyretic (fever-reducing) medicine (e.g. paracetamol, aspirin, ibuprofen etc.).

The policy for returning to school is as follows:

- Fever Free (below 37.8C) for 24 hours or longer, without meds.
- When the child returns to school, he/she must be fit enough to participate in all activities.

Exception to the rule: If there is a restriction from some activity (recess or PE) there **MUST BE A DOCTOR'S NOTE** explaining why and for how long. Activity restrictions can be for 1 or 3 days but longer periods of time require the child to remain home until physically able to return.

Return to school after a communicable disease must be approved by the School Nurse in accordance with the requirements listed in appendix K of Model Child Health Care Policies: American Academy of Pediatrics. Details of these requirements can be obtained from the school nurse.

### Lice Infestation Procedures

Lice infections have become epidemic in schools worldwide. The key to lice control in the classroom is for parents to check their children regularly (twice monthly) for signs of lice or nits. If persistent itching is noted but no lice can be found, please send the child/children to the school nurse.

If a student is found to have lice, he/she will be sent home with treatment instructions. The student will be permitted to return to school the next day after being checked by the nurse. **No student will be permitted to return to class without a note from the Lice Treatment Center (Vienna), Nurse's Office or Physician documenting the child has been treated for lice.**

A student who has nits only may be sent home (nurse discretion) but the parents will be notified and expected to initiate treatment. Treatment instructions will be given to the student and/or parents. The student will be permitted to return to class the next day ONLY after being checked by the nurse first.

### **Vision, Hearing, and Scoliosis Screening**

The nurse supervises a program of health screening that includes vision and hearing checks (mandatory in Grades K-5; Middle and High Schools upon request) and scoliosis checks upon request.

## **LIBRARY SERVICES**

Parents are invited to visit the AIS Libraries and are welcome to take advantage of library resources. You will find library hours and further information on the AIS [Libraries](#) page.

Parents who have concerns about the appropriateness of specific library materials should see the librarian for a copy of the school's policy and procedure for materials review.

### **Online Databases**

In addition to 21,000 print volumes, numerous periodicals, and newspapers, the Secondary Library also subscribes to a number of online databases. For a full list, please visit the [Online Resources](#) page of the AIS website. The password is 1190.

## **LUNCH PROGRAM**

AIS works with a very qualified team that operates the school's food and beverage services. This team has a great deal of experience in providing catering in international school settings. Extensive information on menus, services, and payment is available on the [Food Service](#) page of the AIS website.

# TRANSPORTATION

## PUBLIC TRANSPORTATION SERVICES

Vienna has an excellent public transportation system consisting of buses, trams, subway ("U-Bahn"), and fast regional trains ("Schnellbahn"). The system operates from 05:00-24:00 Monday through Thursday and 24-hour service Friday through Monday (reduced frequency). This is often the most efficient way of getting around the city. Tickets can be purchased directly from a ticket machine on the tram (exact change recommended), in advance (*Vorverkaufsscheine*) from a tobacco store (*Tabak Trafik*) or from machines at the subway stations. Tickets can now also be purchased online at <http://shop.wienerlinien.at> (now offering services in English). A new service also provides the opportunity for passengers to purchase tickets from their mobile phones. Further details of using public transportation can be found at [www.wienerlinien.at](http://www.wienerlinien.at) (now offering services in English).

Tickets for public transportation can also be purchased from the Wiener Verkehrsbetriebe, Erdbergstraße 202, 1031 Vienna, Tel: 7909/100 (from 08:00-15:00 Monday through Friday and from 08:00-17:30 on Thursday). Two brochures (in German) are available free from main ticket information sites: *Tickets Für Unsere Fahrgäste* and *Tickets Für Schüler*. These brochures give full information regarding public transportation for children in the Vienna area. Maps are also available.

Children travel free up to age six. School children (ages six and up to the day of their fifteenth birthday) pay:

- € 4.40 for 4 journeys at half price.
- € 2.20 for a 2-journey ticket at half price.
- € 1.10 for a half-price ticket when bought in the tram/bus.
- €2.20 for a single fare

Students can use the public transportation system up to their nineteenth birthday, paying the student fares as long as they carry their student ID card, the (*Schülerausweis*).

A paper student ID card may be obtained only for ES students who leave their AIS ID cards at school. Elementary School students should present a passport-sized photo to the AIS Receptionist, who will issue the alternate school ID.

For a nominal fee, students wishing to take public transportation may obtain one of the following:

The "*Top-Jugendticket*" enables students to use all public transportation in Vienna, Lower Austria and Burgenland in conjunction with a valid student ID (AIS ID card) throughout the entire school year for a fee of €60.00.

The "*Jugendticket*" enables the child to take public transportation only to and from school in conjunction with a valid student ID (AIS ID card) for an annual fee of €19.60.

Both of these tickets can be purchased either online at <http://shop.wienerlinien.at>, at the Wiener Verkehrsbetriebe or one of the larger *Tabak Trafik* shops, and at ticketing machines found in most public transportation stations.

## PRIVATE CAR TRANSPORTATION

Parents providing transportation for AIS students must be aware of the following:

- The speed limit on the streets surrounding the school is 30 km / hour.
- Parking on Salmannsdorfer Strasse is permitted only where "off street" spaces are available.
- Parking is prohibited where traffic cones are present.
- Parking on Keylwerthgasse is not permitted within 5 meters of the pedestrian crosswalk or 5 meters of the intersection with Maulbertschgasse.

- Automobiles must stop when pedestrians approach or enter the crosswalk.
- Parents are strongly encouraged to adhere to the [AIS Student Drop-off and Pick-up Procedures](#) so that the process is as safe and efficient as possible. There is an Elementary School Route and a Middle and High School Route.
- Traffic on Maulbertschgasse has right of way over traffic on Keylwerthgasse.
- No parking is allowed between the posted signs in front of the Elementary School between 08:00-08:30 and 15:00-15:30.
- Making U-turns in front of the Main Gate during drop-off and pick-up disrupts the flow of traffic and causes problems for the school buses entering and exiting the campus, as well as blocks designated emergency access points.
- Turning off the car instead of letting the motor run while waiting lessens our impact on the environment.
- Be mindful that our neighbors also use the roads around our campus to take their children to school and go to work.

## SCHOOL BUS TRANSPORTATION

AIS, in partnership with one of Austria's top bus companies BLAGUSS, provides a daily bus service to and from school. For more information, please visit the [Bus Service](#) page of the AIS website.

## SCHOOL AND HOME COMMUNICATIONS

### PARENT CONCERNS

When a student is having difficulty, we wish to correct the problem as soon as possible. If a parent has a concern about a student, the parent should first take that concern to the classroom teacher (if the difficulty relates to instruction) or possibly to the division counselor (if the difficulty relates to social relationships). Second, if after consultation at this level the concern is not addressed, the parent should make an appointment to see the division principal to discuss the concern. Finally, if consultations with the principal and teacher have not resolved the issue, the parent should contact the school director.

### PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year to discuss student progress. The dates are published in *Scoops* and are posted on the main calendar. Parents are also encouraged to meet with teachers whenever they have concerns about their children. Appointments are scheduled through our online scheduling system.

The parent-teacher conference is one of the most important means of reporting pupil progress and sharing information. Parents can bring to the conference invaluable information concerning their child's physical, social, and emotional development, which will help our teachers better understand each student.

### SCHOOL PUBLICATIONS

We aim to provide as much appropriate communication about school and community events as possible, while respecting the views of those who do not wish to be deluged. We also believe that it is important to distinguish between school-related and non-school-related communication.

### SCOOPS

Our weekly eNewsletter, *Scoops*, is sent via Veracross and covers school, sporting, and social activities and is reserved for communication concerning AIS and AIS-sponsored activities. Short announcements in *Scoops* are limited to events and activities directly supported by AIS, which includes scouting, sports programs, instructional classes offered on campus, etc. Back issues of *Scoops* can be found in *My Messages* in the Parent Portal.

### SCHOOL WEBSITE

The AIS website, [www.ais.at](http://www.ais.at), contains a wealth of information, including an up-to-date calendar. If prompted for a password on the website, enter 'knights' and click the submit button.

### COMMUNITY ADVERTISEMENTS

Community advertisements may be viewed or submitted using our online system at <https://aisvienna.osclass.org/>. There is no charge for individuals or non-profit organizations.

### PUBLICATION OF IMAGES OF STUDENTS AND COMMUNITY MEMBERS

At AIS Vienna, we strive to use technology to make the curriculum come alive, and students are routinely creating or contributing to projects that could be published on the Internet and elsewhere. In addition, we try to be transparent with information related to school events and schedules so you can find information when you need it.

As a result, students' pictures and full names could appear on the school website, newsletters, class web sites, broadcasts and other publicly available media. Although pictures and videos are generally of groups of students, on occasion there may be close-up pictures or videos of individual students.

Examples of information that may be published:

- Videos and photographs of students on field trips or school activities.

- Full names of students, e.g., in a sports team roster or list of travel details.
- Web pages and blogs with videos and posts showcasing schoolwork.
- News posts on websites recognizing student achievement.
- Email address to contact the owner of a blog post.

You can request that your child or other family member not appear in pictures or videos and that their name is not included in publications, but this could impact your child's school work especially at the secondary level. This may also restrict participation in certain school activities and events. For the benefit of the greater AIS community all concerts and events are filmed and/or photographed and published online.

Parents may opt out of this policy by notifying [JT Hilliard](#), Marketing and Communication Coordinator. **If we do not hear from you, we will assume that we have your consent.**

# ELEMENTARY SCHOOL REFERENCE GUIDE

The Elementary School Starts at 8:15

## ATTENDANCE

Parents are responsible for informing the school about any planned absences in a timely manner. For unplanned absences, please email the classroom teacher or contact the Elementary School Administrative Assistant, [Elisabeth Leibezeder](mailto:Elisabeth.Leibezeder@aisvienna.com) (01 401 32 2731) before 09:00.

In an effort to facilitate your child's learning success at the Elementary School, the ES Principal periodically reviews student absence records. As you know, a student's presence and active participation in the classroom is critical to school performance.

For this reason, the Elementary School Office tracks and records students who are late to school or absent. If students miss 10% or more days in a trimester, the student's family is notified and a letter is sent home as a reminder. Extended medical absences will be addressed on an individual basis. Children who miss more than 25% of the school days in a trimester may receive grades of Not Assessed (NA) on his or her report card. Students who miss more than 25 days of the school year may not be eligible to be promoted to the next grade level.

## PARENT DROP-OFF AND PICK-UP GUIDELINES

### Parent Pick-up

Due to space restrictions and heavy traffic at the end of the day, we ask that parents wait for their children outside in front of the Elementary School entrance. The delivery of children to parents is supervised at all times.

### Walking to and from School

The safety of our students is always our first priority and we want to ensure safe passage to and from school. When following the guidelines, the individual level of maturity and development of a child should always be kept in mind before making any decision.

Students from Grade 3 to 5 may arrive at and depart from school independently if parents have given their consent. AIS Vienna recommends students from PK to Grade 2 to be accompanied by an adult. Students in Pre-Kindergarten to Grade 2 may go home with a sibling who is in grade 3 and above with parental consent and principal approval.

Parents are asked to inform the school in writing if their child will be regularly walking to or from school alone.

*Older siblings:* AIS Vienna always recommends younger students to be picked up by an adult. However, it is the choice of parents to pass on that responsibility to an older sibling (grades 3 to 12).

*Taxi rules:* Once students are in the school, it is the responsibility of AIS to ensure the safety of all students. Therefore students below grade 3 will not be sent home by taxi.

## ASSESSMENT/EVALUATION

### Reporting Dates

All elementary school students will receive a report card at the end of each Trimester (3 times per year).

### Elementary School Report Card Goal

*The purpose of our Elementary School report card is to clearly communicate student performance against AIS learning and behavioral standards to parents, students and other educators.*

### Elementary School Report Card Scale

- NA = Not Assessed
- 1 = Needs Significant Support to Make Progress
- 2 = Approaching Grade Level Expectations
- 3 = Meets Grade Level Expectations

- 4 =Excels Against Grade Level Expectations

## GENERAL HOMEWORK GUIDELINES

Students are regularly assigned homework in the Elementary School. Homework is mainly independent reading at home a math and/or writing or word study assignments. Students may be assigned an average of ten minutes of homework multiplied by their grade level per night.

If your child is experiencing stress or significant challenges in completing homework assignments we strongly encourage you to talk with your child's classroom teacher.

## RESOURCE SUPPORT PROGRAMS

Children at AIS may access resource support following the recommendation of the Student Support Team at three different levels based on individual need:

*Maximum Support:* One on one or small group support with the resource specialist for 30 minutes per day as defined by school policy.

*Moderate or flex group support:* Flexible groupings of one or more students working on a specific skill. Students who do not formally fall within the resource program may benefit from short-term flexible support. Flex groups may be hosted by the resource teacher or an instructional assistant under the direction of the primary classroom teacher and/or the resource specialist. Any student who is identified as needing three or more flex group supports within a year is automatically identified as needing a full SST and consideration for formal evaluation and resource program support.

*Minimum or Push-in support:* Push-in support may be offered by the resource specialist or the resource instructional assistant as often as the schedule allows. The primary planning for the lesson remains the responsibility of the primary classroom teacher. The role of the push-in teacher is to support the ongoing program in the class with assignment modifications as necessary and agreed with the primary classroom teacher.

We feel that through these differing levels of overlapping support we are able to offer early intervention within a response to intervention model philosophy.

## FIELD TRIPS

Each elementary grade level normally has two excursions or field trips per school year. The [General Permission Slip](#) allows your child to participate in planned school excursions and field trips during the whole school year, provided that

- You are informed by the teacher about the details of the trip at least 10 days in advance
- The trip takes place during regular school hours
- Your child may "opt out" of specific trips when you notify the teacher beforehand

Please print and sign the General Permission Slip and return it to the teacher at the beginning of the school year.

## AFTER SCHOOL ACTIVITIES (ASAS)

This is a fee-based program offering a wide variety of activities particularly suited to Elementary School students. For more information about the courses we offer, please visit the [After School Activities](#) page on the AIS website. Please note that some of the courses fill up very quickly and you are advised to sign up online as soon as registration is open.

Students must be supervised at all times while on campus; therefore, students may not stay after school without a parent present.

## CAFETERIA / LUNCH / SNACKS

All AIS families have the opportunity to choose between a school provided lunch or a home provided lunch. School provided lunches are provided by SV Group and purchased in the cafeteria on a daily basis. Lunch menus

may be found in *Scoops* to assist in making the best choice for your children.

### **School Purchased Lunch**

Student IDs serve as lunch cards. It is important that students who choose a school lunch maintain a positive balance. Current card balances may be accessed through the AIS Parent Portal.

### **Home Lunch**

When sending in a home lunch, it is important to know that we are not able to heat food for student lunches. For this reason, home lunches need to be sent ready to serve and eat.

### **Snacks**

Students need a lot of energy to learn throughout the school day. For this reason, snack time is very important. To facilitate learning and maximize the energy provided by snacks we encourage healthy snacks that are easy to eat in a short period of time. While students may like potato chips and sweet treats, these snacks do not provide sustainable energy.

## **PLAYGROUND RULES**

All students enjoy recess throughout the day to stimulate their brains and provide opportunities for social engagement. Age appropriate recess rules have been developed by the school administration and faculty to ensure student safety. Students will be informed of all recess rules and playground supervisors will be present to monitor adherence to rules and to support positive social engagement. If rules are not followed and a pattern of negative behavior emerges, students will meet with the school counselor and/or the school principal to assist in conflict resolution.

## **SPORTS HALL RULES**

- Equipment must be left alone unless a teacher or instructional aide gives students permission to use it
- Do not hang on the basketball rim, nets, or fences

## **WINTER SNOW RULES**

- Always wear snow pants, snow boots, hats, mittens or gloves, and scarves!
- Do not throw snow or snowballs

### **Winter Clothing**

When it snows, the playground can be covered for several days or even weeks. Children like to slide, run and have fun in the snow, but if they are not dressed properly, they will get wet and have to sit in class all day long in wet clothes. For this reason and because we care about the health of our students, children are not allowed to play in the snow unless they have snow pants, snow boots and mittens or gloves. They can go outside, but must stay in a designated area that is "snowless". This can be very disappointing for students, so please send your children to school with the proper winter clothing.

## **TEACHER ASSIGNMENTS**

The Elementary School administrators and teachers make every effort to match children with a teacher who matches their needs and learning style. Parents can help with that process by providing information about their child and how the child learns. Neither students nor parents are allowed to choose a specific teacher. Decisions will be based on balancing gender, academic needs, social needs and many other factors.

## **PROBLEM SOLVING**

School is a place to learn and practice appropriate social behavior. At AIS all students are responsible for their decisions and actions. Making positive choices is encouraged and modeled in all classrooms and play areas. While we expect students to make the right choices, we also understand that sometimes we all make mistakes and it is our job to help student understand how poor choices can be improved for the future.



## MIDDLE SCHOOL REFERENCE GUIDE

The goal of the Middle School faculty and staff is to provide a healthy, nurturing atmosphere in which students can develop self-esteem while participating in a program that meets their intellectual, emotional, physical, and social needs. To ensure every student has the opportunity to develop his/her potential, students shall:

- Respect themselves
- Demonstrate courtesy and respect for others, to include their right to express their opinions, dress preferences, attitudes, values, and character
- Communicate honestly and appropriately with other students and adults
- Respect the property of others
- Be supportive and considerate of others, particularly while working on classroom activities
- Contribute to the establishment of a safe environment which supports each student's right to learn
- Come to the aid of a student whose right to learn is being disregarded
- Take credit for ideas and efforts that are their own

## THE DAILY PLANNER

The Daily Planner plays an important role in Middle School. Students must develop the habit of using the Planner to record homework assignments, projects, tests and quizzes, and other important information for each class. The Planner will help students stay organized and will make their life at school easier. Students are instructed to write the complete assignment information down so they don't have to rely on their memory for detailed information at the end of the day. They must bring the Planner to all classes every day.

## ATTENDANCE

If you are absent from school, please contact the Middle School Administrative Assistant, [Farin Scheurer](#), to notify us (01 401 32 2391). If you are going to be absent for a few days due to illness, check HAIKU on the AIS Website for homework assignments or email your teachers. If necessary, we can collect the class work you are going to miss and a friend, a sibling or parent can pick it up from the office.

If you know in advance that you are going to be absent due to family circumstances or a sports trip, it is your responsibility to notify your teachers and to arrange to get the work done that you will miss. Sometimes, we will have you use a Planned Absence Form, which requires you to contact all of your teachers before you leave and complete the form listing the work that you will miss while away. Generally, you will have two days to make up the work for every day that you miss.

We strongly discourage you from extending the school holidays by leaving school early or coming back to school late. Teachers should not be expected to provide extensive make-up lessons for students who have lengthened their holiday. Family vacations should be taken during the school's scheduled holidays.

Absences for school-sponsored trips (sports and academic field trips) will not be counted in the total number of absences, though students may not be allowed to participate if they are not doing well academically. Extended medical absences will be addressed on an individual basis.

In order to participate in an after-school activity, sport, or social event, students must be in school for the whole school day. Exceptions may be made by the Principal for family emergencies or unusual circumstances.

## EVALUATION OF ACADEMIC PROGRESS

Report cards are issued each trimester. Letter grades are used to evaluate academic progress. Effort and behavior are also evaluated. Mid-quarter progress reports are given between report cards when needed to keep students and their parents informed of academic performance.

## LIFE SKILLS

### *Life Skills Descriptors and Criteria*

In addition to academic letter grades each quarter, you will receive a grade for Life Skills. Each teacher will evaluate you in the following areas: Participation, Behavior, Work Completion, and Working in a Group. The descriptors for the life skills are:

- Consistently (4)
- Usually (3)
- Occasionally (2)
- Rarely (1)

### Expectations for Participation

- Asks questions in class
- Offers answers and comments when called upon
- Engages in the lesson
- Positive attitude towards learning

### Expectations for Classwork and Homework Completion

- Follows instructions
- Brings required materials to class
- Completes classwork and homework assignments
- Submits assignments on time

### Expectations for Behavior

- Arrives on time for class prepared to learn
- Uses class time wisely
- Shows respect for others and their views
- Follows established classroom and school rules, including using technology responsibly
- Perseveres to work independently

### Expectations for Working in Groups

- Actively engages in class work/discussion
- Listens to other group members
- Is respectful and kind to other group members
- Contributes fully to group research and group presentations

### Other Grading Codes

*Pass (P)* used with students new to English Language Learning and in some support classes.

*Incomplete (Inc)* used when assessments were not completed in time for a quarter grade to be given. Work must be completed in an agreed upon time between the student and teacher with the principal being informed. Typically, two weeks is given to complete the work.

## THE PURPOSE OF HOMEWORK

- For preview and to apply and/or reinforce skills and concepts
- To extend educational opportunities beyond the walls of the classroom
- To develop independent learning habits
- To provide feedback to both teachers and students about student understanding, which enables teachers to adjust instruction
- Homework completion and timeliness is documented as a Life Skill (Work Completion).

Based on the research, students should be assigned approximately ten minutes of homework multiplied by their grade level per night. (Example; grade 6 multiplied by ten minutes should give a grade 6 student approximately 60 minutes of homework). If your child is consistently spending more time than our guidelines suggest to complete their work, let the teacher know about this. This communication will help us to monitor our homework time.

## ACADEMIC HONESTY

In the Middle School, we believe that it is important for you to think for yourself and to turn in work that is your own unless you clearly state that it was done by, or with, someone else. It is NOT acceptable to:

- Copy phrases, sentences or ideas from a book, magazine or off of the Internet and claim them as your own. You must give credit to the source or else this is plagiarism.
- Hand in someone else's work as your own or get the answers for a test, quiz or homework assignment from another student or notes.
- Give or share your work with another student so that they can turn it in as his or her own.

Should this situation occur, the consequences are:

**First offense:** The student will be given a warning and a clear explanation of the problem. The student may redo the assignment. The teacher will inform the student's parents and the principal.

**Second offense:** The student may redo the assignment. The student will meet with the teacher, the parent/guardian, the principal and the counselor to discuss the incident. The student will serve a lunch time detention.

**Third offense:** The student may redo the assignment. The student will meet with the teacher, the parent/guardian, the principal and the counselor to discuss the incident. The student will receive a one day in-school suspension.

**Fourth offense:** The student may redo the assignment. The student will meet with the teacher, the parent/guardian, the principal and the counselor to discuss the incident. The students will be suspended from school for up to three days. The principal will determine whether to recommend expulsion to the Director.

These guidelines will apply for any violations in all classes throughout the time spent in our Middle School. Each incident will be recorded and will be on file with the principal.

Adapted and compiled from International School of Prague Middle School Handbook and the AIS Vienna High School Student Handbook.

## EXTRACURRICULAR ACTIVITIES & ATHLETICS

The responsibility of all extracurricular activities & athletics at AIS rests with the Events Office. Should you have any questions that are not answered in the following paragraphs, please contact [Andy Harrison](#), the Director of Athletics, Activities and Events (069914013240).

### Academic Activities

The fundamental purpose of the AIS extracurricular program is to support, promote, enhance, supplement and complement the regular curricular program of the school.

A variety of academic clubs and activities are offered. For more information please visit the [Activities and Clubs List](#) in the Activities sections of the AIS website.

### Athletics

The athletics program at AIS is divided into three seasons. The coach is responsible for selecting the team after holding tryouts. Every student is encouraged to try out although it should be remembered that it is a competitive program and not everyone who tries out is guaranteed a place on the team. The sports available are listed below. Details of the athletic program can be found on the [Athletics](#) page of the AIS website. Student-athletes are expected to read and be familiar with the Athletics Handbook also found there.

- Fall season: Soccer, Cross-Country, and Tennis
- Winter season: Basketball, Swimming
- Spring season: Track & Field, Softball, Golf, and Volleyball

Selected team members will often travel outside of Austria to compete against other international schools. Each team member is also required to house students from other international schools visiting Vienna during athletic competition.

## AFTER SCHOOL ACTIVITIES (ASAs)

This is a fee-based program offering a wide variety of activities, some of which are suited to Middle School students. For more information about the courses we offer, please visit the [After School Activities](#) page of the AIS website. Please note that some of the courses fill up very quickly and you are advised to sign up online as soon as registration is open.

## LOCKERS

At the beginning of the school year, students will be given a locker and a lock combination. This locker is used to store personal items, and the student is expected to take care of it. Students are strongly advised to keep the locker combination confidential in order to maintain the security of the locker. Students are not to write on or stick items on the outside of lockers.

## LUNCH

Lunchtime is for eating and recess. Students may bring lunch or purchase it from the cafeteria using a student ID card. Lunch should be eaten in the cafeteria. After eating lunch, students may go to designated areas to socialize, work on schoolwork, or play and get some exercise. These areas will change depending on the weather. Middle School students should not be in the High School area as classes will be in session, and the High School students should not be disturbed. Please note that opened, sugary drinks and/or food are not permitted in the Middle School area. Students are strongly encouraged to drink water and to have a refillable bottle in their locker. Chewing gum is not permitted at school.

## LUNCH DUTIES

As part of our community service program, students will be assigned duties in their Homeroom and will be expected to perform such duties on a rotating basis. These duties include cleaning the cafeteria tables, sweeping the cafeteria floor and collecting paper in the recycle bins in the Middle School. With students taking turns helping out, there is less work for the cleaning staff at the end of the day.

## MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Students are welcome to bring your mobile phone and other electronic devices to school. However, during the school day, from 8:15 to 15:15, mobile phones and other electronic devices should be stowed safely in your locker. There may be times when a teacher allows students to use a phone or another electronic device in class. If so, students may bring it to class for academic purposes. Grade level teams may adjust this guideline to fit their academic expectations. Students are welcome to come to the Middle School Office if you need to make a phone call during the day.

## DRESS GUIDELINES

We expect students to arrive at school dressed appropriately for an active learning environment. You may not wear clothing with offensive language or slogans (including alcohol or tobacco advertisements). Students should not show bare midriffs, wear spaghetti straps, or wear low cut tops. Shorts must be longer than the length of where the hands reach the thighs. Refrain from exposing underwear, bras and bra straps.

It is fine to wear a hat to school for sun protection or to keep warm. However, your hat should be kept in your locker during the school day and may not be worn in class.

## BULLYING PREVENTION IN THE MIDDLE SCHOOL

Bullying defined: When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending herself or himself. AIS Vienna expressly forbids cyberbullying. We define cyberbullying as using electronic information and communication devices to willfully and repeatedly harass either a person or persons through the



medium of electronic text, photos, or videos.

Three key components of bullying behavior are:

1. Bullying involves an aggressive behavior.
2. It involves a pattern of behavior repeated over time.
3. There is an imbalance of power.

AIS Middle School Anti-bullying rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Source: Olweus Bullying Prevention Program

Should it be reported that a student is bullying others, the consequences are:

**First Offense:** The teacher will inform the counselor and the principal. The student will meet with the counselor, principal and his/her parents will be contacted to discuss the incident. The incident will be documented and a behavior contract may be developed for the student. There may be further consequences such as lunch or after school detention.

**Second Offense:** The student will meet with the parent, principal and counselor to discuss the incident. The student will receive a one day in-school suspension. The suspension will be documented and the behavior contract will be written or reviewed and changed as needed.

**Third Offense:** The student will meet with the parent, principal and counselor and will be suspended from school for up to three days. The principal will determine whether to recommend expulsion to the Director.

Note: Due to the nature of the event, the consequences may begin at any level at the determination of the principal. These guidelines will apply for any violations throughout the time spent in our middle school.

## MIDDLE SCHOOL PARENT ALLIANCE

The Middle School Parent Alliance meets regularly throughout the school year and is organized by the middle school principal and guidance counselor. Early in the year, we meet to make sure parents are adjusting to the transition for middle school and to answer questions and address concerns. Later in the first semester, we hold book discussion groups focused on books focused on the middle grades child. All middle school parents are welcome to participate.

## MIDDLE SCHOOL MATTERS

The Middle School Matters website can be accessed from the main AIS Web site on the Middle School Page. The site is designed to highlight the various aspects of the middle school curricular and co-curricular program, featuring grade level and school wide information and events. We hope you'll visit the site to keep up with our dynamic program.

# HIGH SCHOOL REFERENCE GUIDE

## ACADEMICS

All students at AIS Vienna must fulfill requirements for the U.S. Diploma, and may, in addition, prepare for the full IB Diploma or IB subject courses (formerly known as certificates). Currently the Ministry of Education is making changes to the Austrian Matura system and as a result the criteria for Matura equivalency (nostrification) are uncertain. Please check with High School administration, the Admissions office, or your school counselor if you have questions regarding Austrian Matura equivalency.

### Credit Requirements

1. All full-year courses that meet for 4 blocks per rotation earn 1 credit.
2. One-semester courses earn a 0.5 credit.
3. Students must earn 24 credits based on the distribution below in order to graduate with a U.S. diploma. This is a minimum requirement. Students are encouraged to choose as many courses as their ability and time dictate.
4. Students in Grades 9 and 10 must take a minimum of 8 courses per year. Ninth and tenth grade students do not have free blocks without extenuating circumstances.
5. Juniors must choose 7 courses. IB Diploma candidates are to enroll in an additional semester course first semester. One of the seven courses, only for full IB Diploma candidates, may be an IB language tutorial course, which is part of the student's diploma program and taught outside of the regular school curriculum.
6. Seniors, to be considered full-time students, must enroll in 6 courses. One of the 6 courses, only for full IB Diploma candidates, may be an IB language tutorial course, which is part of the student's diploma program and taught outside of the regular school curriculum. IB Diploma candidates are to enroll in an additional semester course, second term upon completion of Theory of Knowledge (TOK), if they need to ensure 6 classes.

### Required credits and grade level status

Students advance to the next grade level upon completion of 6 credits per year. For example, to be enrolled in grade 11, a student must have completed 12 credits in teacher-taught high school classes. In rare cases, a student with less than 18 credits may be provisionally placed in grade 12, if courses needed for graduation can be scheduled.

### Graduation Requirements

Students must attend AIS for the full academic year of Grade 12 in order to graduate from AIS.

### Transfer of credits

Students may receive credit towards AIS graduation for high school courses the student passed at other schools. A maximum of 8 (eight) credits per school year will be awarded for work completed at other schools. Because grading criteria and systems vary from one school to another, grades earned at other schools are not included in the calculation of the AIS Grade Point Average (GPA).

### Credits Towards Graduation

The following are the requirements for earning a AIS U.S. Diploma. While these are minimum requirements, students are encouraged to take courses beyond the minimum in order to complete a well-rounded, rigorous, academic program.

Subject	Credits	Notes
English	4	Students must take one English course each year. (Non-native speakers must complete IB English B HL II or a similar IB English A course.)
Modern Language <ul style="list-style-type: none"> <li>• German</li> <li>• French</li> <li>• Spanish</li> </ul>	2	At least two years of a Modern Language are recommended. Grade 9 students are required by law to take German. (Exceptions to the credit requirement will be made for EAL students who demonstrate spoken and written proficiency in a modern language not offered at AIS Vienna.) 3 years recommended.
Social Studies	3	2 of the 3 credits of the Social Studies must come from history courses. 4 years recommended.
Science	3	4 years recommended.
Mathematics	3	4 years recommended.
The Arts	2*	Includes Visual and Performing Arts.
Physical Education	2	All P.E. classes include a Health unit.
Electives	5	All courses beyond the required distribution listed above earn elective credit.
<b>Total Credits</b>	<b>24</b>	

\* Students who are attempting to earn the full IB Diploma are required to complete a minimum of 1 credit in the Arts. If, at any time, a student drops the full IB Diploma program, he/she becomes responsible for meeting the standard AIS graduation requirements to the extent still possible.

For more information concerning academic credit as well as the individual credits needed for the IB Diploma and the Austrian Matura Equivalency program, please see the High School Course Description Book found in the [High School](#) section of the AIS website. Alternatively, contact our High School Counseling Office or the Admissions Office.

### Independent Study

Students may study a course as an independent study under exceptional circumstances. A contract will outline the requirements and workload for the course. The contract must be agreed upon by the student, parent, counselor, and supervising teacher. As a rule, independent studies are not permitted when the course is offered at AIS. Independent study courses are typically graded on a Pass/Fail basis and are not included in GPA calculation.

### Auditing

Under special circumstances, a student may audit a course with the instructor's and counselor's permission. An agreement shall be formalized between the student, parent, teacher, and counselor. Audits must be determined at the start of the course. A grade of AUD will appear on the report card. No grade point value or credit will be awarded for audited courses.

### Summer School Courses

Students may apply summer courses towards AIS credit only for the purpose of credit recovery. The following conditions must be met:

- Prior to starting the course, the course must be pre-approved for AIS credit by the High School Principal.
- Upon completion of the course, official transcripts must be submitted to the High School Office, verifying successful completion.

Summer school courses may not be applied towards Austrian Matura equivalency.

The original failing grade remains on the student's transcript along with the credit recovered through the summer course.

For advancement to the next level of a subject, a student is required to take a placement test in August. The student is required to obtain permission and information regarding the minimum grade for placement from the respective department head.

### The International Baccalaureate (IB)

AIS offers the International Baccalaureate (IB) Diploma Program - a demanding two-year course of study designed to provide international students with a diploma recognized by many universities throughout the world. The IB Diploma Program grew out of the need for an acceptable curriculum that would meet the requirements of diverse national systems.

The International Baccalaureate Diploma consists of six examinations; three of these are normally completed at Higher Level (HL) and three at Standard Level (SL). Students typically take all six examinations in their final year of the IB program. Students must select courses from each of the "Groups" 1-5 and a sixth course, either from Group 6 or a second course from Groups 1-4.

Additionally, IB Diploma students must also complete:

- The Theory of Knowledge (TOK) course (two semesters)
- The Extended Essay - approximately 4,000 words in one of the student's IB subjects
- 150 hours of demonstrable commitment over a two-year period in "CAS" (creativity, action, service) activities, including a long-term service project lasting at least one semester.

Special testing accommodations are available for students with documented special needs. The IB Organization requires psycho-educational assessments detailing the needed accommodations. This must be arranged and applied at least 24 months in advance of the examination dates.

### Advanced Placement (AP)

Though AIS is an IB World School, students may elect to take an AP examination while enrolled in an IB course. Students are responsible for obtaining the AP syllabus, discovering and learning any necessary supplemental knowledge or activities, and securing a recommendation to take the exam from their teacher. Course descriptions and sample exam questions are available online at the College Board website.

AIS offers AP Statistics when there is sufficient students numbers.

AIS only administers AP exams on site for courses taught at AIS during that school year or as required by an AIS teacher. AP exams not offered at AIS may be taken at other schools in Vienna. It is the student's responsibility to confirm whether those exams are available at other schools (typically ICS - Vienna).

### Course Registration

Registration for courses takes place during the Spring semester and is managed by the High School Counseling Office. Counselors along with the Dean of Academics/IB Coordinator will work with students to determine next year's courses as well as a strategic four-year academic plan. Every effort is made to schedule students into the courses that they request. It is possible that a student might not get all requested courses. Priority is given to the IB Diploma subjects that a student needs, but this occasionally conflicts with other elective courses. For specific information about schedule changes please see the High School Course Description Book.

## GRADING AND REPORTING

### Grading Policy

For AIS, grades from D- to A+, and P, are passing grades and earn credit towards graduation. For Matura equivalency candidates, grades below C-

are unacceptable by the Ministry of Education and therefore considered "failing" by Matura standards though they still earn AIS credit.

A student who earns a grade below C- in the early levels of a modern language sequence (German, French, or Spanish) must study over the summer and pass a placement test before the start of the next academic year in order to advance to the next level.

Grades are cumulative through a semester. At the end of each semester, exams are given in the following subjects: English, Modern Language, Social Studies, Science, and Mathematics. These exams count for 20% of a student's semester grade. A final semester grade is awarded and stored at the end of each semester. Prior to 2015-16, for year-long classes, in June, the two semester grades are combined and averaged to produce a year-long grade which is awarded to the student. Both first and second semester grades count equally in the calculation of the year-long grade. Starting in 2015-16, semester grades will be awarded to the student and no longer averaged into a year-long grade.

### AIS Grading Scale

A+ 97-100 (4.3 points)	B+ 87-89 (3.3 points)	C+ 77-79 (2.3 points)	D+ 67-69 (1.3 points)	F 59 and below (0 points)
A 93-96 (4.0 points)	B 83-86 (3.0 points)	C 73-76 (2.0 points)	D 63-66 (1.0 points)	
A- 90-92 (3.7 points)	B- 80-82 (2.7 points)	C- 70-72 (1.7 points)	D- 60-62 (0.7 points)	

Letter grade, percent values, and grade point average (GPA)  
IB courses are awarded an added weight of .33 on the GPA.

### Academic Progress and Grading Systems

- Report cards include a Grade in Progress (GIP) twice per semester plus the final semester grade.
- Letter grades are used to evaluate academic progress.
- Grades are emailed to parents. All students new to the school receive a comment in September with each of their Grades in Progress in the first marking period. All other students with a C- and below at any marking period receive a comment with their grade.

### Other Grading Codes

*Pass (P)*: Used when a course is not taken for a grade. Requires administrative approval. Credit awarded. Not calculated in GPA.

*Audit (AUD)*: Under special circumstances, a student may audit a course with the instructor's and counselor's permission. AUD is typically used when a student joins a class late in the term. Students attend all classes and complete all assignments for the learning benefits. No credit awarded. Not calculated in GPA. Audits may only be arranged before starting a course.

*Incomplete (INC)*: Used when assessments were not completed due to unexpected circumstances. The work must be completed within an agreed upon time as determined by teacher and principal (typically two weeks). After this time, if work is submitted, then the teacher will assign a replacement grade. If work remains missing, a grade of IE will be assigned for the course.

*Insufficient Evidence (IE)*: Used when there is insufficient evidence to determine a student's grade. This carries the same weight as failing a course. No credit awarded. Calculate in the GPA as 0 points.

*Withdrawal (WP) (WF)*: Students must have permission from a counselor to withdraw from a course. A withdrawal must occur before September 30 (February 28 for semester 2) in order for a grade not to appear on the transcript. After these dates, the transcript will show either a withdrawal pass (WP) or a withdrawal fail (WF) depending on the student's grade at the time of withdrawal. Students are not permitted to withdraw from a class after October 31 (March 31 for semester 2).

*No Credit (NC)*: A student will not receive credit for a class if they exceed twelve absences for a given class (see attendance policy).

*Repeat (REP):* A student may repeat a course and replace the grade earned the first time the course was taken. REP is listed next to the original occurrence of the course and credit is only awarded along with the subsequent grade. Credit may not be earned twice for the same course, unless it is an elective that students may take more than once (e.g. Yearbook).

### **Honor Roll**

Students with high academic achievement are recognized on the Honor Roll each semester. Students qualify for the Honor Roll according to the criteria listed below. GPA's are rounded to the nearest hundredth.

*Grades 9 & 10 (effective starting 2014-15 and not applied retroactively)*

- Honor Roll: B+ average or better (GPA equal or higher than 3.3)
- High Honor Roll: A- average or better (GPA equal or higher than 3.7)

*Grades 11 & 12*

- Honor Roll: B+ average or better (GPA equal or higher than 3.3)
- High Honor Roll: A average or better (GPA equal or higher than 4.0)

GPA calculations include weightings for IB courses as described in "Grading System for IB Courses" in the High School Course Description Book. Due to the lack of IB weighting on most Grade 9 & 10 courses, the criteria for High Honor Roll is different than for Grades 11 & 12, when all students have weighted courses. Students earning a grade in the C range or lower, or students with "Incomplete" or "No Credit" grades are ineligible for Honor Roll recognition.

### **Academic Support for at-risk students**

The purpose of the Academic Warning and Probation Policy is to support student academic progress and to help maintain academic standards. Consequences for being placed on Academic Warning or Academic Probation are designed to foster student success. The Student Support Team monitors academic progress and meets regularly with students, faculty and parents to discuss individual student needs. Unfortunately, in very rare cases, despite our significant support, a student's continued struggles may mean that AIS is not the best school for the student.

### **Academic Warning**

**Definition:** A student will be placed on Academic Warning at the end of each grading period if the student receives a minimum of one F grade or two grades within the D range.

**Support Structures:** The support structures put in place for students on Academic Warning are decided on an individual basis with input from faculty, counselors, the athletic director and the principal. Support includes::

- Parents of the student will receive an Academic Warning letter from the principal.
- Student may not be allowed to travel for any extracurricular activity (see Travel Probation under Athletic and Activities Eligibility in the Athletic and Activities Handbook).
- Student may be removed from the team/extracurricular activities.
- Student may be assigned a supervised study time.
- Student may be recommended for tutorials and/or mandatory help sessions with faculty.
- A student who does not improve his/her performance enough to get off of Academic Warning will be placed on Academic Probation for the next semester.

### **Academic Probation**

**Definition:** A student will be placed on Academic Probation at the end of each semester if a student receives a minimum of two F grades or more than two grades within the D range.

**Support Structures:** The support for students on Academic Probation is decided on an individual basis with input from faculty, counselors, and the principal. Support includes:

- Parents of the student will receive an Academic Probation letter from the principal.
- A conference with the student will be held to develop an action plan to support academic progress. The conference may include parents, counselors, faculty and the principal.
- Student will not be allowed to travel for any extracurricular activity (see Travel Probation under Athletic and Activities Eligibility in the Athletic and Activities Handbook).
- Student may be removed from the team or extracurricular activities.
- Student may be assigned a supervised study time.
- Student may be recommended for tutorials and/or mandatory help sessions with faculty.
- Without further improvement, and after discussions with parents, the student, the counselor, teachers and the principal, a student may be advised to seek other educational options and to withdraw from the school.

## **COUNSELING AND ADVISING**

### **High School Counseling Office**

AIS high school counseling services include the following: academic and career advisement, personal counseling and college counseling. Counselors work individually with students on academic choices and course selection, personal issues, and coordinate college selection and application meetings, and our substance abuse prevention program involving the Freedom from Chemical Dependency (FCD) organization. AIS is also the testing site for PLAN, PSAT, SSAT, SAT, and some AP examinations. Please visit the [Counseling](#) page of the AIS website to learn more about the programs offered and the timeline for each program. Students are also encouraged to visit the Counseling Center, located on the third floor of the High School, at any time.

### **High School Academic Dean and IB Coordinator**

The Academic Dean & IB coordinator assists students in selecting courses that are suitable to the student's academic level and which are required for the various programs offered by the school. The Academic Dean works closely with teachers, students and parents in order to plan the student's academic program, which best suits the student's individual needs as well as fulfills his/her graduation requirements.

## **STUDENT CONDUCT**

AIS students are required to sign an agreement contract located inside the High School Student Handbook and Planner, provided to each student. This handbook contains student rights and responsibilities, school expectations for behavior, the Honor Code and school policy on academic honesty, the Technology Acceptable Use Policy and typical consequences for behavior not within guidelines. For specific details on these expectations and school policy, please see the High School Student Handbook and Planner, found on the [High School](#) page of the AIS website.

### **High School Honor Code**

Being a student at the American International School • Vienna, I acknowledge the following:

- I realize that each individual is entitled to his or her own opinion and I will respect his or her freedom of expression.
- I realize that the purpose of attending AIS is to develop my own way of thinking and to extend my knowledge—not to copy other people's work (be it another student's or a published author's). I understand that cheating belittles my abilities.
- I realize that theft is detrimental to the atmosphere of sharing the common goal of learning, and I will respect the personal property of others.

## Academic Honesty

Academic honesty continues to be a cornerstone of schools and the pursuit of learning. When students submit their own work, teachers are able to accurately assess and provide meaningful feedback to students that can lead to improvement. When work is not a student's own, the learning process is hindered. Teachers and students at AIS determined the following guidelines for Academic Honesty.

- Basically, academic honesty means doing your own work. It means having the knowledge you claim to have.
- It is not honest to copy phrases, sentences or even ideas from a book, magazine or off the Internet and pass it off as your own work. In such instances, you must indicate your source; if you don't, you are guilty of plagiarism.
- It is not honest to hand in someone else's homework, laboratory report, or other work as your own. It is not honest to get answers to a quiz or test from another student or a sheet of notes. This is simple cheating no matter how it is rationalized by the student.
- It is also cheating to give information to another student during a test or quiz or allow another student to copy work that will be graded.

Further:

- Academic dishonesty includes falsely documenting information or misquoting a source. Footnotes and citation must accurately reflect the source of each quote, figure, opinion or piece of information

## How Teachers Detect Academic Dishonesty

Teachers have considerable experience in recognizing academic dishonesty. A variance in writing style is easy to detect. A student who suddenly produces the "perfect" paper will be suspect. The rushed handing in of work late is sometimes a red flag for possible academic dishonesty. Teachers and students have access to [www.turnitin.com](http://www.turnitin.com). This Internet site will quickly get back to the teacher with a "score card" of how much the student's writing has been lifted from other sources, including past essays. Additionally, the internet can be searched for similar writing. Information that is inaccurate, but cited to a source is also a red flag. Generally, any work that does not match with the teacher's formative assessment of the student may be an indicator of academic dishonesty.

## Discipline Consequences for Academic Dishonesty

Teachers and the administration are very serious about disciplining academic dishonesty. It is better that the student learn immediately that academic dishonesty is UNACCEPTABLE, rather than later in university or professional life, when consequences are often immediate and severe. In most cases, "intent" does not weigh into determining academically dishonest work. It is the responsibility of the student to do his/her own work and ensure proper citation. Students should ensure honest behaviors, rather than look for ways to avoid dishonest behavior.

**Instances of academic dishonesty (including collusion) are "counted" cumulatively throughout a student's high school career at AIS.**

## SUBSTANCE ABUSE

### AIS Smoking Policy

AIS recognizes the dangers created by active and passive smoking. AIS is a smoke-free campus including both buildings and grounds, during school and school-sponsored activities. High School students are role models for younger students. For these reasons, smoking by students is not permitted in "sight of the school."

### AIS Substance Policy

AIS does not permit the use or possession, with the intent to use, tobacco and alcohol on school grounds, school events and school trips. AIS does not permit the possession, use or transfer of drugs on school grounds, school events, and school trips. AIS is committed to providing education

and guidance for students to prevent the use of alcohol, tobacco, and drugs.

## Self-Referral of Alcohol and Drug Abuse

The teaching and administrative staff, as well as the nurse, counselors and parents, encourage students to communicate their concerns or needs regarding the use/abuse of alcohol or drugs. A student who self-reports a problem with alcohol or drugs will be offered all means of support from school personnel to assist the child with prevention and recovery.

This is considered a non-disciplinary situation and confidentiality will be maintained. In the event that a student reports behavior that suggests an imminent risk of personal harm or harm to others, the necessary school personnel will be informed.

In the event of certain serious cases, for instance a threat to commit suicide, the parents will be informed.

## Drugs

The term "drugs," for the purpose of this policy, refers to any controlled substances or dangerous drugs as defined by either United States or local law, including but not limited to:

- Marijuana, any narcotic drug, hallucinogens, stimulants, depressants, amphetamines, or barbiturates;
- Pharmaceutical drugs without knowledge of parents and supervising school officials;
- Glue, aerosol, or other chemical substances for inhalation;
- Intoxicating or mood, mind, or behavior altering drugs.

Students who take or are to receive medication while in school must file notification with the school nurse for the treatment and medication.

## Consequences for Using Tobacco, Alcohol, or Drugs at AIS or AIS Events

Consequences range from conferencing with the student to parent notification. In cases of repeated and/or serious offenses suspension or expulsion may be warranted. For a full explanation of the consequences, please see the High School Student Handbook and Planner, found on the [High School](#) page of the AIS website. Each case is handled individually, with sensitivity and in the best interest of the health of the student.

## ON-CAMPUS CONDUCT

### School Day

The school day begins at 8:20 and ends at 15:15.

### Closed Campus

Students in grades 9-11 are not permitted to leave the school campus during the school day. They are required to stay within the boundaries of school property, as defined by the fence. Any student who must leave school for a compelling personal reason (e.g. pre-arranged doctor's appointment) require parent permission communicated to the school and must sign out with the administrative assistant in the HS office. Students must sign in upon arrival on campus during the school day in the HS office. Students may only leave using the Main Gate (after signing out in the office) during the school day.

### Senior Privilege

In early September, grade 12 students are provided with a parent permission form for "Senior Privilege". With parental permission, this privilege allows seniors to arrive at school after the school day has started, if they do not have a class during the first block. They may also leave school after their last class of the day if they do not plan to return to school on that day. In order to do this, the Senior Privilege form must indicate parental permission and must be on record with the High School office. When leaving or arriving on campus seniors must sign in and out in the High School office and at the Main entrance on Keylwertgasse. Seniors who violate any of the expectations of this privilege may lose it temporarily or permanently. Senior privilege is awarded to students after they have completed important senior class requirements.



## Dress Guidelines

AIS does not have a school uniform, however students are expected to dress in a manner respectful to the multi-age and multicultural learning environment of our school. Students must dress in a way that does not cause distraction from learning. Clothing with offensive language, drug, alcohol or tobacco references, and excessively ripped or torn clothing, is not allowed. Clothes should not be overly revealing. Spaghetti straps, low cut blouses or shirts, short shorts or skirts, bare midriffs, and low hanging pants are not considered appropriate attire. Undergarments should not be visible. Appropriate footwear should be worn at all times and should allow for safe evacuation if the need arises.

## CLASS SCHEDULE

### 8-Day Rotation

The High School uses an eight day rotation block schedule for classes. Four class blocks meet in a school day as well as "lab block" and lunch. Odd numbered classes meet on odd days and even numbered classes meet on even days. The classes rotate through the eight days to ensure that each class meets in each time block.

### Lab-Block Guidelines

All students, 9-12, are to remain in class during lab blocks. Lab block is a continuation of the second block in each day's schedule. It provides additional time and support for the learning in that block. There is no break between the end of the regular block and the beginning of the lab block. Breaks may be taken within the classrooms any time during the regular period and lab block at the teacher's discretion.

Students attend lab blocks prepared to work. Students may be excused from lab blocks to make up work, under the following guidelines:

- Permission to be excused from a lab block is at the discretion of the lab block teacher (teacher from whom student is to be excused)
- Students must obtain a note from the appropriate teacher (teacher for whom work is to be made up) and present it to their lab block teacher (typically well in advance)
- Students must remain in the lab block (block to which they have been excused) for the entire period
- Students should bring materials to work with after completing make up work in the lab block to which they have been excused.

Personal music players may be permitted under certain circumstances, as determined by the teacher, as long as students do not disturb other students and are working productively.

## OFF-CAMPUS CONDUCT

### AIS Code of Conduct, Respect & Responsibility for School Trips & Off-Campus Events

When AIS students are off campus on school-sponsored trips, they are ambassadors of our school and representative of our community. Students concerned about the welfare and conduct of students on trips developed a code of conduct for all school related trips. This AIS Off-Campus Code of Conduct is included in the High School Student Handbook and Planner and is agreed upon when the students and parents sign the contract inside.

## ATTENDANCE GUIDELINES

Attendance at school matters. Academic progress and regular, prompt attendance at school are closely related. Time in class with peers and a teacher is fundamental to school learning and missing class has educational consequences. Students are expected to be in attendance each day of the official school calendar, unless illness or unusual circumstances prevent their presence in school. For a full description of attendance policy and consequences for excused and unexcused absence, please see the High School Student Handbook and Planner, found on the [High School](#) page of the AIS website.

## Parent Procedures – Notifying the school of an Excused Absence

When students are not at school as expected, AIS follows up to ensure that students are safe and parents are aware of their whereabouts. To help with this, parents must notify the school as early as possible (preferably before 9:00 on the day), when a student is absent, will be late to school, or will leave school early. Parents notify the school in one of three ways:

- A telephone call to the High School Administrative Assistant, Barbara Harraz (01 401 32 2491)
- An email sent to the High School Administrative Assistant, [Barbara Harraz](#)
- A signed, written note explaining the reason for absence to be given to the High School office as soon as the student returns to school, or sent in with a sibling

Note: During Examination Sessions please notify the High School office by phone prior to the scheduled exam or as soon as possible.

## Student and Parent Procedures – Late arrival to campus

- a) In the event that a student arrives after the start of the school day, he/she must report to the HS administrative assistant to sign in before going to class and receive a "late pass". Students must report in and out of school even if they have a free block when they arrive or leave.
- b) As in other instances of absence, a telephone call or written note/email from parents is necessary to excuse the lateness.

## Student Procedures – Planned, Excused, or Official Absence

- a) When a student knows in advance that he/she will miss school for any reason, he/she must complete an Advanced Notification of Absence Form signed by each teacher and the principal. The HS office must receive the completed form no later than one day prior to departure.
- b) While teachers will provide assignments to students absent from their classes, students must realize that some experiences, such as science labs, class discussions, demonstrations or lectures may be difficult to make up. When appropriate, alternative assessments may be used.

## School Procedures – Recording Attendance

- a) Teachers will take attendance at the start of each class period.
- b) A student is marked absent if they are not in class.
- c) If a student arrives to class more than twenty minutes after the start, he/she is considered absent.
- d) If a student is tardy to class (0-20 minutes late), but has already been recorded as "absent," it is the student's responsibility to notify the HS office that the absence should be changed to a tardy. To change the absence to tardy, a student must request confirmation from the teacher and present this to the High School office on his/her own time.

## Attendance Requirement for Course Credit

A student may not miss more than a maximum of 12 classes for each subject per year-long course and no more than 6 for a semester course. Students who miss more than these amounts may not receive course credit in that course. Each case exceeding these values will be handled individually.

## Definitions and Codes

Excused Absences - requires parent communication (counted towards the maximum of 6 per semester):

- Absent - Excused
- Absent - Illness

Official School-related Absences (not counted towards the maximum of 12):

- Absent - Nurse
- Absent - Field Trip
- Absent - Sports Trip
- Absent - Counseling
- Absent - Excused by School

Late arrivals to class:

- Tardy
- Tardy - Excused

## STUDENT LIFE

### Extracurricular Activities and Athletics

The fundamental purpose of the AIS extracurricular program is to support, promote, enhance, supplement and complement the regular curricular program of the school.

Extracurricular activities & athletics are coordinated by the AIS Events Office. Should you have any questions that are not answered in the following paragraphs, please contact [Andy Harrison](#), Director of Athletics, Activities and Events (06991 401 3240).

### Activities

A variety of clubs and activities are offered including Speech & Debate, Math Team, Honor Music, Drama, Chess and many more. For an up to date list of current activities, please refer the [Activities and Clubs List](#) in the Activities sections of the AIS website.

### Athletics

The athletics program at AIS is divided into three seasons. For each team, the coach will conduct tryouts and then select the team. All students are encouraged to try out. It is a competitive program and not everyone who tries out is guaranteed a place on the team. The sports available are listed below. Details of the athletic program can be found on the [Athletics](#) page of the AIS website. Student-athletes are expected to read and be familiar with the Athletics Handbook also found there.

- Fall season: Soccer, Cross-Country, and Volleyball
- Winter season: Basketball, Swimming
- Spring season: Track & Field, Tennis, Golf, Softball (girls), and Baseball (boys)

Selected team members will often travel outside of Austria to compete against other international schools. Each team member is also required to house students from other international schools visiting Vienna during athletic competition.

### Service Learning

The AIS Mission Statement cites our commitment to preparing "our students to become responsible adults, demonstrating respect for different cultures and beliefs". A major contributor to that goal is the learning that happens when young people serve others – "service learning." The program integrates meaningful community service and academic learning to help AIS students become contributing global citizens.

Service Learning at AIS is most clearly illustrated in the IB Diploma program, where performing service to others is a mandated component of the Creativity, Action, and Service (CAS) requirement. Service learning also occurs throughout the school, through the many service activities available to our students. Clubs and activities raise awareness, take action, and raise funds to support numerous causes. Service clubs assume major projects, serving others in tangible and significant ways with the encouragement and support of faculty members and the community.

Service clubs include Habitat for Humanity, Amnesty International, Cancer Awareness Club, Rainbow Club, Anti-Bullying Club and many more. A full range of service opportunities at AIS is described on the AIS website. Service Learning is a priority at AIS and a vital part of accomplishing our mission.

### Student Government

The High School Student Council is the AIS forum for student empowerment, education on governing and governance, and school-wide decision making which affects the student body and student-led activities. The Student Council is driven by an Executive Board made up of four elected student co-managers each with a portfolio and grade-level

mentoring duties. Details regarding the structure and function of this important organization are available on the AIS website.

## MISCELLANEOUS

### ID Cards

The student ID cards serve as debit cards for the school cafe and cafeteria, as well as identification for our printing system. All students must bring their cards to school every day. If an ID card is permanently lost, a replacement can be obtained from the Technology Office in a few minutes. The cost for lost cards is € 10, which should be paid in the Business Office. There is no charge for replacement of damaged cards.

If a student forgets his/her ID card at home, he/she should get a note from the High School Office.

### Personal Property on AIS Grounds

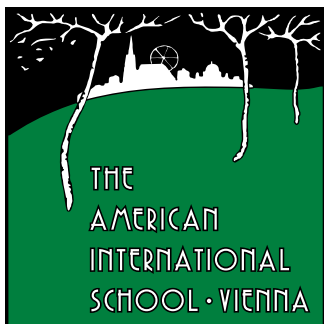
Lockers and locks are provided to each high school student to assist in keeping personal items safe. Students bring personal property to AIS at their own risk; the school is not insured against, and cannot take responsibility for, any damage or loss to such property. Students should exercise caution with personal belongings. Valuable items should be left at home whenever possible.

### Lost and Found

If an item is lost or missing, the student should report this loss to the High School Office. Each academic division maintains a lost & found box for items found in its area. Found items will be kept for a reasonable period of time. Unclaimed items will be donated to charity.

### Visitors

Students not enrolled at AIS must have special permission to be on campus during school hours. A Visitor Permission Sheet should be obtained from the High School office at least two days in advance and a visitor pass must be obtained in the High School office. Parents desiring to visit the school or a particular classroom should contact the High School principal. Visits should be for a maximum of one day at a time and only one visitor per student, please.



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