



Important Information for New Students

2020-2021

The administration, staff, and teaching faculty of the American International School-Salzburg would like to take this opportunity to welcome you to our school and provide you with some important preliminary information which should help you in your preparation for arrival at the school and the start of the academic work in September. We are excited to be given the chance to work with you and hope that you are prepared for an exciting, challenging, and rewarding school year here in Salzburg, Austria.

Right now, you are probably full of questions and concerns about starting a new school year in a new environment and (in most cases) in a foreign country. In an effort to direct your thinking towards what we consider to be important or fundamental considerations, this letter is a listing of major points which should provide some concreteness to your planning and allow you to focus on your academic and social success at our school as soon as possible upon arrival. After reading this material, please contact our office staff or particular administrators with further questions or concerns.

Ms. Felicia Gundringer, Office Manager: office@ais-salzburg.at

Mr. Jeffrey Agardy, College Counselor: jagardy@ais-salzburg.at

Mr. Paul McLean, Headmaster: pmclean@ais-salzburg.at

Ms. Cassandra Baehler, Dean of Students: residentstaff@ais-salzburg.at

Ms. Jasmina Milenkovic, Accountant: accounting@ais-salzburg.at

Academic Calendar

Fall Trimester	September 10 through November 27, 2020
Winter Trimester	November 30, 2020 through February 26, 2021
Spring Trimester	March 1 through May 21, 2021
Commencement	May 20, 2020
Final Examinations (grades 9-11 only)	May 24-27, 2021

During the 2020-2021 school year there will be two excursions (Fall and Winter), a Winter Break of three, and a Spring Break of two weeks' length. During the Winter and Spring Break periods, all students must depart the school and dormitories and return the day before classes resume minimally. During the two excursions, all students are either traveling with the school staff or return home for this period, returning the evening before classes resume. All boarding students are checked out of the school's care at the start of the break by either their parents personally or by the school staff transferring them to the Salzburg Airport or train station. ***It is not acceptable for a boarding student of any grade level to check out of the school's care and remain in Salzburg without parental supervision.*** Among other things, this violates the Austrian visa requirements and residency stipulations. Several reminders will be made during the school year concerning this.

Important Dates for the 2019-2020 School Year

Arrival days for all boarders	September 7-8, 2020
Orientation day for all students	September 9, 2020
First day of classes	September 10, 2020
Junior Community Service Trip	October 1-4, 2020
Fall Excursion to Prague or Athens, Greece and	October 21-25, 2020
Winter Break	December 19, 2020 through January 10, 2021
Winter Skiing Excursion	February 18-21, 2021
Commencement	May 20, 2021

Departure days for grades 7 and 8
Final Examinations (Grades 9, 10 and 11)
Departure days for all boarders

May 22-23, 2021
May 24-27, 2021
May 28-29, 2021

Daily Academic Schedules

Mondays, Tuesdays, and Fridays

Period 1	08:00-08:55
Period 2	09:00-09:55
Break	09:55-10:15
Period 3	10:15-11:10
Period 4	11:15-12:10
Lunch	12:10-12:50
Period 5	12:50-13:45
Period 6	13:50-14:45
Elective Period	15:00-17:00
Evening SH	19:00-21:30

Wednesdays

PE Periods	07:30-10:25
Period 1	10:30-11:10
Period 2	11:15-11:55
Lunch	11:55-12:30
Period 3	12:30-13:10
Period 4	13:15-13:55
Period 5	14:00-14:40
Period 6	14:45-15:25
Evening SH	19:00-21:30

Thursdays

Seminars	08:00-08:30
Period 1	08:35-09:25
Break	09:25-09:45
Period 2	09:45-10:35
Period 3	10:40-11:30
Lunch	11:30-12:05
Period 4	12:05-12:55
Period 5	13:00-13:50
Period 6	13:55-14:45
Elective Period	15:00-17:00
Evening SH	19:00-21:30

Student Body, Enrollment and Tuition Payment Schedule

AIS-Salzburg will host and educate over 70 students, ages 12 to 18, with over 20 nationalities during the 2020-2021 school year. The majority of these students are in the high school grades (9 to 12) are either full- or 5-day boarders. The remainder are in the junior high section and day students who visit our school during the academic day but are not resident in our facilities.

Enrollment in the school follows application and acceptance, reception of the enrollment commitment form, and reception of the tuition down payment (approximately 25% of tuition and fees). New students who have been recently accepted are encouraged to return the tuition down payment as quickly as possible if this has not been done to date. The balance of tuition and fees are due at the start of the school year in September for all boarding students. Day student tuition down payments (25%) are due upon acceptance and the balance is required at the start of September (25%), November (25%) and March (25%). Please note that tuition is not refunded in case of withdrawal or expulsion from the school.

Attendance Policy and Guidelines

Attendance policies at American schools are generally different from most other systems and need to be thoroughly understood by all students transferring in beforehand. High-school courses at an American school are passed by achieving a passing average grade which includes three trimester grades and a final examination score. If this final grade average is above 60%, then academic credit is awarded to the student for this course. To receive the school diploma, a specific number of academic credits in required and elective courses must be gained by the end of the 12th grade. This being the case, attendance in courses becomes an important aspect of the grading and credit awarding. In an American high school, there is no possibility to re-sit an examination and pass the course if the final grade is failing. The entire course with up to 160 periods of instruction must be completed.

Promotion and graduation from the school are dependent upon each and every student meeting three requirements: passing grades in all courses; a positive conduct record; and at least 80% attendance in all periods held in all courses. ***Any student who is absent—for any reason—more than 20% of the school year in a particular course, automatically fails the course.*** The calculation of this attendance average includes all forms of absences including absences from instruction for school sports, medical appointments, tardies, and unexcused absences. If a student has enough absences in one or more courses so that it becomes impossible for them to complete the course with 80% attendance, they are released from the course with a failing grade and do not receive credit. This policy is very important and such things as early departures or late returns before vacation periods can have a dramatic affect on a student's ability to gain credit and the school diploma.

Unexcused absences from classes are not tolerated at AIS-Salzburg and result in disciplinary consequences as well as threaten a student's minimum attendance requirement. All parents of new students are encouraged now to make travel plans so that no instructional time is compromised or lost to avoid conflict in this area. The school dormitories are always open several days for departures after instruction ends and open several days before instruction begins again. The school administration will not make allowances for flight schedules, family plans which conflict with instructional time, or holidays which fall during class time. Therefore, please carefully note the arrival and departure dates mentioned above and mark them on your calendar for planning purposes.

Parental Visits and Weekend Check-Outs

On a limited basis, students may be checked out of the school's direct care and supervision during weekend free time and *exclusively by immediate family members* who come to the school to pick them up personally and have submitted a check-out request form which has been approved previously. Parents visiting Salzburg and desiring to visit with their children are allowed to do so during free time (after classes and before dinner on weekdays or during weekends). Boarding students are not allowed to stay off campus with their parents during the weekdays and a parental visit may never interrupt or excuse a student from academic commitments including courses and evening study halls.

Please remember that the weekend programs include active, entertaining, and cultural activities, sporting events and practices to which each student must commit. The administration will generally deny weekend check outs on those weekends in which a student has a commitment to a club activity or athletics team.

Parents who need assistance booking accommodations in Salzburg may want to contact the school office as we can offer reduced rates at some hotels here in Salzburg. The office staff can also assist in finding accommodations very near the school.

Rooming

The administration will begin setting the rooming plan as of late August. Returning students who have been enrolled at AIS-Salzburg the longest have first choice for both rooms and roommates and then new students are added appropriately. As of October 1, residents may put in a request for a room change with the administration which will be considered only if every student involved in the change as well as their parents is in agreement. New students are typically roomed with other students of similar age. Parental wishes can be considered, but may not be met 100 percent of the time and should not be expected.

The boys's dormitory contains 17 rooms. Two of these are single rooms, 6 of them are triples, and the remainder are double rooms. The girls' dormitory contains 25 rooms with one single room, four triples, and the rest doubles. All dormitory rooms at AIS-Salzburg have bathrooms and showers en suite.

What to Bring/Dormitory Rooms

With this mailing, you should also receive a form with a list of items that you should bring with you, items you are encouraged to bring but are not required, and a list of items that are not to be brought into the dormitories. Please read this carefully and check with us if you are uncertain of anything. Of great importance is *not to bring too much*. A limited amount of space in closets and chests of drawers in the individual rooms which must be shared with roommates. At the start of the year, any superfluous items which do not fit in the standard storage space of the rooms will be placed into storage. Skis, snowboards, skateboards, rollerblades, golf clubs, and other such items are never to be stored in the dormitory rooms. Please also note that desktop computer systems are not allowed but all students are required to have their own laptop computer. Please note that the school provides all sheets, comforters, and pillows and the school's cleaning staff changes these regularly.

The primary responsibility for maintaining a tidy room rests on the students themselves and we feel that this is an important aspect of life in a boarding school. Daily, there are a certain number of things which are to be taken care of for a room to meet expectations upon inspection. These include general neatness and tidiness, turning off electronics, airing out the room by kipping the window, locking the door upon departure, etc. Each morning and evening before study hall, the rooms are checked by the administration and staff and once a month a major inspection of the rooms occurs. Rooms which do not meet expectations and standards are noted and the inhabitants restricted to campus for a period of time. The rooms are also inspected for any damage or vandalism to any of the furnishings or structures and compared with digital photographs taken at the start of the year in September. A student who is responsible for the damage will be called upon to pay for the replacement or repair immediately and the parents informed. Should no student claim responsibility for damage to a particular room or its furnishings, all inhabitants of the room will be charged equally.

All boarding students are required to be in compliance with all fire safety regulations and policies in place including the location of the nearest fire extinguisher, complete understanding of what behavior is expected in an alarm situation, and careful adherence to policies and regulations which are intended to reduce or eliminate the possibility of fire including restrictions on what items and behaviors are allowed in the dormitory rooms. The resident staff will review all of these at the start of the school year and several building evacuation drills will take place during the school year.

One aspect of student life in dormitories which has become more and more problematic has been the increasing number of electronic items which require recharging or a constant electricity source. Please note that each room has a limited number of electrical outlets and no room is to have more than one three-plug extension cord. For most of the dormitory rooms, this means that there will be four or five plugs available. Please also note that only electrical appliances which work on 210 volts

can be utilized in the dormitories. Items that cook, heat, or boil water are not permitted in the dormitories at any time for safety reasons.

Dress Code (overview)

All students must meet the school's academic attire code during the academic day (07:00-15:00 M-F) as well as meet all style and code requirements of the general dress code at all times. Here is an essential breakdown of the most important aspects of this code to assist you with your planning over the summer months:

Academic Attire (Males): Pants that do not have patch pockets (sewn on pockets); no jeans, sweatpants, shorts
 Shirt with a collar (no t-shirts or athletics jerseys)
 Dress shoes (no sports shoes, sandals, flip-flops, etc.), socks and belt
 Sweater or sweater vest (if necessary given weather conditions; no sweatshirts or hoodies)
 No headwear

Academic Attire (Females): Dress, skirt, or pants (without patch pockets; no jeans, sweatpants, shorts)
 Top or blouse (no t-shirts, athletics jerseys, spaghetti strings, no shoulder-free or revealing)
 Dress shoes (pumps, sandals, ballerinas, etc.; no sports shoes, flip-flops, boots, or
 excessively high heels)
 Sweater or sweater vest (if necessary given weather; no sweatshirts or hoodies)
 No headwear

During leisure time (outside of academic hours), jeans and t-shirts are allowed. At no time should any piece of clothing or clothing style be provocative or extreme in style. No indecent messages (racist, discriminatory, insulting) are permitted on clothing and no advertising or glorification of illegal substances, alcohol, or tobacco products is permitted displayed by any item of clothing while at the school.

Students in the 11th grade are required to participate in the Community Service Trip which takes place during the first weekend of October, 2020. Since the students will be assisting the Habitat for Humanity organization with construction of low-income housing, work clothes and sturdy shoes or boots will also be necessary. The school provides uniforms for physical education courses which include sweatpants, hooded sweatshirt, t-shirt, and shorts.

PowerSchool® Student Information System

The PowerSchool® student information program is an online school program which is accessible to all members of the school community including students and parents. Students and parents can log onto the PowerSchool® site with their unique login and password and may check attendance records, grades in all classes and electives, as well as read teacher commentary concerning academic progress and social status. At the start of the school year, login names and passwords will be sent to all students and parents. It is very advantageous for students and parents to be up-to-date on these aspects of school life so that achievement can be maximized throughout the year. Please remember that login names and passwords are private property and are not to be shared or communicated to others at any time. Students must maintain the security of their login name and password throughout the year and attempts to gain access to another student's data or restricted areas of the program result in being barred from use of the PowerSchool® program.

If you have any difficulties or problems accessing or understanding the PowerSchool® program data, please contact the school by telephone or E-mail. We would be glad to assist you in this important area.

Enrollment Forms and Agreements

There are a number of important enrollment and permission forms which are required at the start of the school year. The school administration will send these to all parents in early August. These will need to be signed and submitted to the school office before the start of the school year. Here is further clarification about these forms for your better understanding:

Data Protection Information and Agreement Form

The new European Union personal data protection guidelines require the school to declare what personal information data is collected, why it is collected, and who has access to this information. This form confirms parental/guardian agreement with the school's collection and use of personal student data.

Arrival Form

The arrival form must be sent to the front office before the end of August so that the school staff is aware of when you will arrive and by what means. If your travel plans change at any time, please be certain to inform the school office staff of this so

that we can be there at the airport or train station on time to pick you up there. Please provide us with as much information as possible including carrier, flight number, arrival time, date, etc.

Attendance Policy Agreement Form

This form details the specific requirements in the area of attendance for all students. Signatures on these forms represent agreement with the school's policy and the willingness to support our attendance requirements at all times throughout the school year.

Community Commitment Statement

This form, signed by both the parents and the student, demonstrates commitment to the school's rules and policies generally as outlined in the Parent and Student Handbook. In order to establish and maintain a community of learners which is based upon respect, consideration for others, appropriate behavior, and high goals, the handbook is provided and its rules are in place. All students must agree to these terms at the start of the school year, demonstrating their commitment to and understanding of the school's expectations in all areas of student life. The annual revision of the Parent and Student Handbook for the 2019-2020 school year should be available online in August.

Acceptable Use of Electronics Policy and Form

Computers, tablets, and smart phones are an important part of most young peoples' lives. However, they are also a source of potential distraction and conflict with school goals and academic and behavioral expectations. This policy states clearly that all computer use at AIS-Salzburg is guided by very specific rules which are to be taken seriously. This is also an important aspect of our academic integrity requirements, whereby students are fully aware that the utilization of modern technology and media to disguise, enhance, or replace their own thoughts and academic effort is a serious disciplinary infraction at AIS-Salzburg.

Contact Form

Throughout the school year, the school staff and personnel will frequently contact parents electronically. Of greatest importance, we send all final grades and transcripts by e-mail also. Therefore, please be certain that the e-mail contact address given on this form is up and functioning throughout the school year and is checked frequently. If you change your e-mail address at any time, please inform the school office immediately. It is often impossible to tell—from our end—if an e-mail message sent has actually been received. Therefore, if you do not receive report cards, for example, at the end of each trimester, please contact the office and we will revise our information or correct the problem right away. Finally, please be certain to provide us with correct emergency contact information where you can be reached at any time.

Damage Liability form

This form is required of all residents, signed both by the students and the parents. This statement specifies that liability in case of damage or vandalism to the dormitory rooms or their furnishings is held by the residents of the rooms and that charges are incurred through the student incidentals account. At any time, proof of damage and comparative photos from the start of the school year are available upon request in the case that a charge is levied.

Health form

All new students should have a physical examination before coming to AIS-Salzburg and the school health form should be signed by your family physician. Please be certain to accurately fill out the section on immunizations and allergies. Please also inform us of any ongoing condition that required treatment or medication or in any way restricts a students participation in school activities. Please understand that all prescription medications must be turned in to the school's health coordinator at the start of the school year and that only physicians here in Salzburg can prescribe medication to our students. ***Do not come to the school with a bag full of antibiotics and other prescription medications as these will be confiscated and only after a visit to a local physician will these be distributed if necessary.*** Also, everyone should understand that no one is to give another student medication in any case whatsoever. Only the school health coordinator and resident-care staff is to make determinations such as this as only they are aware of the allergies and conditions of all the boarding students. Any health considerations which are important for the school health coordinator to be aware of can be communicated to the school office at any time and throughout the school year.

Leaves to the City Permission Form and Weekend Check-Out Agreement Form

If parent agreement and signature is given, boarding students are allowed to leave campus during free time provided they have meet all expectations for the day (room clean, homework done, attendance, etc.). When away from the school, all students must remain in the city limits and be with at least one other person from the school. All school rules and policies that apply are in effect when our students are away from campus here in Salzburg.

Sports Permission Form

This form releases the school from liability for injuries which may be incurred during athletics games and practices, during physical education courses, and during free-time and weekend activities including skiing/snowboarding outings.

Security

Students resident at AIS-Salzburg should *never keep valuables or large amounts of cash in their dormitory rooms* or on their persons during their residency at the school. The school office has personal security safe boxes in which students can place their valuables. These can only be opened by an office administrator and provide a great deal of security for documents, jewelry, and other items that are not safe in the dormitory rooms. Boarding students are also encouraged to bring a small, lockable box for the storage of items in their dormitory rooms. This should be small enough to fit in a desk or chest drawer.

Dormitory doors are to be locked at all times when no one is in the room. The cleaning staff will always lock rooms upon their departure, but it is the student's responsibility to keep their personal items and those of their roommates safe. Theft of any personal items results in immediate expulsion from the school community.

Finances

All students boarding at the school must have and maintain an incidentals account with our business office. This account is to be funded at 1,500 euro at the start of the school year and replenished as necessary throughout the year. Costs for activities, laundry fees, athletics fees, and other similar charges are deducted by the accountant regularly and statements of account are sent to the parents throughout the school year.

Spending money can be organized through the school's accounting office and regularly distributed to the students at the start of each week. The school recommends that an amount between 30 and 50 euro per week is reasonable and should cover all personal needs of the students. Utilizing the incidentals account for payment of weekly pocket money is a good way to help ensure that money is not wasted and that the students learn to budget their spending money appropriately. Please also note that requests for larger amounts in cash from the incidentals account can only be released to a student with parental permission and communication (fax, e-mail, or direct telephone call). The school reserves the right to deny payment of any funds from incidentals accounts that are in arrears.

Health and Accident Insurance

Enrollment at AIS-Salzburg includes accident insurance which covers the entire time the student is enrolled at the school, whether in classes, in the dormitories, on excursions, ski trips, athletics outings, or other events on or off campus. Students who require a visa to enter Austria are also required to show proof of health insurance coverage through a private health insurance provider recognized by the authorities here in Austria. The school can connect families with the Generali Insurance Company which provides a comprehensive health coverage plan at a reasonable prices (less than 40.- euro per month). Parents of students who do not need a visa to enter Austria may also want to take advantage of this health insurance plan at their discretion. Otherwise, the school covers all immediate health costs and then passes these invoices on to the parents who then claim them with their insurance provider.

Health care in Salzburg is very good and the large provincial hospital as well as a trauma hospital are located within a few kilometers from the school campus. When a physician needs to be consulted, there are two within walking distance of the school and arrangements are made through the school's student health coordinator, Mr. Joseph Suttmann. Mr. Suttmann can be reached at the school through his e-mail address, jsuttmann@ais-salzburg.at or at the school office telephone number: +43 662 824617.

Salzburg, Austria

For many people, Salzburg is one of the most beautiful cities in the world with its profound natural beauty, cultural richness, and history. Geographically located at the foot of the Alps and in the center of Western Europe, Salzburg is a surprisingly convenient place to live and learn. The Salzburg International Airport is within ten minutes of the school campus and the train station is just across town. Although Salzburg is not a major air hub, there are daily flights to Vienna, Frankfurt, Zürich, London, Istanbul, Düsseldorf, Paris, and many other European centers. The nearest larger urban centers are Munich (2 hours), Vienna (3 hours) and Innsbruck (2 hours).

The city prides itself on its beauty, safety, and service; being a city that hosts millions of visitors annually. Student and visitors can expect excellent transportation infrastructure, a wide variety of services, and a population that speaks English as a second language. It is not difficult for the non-German speaker to get around in Salzburg and accomplish any tasks which are required to meet their needs.

Beyond this, Salzburg is simply a beautiful place rich in history and culture. In preparation for your arrival, have a look at some of these websites to acquaint yourself with our school's surroundings:

Official Salzburg Travel Guide Site: <http://www.salzburg.info/en/>

Travel Guide Written by Locals: <http://www.visit-salzburg.net>

Official Site of Salzburg Province: <http://www.salzburg.gv.at/en/en-index>

Final Notes

I thank you for your consideration and agreement with the information above and invite you to contact the school office with questions or need for clarification. Although various administrators will be on vacation during the summer, the telephone, fax, and e-mail address will be staffed throughout. We look forward to a successful and challenging school year in 2020-2021 and seeing you this September.

Sincerely,

Paul McLean
Headmaster
AIS-Salzburg

<http://www.ais-salzburg.at>