



## Important Information for New Students

2021-2022 School Year

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.

Given the Corona virus situation and its potential for change from day-to-day or week-to-week, please understand that the information contained in this and other mailings that outline procedures and policies may be subject to change without notice by the school administration if deemed necessary and prudent in light of the continuously-monitored health conditions in Salzburg, Austria. Please check and review any recent updates on the situation that have been sent out recently and are available on our website at [www.ais-salzburg.at](http://www.ais-salzburg.at)

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:	<a href="mailto:office@ais-salzburg.at">office@ais-salzburg.at</a>
Mr. Jeffrey Agardy, College Counselor:	<a href="mailto:jagardy@ais-salzburg.at">jagardy@ais-salzburg.at</a>
Mr. Paul McLean, Headmaster:	<a href="mailto:pmclean@ais-salzburg.at">pmclean@ais-salzburg.at</a>
Ms. Laura Fox, Dean of Students:	<a href="mailto:residentstaff@ais-salzburg.at">residentstaff@ais-salzburg.at</a>
Ms. Jasmina Milenkovic, Accountant:	<a href="mailto:accounting@ais-salzburg.at">accounting@ais-salzburg.at</a>

### Academic Calendar

Fall Trimester	September 6 through November 19, 2021
Winter Trimester	November 22, 2021 through February 23, 2022
Spring Trimester	February 28 through May 20, 2022
Commencement Exercises (graduation)	May 19, 2022
Final Examinations (grades 9-11 only)	May 23-26, 2022

During the 2021-2022 school year, there will be two excursions (Fall and Winter), a Winter Break of three (December 18, 2021 through January 9, 2022) and a Spring Break of two weeks' length (April 9-24, 2022). 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 2021-2022 School Year

Arrival days for all boarders	September 3-4, 2021
Orientation day for all students	September 6, 2021
First day of classes	September 7, 2021
Fall Excursion to Prague or Athens, Greece	October 20-24, 2021 (Athens, Oct. 19-24)
Winter Break	December 18, 2021 through January 9, 2022
Winter Skiing or Vienna Excursion	February 24-24, 2022
Commencement Exercises (Graduation Ceremony)	May 19, 2022
Departure days for grades 7 and 8	May 20, 2022
Final Examinations (Grades 9, 10 and 11)	May 23-26, 2022
Departure days for all boarders	May 26-28, 2022
<i>(Junior Community Service Trip</i>	<i>TBA - Spring, 2022)</i>

## Daily/Weekly Academic Schedules, 2021-2022

### **Mondays, Tuesdays, Fridays** (50 min periods)

08:30 - 09:20	<b>Period 1</b>
09:25 - 10:15	<b>Period 2</b>
10:15 - 10:30	<i>Break</i>
10:30 - 11:20	<b>Period 3</b>
11:25 - 12:50	<i>Lunch A (11:20-12:00) / Period 4 B (12:00-12:50)</i>
12:15 - 12:50	<i>Lunch B (12:15-12:50) / Period 4 A (11:25-12:15)</i>
12:50 - 13:40	<b>Period 5</b>
13:45 - 14:35	<b>Period 6</b>
14:40 - 15:30	<b>Period 7</b>

### **Wednesdays** (35 minute academic periods)

07:45 - 10:25	<b>Physical Education</b>
10:30 - 11:05	<b>Period 1</b>
10:10 - 11:45	<b>Period 2</b>
11:45 - 12:20	<i>Lunch A (11:45-12:20) / Period 3 B (12:20-12:55)</i>
12:20 - 12:55	<i>Lunch B (12:20-12:55) / Period 3 A (11:45-12:20)</i>
13:00 - 13:35	<b>Period 4</b>
13:40 - 14:15	<b>Period 5</b>
14:20 - 14:55	<b>Period 6</b>
15:00 - 15:35	<b>Period 7</b>

### **Thursdays** (50 min. periods)

08:00 - 08:25	<b>Seminar</b>
08:30 - 09:20	<b>Period 1</b>
09:25 - 10:15	<b>Period 2</b>
10:15 - 10:30	<i>Break</i>
10:30 - 11:20	<b>Period 3</b>
11:25 - 12:50	<i>Lunch A (11:20-12:00) / Period 4 B (12:00-12:50)</i>
12:15 - 12:50	<i>Lunch B (12:15-12:50) / Period 4 A (11:25-12:15)</i>
12:50 - 13:40	<b>Period 5</b>
13:45 - 14:35	<b>Period 6</b>
14:40 - 15:30	<b>Period 7</b>

**Lunch A:** German Literature, German II, Study Hall 9

**Lunch B:** Junior High Science, German III, German I, German IV/V

## Student Body, Enrollment and Tuition Payment Schedule

AIS-Salzburg will host and educate over 85 students, ages 12 to 18, with over 25 nationalities during the 2021-2022 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. This year, we are expecting a more diverse group of students with a higher number of new enrollments at all grade levels. Approximately 30% of our students will be new to AIS-Salzburg this September and there are new enrollments at each grade level. We are also expecting a near 100% return rate among last years' students and, therefore, the community will be significantly larger than last year, which was negatively affected by the pandemic.

The AIS-Salzburg student community will represent a wide range of nationalities whereby there is no majority of any one in particular. Students will be joining us from nearly all of the European nations as well as students from Asia, Australia, Africa and North America. Approximately 25% of the students are native English speakers and over 85% of them will be joining us from other schools in which English is the language of instruction. Over 80% of the students will be enrolled in grades 9 through 12 (high school) and 20% in the junior high grades (7 and 8). Over 85% will be full or 5-day boarders and 15% joining us as local day students. We presently predict a total student body of around 85-90 students, 13 teaching faculty members, 8 resident-care staff members, three administrators as well as the cleaning, house and kitchen staff. This will give us an overall staff:student ratio of 3:1 and a 7:1 ratio of students to teachers.

Enrollment in the school follows application and acceptance, reception of the signed and dated admission agreement 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 cases of withdrawal or expulsion from the school. An addendum to the admissions agreement stipulates under what conditions refunds may be made for the possible cancellation of programming attributable to the Corona pandemic.

## 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 mandatory 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 scheme as well as with awarding credit, promotion and graduation. 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 acceptable 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 to make travel plans now so that no instructional time is compromised or lost. 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 unless these are justifiably declared legitimate due to circumstances beyond our, or the parents' control. Absences for holidays which fall during class time during the calendar year are also considered unexcused. Therefore, please carefully note the arrival and departure dates mentioned above and mark them on your calendar for planning purposes.

Further information on the AIS-Salzburg attendance and other policies referred to above can be found at the following links:

Academics (general): <https://www.ais-salzburg.at/academic-programs/>

Diploma and Academic Credit System: <https://www.ais-salzburg.at/academic-programs/ais-salzburg-diploma-and-academic-credit-system/>

Standard Academic Schedules: <https://www.ais-salzburg.at/academic-programs/standard-academic-schedules/>

Load, Promotion and Diploma Requirements: <https://www.ais-salzburg.at/academic-programs/ais-salzburg-promotion-and-diploma-requirements/>

## 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 **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 by the Dean of Students. 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 (academic time).

Please remember that the weekend programs include active, entertaining, and cultural activities, travel opportunities, sporting events and team practices to which each boarding student must commit to at a minimum level. 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. There are no weekend check-outs allowed before final examinations at the end of the school year (May 21-22, 2022).

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 if desired.

## Residences

The administration will begin setting up the rooming plan as of late August before student arrivals. 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.

When room change requests are received by the Dean of Student's office, they will be evaluated by the resident-care staff as a whole and determined acceptable or denied based upon a number of factors including parental input and evaluation of potential benefit to all students involved in the change. At times, the resident-care staff, with administrative approval, may require a rooming change and has the authority to do so if this can be justified by the potential improvement of one or more students' academic or social development, compatibility and avoidance of potentially negative social dynamics and/or to ensure that a respectful and trusting environment is established and maintained in the school's residences.

All dormitory rooms at AIS-Salzburg have en suite bathrooms and showers and are either single, double or triple occupancy in both the boys' and girls' quarters. Dormitory rooms also include all necessary furnishings including desk, bed, chairs, wardrobes, desk lamps, etc., and these are cleaned and inspected before the start of the school year. AIS-Salzburg provides all bedclothes and these are washed and changed on a weekly basis by the school's cleaning staff. The school does not supply towels or washcloths. Essential cleaning is carried out weekly in the dormitory rooms by the house staff, but it is considered a fundamental requirement of all boarders to maintain a neat, clean, sanitary and tidy room at all times. Dormitory rooms are inspected regularly by the school staff and free-time restrictions may be imposed if these responsibilities are not met regularly to the required degree.

Please be aware of a couple of important guidelines regarding dormitory accommodations at AIS-Salzburg:

- 1) Space is limited, please do not expect to have room for excessive amounts of personal clothing or other items. If you bring too much, it will need to be put into storage with limited access.
- 2) The luggage of full boarders cannot be kept in the dormitory rooms. 5-day boarders may keep one bag for weekend travel in their closets.
- 3) Certain items are not allowed to be stored in dormitory rooms including winter sports equipment, bicycles or other transport, or similar items. The school has specific storage space available for such possessions.
- 4) Cooking or the use of any device which heats or has an open flame (candles, etc.) are never allowed in the dormitory rooms by fire codes. Violations of this requirement is considered a serious threat to the health and well-being of all residents.
- 5) Security is important. Resident students should never keep loose valuables in their room (cash, credit cards, wallets, expensive jewelry, etc.). The school provides individual safe boxes in the office for any student who would like to use one.
- 6) Electronics and electric-powered devices. 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.

Finally, a resident student needs to remember that although the staff and administration establish effective and professional parameters around personal privacy per policy, personal space will sometimes be reviewed, inspected or otherwise infringed upon in order to maintain a safe and secure environment for everyone. In such cases, the staff will always act in a professional manner which is within well-prescribed parameters they are committed to uphold.

The Dean of Students would be pleased to receive the students'/parents' input in terms of room selection wishes. This can be accomplished between now and August 31, 2021. You can download room request forms at these links:

Female Boarders: <https://www.ais-salzburg.at/wp-content/uploads/2021/07/RoomRequestForm2021Female.pdf>  
Male Boarders: <https://www.ais-salzburg.at/wp-content/uploads/2021/07/RoomRequestForm2021Male.pdf>

## What to Bring

<https://www.ais-salzburg.at/wp-content/uploads/2020/07/WhatToBring2020-1.pdf>

Please download this form at the link above to read through a listing of items that a resident student should bring with them, items they are encouraged to bring but are not required, and a list of items that are not to be brought into the dormitories. Although this list may not be all-inclusive, the fundamental parameters should be apparent. If you have particular questions, please let us know and we will try to assist.

## Dress Code (overview)

The AIS-Salzburg dress code does not require uniforms except in physical education classes and these are provided to all students at the start of the year. We do, however, require general guidelines be met in terms of clothing and style while enrolled at the school. These parameters are designed to (a) ensure the safety and health of our students (all dress and style must be appropriate for the weather or activity), (b) reflect the higher level of seriousness with which academics are pursued in the classroom, and (c) still allow for an appropriate amount of personal expression of personality and style.

All students must meet the school's academic attire code during the academic day (07:00-15:30 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 or shorts  
Shirt with a collar (no t-shirts or athletic jerseys)  
Stylish 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  
Nothing excessive, inappropriate for the weather or offensive to any member of the school community.

**Academic Attire (Females):**      Dress, skirt, or pants without patch pockets (sewn on pockets); no jeans, sweatpants, shorts)  
Top or blouse (no t-shirts, athletic jerseys, spaghetti strings, no shoulder-free or revealing of midriff)  
Stylish shoes (pumps, sandals, ballerinas, etc.; no sports shoes, flip-flops, or excessively high heels)  
Sweater or sweater vest (if necessary given weather; no sweatshirts or hoodies)  
No headwear  
Nothing excessive, inappropriate for the weather or offensive to any member of the school community.

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 annual Community Service Trip. 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-shirts (2), and shorts (2). To review the entire AIS-Salzburg Dress Code, please go to this link: <http://www.ais-salzburg.at/wp-content/uploads/2015/02/DressCode2017.pdf>

## 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 Suttman. Mr. Suttman can be reached at the school through his e-mail address, [jsuttman@ais-salzburg.at](mailto:jsuttman@ais-salzburg.at) or at the school office telephone number: +43 662 824617.

## **PowerSchool® Student Information System**

The PowerSchool® student information program is an online educational platform which is accessible to all members of the school community including students and parents. School community members 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. Parents can also contact teachers and staff members directly through the PowerSchool® system.

At the start of the school year, login names and passwords are given to all students and their parents or guardians. 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 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.

## **Google Classroom®**

All instructors at AIS-Salzburg will utilize the Google Classroom® platform to send information, assignments, readings, updates and other materials to the students enrolled in their classes. At the start of the school year, students will receive the information required to register in their classes and gain access to these materials.

In the event that face-to-face instruction is suspended, the Google Classroom® platformed is used for online instruction. Otherwise, the materials found here are not to be seen as equivalent to the instruction taking place in the classroom and it is not possible to gain credit in the course through the Google Classroom® platform alone. One should see this platform as a resource and supplement to their regular, in-class learning and development.

## **Enrollment Forms and Agreements**

At the start of each school year, all students enrolled and their parents must fill out and submit a number of enrollment and/or permission forms. The number and varieties of these depends upon the student's status:

### *Resident Students (Full, and 5-Day Boarders):*

- Enrollment Form 1: Child Protection Agreement
- Enrollment Form 2: Personal Data Consent (GDPR)
- Enrollment Form 3: Contact Information
- Enrollment Form 4: Athletics/Physical Education Participation
- Enrollment Form 5: Leaves to the City
- Enrollment Form 6: Alcoholic Beverages
- Enrollment Form 7: Damage Liability Declaration and Agreement
- Enrollment Form 8: Attendance Policy Agreement
- Enrollment Form 9: Community Commitment and Code of Conduct
- Enrollment Form 10: Excursion Participation
- Enrollment Form 11: Health Form and Record

All of these forms can be downloaded at this URL:

<https://www.ais-salzburg.at/wp-content/uploads/2021/07/PermissionFormsBoarders2021.pdf>

### Non-Resident, Day Students:

- Enrollment Form 1: Child Protection Agreement
- Enrollment Form 2: Personal Data Consent (GDPR)
- Enrollment Form 3: Contact Information
- Enrollment Form 4: Athletics/Physical Education Participation
- Enrollment Form 5: Attendance Policy Agreement
- Enrollment Form 6: Community Commitment and Code of Conduct
- Enrollment Form 7: Excursion Participation
- Enrollment Form 8: Health Form and Record

All of these forms can be downloaded at this URL:

<https://www.ais-salzburg.at/wp-content/uploads/2021/07/PermissionFormsDay2021.pdf>

Here is further clarification about these forms for your better understanding:

#### *Child Protection Agreement Form*

The safeguarding, protection and support of our students in an effort to ensure their health, security and wellbeing while enrolled at our school is of the highest priority. This brief statement, which should be read through completely, outlines the parameters of our efforts to professionally protect our students from harm, abuse and neglect. A copy of the full Child Protection Policy and Procedures will be sent out to all parents and guardians at the start of the school year in September.

#### *Data Protection Information and Agreement Form*

The European Union personal data protection guidelines (GDPR) 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 purpose-directed collection and use of personal student data. At the end of this form, a number of points are provided which require your consent.

#### *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.

#### *Athletics/Physical Education 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.

#### *Leaves to the City Permission 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.

#### *Alcoholic Beverages Permission Form*

On a strictly-limited basis, students 17 years of age or older are allowed consumption of beer or wine with dinner on Friday and Saturday evenings while enrolled at the school. Abuse of this policy leads to revocation for the remainder of the school year.

#### *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.

#### *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 2021-2022 school year should be available online in August.

#### *Excursion Participation Form*

This form is a preliminary designation given by the student and parent/guardian relevant to participation on the fall and winter excursions. Reception of this information at the start of the school year allows us to properly prepare and plan for these events.

#### *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. This is especially important this year with the Corona virus situation and reception of proof as to whether a student has been vaccinated or not (see latest Corona update). Please also inform us of any ongoing condition that required treatment or medication or in any way restricts a student's participation in school activities. 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.

#### *Arrival Form (attached to this message)*

In order to prepare for your arrival on campus, we ask all resident students to fill out and send us the Arrival Form indicating when and by what means they will arrive on the two days (September 4 and 5, 2021) students are expected. If travel plans change at any time, please be certain to inform the school office staff ([office@ais-salzburg.at](mailto:office@ais-salzburg.at)) of this so that we can be there at the airport or train station on time to pick the student up there. Please provide us with as much information as possible including carrier, flight number, arrival time, date, etc.

## 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 at different times, the telephone, fax, and e-mail address will be staffed throughout. We look forward to a successful and challenging school year in 2021-2021 and seeing you this coming September!

Sincerely,



Paul McLean  
Headmaster  
AIS-Salzburg