



## Important Information for Returning 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 back 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 new school year. We are excited to be given the chance to work with you again 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)

After reviewing 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>

### ***What's New?***

#### **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) / <b>Period 4 B</b> (12:00-12:50)</i>
12:15 - 12:50	<i>Lunch B (12:15-12:50) / <b>Period 4 A</b> (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) / <b>Period 3 B</b> (12:20-12:55)</i>
12:20 - 12:55	<i>Lunch B (12:20-12:55) / <b>Period 3 A</b> (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) / <b>Period 4 B</b> (12:00-12:50)</i>
12:15 - 12:50	<i>Lunch B (12:15-12:50) / <b>Period 4 A</b> (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 and Enrollment

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.

## Corona and the Coming School Year

If we assume that the present (July 21, 2021) rise in infections and the experts' concern for the growing number of Delta variation cases (or other, new mutations of the virus) will increase over the next two months, we can expect that the above-mentioned restrictions and health protection measures will likely remain in place when the school year begins at AIS-Salzburg on September 4th. If this is the case, the government's restrictions, especially the '3G' requirements, will inhibit several aspects of free-time movement and activities that the school allows or organizes—*at least for those students and staff members who cannot meet the '3G' requirements*. Students who are not vaccinated, do not have proof of a recent negative test and/or do not have proof of recovery from Covid-19 would, in such a case, not be allowed to enter stores, take meals in restaurants or cafes, enjoy museums, concerts, films or other activities, whether planned by the school or engaged in these during free time. It may also be the case that they may not be able to participate in any indoor sports activities, team practices or regular, required physical education classes as well. This concern remains speculative at this time, but we consider it a high priority to prepare for this possible scenario.

*Can testing be done at such a level as to avoid these restrictions for AIS-Salzburg students who are not vaccinated?* There are indications that the government is planning to stop free testing in Salzburg and throughout Austria by the end of the summer and may then begin charging a significant sum of money (€50 has been proposed) for individual, PCR tests (proposed as the only valid test result acceptable). This debate includes the idea that if PCR tests are no longer freely offered, many more people will decide to get vaccinated. There is also discussion that self-tests, such as those given the students at AIS-Salzburg on a regular basis, will no longer be acceptable for meeting the '3G' requirements; effectively eliminating this opportunity for our non-vaccinated student residents.

The school cannot require or demand that all students enrolled be vaccinated against Covid-19. However, it seems that given certain eventualities, it may be the key to full participation and engagement in AIS-Salzburg programming this fall. The disadvantages that may be experienced by non-vaccinated students in our school would not be imposed by the school administration or our internal policies, but would be required by national Austrian law, the adherence to which we are bound. We do, therefore, encourage all of our school community members to seriously consider getting their children vaccinated before the school year begins if at all possible.

Vaccinations will also be available to our boarding students here in Salzburg after arrival and taking up official residency in the school dormitories in September.

*Quick Summary:*

1. The Corona virus pandemic remains somewhat unpredictable, but is coming under control with increasing numbers of vaccinations available in Austria and the EU. The situation is much improved.
2. The situation in Austria and Salzburg presently is very good and many restrictions have been lifted recently.
3. Some restrictions remain in place, the most important of which is the '3G' (vaccinated, recovered or tested) requirement for boarder crossings, restaurants, theaters, cafes, hairdressers, etc. This will likely remain in place through the fall.
4. The government may decide to upgrade the testing requirement within the '3G' requirements in the future to PCR tests only and at cost in an effort to urge more citizens to get vaccinated.
5. Proper precautions will be taken by AIS-Salzburg and the government officials regarding a safe and secure start to the school year including frequent testing during the first two weeks.
6. The number of vaccinations carried out by early September is likely not to reach a herd immunity level and, therefore, infections are predicted to rise through the coming months and at the start of the school year.
7. The Delta virus mutation has experts and officials concerned as it is more infectious than previous varieties. However, it seems that symptoms experienced by those who catch it are less likely to lead to hospitalization, granting the authorities justification to consider accepting higher infection numbers before instituting new restrictions.
8. If the '3G' regulations remain in place as at present, it may be that many of our resident students who are not vaccinated may be restricted from participation in some school activities and events including sports and athletics, excursions and outings, museum visits, etc. The school is therefore encouraging all students to get vaccinated to avoid such restrictions. Vaccinations can be done here in Salzburg upon arrival as well.
9. Our school staff has gained solid experience in dealing with this pandemic over the past year and will apply the knowledge learned to any eventual scenario this fall and throughout the 2021-2022 school year.
10. We expect a near-normal educational experience and programming for the coming school year. We do, however, want to be realistic and prudent in addressing any risks to our community.

Note: Please stay on top of the latest updates on the Corona situation sent out by the school administration. The information above may quickly become out-of-date.

## **Child Protection Policy**

The school administration and staff will be emphasizing safeguarding and protection in a more formal way starting this fall. All staff members are going through training this summer in various areas related to this theme (bullying, abuse, neglect, emotional support, online safety, self-harm, fire/emergency protection procedures, first aid, etc.) and will be implementing these in accordance with new policies and procedures. AIS-Salzburg students can expect these issues to provide an undercurrent of discussion and action this coming year in our effort to ensure that our community is safe, secure in their dignity and able to focus on the important priorities of learning and developing within an environment of trust.

The first step in upgrading our levels of security and safeguarding is to be informed of our objectives and procedures. The full policy will be available for downloading and reading in the 'Downloads' section of the school website in the coming days following final review and discussion. Since safeguarding and protection are very broad themes that touch on many aspects of our programming, there will also be related policies of which you will want to make yourself aware of and informed about. For example, the schools Anti-Bullying and Anti-Cyberbullying Policy should be understood by all community members as soon as possible.

## Weekend Travel Program

The school has initiated a weekend travel program whereby students are invited to participate in overnight trips to areas around Salzburg not more than 3 or 4 hours away by public transport (train or bus). Destinations presently being considered include:

Vienna for evening musical or production, museum visit, sports event, etc.

Munich for sightseeing, museums and entertainment

Nürnberg for Christmas Market

Klagenfurt/Wörthersee for boating, shopping, Minimundus, etc.

Innsbruck for hiking, sightseeing, entertainment, skiing

Bregenz/Vorarlberg/Lichtenstein for sightseeing, entertainment, etc.

Garmisch-Partenkirchen for skiing

Stuttgart for Mercedes museum, shopping, entertainment

Although dates have not yet been set, we plan on offering one overnight weekend trip per month except during those months that contain excursions (October and February). At a minimal payment of €45 to help defray costs, we hope that a good number of students take advantage of these travel opportunities during the school year and get out to see more of the beautiful area in which we live.

## Excursions, 2021-2022

The excursions planned but cancelled in 2020-2021 have been rescheduled for 2021-2022 and we look forward to offering these to all students:

*Fall Excursion* - October 20-24, 2021

Option 1 (included completely in tuition): **Prague, Czech Republic**

Option 2 (€200 extra fee for flight costs; limited to 26 students): **Athens and Greece**

*Winter Excursion* - February 24-27, 2022

Option 1 (included in tuition): **Skiing in Lungau**

Option 2 (included in tuition): **Vienna, Austria**

Please take the time to discuss your options now and fill out the Excursion Participation Form (below) as accurately as possible so that we can make solid plans for these trips.

## Sports and Athletics

With a larger student body and the worst of the Corona pandemic behind us, we are looking forward to offering an exciting year of athletic competitions in our team sports. The Danube Valley Athletics Conference should be back up and organizing again and we look forward to a lot of talented new students joining us in September. Please contact Mr. Burns if you have any questions concerning athletics involvement ([dburns@ais-salzburg.at](mailto:dburns@ais-salzburg.at)).

## Dormitories

With a much larger student body in 2021-2022, you can expect that our dormitories will house more students than you may have gotten used to this past year. Although seniority requests will be considered and most honored, realize that the number of single rooms, especially, will be limited in order to accommodate all students comfortably. If you have not yet sent in a Room Request Form, please consider doing so at the next opportunity. The forms can be downloaded here:

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

Complete these carefully and send them to us as soon as possible by scan or fax ([office@ais-salzburg.at](mailto:office@ais-salzburg.at))

## **New Academic Courses and Preschedules**

The following courses have been added to the AIS-Salzburg curriculum for 2021-2022:

AP Psychology  
English 12 Literature and Composition  
Mathematics 7  
AP Biology

In the spring, most of you submitted your prescheduling wishes and the administration will be working with these to set up the schedules for the start of the year. There will, of course, be opportunity to alter your schedule and we will confirm all elective enrollments during the first days of the school year. You can contact the headmaster at any time with questions or concerns at [pmclean@ais-salzburg.at](mailto:pmclean@ais-salzburg.at)

## **New Staff Members**

Several new staff members will be joining our community this year due to the expansion of the size of the student body. These include:

Ms. Laura Fox: Dean of Students (Ms. Baehler will move over to the teaching faculty)  
Mr. Kevin Fox: Dorm Parent  
Ms. Zuzanna Zajac: Resident Assistant  
Ms. Tierney McCue: Resident Assistant  
Ms. Devon Anderson: English Instructor

We hope that you enjoy working with these new members of our team and get to know them quickly at the start of the school year.

## **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* (please download at here - <https://www.ais-salzburg.at/wp-content/uploads/2021/07/ArrivalForm2021.pdf>)  
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.

## **Final Notes / What to Expect**

In the coming weeks, you should expect to receive a number of mailings that will include further, important information required for a proper start to the school year in which everyone is informed and updated. At any time, you may want to check the 'Downloads' section on the school website as well (<https://www.ais-salzburg.at/info/>) where updated documents and information will be uploaded throughout the coming weeks.

The main point is: To be successful this coming year—academically, developmentally, personally and socially—you will need to start out on the right foot: objectively informed, clear in all expectations and free from doubt and uncertainty.

Thank you for your attention and assistance. We hope that all of you are enjoying a restful and relaxing summer and looking forward to an exciting new year at AIS-Salzburg!

Sincerely,

Paul McLean  
Headmaster  
AIS-Salzburg