



Important Information for Returning Students

2022-2023 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

After reviewing 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. Laura Fox, Dean of Students:	lfox@ais-salzburg.at
Ms. Jasmina Milenkovic, Accountant:	accounting@ais-salzburg.at

What's New for 2022-2023?

Academic Calendar

Fall Trimester	September 5 through November 25, 2022
Winter Trimester	November 28, 2022 through February 22, 2023
Spring Trimester	February 27 through May 19, 2023
Commencement Exercises (graduation)	May 17, 2023
Final Examinations (grades 9-11)	May 22-25, 2023

During the 2022-2023 school year, there will be two excursions (Fall and Winter): a Winter Break of three weeks from December 17, 2022 through January 8, 2023; and a Spring Break of two weeks' length from April 1 to 16, 2023. 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 2022-2023 School Year

Arrival days for all boarders	September 3-4, 2022
Orientation day for all students	September 5, 2022
First day of classes	September 6, 2022
Fall Excursion to Paris or Barcelona	September 28 to October 2, 2022
Winter Break	December 17, 2022 through January 8, 2023
Winter Excursion	February 23-26, 2023
Commencement Exercises (Graduation Ceremony)	May 17, 2023
Departure days for grades 7 and 8	May 19 & 20, 2023
Final Examinations (Grades 9, 10 and 11)	May 23-27, 2022
Departure days for all boarders	May 25-28, 2023

Daily/Weekly Bell Schedules, 2022-2023

Sundays

18:45-19:00	Report for evening study hall
19:00-21:00	Evening study hall / Elective period
21:00-21:30	Quiet time in rooms
22:00 / 23:00	Lights out

Mondays, Tuesdays, Fridays

07:30-18:15	Breakfast
08:30-09:20	Period 1
09:25-10:15	Period 2
10:15-10:30	break
10:30-11:20	Period 3
11:25-12:50	Lunch A (11:20-12:00) / Period 4B (12:00-12:50)
12:15-12:50	Lunch B (12:15-12:55) / Period 4A (11:25-12:15)
12:55-13:45	Period 5
13:50-14:40	Period 6
14:45-15:35	Period 7
15:35-18:00	Free time, tutorials, electives or other commitments
18:00 - 18:45	Dinner
18:45-19:00	Report for evening study hall
19:00-21:00	Evening study hall / Elective period
21:00-21:30	Quiet time in rooms
22:00 / 23:00	Lights out (except on Fridays)

Wednesdays

07:00-07:30	Breakfast
07:30-10:25	Physical education at the Rif Sports Center
10:30-11:05	Period 1
11:10-11:45	Period 2
11:45-12:20	Lunch A (11:45-12:20) / Period 3B (12:20-12:55)
12:20-12:55	Lunch B (12:25-13:00) / Period 3A (11:50-12:25)
13:00-13:35	Period 4
13:40-14:15	Period 5
14:20-14:55	Period 6
15:00-15:35	Period 7
15:35-18:00	Free time, tutorials, electives or other commitments
18:00-18:45	Dinner
18:45-19:00	Report for evening study hall
19:00-21:00	Evening study hall / Elective period
21:00-21:30	Quiet time in rooms
22:00 / 23:00	Lights out

Thursdays

07:30-08:00	Breakfast
08:00-08:25	Seminars I-V
08:30-09:20	Period 1
09:25-10:15	Period 2
10:15-10:30	break
10:30-11:20	Period 3
11:25-12:50	Lunch A (11:20-12:00) / Period 4B (12:00-12:50)
12:15-12:50	Lunch B (12:15-12:55) / Period 4A (11:25-12:15)

12:55-13:45	Period 5
13:50-14:40	Period 6
14:45-15:35	Period 7
15:35-18:00	<i>Free time, tutorials, electives or other commitments</i>
18:00-18:45	<i>Dinner</i>
18:45-19:00	Report for evening study hall
19:00-21:00	Evening study hall / Elective period
21:00-21:30	Quiet time in rooms
22:00 / 23:00	Lights out

Student Body and Enrollment

AIS-Salzburg will host and educate over 90 students, ages 12 to 18, with over 25 nationalities during the 2022-2023 school year. The majority of these students—over 80%— are either full- or 5-day boarders. The remainder are day students who visit our school during the academic day but are not resident in our facilities. This year, we are expecting a very diverse group of students with a higher number of new enrollments than in 2021-2022 due to the graduation of a large class this past spring. Approximately 35% of the students will be new to AIS-Salzburg this September and many will be students dislocated by war in the Ukraine. The community will be significantly larger than last year and the dormitories are likely to be at or very near capacity. Grade level enrollments have been capped at 22 in the high school grades due to the increased number of students expected to enroll. Some course sections, therefore, will be larger than in previous years.

All full- and part-time teaching faculty and administrative members of the school will be returning for 2022-2023 except for Ms. Fuchs (German Literature). The resident-care staff will be increased by one dorm parent (female) and three of the resident assistants will be new to the school.

Because of the high number of boarding students, it is especially important that we receive your rooming request forms as soon as possible. The forms for both male and female resident students is available [here](#) and should be returned to Ms. Fox by early August to ensure that your wishes for rooms and roommates are considered before the rooming scheme is established.

Corona and the 2022-2023 School Year

At present, the Austrian government and health authorities are laying plans for dealing with a new wave of Covid infections this coming October/November, caused by an as yet unidentified strain of the Corona virus. Virologists are unable, at present, to predict the infectiousness or threat to life that a new variant may represent, but many feel that it will either be a new mutation of the Omicron variant or a comparable strain that will bring similar levels of infectiousness, but lower levels of threat to life. Regardless of the virological particulars, it is important to understand that the school will likely be under some restrictions when this new wave begins.

It is most likely, that Salzburg Province and Austria generally will impose several restrictions when confronted by a new wave. These restrictions, applicable to all schools in Austria will likely include:

- masking
- frequent antigen and PCR testing and reporting
- restrictions on travel or increased controls
- restrictions on group sizes indoors and/or outdoors
- restricted access for non-vaccinated persons to restaurants, hotels, sports venues, etc.
- new vaccination requirements
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The school administration will consider imposing particular restrictions in order to ensure the well-being and safety of all students which may include:

- restrictions on free time movement off campus
- postponement of activities, sporting events or excursions
- restricted access to the school campus

The school requires that all resident students enrolled be vaccinated against Covid-19 by the start of the school year in September. Day students are encouraged to be vaccinated as well to prevent loss of participation in instruction, sports, or other programming. Proof of vaccination must be brought with the resident students upon arrival and a photo copy will be made and included in the student's health file. The original will be kept with the student's passport, under lock and key. The school's health coordinator will continue to organize vaccinations throughout the fall and will schedule these with confirmation from the parents or guardians.

Testing will be carried out on all arrival days (start of school year, return from Winter and Spring Breaks) and the school administration reserves the right to require antigen testing whenever it is felt necessary to do so. Compliance with such requests for testing is expected at all times.

The school administration will update all community members on the Covid situation whenever necessary throughout the school year. These updates will be sent out by electronic communication.

War in Ukraine

The invasion of Ukraine by the Russian military continues to have an effect upon Europe and the world, primarily economically. Here in Europe, the millions of Ukrainian refugees who have left their home country to find peace and security is a major social factor that is being dealt with by the government and non-profit organizations. This need is expected to continue through the fall and into the coming school year and will affect our school community as well. Given the need and our mission to assist and provide an outstanding college-preparatory education to qualified young people from around the world, the school administration has expanded scholarship opportunities for students from Ukraine for the 2022-2023 school year. Through application, demonstration of need and review of academic qualifications, AIS-Salzburg will be accepting a number of Ukrainian students, to enroll in grades 9 through 11 especially.

These students will be completely integrated into our programs, just as all students are blended into our international school. All expectations related to our academic, physical education and social/behavioral programming are in effect for them just as for all other students. AIS-Salzburg can play an important role in providing both an education and a home for students in need and the community can be enriched by the experience as well. Regardless of the protected qualities of birth, nationality and gender, our community welcomes and respects all students and their desire to achieve their goals and move closer to their future dreams without fear of abuse, disrespect or discrimination of any kind. This is what makes our community a very special one and an organization of individuals that cannot turn a blind eye to the needs and hopes of others. Together, our community is enhanced by plurality and enriched by the diversity of experiences of our individual members.

Child Protection Policy

The school administration and staff will continue to emphasize safeguarding and child protection in 2022-2023. All staff members have been through training 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 further implementing these.. 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 full AIS-Salzburg Child Protection Policy will be available for downloading and reading in the 'Downloads' section of the school website following annual review and revision. 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 as well as our Equality and Diversity Policies should be understood by all community members as a fundamental aspect of enrollment in our community.

Weekend Travel Program

The school will continue the successful 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). Although some disruptions in scheduling are to be expected, the school's resident-care staff will organize up to six of these overnight trips to various destinations in 2022-2023.

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 environment in which we live.

Excursions, 2022-2023

The following excursion destinations have been identified for the 2022-2023 school year. Please note that in anticipation of possible restrictions due to Covid, we have moved the Fall Excursion up by four weeks to the last weekend in September.

Fall Excursion - September 27-October 2, 2022

Option 1 (included completely in tuition for full- and 5-day boarders): **Paris, France**

Option 2 (€200 extra fee for flight costs; limited to 26 students): **Barcelona, Spain**

Winter Excursion - February 23-26, 2023

Option 1 (included in tuition): **Winter Sports in Zell am See, Austria**

Since the Fall Excursion begins shortly after the start of the school year, it will be important that all those wishing to participate return their Excursion Participation form (Permission/Enrollment Form #10) in due time. The form, along with all other permission and enrollment forms for both resident and non-resident students can be found [here](#). The Fall Excursion alternative trip to Barcelona, Spain will be limited to 26 students and four staff members, therefore, it will be especially important that you declare your intentions to join us on this trip as soon as possible and at any point during the summer months. As of the first week of the school year, this roster will be finalized in order to purchase flight tickets and reserve accommodations.

Sports and Athletics

With a larger student body and a return to a full schedule of athletic competitions, the administration would like to encourage all students to join one of our competitive sports teams this coming school year. The opportunities available are not only about sports, competition and teamwork, the program also has a strong travel element with dates scheduled for games and tournaments in Munich, Vienna, Bratislava and Budapest.

Competitive sports teams available include the following

- Girls' Varsity Volleyball (Fall Trimester Season)
- Girls' Junior Varsity Volleyball (Fall Trimester Season)
- Boys' Varsity Soccer (Fall Trimester Season)
- Boys' Junior Varsity Soccer (Fall Trimester Season)
- Boys' Volleyball (Fall Trimester Season)
- Girls' Varsity Basketball (Winter Trimester Season)
- Girls' Junior Varsity Basketball (Winter Trimester Season)
- Boys' Varsity Basketball (Winter Trimester Season)
- Boys' Junior Varsity Basketball (Winter Trimester Season)

Please note that those students interested in other, individual sports can also speak with our Athletics Director, Mr. Burns, to discuss possible involvement in organized competitions, especially if you are interested in competitive tennis or swimming. Mr. Burns can be contacted directly at (dburns@ais-salzburg.at).

Dormitories

With a much larger student body in 2022-2023, you can expect that our dormitories will house more students than this past year. Although seniority requests will be considered and most honored, realize that the number of single rooms, especially, will be limited (2 male, 1 or 2 female rooms) in order to accommodate all students comfortably. If you have not yet sent in a Room Request Form to Ms. Fox, 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 to the Dean of Students, Ms. Fox at (lfox@ais-salzburg.at)

New Academic Courses and Preschedules

The master schedule for 2022-2023 has been tentatively created and the list of courses, both required and available to students, is very similar to 2021-2022. We will be maintaining a 7-period academic day as well, with nearly all students having one period of study hall during the academic day. A few changes, however, should be noted:

- AP Chemistry will be offered this year (Leicher) rather than AP Biology. These two courses alternate each year. AP Chemistry is available to both seniors and juniors, however juniors would have to take AP Psychology as their social studies course rather than AP Human Geography which directly conflicts with AP Chemistry.
- The junior-high social studies requirement will be World Geography, which also alternates annually with World History.
- Once again, AP English Literature will be tied together with AP European History and English 12 Literature & Composition with AP Psychology, as they were in 2021-2022.
- Junior high students will be required to take either Drama or Studio Art as an elective, two periods each week during period 7 in the daily schedule. This will meet their elective requirement although they may also choose to join another elective outside the seven-period schedule if desired.
- Given student numbers, it is likely that two sections of German III and German IV will be offered during periods 4 and 5 this year. Ms. Fuchs will be replaced by a new German instructor as well as she has accepted a position at the university in Belgrade.
- Ms. Kasberger will again be teaching the 9th grade Biology course this coming school year.
- The school's academic schedule will again include two separate lunch periods will alternate weekly.

New Staff Members

The school is very pleased that all faculty members are returning for the new school year and a handful of new resident assistants will be added to our resident-care staff. All administrators are returning for 2022-2023 as well. The school will be adding an additional female dorm parent this fall and we are presently in the midst of interviewing appropriately-qualified candidates. Three new female resident assistants will be joining us in September as well.

The teaching assignments (which courses each individual faculty member will be teaching) will also remain very similar to 2022-2023 with the above-mentioned changes.

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/info/>

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/info/>

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 2022-2023 school year should be available online in August.

Excursion Participation Form

This form is a preliminary designation given by the student and parent/guarding 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](#))

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 3 and 4, 2022) students are expected. If travel plans change at any time, please be certain to inform the Dean of Students (lfox@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