



Important Information for Returning Students

2023-2024 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.

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 2023-2024?

Academic Calendar

Fall Trimester	September 5 through November 17, 2023
Winter Trimester	November 20, 2023 through March 1, 2024
Spring Trimester	March 4 through May 24, 2024
Commencement Exercises (graduation)	May 23, 2024
Final Examinations (grades 9-11)	May 27-30, 2024

During the 2023-2024 school year, there will be two excursions (Fall and Winter): a Winter Break of three weeks from December 16, 2023 through January 7, 2024; and a Spring Break of two weeks' length from March 23 to April 7, 2024. 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.

Also, please make your travel plans early enough that the student does not miss classes before or after any vacation periods as these absences will be declared unexcused.

Important Dates for the 2023-2024 School Year

Arrival days for all boarders	September 2-3, 2023
Orientation day for all students	September 4, 2023

First day of classes	September 5, 2023
Fall Excursion to Venice, Italy	October 11-15, 2023
Winter Break	December 16, 2023 through January 7, 2024
Winter Excursion	February 22-25, 2024
Commencement Exercises (Graduation Ceremony)	May 23, 2024
Departure days for grades 7 and 8	May 25 & 26, 2024
Final Examinations (Grades 9, 10 and 11)	May 27-30, 2024
Departure days for all boarders	May 30 (as of noon), 31st and June 1, 2024

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
	Period 4B (12:00-12:50) / Lunch A (11:20-12:00)
	Period 4A (11:25-12:15) / Lunch B (12:15-12:55)
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, sports team practices or other commitments
18:00 - 18:45	Dinner
18:45-19:00	Report for evening study hall
19:00-21:00	Evening study hall
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
10:30-11:10	Period 1
11:15-11:55	Period 2
	Period 3A (12:00-12:40) Lunch A (11:55-12:35)
	Period 3B (12:40-13:20) Lunch B (12:40-13:25)
13:25-14:05	Period 4
14:10-14:50	Period 5
14:55-15:35	Period 7
15:35-18:00	Free time, tutorials or other commitments
18:00-18:45	Dinner
18:45-19:00	Report for evening study hall
19:00-21:00	Evening study hall
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
	Period 4B (12:00-12:50) / Lunch A (11:20-12:00)
	Period 4A (11:25-12:15) / Lunch B (12:15-12:55)
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, sports team practices 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

Student Body and Enrollment

AIS-Salzburg will host and educate over 90 students, ages 12 to 18, with over 25 nationalities during the 2023-2024 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. Approximately 35% of the students will be new to AIS-Salzburg this September and some will be students dislocated by war in the Ukraine. The dormitories, once again, are likely to be at or very near capacity. 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 (lfox@ais-salzburg.at) by early August to ensure that your wishes for rooms and roommates are considered before the rooming scheme is established.

War in Ukraine

The invasion of Ukraine by the Russian military will continue 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 2023-2024 school year.

Child Protection Policy

The school administration and staff will continue to emphasize safeguarding and child protection in 2023-2024. 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 four of these overnight trips to various destinations in 2023-2024 during months in which we do not have a vacation period or excursion planned. Costs are expected to run between € 50.00 and € 100.00 for participants and 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, 2023-2024

The following excursion destinations have been settled upon for the 2023-2024 school year. These excursions are included in tuition and fees for all full- and five-day boarding students:

Fall Excursion - October 11-15, 2023

Venice, Italy

Winter Excursion - February 22-25, 2024

Winter Sports in Zell am See, Austria

It will be important that all those wishing to participate in these excursions fill out the 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](#). Day students are welcome to participate in the excursion and any and all weekend activities. The costs of participation in these will be invoiced afterwards when the costs are known and divided evenly.

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

We are expecting full or nearly-full dormitories this coming school 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 (lfox@ais-salzburg.at). 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) if you have not yet done so.

New Academic Courses and Master Schedule Adjustments

The master schedule for 2023-2024 has been tentatively created and the list of courses, both required and available to students, is very similar to 2022-2023. There will be some adjustments, however:

The most significant change will be the placement of all electives within the regular academic weekly schedule. The junior-high students will continue to have their electives during period 7. All students in grades 9 through 12 will be scheduled with period 6 free for study hall as well as electives, which will be scheduled during this period. All students enrolled at AIS-Salzburg will need to participate in at least one elective course during period 6. Since these occupy two periods each week, study hall will also be scheduled during this time. On Wednesdays, period 6 has been dropped, meaning that all period six study halls and electives will be held on Mondays, Tuesdays, Thursdays and Fridays. Students who are engaged in electives that are off campus and outside of the regular bell schedule, may continue to do so, but they will also need to enroll in at least one period 6 elective course.

Other adjustments and alterations include:

- AP Biology will be offered this year (Kasberger) rather than AP Chemistry. These two courses alternate each year. AP Biology 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 and cannot take the regular, 11th grade physics course.
- The junior-high social studies requirement will be World History, which also alternates annually with World Geography.
- 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 2022-2023.
- 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 additionally outside of the seven-period daily schedule.
- Ms. Kasberger will again be teaching the 9th grade Biology course this coming school year. Mr. Leicher will take over the AP Environmental Course this fall.
- The school's academic schedule will again include two separate lunch periods will will alternate weekly.

New Staff Members

All full- and part-time teaching faculty and administrative members of the school will be returning for 2023-2024 except for Ms. Anderson. Mr. Agardy will retire during the summer and before the school year begins. Both Ms. Anderson and Mr. Agardy will be replaced by new, full-time teachers. Ms. Kasberger will take over the college counseling duties that Mr. Agardy previously carried. All nine of the resident-care staff members will be returning for the 2023-2024 school year, led by the dean of students, Ms. Fox.

Most of 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/>

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 will enjoy a restful and relaxing summer break and that you are looking forward to an exciting new year at AIS-Salzburg.

Sincerely,



Paul McLean
Headmaster
AIS-Salzburg