



Important Information for New 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 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 school year in September, 2023. 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 at AIS-Salzburg.

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

Ms. Felicia Gundringer, Office Manager:	office@ais-salzburg.at
Mr. Jeffrey Agardy, College Counselor:	jagardy@ais-salzburg.at
Mr. Paul McLean, Headmaster:	pmclean@ais-salzburg.at
Ms. Laura Fox, Dean of Students:	lfox@ais-salzburg.at
Ms. Figen Öktem, Accountant:	accounting@ais-salzburg.at

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.

As you finalize your travel plans for the start of the school year in September, please fill out and send us the details on our [Arrival Form](#).

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

Please note that the last day of classes before the Winter Break is a half day and students may depart as of 12:00 on Friday, December 15, 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
	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, Enrollment and Tuition Payment Schedule

AIS-Salzburg will host and educate around 95-100 students, ages 12 to 18, with over 28 nationalities during the 2023-2024 school year. The majority of these students (85%) 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 very diverse, intelligent, and highly-qualified group of international students with a higher number of new enrollments at all grade levels. Approximately 35% of our students will be new to AIS-Salzburg this September and there are new enrollments at each grade level.

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 20% of the students are native English speakers and over 65% of them will be joining us from other schools in which English is the language of instruction. Over 85% of the students will be enrolled in grades 9 through 12 (high school) and 15% in the junior high grades (7 and 8). 14 teaching faculty members, 9 resident-care staff members, three administrators as well as the cleaning, house and kitchen staff complete our community. This will give us an overall staff:student ratio of 3:1 and a 7:1 ratio of students to teachers in the classrooms.

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) before the start of the school year. 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. Please review these terms carefully and ask us if you have any questions. You can contact our business office at accounting@ais-salzburg.at at any time

Attendance Policy and Guidelines

Attendance policies at American schools are generally different from most other national 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, does not receive academic credit.* 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.

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.

Enrollment Form #8 (Form #5 for day students) clearly states the requirements for the attendance policy at AIS-Salzburg and requires a signature by the parent(s)/guardian(s).

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/>

Academic Schedules

The following courses and grade-level schedules will be offered at AIS-Salzburg for the 2023-2024 school year. In grades 7 through 10, the courses are mandatory and the credits required. In grades 11 and 12, several options are available, depending upon a student's interest, abilities and future university goals.

Grade 7

- Junior High English Literature & Composition
- Junior High English Nonfiction & Communication
- Junior High Mathematics I
- Junior High Science
- World History
- German Language (at any appropriate level)
- Electives
- Junior High Ethics Seminar I
- Healthy Lifestyle Requirement

Grade 8

- Junior High English Literature & Composition
- Junior High English Nonfiction & Communication
- Junior High Mathematics II
- Junior High Science
- World Geography
- German Language (at any appropriate level)
- Elective
- Junior High Ethics Seminar I
- Healthy Lifestyle Requirement

Grade 9

- English 9 Literature & Composition
- English 9 Nonfiction & Communication
- Mathematics 9
- Biology

World Cultures
German Language (at any appropriate level)
Elective
Ethics Seminar II
Healthy Lifestyle Requirement

Grade 10

English 10 Literature & Composition
English 10 Nonfiction & Communication
Mathematics 10
Chemistry
United States History
German Language or Literature (at any appropriate level)
Elective
Ethics Seminar III
Healthy Lifestyle Requirement

Grade 11

English 11 Literature & Composition
English 11 Nonfiction & Communication
AP® Precalculus or Mathematics 11
Physics or AP® Environmental Science or AP® Biology
AP® Human Geography or AP® Psychology
German Language or Literature (at any appropriate level)
Elective
Ethics Seminar IV
Healthy Lifestyle Requirement

Grade 12

AP® English Literature or English 12 Literature & Composition or
English 12 Humanities
AP® Calculus AB or Advanced Mathematics
AP® Chemistry or AP® Environmental Science
AP® European History or AP® Psychology
German Language or Literature (at any appropriate level)
Senior Project
Ethics Seminar V
Healthy Lifestyle Requirement
Elective (Spring Trimester only)

Notes:

- a. German IV/IV is considered AP® level.
- b. German level is independent of grade level and determined by transcripts and pretesting.
- c. Electives offered in 2023-2024 include (tentatively): Studio Art, Music Lessons, Yearbook, German Tutorials, French Language and Culture, Italian Language and Culture, Business & Marketing, Kinesiology/Exercise Science, AP Precalculus Prep and Drama. Elective courses meet two periods weekly and are a part of the regular school day.
- d. Load requirements demand that all students are enrolled in all subject areas each year at AIS-Salzburg unless mitigating circumstances are recognized by the school administration.
- e. All students in grades 7 through 12 will have three periods of study time per week built into their schedule opposite their electives except those who choose to add an additional elective course during this period.
- f. Enrollment in AP® level courses in grades 11 and 12 are dependent upon teacher and administrative approval as well as preliminary testing during the first two weeks of the school year.

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 be with their children are allowed to do so during free time (after classes and before dinner on weekdays or during weekends, between 15:35 and 18:00). 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. The

administration will generally deny weekend check-outs on those weekends in which a student has a commitment to an athletics team event. There are no weekend check-outs allowed before final examinations at the end of the school year (May 25-26, 2024). The office staff can also assist in finding accommodations very near the school if desired.

The weekend check-out request form can be found [here](#), on our website.

Residences

The administration will begin setting up the rooming plan as of late August, before students arrival. 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. When resident students arrive, they are given their rooming and roommate assignments.

As of October 1, residents may put in a request for a room change with the administration which will be considered only if every student involved in the change as well as their parents is in agreement. New students are typically roomed with other students of similar age. Parental wishes can be considered, but may not be met 100 percent of the time and should not be expected. The Dean of Students, Ms. Laura Fox is responsible for the rooming scheme (lfox@ais-salzburg.at).

When room change requests are received by the Dean of Students, 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 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) **Luggage cannot be kept in the dormitory rooms** although 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 jewellery, 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 can be problematic. 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 by 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 parameters of which are determined and clarified within the AIS-Salzburg Child Safety Policy and Procedures (latest edition).

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, 2023. You can download room request forms [here](#).

What to Bring

The link to a list of what to bring as a boarding student has been found [here](#).

Please download this form to read through a listing of items that a resident student must, or may consider bringing with them when they check into the dormitories as well as a list of things that are one is not allowed to bring. There is also additional information on accommodations, laundry service, lockers and room tidiness requirements. Although these lists 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 (07:00-15:35 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 sandals, flip-flops, etc.), socks and belt
- Sweater (if necessary given weather conditions): no sweatshirts or hoodies
- No headwear
- Nothing excessive, overly revealing, 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 flip-flops, or excessively high heels)
- Sweater (if necessary given weather); no sweatshirts or hoodies
- No headwear
- Nothing excessive, overly revealing, 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 nor inappropriate given the weather. 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.

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 [here](#).

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 the student alongside an office administrator and provide a great deal of security for documents, jewellery, 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 of drawers.

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 dismissal from the school community as it is a severe breach of trust within our cooperative community of learners and educators.

Finances/Incidental Account/Invoicing

All students resident at the school (full- and 5-day boarders) must have and maintain an incidentals account with our business office. This account is to be funded at € 1,500.00 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. When necessary, the accounting office will inform parents or guardians of the need to replenish this account. *Incidental accounts may not be in arrears at any time.*

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 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 (e-mail, fax or direct telephone call). Please contact our accounting office for further information as required at accounting@ais-salzburg.at

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 and remain in Austria (all but EU Schengen nationalities) 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 price (€ 1,170.00 for the year). When a health emergency occurs, the school business office covers all immediate health costs and then passes these invoices on to the insurance provider.

Health care in Salzburg is very good and the large provincial hospital as well as a trauma hospital are located within a few kilometers from the school campus. When a physician needs to be consulted, there are two within walking distance of the school and arrangements are made through the school's student health coordinator, Mr.

Joseph Suttmann. Mr. Suttmann can be reached at the school through his e-mail address, jsuttmann@ais-salzburg.at or at the school office telephone number: +43 662 824617.

Two very important health safety requirements must be understood by all resident students and their parent(s)/guardian(s):

- The school must follow and strictly carry out all physician's orders as received. Exceptions or alternative actions will not be carried out at the parent/guardian's request.
- All prescription medication—regardless of where they were purchased—must be deposited for safe keeping with the school's health coordinator at all times. Only the school health coordinator may adjust this requirement. Please do not send large amounts of prescription medications that may be intended to address any health issue that may develop during the school year. This is unreasonable and quite dangerous in a student residential setting.

Corona Pandemic and the 2023-2024 School Year

At present, the Austrian health and government authorities have suspended all Corona-relevant restrictions. Should a student become infected with the virus, they will be isolated following confirmation by testing at a doctor's request.

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 2023-2024 school year. We expect to have around 30 students who join us from Ukraine, more than half of which will be returning from the 2022-2023 school year.

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 (+43 662 824617) or E-mail (office@ais-salzburg.at). 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. The resident-care staff sends our important information for activities, rosters, information and other communications to students directly through

this platform as well. At the start of the school year, students will receive the information required to register in their classes and gain access to these materials. Each student will be assigned a gmail email address through the school's account which will be utilized for these purposes.

Child Protection Policy

The school administration and staff of AIS-Salzburg prioritize and emphasize safeguarding and child protection in our school. 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 implementing these as standard practice. 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. Links to these policy statements are [here](#).

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

AIS-Salzburg continues to be a vital member international school in the Danube Valley Athletic Conference which includes 15 other international schools in Austria, Slovakia, Germany and Hungary. The DVAC establishes competitions and tournaments in a number of sports, whereby member schools host these events from year to year. Aside from the schedule of events within the DVAC organization, the school's Athletic Director, Mr. Burns (dburns@ais-salzburg.at) schedules further competitions with local teams and individual international schools throughout the school year.

The administration would like to encourage all students to join one of our competitive sports teams this coming school year. This is especially important for new students to the school as sports team participation will require direct involvement and physical participation. 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.

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/Medical Consent Form

These forms can be downloaded [here](#):

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/Medical Consent Form

These forms can be downloaded [here](#).

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) 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 2022-2024 and seeing you this coming September!

Sincerely,

Paul McLean
Headmaster
AIS-Salzburg