



2026-2027

ACADEMIC PROGRAM HANDBOOK

The American International School-Salzburg
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Headmaster's Statement

The American International School–Salzburg has now served students from around the world for nearly half a century. Throughout these years, we have provided a college-preparatory education that has enabled our graduates to succeed at universities worldwide while preparing them to lead lives of purpose, responsibility, and service. We are proud of our dedicated faculty, committed resident-care staff, and the generations of students whose hard work, integrity, and ambition have shaped the character and traditions of our school.

A boarding school is much more than a place of academic study. It becomes a community that, for a time, replaces many of the familiar supports of home. At AIS-Salzburg, our responsibility extends beyond the classroom. We strive to provide a safe, supportive, and challenging environment in which students grow intellectually, socially, and personally. Through high expectations, individual attention, and genuine concern for every student, we seek to create a community that truly becomes a home away from home.

One of the greatest foundations of success is the development of good habits. Daily habits of responsibility, self-discipline, respect for others, and perseverance build the confidence and character necessary to achieve meaningful goals. No one is expected to be perfect. Every student will encounter challenges, setbacks, and moments of uncertainty. What matters most is the willingness to learn from these experiences, to continue striving for excellence, and to contribute positively to the community around you.

This handbook should not be viewed simply as a collection of rules and regulations, but as a guide to the values, expectations, and opportunities that define life at AIS-Salzburg. Its policies are intended to support your success, protect our community, and help you make thoughtful decisions throughout your time here. The path to achievement is rarely the easiest one, but it is always strengthened by determination, integrity, and the support of those around you.

As you begin the coming school year, remember that you are joining a community that believes in your potential and is committed to helping you achieve it. We welcome you warmly and look forward to sharing in your growth, accomplishments, and future success.

—The Headmaster

I. Mission, Beliefs, Profile of Graduates

AIS-Salzburg Mission Statement

The American International School-Salzburg is a boarding and day school committed to the college- preparatory education of qualified and conscientious young people. The academic and boarding programs nurture the students' intellectual growth and creativity, as well as their social, physical, and personal development within an environment that is secure and professionally safeguarded. The school community is guided by and dependent upon self-discipline, mutual respect, integrity, care and compassion. The school empowers students to succeed in further studies, to exercise informed judgment, and to become active and responsible members of society.

AIS-Salzburg Beliefs

Security and Respect

We believe in the mandated necessity of providing our students with a safe and secure environment within which their health and welfare are protected through appropriate policies and procedures supported by the entire community, in order to assist them in achieving their greatest potential. Respect for the rights of students under our care guides all considerations of our safeguarding and protection measures.

Responsibility and Character

We believe that a school community thrives on responsible behavior and functions best when each member strives to become an individual of character guided by integrity, honesty, self-control, self-discipline, kindness and compassion.

Diversity and Cultural Breadth

We believe that our unique international setting and diverse school community provides a fertile environment for learning, growth and cultural understanding.

Attention and Guidance

We believe that students learn best in an environment with a low staff-student ratio which optimizes individual attention and guidance.

Balance and Wholeness

We believe in the necessity of providing an educational program which focuses upon students' intellectual abilities and creativity as well as their emotional, physical, and ethical development.

Discernment and Evaluation

We believe that students should be able to engage in the critical evaluation and meaningful debate of theories and opinions and be able to discern between faulty and logical argumentation.

Involvement and Commitment

We believe that student should commit themselves to the betterment of the society in which they life and thus strive to direct students' interest and attention to the responsibilities required of world citizens.

AIS-Salzburg Profile of Graduates

Graduates of the American International School-Salzburg will demonstrate the following competencies:

Knowledge, Skills, and Abilities

Graduates who:

- have intellectual capabilities, knowledge, and abilities which have been developed to a level that will serve them well in their continuing studies at university and beyond.
- value knowledge and wisdom and the lifelong acquisition of the same.
- can overcome obstacles and challenges through resourceful, creative and critical thinking and the utilization of resources.

- have been acquainted and are familiar—at some essential level—with human knowledge gains in the social sciences, humanities, languages, natural sciences, and mathematics and understands that these areas of human understanding continue to grow and develop.
- approach the study of new knowledge with interest, curiosity, care, discipline, and integrity.
- can effectively balance and manage academic and personal demands.
- are able to engage in critical evaluation and meaningful debate of theories and opinions and is able to discern between faulty and logical argumentation.

Communication and Language Skills

Graduates who...

- can communicate effectively, reasonably, and clearly in both written and spoken English.
- can engage in meaningful verbal or written debate, discussion and evaluation on a wide variety of topics with circumspection.
- have knowledge of at least two foreign languages other than their native tongues and have thereby gained valuable insights into other cultures through the study of foreign languages and multicultural interaction.

Community Awareness and Involvement

Graduates who...

- understand their civic responsibilities and commit themselves to the betterment of society.
- are actively involved and offer their talents to the improvement of their community.
- are able to effectively integrate themselves into an international community.

Personal Qualities

Graduates who...

- demonstrate honesty, integrity, self-respect, self-discipline, kindness, and compassion.
- make wise health choices, are emotionally stable, and value physical exercise.
- respect and appreciate cultural diversity.
- value human rights and are ethical in their interactions with others.

II. AIS-Salzburg Organization

The American International School–Salzburg is an independent, private, coeducational, non-denominational boarding and day school serving students from Salzburg and around the world. Founded in 1976, AIS-Salzburg is accredited by the Middle States Association of Colleges and Schools and is a member of ECIS, The Association of Boarding Schools (TABS), the College Board, and an ETS testing center.

AIS-Salzburg offers a rigorous American college-preparatory curriculum leading to a U.S. high school diploma. Graduation is based upon the successful completion of required academic credits. Students are prepared for admission to universities throughout North America, the United Kingdom, and continental Europe, with Advanced Placement® courses and examinations available primarily in Grades 11 and 12.

The student body is intentionally small and international. Approximately 85 students representing 25 to 30 nationalities attend the school each year, with about 80% enrolled as boarders. Small classes and close cooperation among the administration, faculty, and resident-care staff provide students with individual academic guidance and personal support.

Administration

The AIS-Salzburg administration provides leadership for the academic and boarding programs and is responsible for implementing school policies, ensuring student welfare, and supporting the school's mission. Members of the administration work closely with the teaching faculty and resident-care staff, and most also teach or supervise programs within their areas of responsibility.

Headmaster – Mr. Paul McLean (pmclean@ais-salzburg.at)

Provides overall leadership of the school, including academic and boarding programs, personnel, finances, curriculum, facilities, and institutional policies. Serves as Child Protection Lead and chairs the Disciplinary Committee.

College Counselor – Ms. Jennifer Heider-Kasberger (jkas@ais-salzburg.at)

Oversees the academic program, advises students on university planning and admissions, coordinates standardized testing, and teaches Advanced Placement® courses.

Office Manager – Ms. Juliane Jelonek (office@ais-salzburg.at)

Coordinates school administration, communications, records, and day-to-day office operations.

Dean of Students – Ms. Laura Fox (lfox@ais-salzburg.at)

Leads the boarding program and resident-care staff and oversees student life, behavior, activities, excursions, and physical education.

Athletics Director – Mr. David Burns (dburns@ais-salzburg.at)

Directs the physical education and competitive athletics programs and oversees sports programming.

Accountant – Ms. Figen Öktem (accounting@ais-salzburg.at)

Manages the school's financial operations, accounting, employment records, student accounts, and enrollment-related financial matters.

Health Coordinator – Ms. Juliane Jelonek (office@ais-salzburg.at)

Coordinates student healthcare, communication with medical professionals, and health-related support for students and staff.

Teaching Faculty

The AIS-Salzburg teaching faculty consists of experienced educators from several countries who are committed to academic excellence and the personal development of every student. Small class sizes enable teachers to know their students well, provide individualized instruction, and maintain close communication with parents, advisors, and the administration.

Faculty members are responsible for classroom instruction, assessment, academic advising, and the supervision of student activities. Most teachers also contribute to the boarding community through tutorials, study halls, extracurricular activities, excursions, and other aspects of school life. This close involvement allows faculty to support students both inside and outside the classroom.

Teachers maintain regular communication with students and parents regarding academic progress and are available for conferences by appointment.

Resident-Care Staff

The Resident-Care Staff is responsible for the supervision, welfare, and daily life of boarding students outside the classroom. Working closely with the administration and teaching faculty, Resident-Care Staff provide guidance, support, and structure while fostering a safe, respectful, and positive residential community.

Resident-Care Staff supervise the boarding houses, study halls, meals, evening and weekend activities, excursions, and student travel. They also monitor student well-being, encourage responsible decision-making, and maintain regular communication with parents, teachers, and the administration regarding student welfare.

The close cooperation between the Resident-Care Staff and teaching faculty ensures that each student's academic, personal, and social development receives consistent attention throughout the school year.

School Contacts

Front Office:	Contact: Ms. Juliane Jelonek Telephone: +43 662 824617 Fax: +43 662 824555 Email: office@ais-salzburg.at
Headmaster's Office:	Contact: Mr. Paul McLean Telephone: +43 662 824617-19 Fax: +43 662 824555 Email: pmclean@ais-salzburg.at
Dean of Student's Office:	Contact: Ms. Laura Fox Telephone: +43 662 824617-10 Fax: +43 662 814555 Email: lfox@ais-salzburg.at
Health Coordinator:	Contact: Ms. Juliane Jelonek Telephone: +43 662 824617 Fax: +43 662 824555 Email: office@ais-salzburg.at
Accounting Office:	Contact: Ms. Figen Ötken Telephone: +43 662 824617-14 Fax: +43 662 824555 Email: accounting@ais-salzburg.at
Athletics Director:	Contact: Mr. David Burns Telephone: +43 662 824617 Fax: +43 662 824555 Email: dburns@ais-salzburg.at

Emergency Numbers

In the event of an emergency, students should immediately notify a member of the administration, Resident-Care Staff, or the School Office. The following emergency services are available throughout Austria.

Service	Telephone
European Emergency Number	112
Ambulance	144
Police	133
Fire Department	122
Mountain Rescue	140
Poison Information Centre	+43 (0)1 406 43 43

School Contact

School Office: +43 (0)662 824617

Emergency Mobile (24-hour): +43 (0)676 6684964

Students should also carry their health insurance card and passport or identification when away from the school.

III. AIS-Salzburg Academic Program

A. Program Overview

The academic program at AIS-Salzburg is designed to prepare students for successful university study through a rigorous American college-preparatory curriculum and high standards of academic performance. Students are expected to demonstrate integrity, honesty, self-discipline, responsibility, respect, and positive citizenship in all aspects of school life. These values form the foundation of the school's academic expectations and community standards.

The policies outlined in this section govern academic integrity, grading, attendance, promotion, graduation, classroom expectations, and related academic procedures. Students are expected to understand and comply with these policies throughout the school year.

Academic Honesty and Integrity

Academic honesty and integrity are fundamental to the educational mission of the American International School–Salzburg. Students are expected to complete all academic work honestly, acknowledge the ideas and work of others appropriately, and submit only work that reflects their own knowledge and effort.

Academic dishonesty includes cheating; plagiarism; unauthorized collaboration; falsifying or altering academic records or information; using unauthorized notes, electronic devices, or other materials during examinations or assessments; and submitting work generated wholly or substantially by artificial intelligence or other unauthorized sources as original work. Students who are uncertain whether collaboration or the use of outside resources is permitted are expected to consult their teacher before completing or submitting an assignment.

The use of artificial intelligence (AI) tools requires the same standards of honesty and integrity that apply to all academic work. Unless expressly authorized by the teacher, students may not submit work generated wholly or substantially by artificial intelligence as their own. When AI tools are permitted for research, brainstorming, editing, or other approved purposes, students are expected to use them responsibly, acknowledge their use when required, and ensure that all submitted work accurately reflects their own understanding, analysis, and learning.

Violations of this policy are considered serious offenses. Depending upon the nature and severity of the violation, consequences may include a reduced or failing grade on the assignment or examination, academic probation, suspension, or dismissal.

Academic integrity is demonstrated not only by avoiding dishonest conduct, but also by accepting responsibility for one's work, respecting the work of others, and contributing to a community founded upon honesty, trust, and mutual respect.

B. Academic Standards

1. Graduation Requirements

Students are eligible to receive an American International School–Salzburg diploma upon successful completion of all graduation requirements. Graduation is based upon the successful completion of coursework and required academic credits rather than a single comprehensive leaving examination.

To graduate, students must:

1. Successfully complete all required academic credits.
2. Satisfy all course requirements established by AIS-Salzburg.
3. Maintain satisfactory academic standing.
4. Meet the school's attendance requirements.
5. Complete all required examinations and assessments.
6. Fulfill all financial obligations to the school.

Students intending to enroll at universities outside the United States should consult the College Counselor well in advance of graduation. Many universities require additional qualifications, including Advanced Placement® Examinations, language certification, or other country-specific admission requirements that are independent of the AIS-Salzburg diploma.

In exceptional circumstances, the Headmaster may authorize modifications to specific graduation requirements after consultation with the appropriate members of the administration and faculty.

2. Grading

AIS-Salzburg uses a traditional American grading system for all credit-bearing courses. Student progress is reported at mid-term and at the end of each trimester through percentage grades accompanied by teacher comments. Current grades and academic progress are available to students and parents through the PowerSchool® student information system.

Final grades are determined according to the assessment criteria established by each course instructor and are based upon objective academic performance. There is no subjective review or grade adjustment process following the completion of grading.

Grading Scale

<i>Earned Percentage</i>	<i>Letter Grade</i>	<i>Grade Point</i>	<i>Descriptor</i>
97-100	A+	4.3	Excellent
93-96.9	A	4.0	
90-92.9	A-	3.7	
87-89.9	B+	3.3	Above Average
83-86.9	B	3.0	
80-82.9	B-	2.7	
77-79.9	C+	2.3	Average
73-76.9	C	2.0	
70-72.9	C-	1.7	
67-69.9	D+	1.3	Below Average
63-66.9	D	1.0	
60-62.9	D-	0.7	
00-59.9	F	0.0	Fail

3. Academic Assessment

Within the school's grading policies, individual teachers determine the assessment methods and weighting appropriate to their courses. Assessment may include examinations, quizzes, homework, research papers, projects, laboratory work, class participation, presentations, and other assignments.

Each teacher provides students with a course outline at the beginning of the school year describing course objectives, assessment procedures, grading criteria, and classroom expectations. Parents may review this information through the PowerSchool® student information system or by contacting the course instructor directly.

4. Grade Averages

Academic credit is awarded on the basis of the student's final course grade following the successful completion of all course requirements during the academic year.

a. High School (Grades 9–11)

Final course grades are calculated from four equally weighted components:

- Fall Trimester Grade (25%)
- Winter Trimester Grade (25%)
- Spring Trimester Grade (25%)
- Final Examination (25%)

b. Senior Class (Grade 12)

Senior students do not take final examinations. Final course grades are calculated as follows:

- Fall Trimester Grade ($33\frac{1}{3}\%$)
- Winter Trimester Grade ($33\frac{1}{3}\%$)
- Spring Trimester Grade ($33\frac{1}{3}\%$)

c. Junior High (Grades 7–8)

Final course grades are based upon the three trimester grades:

- Fall Trimester Grade ($33\frac{1}{3}\%$)
- Winter Trimester Grade ($33\frac{1}{3}\%$)
- Spring Trimester Grade ($33\frac{1}{3}\%$)

Exceptions:

Students enrolling after the beginning of the academic year receive final grades as follows:

a. Students in Grades 9–12 enrolling at midyear after successfully completing one semester at another accredited secondary school receive:

- Partial Winter Trimester Grade (25%)
- Spring Trimester Grade (50%)
- Appropriate portion of the cumulative Final Examination (25%)

b. Students in Grades 7–8 enrolling at midyear after successfully completing one semester at another accredited secondary school receive:

- Partial Winter Trimester Grade ($33\frac{1}{3}\%$)
- Spring Trimester Grade ($66\frac{2}{3}\%$)

c. Students in Grades 9–12 enrolling at the beginning of the Winter Trimester after successfully completing one trimester at another accredited secondary school receive:

- Winter Trimester Grade ($33\frac{1}{3}\%$)
- Spring Trimester Grade ($33\frac{1}{3}\%$)
- Appropriate portion of the cumulative Final Examination ($33\frac{1}{3}\%$)

d. Students in Grades 7–8 enrolling at the beginning of the Winter Trimester after successfully completing one trimester at another accredited secondary school receive:

Winter Trimester Grade (50%)

Spring Trimester Grade (50%)

Within these guidelines, teachers establish course-specific methods of assessment appropriate to their subjects. Assessment may include written examinations, quizzes, homework, research papers, projects, laboratory work, class participation, presentations, and other assignments. Assessment procedures and grading criteria are provided to students at the beginning of each course. Parents may review course information through PowerSchool® or by contacting the course instructor directly.

5. Final Examinations

Comprehensive final examinations are required in all full-credit academic courses for students in the high school (Grades 9–11). Final examinations are administered during the final week of the academic year, must be passed with a minimum grade of 60%, and constitute 25% of the final course grade. This policy is intended to prepare students for the comprehensive examination procedures commonly encountered at colleges and universities.

Students in the junior high (Grades 7–8) may take comprehensive examinations at the conclusion of each trimester but are not required to sit cumulative final examinations covering the entire academic year. Junior-high students depart the school before the final examination period begins.

Failure to achieve a passing grade (60%) on a final examination in a full-credit course may result in non-promotion to the next grade level or failure to meet diploma requirements (see Promotion Requirements and Diploma Requirements).

During the final examination period, held in late May, earlier evening curfews and additional supervised study periods are scheduled. Students may not check out of the school's care during the weekend immediately preceding final examinations.

Final examinations may be taken only at the scheduled date and time. A student who misses a final examination for any reason other than a documented medical emergency, confirmed by a physician, will receive a grade of zero for that examination.

All final examination grades are recorded on the student's official transcript.

6. Academic Credits

The American International School–Salzburg High School Diploma is based upon the successful completion of an academic credit program. Academic credit is awarded for all credit-bearing high school courses (Grades 9–12) completed with a final grade of 60% or higher.

Credit Requirements for Graduation

Subject Area	Credits Required
English	4*
German	4*
Mathematics	3
Science	3
Social Studies	3
Advanced Mathematics or Science	1
Healthy Lifestyle Requirement	2
Electives	2
Total Minimum Credits	26

* Incoming sophomores require three credits; incoming juniors, two credits; incoming seniors, one credit.

Promotion to the next grade level and graduation are determined by the successful completion of the required number of academic credits. Students typically earn between 6.5 and 7.5 credits during each academic year. A minimum of 26 academic credits is required for graduation.

Unlike many European secondary-school systems, AIS-Salzburg does not award its diploma on the basis of a comprehensive leaving examination. Instead, academic credit is earned through the successful completion of individual credit-bearing courses. Each full-credit course includes a comprehensive final examination, which forms part of the final course grade and must be passed with a minimum grade of **60%** in order for credit to be awarded.

7. Grade Point Average (GPA)

The Grade Point Average (GPA) is the standard measure of a student's overall academic performance at AIS-Salzburg. The cumulative GPA is calculated using all credit-bearing high school courses completed at the school and is recorded on the student's official transcript.

The GPA is calculated at the conclusion of each academic year and is used in determining academic honors, eligibility for graduation, and university admissions. Students are encouraged to monitor their academic progress throughout the school year and to seek assistance from teachers, advisors, or the College Counselor whenever necessary. The school calculates the GPA using a standard four-point scale based upon final course grades.

Grade Points:

<i>Earned Percentage</i>	<i>Letter Grade</i>	<i>Grade Point</i>
97-100	A+	4.3
93-96.9	A	4.0
90-92.9	A-	3.7
87-89.9	B+	3.3
83-86.9	B	3.0
80-82.9	B-	2.7
77-79.9	C+	2.3
73-76.9	C	2.0
70-72.9	C-	1.7
67-69.9	D+	1.3
63-66.9	D	1.0
60-62.9	D-	0.7
00-59.9	F	0.0

Courses transferred from other accredited secondary schools may be accepted for academic credit but are not normally included in the calculation of the AIS-Salzburg cumulative GPA unless approved by the administration.

To calculate the overall grade point average, use this calculation:

$$\text{Cumulative GPA} = \text{Total Grade Points Earned} \div \text{Total Potential Credits Attempted}$$

Example grade point average calculation:

Course	Credits	Grade Points	Gr. Point x Credits
English 10 Lit & Comp	1.0	4.0	4.0
Mathematics 10	1.0	3.0	3.0
Chemistry	1.0	3.7	3.7
German III	1.0	3.3	3.3
European History	1.0	4.0	4.0
English Academic Skills	1.0	3.7	3.7

Physical Education	0.5	4.0	2.0
Italian Language Elective	0.5	3.0	1,5
Ethics Seminar III	0.25	4.0	1.0
Totals	7.0	28.7	25.2

Calculation: Cumulative GPA = Total Grade Points Earned ÷ Total Potential Credits

$$25.2 \div 7.0 = 3.600 \text{ GPA}$$

8. Diploma Requirements

To receive the American International School–Salzburg High School Diploma, students must:

- Complete six years of formal education between Grades 7 and 12, documented by official school transcripts.
- Complete at least one full academic year (three trimesters) at AIS-Salzburg.
- Earn a minimum cumulative Grade Point Average (GPA) of **1.500** in all credit-bearing courses completed at AIS-Salzburg.
- Demonstrate satisfactory citizenship by:
 - earning a passing grade (60% or higher) in the **Boarding Conduct Requirement** each year of enrollment (boarding and five-day boarding students only); and
 - successfully completing the **Senior Research Project**.
- Earn the minimum required academic credits in all required subject areas.

9. Promotion Requirements

To be promoted to the next grade level, students in Grades 9–11 must:

- Earn a minimum cumulative Grade Point Average (GPA) of 1.500.
- Successfully complete all promotion requirements or qualify for promotion under the school's credit make-up policy.
- Meet the school's minimum attendance requirement.
- Demonstrate satisfactory citizenship by:
 - earning a passing grade (60% or higher) in the Boarding Conduct Requirement (boarding and five-day boarding students only);
 - completing the annual Community Service Requirement; and
 - committing no major violations of the school's Academic Honesty and Integrity Policy.

10. Course Load Requirements

Students are expected to maintain a full academic program throughout the school year. All students must enroll in the required courses appropriate to their grade level and complete the minimum course load established by the school.

Students may not add or drop courses without the approval of the administration. Course changes are normally permitted only during the designated add/drop period at the beginning of the school year or under exceptional circumstances approved by the administration.

Requests for independent study, online courses, or other alternative academic arrangements require the prior approval of the administration. Credit for coursework completed outside AIS-Salzburg will be awarded only with the prior approval of the administration.

Students are responsible for completing all graduation requirements within the normal course of study. Exceptions to course load requirements may be granted only by the Headmaster under exceptional academic or personal circumstances.

11. Non-Promotion and Making Up Academic Credit

Students who do not satisfy the school's promotion requirements at the end of the academic year are not automatically promoted to the next grade level. Under the circumstances described below, students may be permitted to make up missing academic credit during the summer through an equivalent credit-bearing course approved by the administration.

Situation 1: Failure of One Required Credit-Bearing Course

A student who meets all promotion requirements except for one required credit-bearing course will normally be promoted to the next grade level. The failed course, however, must be repeated either during the summer or, where the master schedule permits, during the following school year. The administration will determine which option is available.

If the failed course is:

- AP Precalculus, the student may enroll in Advanced Mathematics in Grade 12 provided the prerequisite mathematics credits have been earned.
- Mathematics, Science, or Social Studies, the course will normally be repeated during the following school year. If scheduling conflicts make this impossible, the course must be completed during the summer through an approved accredited program.
- German, the course will normally be repeated during the following school year.
- An elective, the required elective credit must be earned either during the following school year or through an approved accredited summer program.
- Physical Education, the requirement must be satisfied through an approved equivalent physical fitness program completed during the summer.

Situation 2: Failure of Two or More Required Credit-Bearing Courses

A student who fails two or more required credit-bearing courses will not normally be promoted. Required credits must be completed before the student may continue at the next grade level.

AIS-Salzburg accepts transfer credit only from accredited American secondary-school programs approved by the administration. Official transcripts confirming successful completion must be received before the beginning of the new school year.

If one of the failed courses is German, it may normally be repeated during the following school year. Other courses must generally be completed during the summer because of scheduling limitations.

Situation 3: Grade Point Average Below 1.500

A student who passes all courses but earns a cumulative GPA below 1.500 may be required to complete additional academic work during the summer or satisfy other requirements established by the administration before promotion.

Situation 4: Failure to Meet the Attendance Requirement

Students who fail to meet the minimum attendance requirement in a credit-bearing course receive no academic credit for that course. Required make-up work or summer coursework must be completed before promotion. Failure to meet the attendance requirement in two or more courses may require repetition of the school year or completion of all missing credits before re-enrollment.

Situation 5: Failure to Meet Graduation Requirements

A senior who does not satisfy all graduation requirements will not receive the AIS-Salzburg diploma until all outstanding requirements have been successfully completed. This may include repeating coursework, completing attendance requirements approved by the administration, or revising and resubmitting the Senior Project.

12. Credit Make-Up Timeline

Students who are required to make up academic credit during the summer and wish to re-enroll at AIS-Salzburg must adhere to the following timeline:

June 15

The administration must receive official confirmation that the student has enrolled in an accredited online or summer school program approved by AIS-Salzburg, such as the University of Nebraska High School. Approval is also required for the designated examination proctor when applicable.

June 15 – August 15

Students complete all required coursework, assignments, tests, and examinations. Written confirmation of successful course completion must be submitted to the administration.

August 15 – September 1

Official transcripts must be received by the school office. Upon verification of successful completion, academic credit will be recorded, promotion confirmed, and the student's schedule finalized for the new school year.

Important

If official transcripts are not received by **September 1**, re-enrollment may be denied or the student's academic schedule modified, where possible. AIS-Salzburg reserves the right to reject transcripts from institutions or programs that are not fully accredited or that do not provide satisfactory evidence of the student's own academic work.

13. Advanced Placement® Courses and Examinations

The AIS-Salzburg academic program is entirely college preparatory. Advanced Placement® (AP®) courses and examinations provide qualified students with opportunities to pursue university-level studies while still enrolled in high school. Successful AP® examination results strengthen university applications, may qualify students for university credit or advanced placement, and are often required for admission or diploma equivalency in many European countries.

AIS-Salzburg offers a comprehensive AP® program in a variety of subject areas. All AP® courses follow College Board-approved curricula and prepare students for the corresponding AP® Examinations administered each spring. While enrollment in an AP® course does not require a student to sit the examination, students are strongly encouraged to do so.

The following full-credit AP® courses are offered regularly at AIS-Salzburg:

- AP Calculus AB and/or BC
- AP Biology
- AP Chemistry
- AP English Literature
- AP European History
- AP German Language and Culture
- AP Spanish Language and Culture
- AP French Language and Culture
- AP Italian Language and Culture

The following half-credit AP® courses are also offered:

- AP Environmental Science

- AP Precalculus
- AP Psychology
- AP Human Geography

Students intending to study at universities outside the United States should consult the College Counselor early in their academic planning. Many universities require specific AP® Examination scores for admission or for recognition of the AIS-Salzburg diploma as equivalent to national secondary-school qualifications.

Additional information regarding the Advanced Placement® Program is available from the College Counselor and on the College Board website (www.collegeboard.org).

AP® International Diploma (APID)

The AP Program awards the AP International Diploma®, a globally-recognized certificate, to students in international schools who achieve passing scores on five or more AP® Examinations in a variety of subject areas during their high school career and intend to matriculate to an international university outside of the U.S. Students do not apply for the APID®, it is automatically awarded to all students who meet the criteria. More information on the APID® can be found on the College Board Website (www.collegeboard.org)

14. Master Schedule

Each year, the administration develops a master schedule of courses, classrooms, and faculty assignments. This schedule serves as the basis for all individual student timetables.

In developing the master schedule, the administration seeks to:

- a. meet all promotion, graduation, and course load requirements;
- b. provide German language instruction at the appropriate level for each student;
- c. ensure that students are enrolled in all required courses for their grade level whenever possible; and
- d. assign faculty in a manner consistent with their qualifications, contractual responsibilities, and areas of expertise.

Because students enter AIS-Salzburg from a variety of educational systems, scheduling conflicts or curricular differences may occasionally occur. In such cases, the administration will make every reasonable effort to accommodate the student's academic needs while maintaining the integrity of the school's curriculum and graduation requirements.

15. Senior Research Project

All senior students are required to complete a Senior Research Project as a graduation requirement. The project provides students with the opportunity to pursue an area of individual academic interest through sustained research, critical analysis, and scholarly writing. With the approval of the administration, students may also undertake an approved creative or applied project supported by appropriate research and documentation.

Each senior is assigned a faculty advisor who provides guidance throughout the research, organization, drafting, and completion of the project. A project timeline and schedule of advisory meetings are established at the beginning of the school year.

The final project is evaluated by a faculty committee. The project development process, including research, organization, and adherence to established deadlines, constitutes 60% of the final grade. The completed paper or approved project constitutes the remaining 40%.

Students are encouraged to begin preliminary reading and research before the start of the senior year whenever possible.

The Senior Research Project fulfills the elective requirement during the Fall and Winter Trimesters. The final grade and academic credit are recorded on the student's official transcript and included in the cumulative Grade Point Average (GPA). Seniors may enroll in an additional elective course if they wish.

16. Ethics Seminars

All students are enrolled in a required Ethics Seminar appropriate to their grade level. Ethics Seminars meet weekly and provide opportunities to discuss ethical issues, responsible citizenship, personal development, and topics relevant to student life and the school's mission.

Each seminar also serves as the student's advisory (homeroom) period, during which important school information is communicated and academic, personal, and community matters are addressed.

Successful completion of the Ethics Seminar is a required component of the AIS-Salzburg academic program.

17. Elective Course Requirement

All students enrolled at AIS-Salzburg are required to complete a minimum of one elective course during each academic year. Elective courses carry 0.5 academic credit and are included in the student's cumulative Grade Point Average (GPA). Attendance and successful completion are required.

Elective courses are normally scheduled during Period 6 of the academic day. Students who are not scheduled for an elective during a particular Period 6 are assigned to supervised study hall.

Senior students fulfill the elective requirement through successful completion of the Senior Research Project and are not required to enroll in an additional elective course. Seniors may, however, elect to take an additional elective if they wish.

18. Boarding Conduct Requirement

The Boarding Conduct Requirement applies to all full-boarding and five-day boarding students and forms an integral part of the AIS-Salzburg educational program. Students are evaluated throughout the school year on their conduct, responsibility, cooperation, respect for others, and fulfillment of boarding expectations.

The Boarding Conduct Requirement is a credit-bearing component of the school's graduation and promotion requirements. A minimum passing grade of 60% is required each year for boarding students to remain in good academic standing and to satisfy diploma and promotion requirements.

The criteria used in determining the Boarding Conduct grade focus on four aspects of boarding school integration and engagement:

- Personal and Academic Responsibility

- Physical and Emotional Wellness

- Community Engagement

- Social and Communication Skills

The resident-care staff will submit trimester evaluations for each boarding student and these will be sent to the parents/guardians accompanied by the academic report cards.

C. Grade Reporting, Transcripts, and Academic Standing

1. Grade Reporting

Academic progress reports are issued at the midpoint of each trimester. Official report cards are issued at the conclusion of each trimester and include both percentage and letter grades for all courses. Following the Spring Trimester, report cards also include final examination grades (where applicable), final course averages, and academic credit earned.

Official school transcripts include all trimester grades, final examination scores, final course averages, academic credits earned, and the cumulative Grade Point Average (GPA). Report cards are intended to inform students and parents of academic progress and are not official school records.

2. Transcripts

Official transcripts are issued to students who graduate or withdraw from AIS-Salzburg after all financial obligations to the school have been satisfied. Requests for transcripts after graduation must be submitted in writing to the school office. Electronic requests by e-mail are accepted.

Students applying to colleges and universities are responsible for informing the College Counselor of all institutions to which official final transcripts must be sent.

Students entering AIS-Salzburg after completing coursework at another accredited secondary school must submit official transcripts from all previous schools. The administration determines the transfer of academic credit based upon accreditation, instructional time, curriculum, and academic performance.

3. Class Rank

Class rank is calculated only for members of the senior class and is used primarily for university applications and the determination of Valedictorian and Salutatorian.

Rank is based exclusively on the cumulative Grade Point Average earned at AIS-Salzburg. Academic work completed at previous schools is not included. Students entering AIS-Salzburg during their senior year are ranked only after completion of the Fall Trimester.

Valedictorian and Salutatorian honors are awarded only to students who have completed at least one full academic year at AIS-Salzburg.

4. Honor Roll

Honor Roll recognition is awarded at the conclusion of each trimester. Honors are based on grades earned in all credit-bearing courses. AIS-Salzburg does not weight grades for Advanced Placement® courses when determining Honor Roll status.

Honor Roll with High Honors

Awarded to students earning all A grades, or all A grades with no more than one B.

Honor Roll

Awarded to students earning only A and B grades.

Honor Roll with Honorable Mention

Awarded to students earning only A and B grades with no more than one C.

5. Academic Warning and Remediation

Students earning below 70% in any credit-bearing course at midterm receive an Academic Warning through the PowerSchool® student information system together with comments from the classroom teacher.

An Academic Warning requires participation in a remediation program designed by the teacher and administration. Depending upon the circumstances, remediation may include tutorial sessions, additional assignments, supervised study periods, progress monitoring, consultation with resident-care staff, campus restrictions, or other academic support measures.

Students are expected to attend all assigned tutorials and complete all remediation requirements. During the Fall and Winter Trimesters, academic progress is reviewed regularly during the three weeks following midterm. Students who continue to earn warning-level grades in two or more courses may be assigned additional supervised study periods, weekend study halls, restrictions on free time, or other measures intended to improve academic performance.

During the Spring Trimester, remediation remains in effect until grades improve above the warning level or until the conclusion of the school year.

Students participating in interscholastic athletics who receive more than one Academic Warning, or who are failing any course, may lose eligibility for athletic competition until satisfactory academic progress has been demonstrated.

Failure to participate fully in the remediation program may result in placement on Academic Probation.

6. Academic Probation

Students whose academic performance falls significantly below promotion or graduation requirements may be placed on Academic Probation by the administration.

Academic Probation establishes specific academic expectations that must be met within a stated period if the student is to remain enrolled at AIS-Salzburg. Students are normally placed on Academic Probation when:

- a. the cumulative Grade Point Average falls below 1.500;
- b. the student is failing, or is in danger of failing, two or more full-credit academic courses; or
- c. the student fails to participate satisfactorily in the required remediation program.

Conditions of Academic Probation may include mandatory tutorials, additional supervised study time, campus restrictions, suspension from competitive athletics, loss of weekend privileges, confiscation of electronic devices when appropriate, or other measures intended to improve academic performance.

Students who fail to satisfy the conditions of Academic Probation may be denied promotion, required to withdraw from the school, or dismissed.

D. Academic Expectations

1. Attendance

Regular attendance is fundamental to academic success and an essential responsibility of every AIS-Salzburg student. Students are expected to attend all scheduled classes, examinations, study periods, tutorials, assemblies, and other required academic activities punctually and prepared to participate fully.

Because learning is built upon daily instruction, classroom discussion, collaboration, and assessment, students who are absent inevitably miss important educational opportunities that cannot always be duplicated through make-up work. Regular attendance also demonstrates responsibility, respect for teachers and classmates, and commitment to one's own education.

Students are expected to arrive on the first day of classes each school year and remain in attendance until the conclusion of the academic calendar. Absences during instructional periods are approved only for illness, medical appointments, family emergencies, or other circumstances authorized by the administration. Family travel or other discretionary absences that interfere with scheduled instruction are normally not approved.

Students are responsible for completing all work missed during excused absences within the time established by their teachers. Work missed because of unexcused absences may not be eligible for make-up credit, as outlined in the Attendance Policies section of this handbook.

Persistent absenteeism or repeated unexcused absences may jeopardize academic credit, promotion, graduation, and continued enrollment.

2. Classroom Participation and Preparation

Students are expected to arrive punctually for every class fully prepared to participate in the learning process. Preparation includes bringing all required textbooks, notebooks, writing materials, completed assignments, and any other materials specified by the instructor.

Active participation is an important component of the educational program at AIS-Salzburg. Students are expected to contribute thoughtfully to class discussions, complete assigned work on time, cooperate with teachers and classmates, and demonstrate respect for differing opinions in an atmosphere of mutual courtesy and academic inquiry.

Students are expected to follow all classroom procedures established by the instructor. Conduct that disrupts instruction, interferes with the learning of others, or demonstrates disrespect toward classmates or faculty members is unacceptable and may result in disciplinary action, including removal from class.

Electronic devices may be used during class only with the permission of the instructor and solely for educational purposes. Unauthorized use of electronic devices during instructional time or assessments is prohibited.

Students are expected to maintain the academic dress code, meet the school's standards of personal appearance, and contribute to a classroom environment that reflects the values of respect, responsibility, and academic excellence.

Cellular telephones, smartphones, data-capable watches, and other personal electronic devices must be turned off and submitted to the teacher at the beginning of each class period. Unauthorized possession or use of such a device during class may result in confiscation and disciplinary consequences. Possession or use during an examination, quiz, or other assessment may also constitute a violation of the Academic Honesty and Integrity policy.

Food, beverages, chewing gum, and water are not permitted in classrooms unless specifically authorized by the teacher.

Students may not leave class to retrieve forgotten materials or use the restroom except when the teacher determines that an exceptional or emergency circumstance exists. Students must remain in class until dismissed by the teacher.

A student who reports to class without required materials or is otherwise declared unprepared by the teacher may be assigned detention and campus restriction. Students are responsible for caring for their textbooks and other course materials, marking them clearly with their names, and replacing lost materials promptly.

Also retain this principle from the original:

Teachers may establish additional classroom procedures that support effective instruction and the requirements of their courses.

3. Homework and Assignments

Homework and independent study are essential components of the AIS-Salzburg academic program. Students are expected to complete all assignments carefully, submit them by the deadlines established by their teachers, and produce work that reflects their own knowledge, effort, and understanding.

Assignments may include reading, written work, research, laboratory reports, presentations, projects, and other activities designed to reinforce classroom instruction and prepare students for future lessons. Students are expected to use evening study halls and other independent study time effectively to complete these responsibilities.

Assignments must be submitted in the manner and format required by the instructor, including through Google Classroom® or other approved platforms when applicable. Students experiencing difficulty with an assignment are expected to seek assistance from the teacher before the submission deadline whenever possible.

When a student reports to class without a required assignment, fails to submit work electronically by the deadline, or otherwise fails to complete an assignment without an acceptable explanation, the teacher will record the matter through PowerSchool®. The student will be assigned one hour of afternoon detention and campus restriction for each incomplete assignment. Parents or guardians will be informed through the teacher-comment area of PowerSchool®.

Students who regularly experience difficulty completing assignments should meet with the appropriate teacher and, when applicable, their dorm parent or resident assistant. Parents or guardians will be informed of any support measures or decisions arising from this meeting.

All assignments are subject to the school's Academic Honesty and Integrity policy. Students are expected to submit only work that is their own unless collaboration or the use of specific resources has been expressly authorized by the instructor.

4. Examinations and Assessments

Examinations and assessments are an integral part of the educational program at AIS-Salzburg and are designed to measure student achievement, academic progress, and mastery of course objectives. Assessment methods may include examinations, quizzes, essays, laboratory work, research projects, presentations, class participation, and other work appropriate to the course.

Students are expected to report punctually for all scheduled assessments and to be fully prepared. Unless specifically authorized by the instructor, no books, notes, electronic devices, or other materials may be used during examinations or quizzes.

Students are expected to follow all examination procedures established by the instructor. Any attempt to gain an unfair academic advantage, communicate with another student during an assessment, or use unauthorized materials or electronic devices will be treated as a violation of the school's Academic Honesty and Integrity policy.

Teachers are responsible for informing students in advance of major assessments whenever reasonably possible. Students are responsible for preparing consistently throughout the trimester rather than relying upon last-minute study.

5. Absences During Assessments

Students are expected to be present for all scheduled examinations, quizzes, presentations, and other assessments. Absence from an assessment does not exempt a student from completing the required work.

Students absent for an approved reason must contact the appropriate teacher immediately upon returning to school to arrange a make-up assessment. The time, format, and scheduling of all make-up assessments are determined by the instructor.

Students who miss an assessment because of an unexcused absence will receive a grade of zero and may not make up the missed assessment.

Final examinations may be taken only at the published date and time. A student who misses a final examination for any reason other than a documented medical emergency confirmed by a physician will receive a grade of zero. Further information appears under Final Examinations.

6. Absences During Assessments

Students are expected to be present for all scheduled examinations, quizzes, presentations, and other assessments. Absence from an assessment does not exempt a student from completing the required work.

Students absent for an approved reason must contact the appropriate teacher immediately upon returning to school to arrange a make-up assessment. The time, format, and scheduling of all make-up assessments are determined by the instructor.

Students who miss an assessment because of an unexcused absence may receive a grade of zero or forfeit the opportunity to complete the assessment, at the discretion of the teacher and administration.

Final examinations are administered only during the published examination period. Exceptions are granted only in documented cases of illness or family emergency approved by the administration. Students should also refer to the **Final Examinations** and **Attendance Policies** sections of this handbook for additional information.

7. Late Work

Students are expected to submit all assignments by the deadlines established by their teachers. Students who anticipate difficulty meeting a deadline should consult the teacher before the work is due. Extensions may be granted by the teacher when justified by illness, family emergency, or another approved circumstance.

An assignment that is not submitted by the deadline without prior approval is considered incomplete. The teacher will record the matter through PowerSchool®, and the student will be assigned one hour of afternoon detention and campus restriction for each incomplete assignment. Parents or guardians will be notified through PowerSchool®.

Disciplinary consequences do not remove the student's responsibility to complete the work and remain current with the course.

8. Academic Support

AIS-Salzburg is committed to helping every student achieve academic success. Students who experience academic difficulty are encouraged to seek assistance as early as possible from their teachers, the resident-care staff, the College Counselor, or the administration.

Academic support may include faculty office hours, individual or small-group tutorials, supervised study sessions, peer tutoring, academic remediation, and other forms of assistance appropriate to the student's needs. Students assigned to mandatory tutorials or remediation programs are expected to attend all scheduled sessions and participate actively.

Students are encouraged to ask questions, seek clarification, and take advantage of the academic resources available to them before academic difficulties become more serious. Parents are also encouraged to communicate with teachers or the administration whenever concerns arise regarding a student's academic progress.

The specific academic support services available at AIS-Salzburg—including faculty office hours, Senior Research Project advisors, student-led tutorials, private tutoring, German language tutorials, and college counseling—are described in the Academic Assistance and Guidance section of this handbook.

9. Study Halls

Most students have a supervised daytime study period of 50 minutes twice each week. Attendance is recorded at the beginning of every study hall.

Study halls are a structured part of the AIS-Salzburg academic program and are intended to provide students with a quiet, supervised environment for independent study, homework completion, and academic preparation.

Students are expected to arrive on time, bring all required study materials, work individually and productively throughout the period, and avoid behavior that distracts others. Computers or other electronic devices may be used only with the permission of the supervising teacher and for academic purposes.

The use of computers and other electronic devices during study halls is permitted only for legitimate academic purposes and in accordance with school policies governing technology use. Resident-care staff and faculty members may restrict or prohibit the use of electronic devices whenever they interfere with effective study or violate school policy.

Students who require additional academic support or who are participating in academic remediation may be assigned to supervised study halls or additional study periods by the administration.

Specific procedures governing daytime study halls, evening study halls, and extended study periods are described in the Boarding Life Handbook and other school publications.

10. Academic Honesty in Daily Coursework

Academic honesty is expected in every aspect of a student's daily work, including homework, research assignments, laboratory reports, presentations, projects, quizzes, examinations, and all other academic activities.

Students are responsible for ensuring that all work submitted for evaluation represents their own knowledge, understanding, and effort unless collaboration has been expressly authorized by the instructor. Proper acknowledgment of the ideas, words, and work of others is required in all academic assignments.

The use of artificial intelligence, electronic resources, or other research tools must comply with the expectations established by the classroom teacher and the school's **Academic Honesty and Integrity** policy. Students are responsible for understanding these expectations before submitting their work.

Questions concerning plagiarism, citation, collaboration, the use of artificial intelligence, or other matters of academic integrity should be discussed with the classroom teacher before an assignment is submitted.

Violations of the school's Academic Honesty and Integrity policy may result in academic and disciplinary consequences as described elsewhere in this handbook.

11. English as the Language of Instruction

English is the language of instruction and general communication during classes, daytime study halls, and other academic periods at AIS-Salzburg. Students are expected to communicate in English during these periods in order to strengthen English proficiency and maintain an inclusive environment in which all members of the class can understand and participate.

Repeated use of another language during academic periods after a warning may be recorded by the teacher and may result in disciplinary consequences. The use of another language to communicate improperly during an examination, quiz, or other assessment may constitute a violation of the Academic Honesty and Integrity policy.

In foreign-language courses, students should communicate in the language being studied or in English, according to the procedures established by the teacher.

12. Academic Dress Code

The American International School–Salzburg maintains a formal Academic Dress Code that reflects the school's college-preparatory mission and promotes a respectful, distraction-free learning environment. Students are expected to be neatly groomed and appropriately dressed throughout the academic day and whenever representing the school at academic functions.

Girls

Girls are considered to be in academic attire when wearing:

- Hair of a natural color and style, neatly groomed and kept clear of the face and eyes.
- Tops that are modest, not bare-shouldered or revealing, and do not display inappropriate words, symbols, or images.
- Dresses and skirts of appropriate length and style.
- Slacks, trousers, or non-athletic tights. Denim and pants with patch pockets are not permitted.
- Clean, non-athletic footwear appropriate to a classroom environment.
- Sweaters or other garments appropriate to weather conditions.

Boys

Boys are considered to be in academic attire when wearing:

- Hair of a natural color and conservative style, kept above the shirt collar and clear of the eyes. Facial hair is not permitted.
- Dress shirts or polo shirts with collars that do not display inappropriate words, symbols, or images.
- A belt.
- Clean, well-fitting slacks or trousers. Denim and pants with patch pockets are not permitted.
- Clean, non-athletic, closed shoes appropriate to a classroom environment.
- Sweaters appropriate to weather conditions that are not sweatshirt style.

Items Not Permitted During the Academic Day

The following items are not permitted for any student:

- Denim clothing.
- Pants or slacks with patch pockets.
- Shorts of any style.
- Sweatshirts, hooded sweatshirts, hoodies, or athletic clothing.
- Athletic footwear (except during Physical Education classes).
- Sunglasses or headwear worn indoors.
- Clothing that is torn, excessively worn, unclean, or inappropriately fitted.
- Clothing displaying offensive or inappropriate words, symbols, or images.
- Excessive jewelry or accessories.
- Visible body piercings or tattoos.

Physical Education Attire

Students are required to wear the official AIS-Salzburg Physical Education uniform during all Physical Education classes. Failure to report properly dressed may result in deductions affecting the Healthy Lifestyle Requirement grade.

Boarding students are expected to submit their Physical Education uniforms for laundering immediately following Wednesday classes so that they are available for the following week's instruction.

Dress Code Violations

Students who do not comply with the Academic Dress Code may be required to change into appropriate attire before returning to class. Repeated violations may result in disciplinary consequences in accordance with school policy.

13. Google Classroom® and Academic Communication

Google Classroom® is the primary online learning platform used at AIS-Salzburg. Teachers use the platform to communicate with students, post assignments, distribute course materials, announce assessments, and provide other information related to classroom instruction.

Students are expected to check Google Classroom® regularly and remain informed of all assignments, announcements, deadlines, and instructional materials posted by their teachers. Failure to review course information posted on the platform does not excuse incomplete assignments or missed deadlines.

Google Classroom® supplements classroom instruction but does not replace regular class attendance or participation. Students who are absent are responsible for reviewing course materials posted on the platform and for contacting their teachers regarding missed instruction, assignments, or assessments.

Faculty members may require assignments to be submitted electronically through Google Classroom®. Students are responsible for ensuring that all required work is submitted in the format and by the deadline established by the instructor.

Resident-care staff may also access course information through Google Classroom® in order to assist boarding students with academic planning, organization, and evening study hall preparation.

14. Suspension from Class

Students are expected to conduct themselves in a manner that supports a positive and productive learning environment. Behavior that disrupts instruction, interferes with the learning of others, demonstrates insubordination, or shows a lack of respect for classmates or faculty members is inconsistent with the standards of AIS-Salzburg.

A teacher may suspend a student from class when the student's behavior significantly disrupts instruction or prevents the effective conduct of the lesson. The length of the suspension will be determined by the teacher in consultation with the administration. A student may not return to class until authorized to do so by the teacher or the administration.

Parents or guardians will be notified of all classroom suspensions. During the suspension, students are encouraged to remain current with classroom instruction, complete assigned readings, and keep pace with course assignments whenever possible.

Students suspended from class may not receive grades or academic credit for classroom activities, assignments, quizzes, presentations, or other assessments assigned, completed, or due during the suspension period unless specifically authorized by the administration. Students remain responsible for mastering the material covered during their suspension and are expected to return prepared to resume full participation.

Repeated classroom suspensions or continued disruptive behavior may result in additional disciplinary action, including suspension from school or dismissal.

15. Physical Education and the Healthy Lifestyle Requirement

a. Philosophy and Purpose

Physical Education and the Healthy Lifestyle Requirement (HLR) are integral components of the AIS-Salzburg educational program. The faculty and administration believe that students cannot achieve their full academic or personal potential without maintaining a healthy lifestyle. Regular exercise, adequate sleep, nutritious eating habits, and the avoidance of unhealthy behaviours contribute to improved concentration, academic performance, personal well-being, and lifelong success.

The Healthy Lifestyle Requirement encourages students to develop these habits while enrolled at AIS-Salzburg and to continue them throughout their lives. The program recognizes that physical health is an essential component of a successful academic experience.

b. Physical Education Expectations

In addition to the academic expectations described in the preceding sections of this handbook, students enrolled in Physical Education are expected to:

- attend all scheduled Physical Education classes punctually;
- wear the official AIS-Salzburg Physical Education uniform;
- participate fully in all activities unless excused by the administration for documented medical reasons;
- cooperate fully with the instructor;
- demonstrate good sportsmanship and respect toward classmates, instructors, facilities, equipment, and property.

Because many Physical Education classes are conducted away from campus, students are expected to represent AIS-Salzburg responsibly at all times through their behaviour and respect for the facilities being used.

c. Physical Education Assessment

Two Physical Education classes are scheduled each Wednesday morning. Successful participation in both classes is required of all students.

Assessment in Physical Education forms part of the broader Healthy Lifestyle Requirement and is based upon Health Points earned during each class. Students who are appropriately dressed, participate fully, and cooperate throughout the lesson may earn up to 40 Health Points weekly.

The total number of Health Points earned during each trimester determines the student's Physical Education grade.

d. Healthy Lifestyle Requirement (HLR)

The Healthy Lifestyle Requirement extends beyond scheduled Physical Education classes. Students are expected to maintain healthy lifestyle habits through regular participation in approved physical activities and by making responsible lifestyle choices.

Health Points are used to determine whether a student has successfully met the Healthy Lifestyle Requirement during each trimester.

Each student must earn the minimum number of Health Points established for his or her enrollment status.

Student Category	Weekly Health Points Required
Full-boarding student	80
Five-day boarding student	40
Day student	40

Health Points are normally earned through the following activities:

Activity	Maximum Points
Physical Education – Period 1	20
Physical Education – Period 2	20
Approved active weekend activity	20 each

Full-boarding students are normally expected to participate in two approved active weekend activities each week.

e. Health Point Deductions

Health Point deductions may be imposed for violations of school policies related to health and student well-being.

Violation	Point Deduction
First tobacco-policy violation	100
Second tobacco-policy violation	150
Third tobacco-policy violation	200
Alcohol-policy violation	300
Failure to attend a required active weekend activity	20

Health Points may also be restored through participation in approved fitness activities where permitted under school policy. Related boarding consequences are described in the Student Life Handbook.

f. Academic Credit

The Healthy Lifestyle Requirement is a credit-bearing component of the AIS-Salzburg academic program. Grades earned in the Healthy Lifestyle Requirement are included in the student's cumulative Grade Point Average and are considered in determining Honor Roll eligibility, class rank, promotion, and graduation. Healthy Lifestyle Requirement grades are recorded on the student's official transcript and become a permanent part of the student's academic record.

Failure to satisfy the Healthy Lifestyle Requirement may therefore affect promotion and graduation.

g. Attendance, Medical Excuses, and Make-Up Requirements

Attendance at all scheduled Physical Education classes is mandatory. Students who are unable to participate because of illness or injury must provide appropriate medical documentation and obtain approval from the administration. A physician's excuse exempts a student from participation only for the period specified by the physician and does not automatically remove the requirement to complete make-up exercise or other assigned work.

All excused absences from Physical Education result in the loss of Health Points that contribute to the Healthy Lifestyle Requirement grade. Students are expected to complete the required make-up exercise within the prescribed period. Failure to complete the required make-up exercise may result in loss of academic credit and may jeopardize promotion or graduation.

Unexcused absences from Physical Education require double the normal make-up exercise time, result in significant Health Point deductions, and may lead to additional disciplinary consequences.

Detailed procedures governing attendance reporting, physician's documentation, make-up exercise requirements, and administrative approval are provided in the Attendance Policies section of this handbook.

E. Academic Assistance and Guidance

AIS-Salzburg is committed to providing every student with the academic guidance, encouragement, and support necessary to achieve success. Students are encouraged to seek assistance whenever academic difficulties arise rather than waiting until problems become more serious. Academic support is available through the teaching faculty, resident-care staff, tutorials, peer tutoring, faculty advisors, and the administration. The school's small size and close working relationships between students and faculty provide an environment in which individualized academic guidance is readily available.

1. Resident-Care Staff

The Resident-Care Staff plays an essential role in the academic success and personal development of boarding students. Working under the direction of the Dean of Students and in close cooperation with the administration and teaching faculty, resident-care staff provide supervision, guidance, and academic support during all non-academic hours.

Resident-care staff supervise evening study halls, assist students in organizing their daily academic responsibilities, encourage effective study habits, monitor academic progress, and help students develop the time-management and organizational skills necessary for success in a demanding college-preparatory program. They encourage students to seek assistance promptly whenever academic difficulties arise and work closely with teachers to reinforce academic expectations established during the school day.

Regular communication between resident-care staff, the teaching faculty, and the administration ensures that academic concerns are identified early and that appropriate support measures are implemented. Resident-care staff may recommend additional tutorials, supervised study periods, or other forms of academic assistance whenever such measures are considered beneficial.

In addition to their academic responsibilities, resident-care staff supervise boarding houses, meals, evening and weekend activities, excursions, and student travel while promoting a safe, respectful, and supportive residential community. This close cooperation between the academic and residential programs is a distinctive feature of the AIS-Salzburg educational experience.

2. Teaching Faculty and Office Hours

The AIS-Salzburg teaching faculty consists of experienced educators committed to academic excellence and the personal development of every student. Small class sizes enable teachers to provide individualized instruction, monitor student progress closely, and establish strong working relationships with students and their families.

Faculty members are responsible for classroom instruction, assessment, academic advising, and the supervision of student learning. Beyond their classroom responsibilities, many teachers contribute to tutorials, study halls, extracurricular activities, educational excursions, and other aspects of school life, providing students with additional opportunities for academic guidance and mentorship.

All full-time faculty members maintain regularly scheduled weekly office hours during which students may seek additional instruction, clarification of course material, assistance with assignments, or general academic guidance. Faculty members will communicate any necessary changes to their published office-hour schedules.

Students are encouraged to seek assistance whenever they experience difficulty understanding course material or completing assignments. They may also consult other members of the teaching faculty whose experience or subject expertise may assist them, provided arrangements are made in advance.

The teaching faculty meets regularly with the administration and resident-care staff to review student progress, identify academic concerns, and coordinate appropriate support strategies designed to help every student achieve his or her academic potential.

3. Academic Tutorials and Remediation

AIS-Salzburg provides academic tutorials to assist students who require additional instructional support or who wish to strengthen their understanding of specific subjects. Tutorials reinforce classroom instruction, improve academic performance, develop effective study skills, and promote greater confidence and independence in learning.

Academic tutorials may be recommended by a classroom teacher, required by the administration, or requested by a student or parent. Students who receive academic warning notices or who demonstrate continuing academic difficulty may be required to attend tutorials as part of an academic remediation plan developed by the classroom teacher in consultation with the administration.

When tutorials are assigned as part of a remediation plan, attendance is mandatory. Students are expected to participate fully, complete all assigned work, and demonstrate consistent effort. Required tutorials continue until the classroom teacher determines that satisfactory academic progress has been achieved.

The duration, frequency, and content of tutorials are determined according to the individual needs of the student and are reviewed regularly throughout the remediation process.

4. Peer Tutoring

Peer Tutoring provides additional academic support through qualified students who have demonstrated a high level of achievement and responsibility in specific subject areas. The program supplements classroom instruction by reinforcing course concepts, encouraging collaborative learning, and providing individualized academic assistance.

Peer tutors are selected and assigned by the administration in consultation with the teaching faculty. Students may participate voluntarily, be referred by a classroom teacher, or be required to participate as part of an academic remediation plan. Students assigned to Peer Tutoring are expected to attend all scheduled sessions, participate actively, and complete any follow-up assignments or study recommendations.

Peer Tutoring complements, but does not replace, regular classroom instruction, faculty tutorials, or independent study.

5. Private Tutoring

Parents or guardians may arrange private tutoring outside the school's academic support programs when additional assistance is considered beneficial. Students and families are encouraged to consult with the administration before beginning private tutoring to ensure that such instruction complements the AIS-Salzburg curriculum and supports the student's academic objectives.

Classroom teachers may provide general guidance regarding areas requiring additional attention but are not responsible for directing privately arranged tutoring programs.

6. German Language Tutoring

German Language Tutoring is available through the AIS-Salzburg Electives Program for students who wish to strengthen their German language skills beyond the regular curriculum or who require additional language support for academic, personal, or practical purposes.

Instruction is offered on an individual or small-group basis, depending upon enrollment and instructor availability. Tutorials may focus on conversational German, grammar, vocabulary development, reading and writing skills, or preparation for recognized German language proficiency examinations.

Because German Language Tutoring is offered through the Electives Program, additional tuition or instructional fees may apply. Students interested in enrolling should contact the administration for information regarding scheduling, availability, and current fees.

7. Senior Research Project Advisors

Each senior student is assigned a faculty advisor to supervise the Senior Research Project. Advisors guide students through the research process and provide academic support from the selection of a research topic through the completion of the written thesis and oral presentation.

Faculty advisors assist students in developing an appropriate research question, identifying reliable academic sources, organizing research, maintaining an appropriate project timeline, and applying accepted standards of academic writing, documentation, and citation. Advisors provide constructive feedback throughout the research process while encouraging students to work independently and maintain the highest standards of academic honesty and integrity.

Students are expected to meet regularly with their assigned advisor, complete each stage of the project according to the published schedule, and respond promptly to recommendations for revision or additional research. Responsibility for the successful completion of the Senior Research Project ultimately rests with the student.

8. College Counseling

AIS-Salzburg provides comprehensive college counseling to assist students and their families in planning for post-secondary education. Beginning early in the secondary school program, students receive individualized guidance in selecting appropriate courses, identifying colleges and universities that match their academic interests and abilities, and preparing competitive applications.

The College Counseling Program includes guidance in selecting colleges and universities, understanding admission requirements, preparing applications, writing personal statements and essays, obtaining letters of recommendation, identifying scholarship opportunities, and meeting institutional deadlines. Students are also advised regarding standardized testing and other admission requirements when applicable.

The administration and teaching faculty work closely with students throughout the application process to ensure that transcripts, school reports, recommendations, and supporting documentation are prepared accurately and submitted in a timely manner.

Because successful admission is a shared responsibility, students are expected to take an active role in researching institutions, meeting application deadlines, preparing required materials, and maintaining regular communication with the administration. Parents and guardians are encouraged to participate fully in the counseling process.

AIS-Salzburg graduates enroll in colleges and universities throughout North America, Europe, and other regions of the world. The College Counseling Program is designed to help each student identify institutions that best match his or her academic preparation, interests, aspirations, and long-term educational goals.

F. Attendance

1. Attendance Philosophy

Regular attendance is essential to academic success and is a fundamental expectation of every student enrolled at AIS-Salzburg. Because classroom instruction, discussion, laboratory work, collaborative learning, and other academic activities cannot always be replicated outside the classroom, students are expected to attend all scheduled classes, examinations, and other required academic activities punctually and consistently.

Students are responsible for maintaining satisfactory attendance in every course. Parents and guardians share this responsibility by ensuring that students attend school regularly, arrive punctually, and provide appropriate documentation for absences when required.

Attendance is a condition for the successful completion of every course. Excessive absences, whether excused or unexcused, may result in the loss of academic credit, affect promotion or graduation, and require administrative review in accordance with the policies outlined in this chapter.

2. Attendance Requirements

Students are expected to attend all scheduled classes, examinations, laboratories, Physical Education classes, study halls, and other required academic activities. Attendance is recorded for every class period and becomes part of the student's permanent academic record.

To receive academic credit in a course, students must attend at least 80% of all scheduled class meetings during the school year. This requirement applies regardless of whether absences are excused or unexcused. Excessive absences may result in the loss of academic credit, failure of the course, and may affect promotion or graduation.

Students are responsible for arriving punctually, remaining in class for the entire instructional period unless excused by a teacher or administrator, and participating fully in all required academic activities.

Students who believe exceptional circumstances warrant consideration of attendance deficiencies may submit a written request for review to the administration. Any exception to the attendance requirement is granted solely at the discretion of the administration and only under extraordinary circumstances supported by appropriate documentation.

3. Excused and Unexcused Absences

Students who are unable to attend school are expected to notify the school as soon as reasonably possible through their parent or guardian or, in the case of boarding students, through the Resident-Care Staff. Upon returning to school, students may be required to provide appropriate documentation supporting the reason for their absence.

An **excused absence** is one approved by the administration for reasons such as personal illness, documented medical or dental appointments, family emergencies, bereavement, participation in approved school activities, or other exceptional circumstances. The administration reserves the right to determine whether an absence qualifies as excused.

An **unexcused absence** is any absence that has not been approved by the administration or for which satisfactory documentation has not been provided. This includes, but is not limited to, unauthorized absences from class, leaving campus without permission, or failing to comply with established attendance procedures.

Students remain responsible for a

4. Reporting an Absence

Students who are absent from school are responsible for ensuring that the absence is reported promptly and in accordance with school procedures.

For **boarding students**, absences resulting from illness or other circumstances must be reported immediately to the Resident-Care Staff, who will notify the administration and, when appropriate, the teaching faculty. Boarding students may not excuse their own absences.

For **day students**, a parent or guardian must notify the school as soon as possible on the day of the absence. Upon returning to school, students may be required to provide written documentation or other verification acceptable to the administration.

Students who are absent because of a scheduled medical or dental appointment should notify the administration in advance whenever possible. Whenever practical, appointments should be arranged outside the regular school day to minimize disruption to classroom instruction.

Students who anticipate an extended absence because of illness, family emergency, or other exceptional circumstances must notify the administration as early as possible. The administration will determine appropriate academic arrangements and advise the student's teachers accordingly.

Failure to report an absence in accordance with these procedures may result in the absence being recorded as unexcused until satisfactory documentation has been received and approved.

5. Class Attendance and Tardiness

Students are expected to arrive punctually for every class and to remain for the entire instructional period unless excused by the teacher or the administration. Arriving late to class or leaving before the end of the period disrupts instruction and interferes with the learning process.

Students who arrive late to class must present an authorized pass or other acceptable explanation when required. Tardiness resulting from unauthorized or avoidable circumstances may be recorded as unexcused.

Repeated tardiness, whether excused or unexcused, may result in disciplinary action and may be considered when evaluating a student's overall attendance record.

Students may not leave a classroom during a scheduled lesson except with the permission of the teacher. Likewise, students may not leave campus during the school day without prior authorization from the administration. Unauthorized departure from class or from campus will be recorded as an unexcused absence and may result in disciplinary consequences.

Students are expected to be prepared for each class with all required books, materials, and assignments. Reporting late or leaving class without permission does not excuse missed classroom instruction, assignments, or assessments.

6. Daily Attendance Procedures

Students are expected to attend every scheduled class punctually and to remain for the entire instructional period unless excused by the teacher or the administration. Attendance is recorded for each class period, and students are responsible for arriving on time and prepared with all required books, materials, and assignments.

Students arriving late to class must present an authorized pass or other acceptable explanation when requested. Repeated tardiness, whether excused or unexcused, may result in disciplinary action and may be considered in evaluating the student's overall attendance record.

Students may not leave a classroom during a scheduled lesson except with the permission of the teacher. Likewise, students may not leave campus during the school day without prior authorization from the administration. Unauthorized departure from class or from campus will be recorded as an unexcused absence and may result in disciplinary consequences.

Vacation Periods and Other Unexcused Absences

AIS-Salzburg provides generous vacation periods throughout the academic year and expects students to arrive on time at the beginning of each term and to remain in attendance until the official closing date. Parents and guardians should not extend vacation periods before or after scheduled school holidays except in cases of

documented illness, family emergency (such as bereavement), or other unforeseen circumstances beyond the family's control.

Absences resulting from extended vacations or other unauthorized reasons will normally be recorded as unexcused. Missed instruction, assignments, assessments, and examinations resulting from such absences may not be made up, and academic credit may be affected.

7. Attendance at Required Academic and School Programs

Physical Education

Attendance at all scheduled Physical Education classes is mandatory. Because Physical Education meets only once each week, each absence represents a significant loss of instructional time. Students are therefore expected to participate whenever medically able.

Excused absences from Physical Education result in the loss of Health Points and normally require completion of approved make-up exercise. Failure to complete required make-up exercise may result in the loss of academic credit and may affect promotion or graduation. Unexcused absences require additional make-up exercise, significant Health Point deductions, and may result in further disciplinary consequences. Detailed procedures governing the Healthy Lifestyle Requirement are provided in Section 14: Physical Education and the Healthy Lifestyle Requirement.

Evening Study Hall

Attendance at evening study hall is mandatory for all boarding students, including five-day boarders, unless excused because of an approved elective course, athletic commitment, Senior Scholar privilege, or other authorized activity. Students returning from weekend leave must return to campus in time for the scheduled evening study hall.

Athletics

Students who are members of athletic teams are expected to attend all scheduled practices and competitions. Absences because of illness or injury must be documented and approved in advance whenever possible. The administration may require additional medical evaluation before excusing a student from athletic participation and will follow the recommendations of the attending physician. Final decisions regarding participation in practices and competitions rest with the coaching staff.

Weekend Activities

Participation in required weekend activities forms part of the boarding program. Students who register for an activity are expected to attend. Failure to participate may result in Health Point deductions, campus restriction, and a reduction in the Boarding Conduct grade in accordance with the Student Life Handbook. Health Points may be recovered through approved fitness activities where permitted by school policy.

8. Attendance and Preparation for Examinations

Students should expect a demanding schedule of school and standardized examinations during the final weeks of the academic year. Requests to miss classes, Physical Education, elective courses, or other required academic commitments in order to prepare for Advanced Placement® or other standardized examinations will not normally be approved. Consistent preparation throughout the school year is considered the most effective means of achieving academic success.

9. Headmaster's Holiday

The Headmaster reserves the right to declare a Headmaster's Holiday, cancelling classes and other required school activities without prior notice.

When classes resume, students are expected to submit all assignments that were due on the day preceding the holiday. Assignments scheduled specifically for the holiday are postponed to the next class meeting. Long-term

assignments, such as research papers, laboratory reports, or major projects announced at least two weeks in advance, remain due on their originally scheduled dates unless otherwise directed by the teacher.

G. Academic Policies and Student Records

AIS-Salzburg maintains accurate academic records for every student in accordance with school policy and applicable Austrian and European Union data protection legislation. Academic records document each student's academic progress, achievement, and successful completion of program requirements. Students and parents receive regular reports of academic progress throughout the school year, while permanent academic records are maintained securely by the administration and released only in accordance with school policy and applicable law.

1. Academic Reports

Students and parents receive regular reports at the midterm and conclusion of each trimester term. These reflect the academic progress of each student utilizing the data submitted and collected through the PowerSchool® Student Information System and teacher gradebooks, attendance records, and related commentary.

Students enrolled in Grades 7 and 8 receive official academic reports summarizing their academic achievement, attendance, and teacher evaluations. These reports become part of the student's school record but are not issued as official high school transcripts.

Students and parents are encouraged to monitor academic progress regularly through PowerSchool® rather than relying solely upon trimester report cards.

2. Official High School Transcripts

Official academic transcripts are issued only for students enrolled in the high school program (Grades 9–12, and Grade 13 when applicable). Transcripts constitute the student's permanent academic record and include courses completed, academic credits earned, final grades, cumulative Grade Point Average, graduation status, and other academic information determined appropriate by the school. Advanced Placement® coursework and approved transfer credit are identified in accordance with school policy.

Official transcripts are prepared by the administration and bear the official school seal and authorized signatures. Transcripts are released only with appropriate authorization or as otherwise required by law.

3. Requests for Academic Records

Current and former students may request official transcripts or other academic records through the administration. Requests should be submitted sufficiently in advance to meet college, university, scholarship, or other application deadlines.

Official transcripts are transmitted directly to educational institutions or other authorized recipients whenever required.

4. Confidentiality of Student Records

AIS-Salzburg respects the confidentiality of student records and processes personal information in accordance with applicable Austrian and European Union data protection legislation.

Academic records are accessible only to authorized school personnel with a legitimate educational interest and are released only to students, parents or guardians (where legally applicable), educational institutions receiving authorized transcript requests, or other persons or organizations as required or permitted by law.

Questions concerning access to student records or the school's handling of personal data should be directed to the administration.

5. College Recommendations and School Reports

As part of the college counseling process, AIS-Salzburg prepares official school reports, counselor recommendations, teacher recommendations, transcripts, and other supporting documentation required by colleges and universities.

These documents are prepared in the professional judgment of the administration and teaching faculty and are submitted directly to the receiving institution in accordance with school procedures. Confidential recommendations remain the property of the school and are released only for their intended educational purpose.

AIS-Salzburg reserves the right to revise, amend, or discontinue the policies, procedures, academic programs, courses, schedules, grading practices, and other provisions described in this handbook whenever such changes are determined to be in the best interests of the school or its students. The handbook is intended as a guide to school policies and procedures and does not constitute a contractual agreement between the school and its students or parents.

Appendix A

Academic Program Reference

Course Listing by Subject Area and Grade Level:

English Language and Literature

Junior High English Literature & Composition -
Grades 7/8
Junior High English Language Skills - Grades 7/8
English 9 Literature & Composition - Grade 9
English Academic Skills I - Grade 9
English 10 Literature & Composition - Grade 10
English Academic Skills II - Grades 10/11
English 11 Literature & Composition
English 12 Literature & Composition
English 12 Humanities
AP English Literature

Mathematics

Junior High Mathematics I - Grade 7
Junior High Mathematics II - Grade 8
Mathematics 9 - Grade 9
Mathematics 10 - Grade 10
Mathematics 11 - Grade 11
AP Precalculus - Grade 11
Advanced Mathematics - Grade 12
AP Calculus AB/BC - Grade 12

Science

Junior High Science - Grades 7/8
Biology - Grade 9
Chemistry - Grade 10
Physics - Grade 11
AP Environmental Science - Grades 11/12
AP Chemistry - Grades 11/12

Social Studies

World Geography - Grades 7/8
World Cultures - Grade 9
European History - Grade 10
AP Human Geography - Grade 11

AP Psychology - Grade 12
AP European History - Grade 12

German Language

German I - Grades 7/8/9
German I - Grades 10/11/12
German II - Grades 7/8/9
German II - Grades 10/11/12
German III - Grades 7/8/9
German III - Grades 10/11/12
German IV/V - Grades 10/11/12
German Literature - Grades 9/10/11/12

Electives

AP Calculus BCDigital Media Tech - Grades 10/11/12
Drama - Grades 10/11/12
French Language & Culture - Grades 10/11/12
German Tutoring - All grade levels
Italian Language & Culture - Grades 10/11/12
Journalism/Yearbook - Grades 10/11/12
Personal Development & Leadership - Grades
10/11/12
Senior Research Project Prep - Grade 12
Studio Art - Grades 7/8/9
Studio Art - Grades 10/11/12

Physical Education

Healthy Lifestyle Requirement - All Grades

Ethics Seminars

Ethics Seminar I - Grades 7&8
Ethics Seminar II - Grade 9
Ethics Seminar III - Grade 10
Ethics Seminar IV - Grade 11
Ethics Seminar V - Grade 12

Appendix B

2026-2027 Calendar

Grade 7 (age 12-13)

Junior High English 7 Literature and Composition
Junior High English 7 English Language Skills
Junior High Science 7
Junior High Mathematics 7
World Geography 7
German (at appropriate level)
Ethics Seminar I
Healthy Lifestyle Requirement
Junior High Studio Art / Study Hall
Boarding Conduct (boarders only)

Grade 8 (age 13-14)

Junior High English 8 Literature and Composition
Junior High English Language Skills
Junior High Science 8
Junior High Mathematics 8
World Geography 8
German (at appropriate level)
Ethics Seminar I
Healthy Lifestyle Requirement
Junior High Studio Art / Study Hall
Boarding Conduct (boarders only)

Grade 9 (age 14-15)

English 9 Literature and Composition
English 9 Academic Skills I
Biology
Mathematics 9
World Cultures
German (at appropriate level)
Ethics Seminar II
Healthy Lifestyle Requirement
Elective
Boarding Conduct (boarders only)

Grade 10 (age 15-16)

English 10 Literature and Composition

English 10 Academic Skills II
Chemistry
Mathematics 10
European History
German (at appropriate level)
Ethics Seminar III
Healthy Lifestyle Requirement
Elective
Boarding Conduct (boarders only)

Grade 11 (age 16-17)

English 11 Literature and Composition
English 11 Academic Skills II
Physics and/or AP Environmental Science or AP
Biology (with approval)
AP Precalculus or Mathematics 11
AP Human Geography or AP Psychology (with
approval)
German (at appropriate level)
Ethics Seminar IV
Healthy Lifestyle Requirement
Elective
Junior Community Service Requirement
Boarding Conduct (boarders only)

Grade 12 (age 17-18)

AP English Literature or English 12 Literature and
Composition
English 12 Humanities
AP Biology or AP Environmental Science
AP Calculus AB/BC or Advanced Mathematics
AP European History or AP Psychology
German (at appropriate level)
Ethics Seminar V
Healthy Lifestyle Requirement
Elective (optional)
Senior Research Project
Boarding Conduct (boarders only)

School Year Calendar, 2026-2027

2026-2027 School Year Calendar																																					
american international school SALZBURG · AUSTRIA																																					
Arrival Day Departure Day Breaks/Vacation Orientation Day 15 Austrian Holiday																	Midterm Reporting Grade Reporting / End of Term Final Examinations Excursions																				
A D O																	MT G F 																				
Month	First Week							Second Week							Third Week							Fourth Week							Fifth Week								
	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S		
July 2026			1	2	3	4	5 A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
August 2026						1 D	2 A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
September 2026	31	1	2	3	4	5 A	6 A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
October 2026				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
November 2026	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
December 2026		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1				
January 2027					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
February 2027	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
March 2027	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
April 2027				1	2	3	4 A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
May 2027						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
June 2027	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						

Calendar Notes

The calendar for the 2026-2027 school year at AIS-Salzburg includes the following:

1. Nine months of instruction divided into three trimester terms and a final examination week for students in grades 9-11:
Fall Trimester: September 7, 2026 through November 20, 2026
Winter Trimester: November 23, 2026 through February 24, 2027
Spring Trimester: March 1, 2027 through May 21, 2027
Final Examinations: May 24-27, 2027
2. Two vacation periods when the school dormitories are closed and all boarders depart:
Winter Break: December 18, 2026 (half-day of instruction) through January 10, 2027
Spring Break: March 20, 2027 through April 4, 2027
3. Two excursion periods when the school travels for overnight trips and the dormitories are closed:
Fall Excursion: October 21-25, 2026
Winter Excursion: February 25-28, 2027
4. Recommended arrivals and departures for travel:
Start of the school year: Boarding students should plan on arriving on either September 5th or 6th.
Winter Break: Boarding students may depart for the break as of 12:00 on Friday, December 18, 2026 and should return on January 10, 2027.
Spring Break: Boarding students may depart as of 16:00 on Friday, March 19 or on the 20th and should return on April 4, 2027.
End of School Year:
Senior students in grade 12 will graduate from the school on Thursday, May 20, 2027 and boarders may depart the school as of 12:00.
Junior high students in grades 7 and 8 will complete the school year by 16:00 on Friday, May 21, 2027. They may depart thereafter.
High School students in grades 9 through 11 will have final examinations which will be completed by 12:00 on May 27, 2027 and may depart on the 27th or 28th.
5. Summer Program Arrivals and Departures:
Session 1: Arrival, Sunday, July 5, 2026 / Departure, Friday (after 12:00) or Saturday, July 17 or 18, 2026
Session 2: Arrival, Sunday, July 19, 2026 / Departure, Friday, July 31 or August 1, 2026
Session 3: Arrival, Sunday, August 2, 2026 / Departure, Friday, August 14 or 15, 2026
6. Academic Progress Reporting:
Fall Trimester: Midterm reporting: October 20, 2026 / Term grade reporting: November 20, 2026
Winter Trimester: Midterm reporting: January 22, 2027 / Term grade reporting: February 24, 2027
Spring Trimester: Midterm reporting: April 16, 2027 / Term grade reporting: May 21, 2027
Final Examinations: Grade reporting: May 28, 2027
Note: The dates above reflect the midterm and end-of-term dates. It takes a few more days for the office to send out reports.

Please review the school's policy concerning unexcused absences for early departures or late returns from break periods during the school year.

Appendix D

Weekly/Daily Bell Schedule

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

Appendix E

Courses and Credits at AIS-Salzburg

Subject	Course Title	Grade Level	Academic Credit
English	English 9 Literature & Composition	9	1.0
	English 9 Academic Skills I	9	1.0
	English 10 Literature & Composition	10	1.0
	English 10/11 Academic Skills II	10/11	1.0
	English 11 Literature & Composition	11	1.0
	English 12 Literature & Composition	12	1.0
	English 12 Humanities	12	1.0
	Advanced Placement (AP) English Literature & Composition	12	1.0
Mathematics	Mathematics 9	9	1.0
	Mathematics 10	10	1.0
	Mathematics 11	11	1.0
	Advanced Placement (AP) Precalculus	11	1.0
	Advanced Mathematics	12	1.0
	Advanced Placement (AP) Calculus AB	12	1.0
Science	Biology	9	1.0
	Chemistry	10	1.0
	Physics	10	1.0
	Advanced Placement (AP) Environmental Science	11/12	1.0
	Advanced Placement (AP) Chemistry	11/12	1.0
	Advanced Placement (AP) Biology	11/12	1.0
Social Studies	World Cultures	9	1.0
	European History	10	1.0
	Advanced Placement (AP) Human Geography	11	1.0
	Advanced Placement (AP) Psychology	11/12	1.0
	Advanced Placement (AP) European History	12	1.0
German Language	German I	9-12	1.0
	German II	9-12	1.0
	German III	9-12	1.0
	German IV	10-12	1.0
	German IV/V	10-12	1.0
	German V	10-12	1.0
	German Literature	9-12	1.0
Healthy Lifestyles Requirement	Healthy Lifestyle Requirement 9-12	9-12	0.5
Electives	Italian or French Language & Culture	9-12	0.5
	Senior Project & Prep	9-12	0.5
	Drama, Studio Art, Yearbook/Journalism, Studio Art, and all other electives	10-12	0.5
	German Language Tutorials, Music Lessons, Other tutorials	7-12	0.5
Ethics Seminars	Seminar II, III, IV, V	9, 10, 11, 12	0.25
Other	Boarding Conduct Requirement (boarders only)	9-12	0.00
Community Service	Community Service Requirement	9-12	0.00
Weekend Activities	Weekend Activity Requirement	9-11	0.00