Important Information for New Students!

2024-2025 School Year!

The administration, sta", and teaching faculty of the American International School-Salzburg would like to take this opportunity to welcome you to our school and provide you with some important preliminary information which should help you in your preparation for arrival at the school and the start of the academic school year in September, 2024. We are excited to be given the chance to work with you and hope that you are prepared for an exciting, challenging, and rewarding school year here at AIS-Salzburg.!

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

\$ Ms. Sandra Gonzalez, O#ce Manager	: \$	\$	\$ o#ce@ais-salzburg.at!
\$ Ms. Jennifer Heider-Kasberger, Colleg	e Cour	nselor: \$	\$ jkasberg@ais-salzburg.at!
\$ Mr. Paul McLean, Headmaster: \$	\$	\$	\$ pmclean@ais-salzburg.at!
\$ Ms. Laura Fox, Dean of Students: \$	\$	\$	\$ lfox@ais-salzburg.at!
\$ Ms. Figen Öktem, Accountant: \$\$	\$	\$	\$ accounting@ais-salzburg.at!

Academic Calendar

Fall Trimester\$ \$ \$

Important Dates for the 2024-2025 School Year

Arrival days for all boarders\$	\$	\$	\$	\$ September 7-8, 2024!
Orientation day for all students	\$ \$	\$	\$	\$ September 9, 2024!
First day of classes\$ \$	\$	\$	\$	\$ September 10, 2024!
Fall Excursion to Venice, Italy\$	\$	\$	\$	\$ October 16-20, 2024!
Winter Break\$ \$ \$	\$	\$	\$	\$ December 21, 2024 through January 12, 2025!
Winter Excursion\$ \$	\$	\$	\$	\$ February 27 to March 2, 2025!
Commencement Exercises (G	aduatio	n Cerem	ony)\$	\$ May 22, 2025!
Departure days for grades 7 a	nd 8\$	\$	\$	\$ May 24 & 25, 2025!
Final Examinations (Grades 9,	10 and	11)\$	\$	\$ May 26-29, 2025!
Departure days for all boarders	s\$ \$	\$	\$	\$ May 30 (as of noon) and 31, 2025!

Please note that the last day of classes before the Winter Break is a half day and students may depart as of 12:00 on Friday, December 21, 2024.

Daily/Weekly Bell Schedules, 2024-2025

S nda

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!

Monda , T e da , Frida

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)!

Wedne da

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!

Th r da

07:30-08:00 Breakfast

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08:00-08:25$
               Seminars I-V!
               Period 1!
08:30-09:20$
               Period 2!
09:25-10:15$
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!
               Period 6!
13:50-14:40$
               Period 7!
14:45-15:35$
15:35-18:00$
              Free time,
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is no possibility to re-sit an examination and pass the course if the final grade is failing. The entire course with up to 160 periods of instruction must be completed.!

Promotion and graduation from the school are dependent upon each and every student meeting three requirements: passing grades in all courses; a positive conduct record; and at least 80% attendance in all periods held in all courses. *Any student who is absent—for any reason—more than 20% of the school year in a particular course, does not receive academic credit.* The calculation of this attendance average includes all forms of absences including absences from instruction for school sports, medical appointments, tardies, and unexcused absences. If a student has enough absences in one or more courses so that it becomes impossible for them to complete the course with 80% attendance, they are released from the course with a failing grade and do not receive credit.!

Unexcused absences from classes are not acceptable at AIS-Salzburg and result in disciplinary consequences as well as threaten a student's minimum attendance requirement. All parents of new students are encouraged to make travel plans now so that no instructional time is compromised or lost. The school dormitories are always open several days for departures after instruction ends and open several days before instruction begins again. The school administration will not make allowances for flight schedules, family plans which conflict with instructional time unless these are justifiably declared legitimate due to circumstances beyond our, or the parents' control. Absences for holidays which fall during class time during the calendar year are also considered unexcused. Therefore, please carefully note the arrival and departure dates mentioned above and mark them on your calendar for planning purposes.!

Enrollment Form #8 (Form #5 for day students) clearly states the requirements for the attendance policy at AlS-Salzburg and requires a signature by the parent(s)/guardian(s). Further information on the AlS-Salzburg attendance and other policies referred to above can be found at the following links to the school's website:!

- \$ Academics!
- \$ <u>Diploma and Academic Credit System</u> Standard Academic Schedules!
- \$ Load, Promotion and Diploma Requirements!

Academic Schedules

The following courses and grade-level schedules will be o"ered at AIS-Salzburg for the 2024-2025 school year. In grades 7 through 10, the courses are mandatory and the credits required. In grades 11 and 12, several options are available, depending upon a student's interest, abilities and future university goals.

Grade 7

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

Grade 8

- Junior High English Literature & Composition!
- \$ Junior High English Nonfiction & Communication!
- \$ Junior High Mathematics II%
- \$ Junior High Science%
- \$ World Geography%
- \$ German Language (at any appropriate level)!



f. Enrollment in AP@ level courses in grades 11 and 12 are dependent upon teacher and administrative approval as well as preliminary testing during the first two weeks of the school year.

Parental Visits and Weekend Check-Outs

On a limited basis, students may be checked out of the school's direct care and supervision during weekend free time exclusively by immediate family members who come to the school to pick them up personally and have submitted a check-out request form which has been approved previously by the Dean of Students. Parents visiting Salzburg and desiring to be with their children are allowed to do so during free time (after classes and before dinner on weekdays or during weekends, between 15:35 and 18:00). Boarding students are not allowed to stay o" cag10 0 ho comeir childrding st]TJ frdi]TJ TJ g Sal checnj Er insserupe srivelusebeforeelment cag10 Pleas

Please be aware of a couple of important guidelines regarding dormitory accommodations at AIS-Salzburg:!

- 1) **Space i limi ed,** please do not expect to have room for excessive amounts of personal clothing or other items. If you bring too much, it will need to be put into storage with limited access.!
- 2) **L** ggage canno be kep in he dormi or room although 5-day boarders may keep one bag for weekend travel in their closets.!
- 3) Certain items are not allowed to be stored in dormitory rooms including in er por eq ipmen, bic cle or o her ran por, or imilar i em. The school has specific storage space available for such possessions.!
- 4) **Cooking or he e of an de i e hich hea or ha an open ame** (candles, etc.) are never allowed in the dormitory rooms by fire codes. Violations of this requirement is considered a serious threat to the health and well-being of all residents.!
- 5) **Sec** *ri* is important. Resident students should never keep loose valuables in their room (cash, credit cards, wallets, expensive jewellery, etc.). The school provides individual safe boxes in the o

\$ \$	\$ \$	Sweater (if necessary given weather conditions): no sweatshirts or hoodies!
\$ \$	\$ \$	No headwear!
\$ \$	\$ \$	Nothing excessive, overly revealing, inappropriate for the weather or o"ensive to \$
\$ \$	\$ \$	any member of the school community.!
\$ \$	\$ \$	Hair above the shirt collar, well-kempt and out of eyes!

Academic Attire (Females):

incidentals account can only be released to a student with parental permission and communication (e-mail, fax or direct telephone call). Please contact our accounting o#ce for further information as required at !

If you have any di#culties or problems accessing or understanding the PowerSchool® program data, please contact the school by telephone (+43 662 824617) or E-mail (o#ce@ais-salzburg.at). We would be glad to assist you in this important area.!

Google Classroom®

All instructors at AIS-Salzburg will utilize the Google Classroom® platform to send information, assignments, readings, updates and other materials to the students enrolled in their classes. The resident-care sta" sends our important information for activities, rosters, information and other communications to students directly through

excursion and any and all weekend activities. The costs of participation in these will be invoiced afterwards when the costs are known and divided evenly per student involved.!

Sports and Athletics

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

The administration would like to encourage all students to join one of our competitive sports teams this coming

Non-Resident, Day Students:

- \$ Enrollment Form 1: Child Protection Agreement!\$ Enrollment Form 2: Personal Data Consent (GDPR)!
- \$ Enrollment Form 3: Contact Information!
- \$

Damage Liability form!

This form is required of all residents, signed both by the students and the parents. This statement specifies that liability in case of damage or vandalism to the dormitory rooms or their furnishings is held by the residents of the rooms and that charges are incurred through the student incidentals account. At any time, proof of damage and comparative photos from the start of the school year are available upon request in the case that a charge is levied.!

Attendance Policy Agreement Form!

This form details the specific requirements in the area of attendance for all students. Signatures on these forms represent agreement with the school's policy and the willingness to support our attendance requirements at all times throughout the school year. !

Community Commitment Statement!

This form, signed by both the parents and the student, demonstrates commitment to the school's rules and policies generally as outlined in the Parent and Student Handbook. In order to establish and maintain a community of learners which is based upon respect, consideration for others, appropriate behavior, and high goals, the handbook is provided and its rules are in place. All students must agree to these terms at the start of the school year, demonstrating their commitment to and understanding of the school's expectations in all areas of student life. The annual revision of the Parent and Student Handbook for the 2021-2022 school year should be available online in August.!

Excursion Participation Form

This form is a preliminary designation given by the student and parent/guarding relevant to participation on the fall and winter excursions. Reception of this information at the start of the school year allows us to properly prepare and plan for these events.!

Health form!

All new students should have a physical examination before coming to AIS-Salzburg and the school health form should be signed by your family physician. Please be certain to accurately fill out the section on immunizations and allergies. This is especially important this year with the Corona virus situation and reception of proof as to whether a student has been vaccinated or not (see latest Corona update). Please also inform us of any ongoing condition that required treatment or medication or in any way restricts a students participation in school activities. Understand that all prescription medications must be turned in to the school's health coordinator at the start of the school year and that only physicians here in Salzburg can prescribe medication to our students. **Do no come o he chool i ha bag f ll of an ibio ic and o her pre crip ion medica ion a he e ill be con ca ed and onl af er a i i o a local ph ician ill he e be di rib ed if nece ar.** Also, everyone should understand that no one is to give another student medication in any case whatsoever. Only the school health coordinator and resident-care sta" is to make determinations such as this as only they are aware of the allergies and conditions of all the boarding students. Any health considerations which are important for the school health coordinator to be aware of can be communicated to the school o#ce at any time and throughout the school year.!

Arrival Form!

In order to prepare for your arrival on campus, we ask all resident students to fill out and send us the Arrival Form indicating when and by what means they will arrive on the two days (September 7 and 8, 2024) students are expected. If travel plans change at any time, please be certain to inform the school o#ce sta" (o#ce@ais-salzburg.at) of this so that we can be there at the airport or train station on time to pick the student up there. Please provide us with as much information as possible including carrier, flight number, arrival time, date, etc.!

The Arrival Form can be accessed here.!

