



# **Anton Bruckner International School**

## **PYP Student - Parent Handbook**





## **PYP Student – Parent Handbook**

Dear Parents,

Welcome to ABIS

The purpose of this handbook is to provide an overview for parents of our Primary Years Programme for students aged 6 to 11. It will answer many of the questions you may have about how Anton Bruckner International School PYP works.

We are proud of our excellent home/school partnership and look forward to enjoyable years together. Reading and discussing the contents of this handbook will help your family better understand our school expectations.

I hope that the following pages are useful. Please do not hesitate to contact us if you need assistance with anything concerning our school.

Sincerely,

Gabriele Untersperger  
School Principal

Ben Lewis  
PYP Coordinator



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## Leadership of the PYP

Gabriele Untersperger - School Principal

Ben Lewis - PYP Coordinator

## Who we are

ABIS was established in 2008 (as LISA-JUNIOR International School) to provide an education in English for children of globally mobile families and for children of the international community in Linz.

ABIS has been an IB-World School since May 2014 and became a private school in September 2015, governed by the Association of Anton Bruckner International School and is supported by the Kreuzschwestern, a catholic order.

## Vision and Mission Statement

**Our mission is to nurture and inspire, to provide the opportunity for each learner to achieve their full potential, within a local and global community.**

ABIS is a caring, cosmopolitan community of vibrant learners striving for excellence in the achievement of knowledge and personal development. We offer a high-quality international education following the principles of the International Baccalaureate.

- We foster empathy, tolerance, understanding and appreciation of diversity of all kinds.
- We empower students to have courage and confidence to be creative collaborators and inquirers, so that they may leave their footprints in an increasingly complex, fast-paced technological world.
- We provide the opportunity for each learner to achieve their full potential within their local and global communities.
- We use state-of-the-art resources and technology to educate the students of the future, and to ensure a successful transition into higher education, and life.
- We teach – we nurture – we inspire.

When Anton Bruckner International School was first established in 2008, faculty members and students reflected together about what kind of school they wanted. They decided that the last place they wanted to be was in a school with a "don't" culture — as in, "don't do this" and "you are not allowed to do that". These



Anton Bruckner International community members wanted a school embedded with a culture of positive language and values so they outlined the following

### **THE FIVE VALUES OF RESPECT**

- Respect for Self and Others
- Respect for Learning
- Respect for the Planet and its Environment
- Respect for Leadership
- Respect for Other Cultures and Languages

### **Outcomes of Education**

At the end of primary school, students should:

- have a lively curiosity about the world around them
- be able to build friendship with others
- be able to think for and express themselves
- have developed critical thinking
- have developed an understanding of the need for physical and mental balance and personal welfare
- have developed a sense of caring for others in need of help
- have developed a sense of honesty, fairness and justice
- have developed respect for different views, traditions and cultures
- be able to work in teams
- believe in their abilities.

### **After School Activities**

The school runs a very active after-school extra-curricular activities programme. Activities are available in arts, sports, languages, and music. Details of the activities are sent home prior to each term to allow students to sign-up on Toddle. After School Activities are offered at additional cost by qualified teachers and/or parents and change every semester. Places in some activities are limited.

### **After School Care**

The school day finishes at 2 pm for all students from PYP 1 to PYP 4; from PYP 5 on, however, classes have slightly different teaching hours. After School Care is available **Monday - Thursday** until 5.30 pm, on **Friday** until 4 pm.

After School Care Service is limited for those families who, through work or professional commitments, are unable to pick up their children at the school finishing times.

If children need to stay at school, parents need to enroll them in the After School Care Programme.

Children who need to stay in After School Care must be enrolled beforehand (except for cases of emergency). You may register your child for After School Care:

- On a regular basis, either for specific days or for the complete service, with direct debit authorization payment
- In case of an emergency your child will be placed in After School Care, with a cash payment at the end of each month (8 Euros per hour).
- **Deregistration from the ASC is only possible at the end of each term.**

## Dress Code

**Please send your child to school in appropriate clothing. Keep in mind that children will have outdoor recess in all, but extreme weather.**

Please consider:

- Your child's comfort and provide simple clothing that is free of complicated fasteners.
- That your child must not wear offensive t-shirts.
- Messy art materials and other activities and provide clothing that is washable.
- Our playground and provide clothing that is sturdy.
- The changeable weather conditions and dress your child accordingly.
- Our lost and found table of unclaimed, unlabelled clothing and put labels on all outer garments, including hats and boots.
- Please read through the Dress Code Policy which can be found on the school's website.
- All students and teachers wear house shoes (slippers) while in the building. Please provide your child with a pair of house shoes to wear at school.
- Please send shoes your child can put on independently.
- **ABIS School Wear**  
ABIS has an online store where you can purchase the school T-shirt, hoodie and a range of other items. You can access this store from our school website.

Please read our [dress code policy](#) for more details.

## Attendance

In order to meet high academic standards, regular and timely attendance in school is integral in the teaching-learning process, as most learning activities and experiences cannot be duplicated outside of the classroom. Regular attendance is expected of all students and is a necessary factor in achieving success.

### Absences

All our students are expected to be in school from 7.50 am until the end of their regular lessons. Extended leave from school outside of regularly scheduled holidays is discouraged for all students as frequent or extended absences seriously affect the academic progress of students.

The learning experiences of the classroom are a meaningful and essential part of a student's education. Classroom time lost is irretrievable. This is particularly true of the opportunities for interaction and exchange of ideas between students and between students and teachers.

Catch-up work is no substitute.

If a child misses one day of school, please let the classroom teacher know the reason for the absence.

**Notification of extraordinary student absence must be asked, in writing, to the principal at least four weeks beforehand.**

**Please note: If parents decide to leave without approval, the child will not be insured. Furthermore, the absence will be reported to the education authority and might lead to a fine.**

Please do not ask for work to be prepared by the teacher for extended vacations or family trips during school time. Attendance is ultimately the decision of the family, however, families must realize that it is contrary to Austrian law to miss scheduled school days for an extended holiday.

In case of absence such as sickness, please notify the school office or the classroom teacher no later than 7:45 am or via Toddle. To ensure that each child is safe, someone from the school will phone home if no notification of absence is received. **A physician's certificate is required after 2 days of illness.**

### Late Arriving

Teachers are expected to record attendance in their classes before 8:30 daily.

Teachers mark students as either **Present**, **Absent** (excused or unexcused), **Late** and **Left Early**.

Following an excused absence, teachers will provide students with necessary resources and materials needed to complete missed work. Teachers are, however, not expected to re-teach the material to individual students. In the event of unexpected absences, teachers are not required to provide make-up work in advance or after the absence.

### Early Dismissal, Appointments and Tardiness

Parents who need to pick up their children during the school day or before school dismissal **should inform the class teacher via Toddle the morning of the day in question**. The time and reason for dismissal should be stated. The child must be collected directly from his/her classroom. No parent should remove a child from school premises during the school day without informing the class teacher first.



- Please note that partial absences (including tardiness) from school will be recorded.
- Consistent lateness is regarded as discourtesy. Parents will be informed about repeated tardiness.

## Assessments

We believe that:

- Assessment is a powerful tool to promote learning.
- Effective schools employ a wide range and variety of assessment strategies, which reflect different learning styles.
- Effective schools have a common assessment policy.
- Assessment is an integral part of the curriculum, to be considered when the curriculum is planned, and not as something which only takes place at the end of a teaching unit.
- The results are important indicators for the deployment of school resources.

Please check our [assessment policy](#) for more details.

## Birthday Celebrations

Birthdays are a very exciting event for children. If you choose to celebrate a child's birthday in school with snacks please consult your child's teacher first to decide upon an appropriate arrangement that will not disrupt the class routine.

Some children **have serious allergies which may limit the types of foods they can eat safely**. Individual treats are more desirable (cupcakes, cookies, brownies, etc.) as they can be passed out without taking additional class time for cutting and serving.

To avoid hurt feelings and awkward situations for children, the school **has a policy that forbids handing out party invitations at school**, unless all students of the classroom are invited. It is appropriate for invitations to be mailed to the students' homes.

## Communication

### Channel of Communication

- The school communicates with parents through **Toddle**, letters from the teachers, the principal, formal and informal conferences between parents and teachers, and through various special meetings. Parents are encouraged to contact their child's teacher with any questions or concerns at any time.
- During the course of the school year, questions or concerns inevitably arise, and when they do, we encourage direct communication with the school. When parents would like to discuss their child's schoolwork the following steps are recommended:



- Seeing the teacher. Appointments with teachers can be arranged with the teacher.
- Concerns that cannot be resolved through a conference with the teacher, questions of a more general nature concerning the operation of the school and its programmes, may be discussed with the PYP coordinator or the principal. Appointments may be arranged directly with the coordinator or principal.

### Conferences

Two Parent Conference days are scheduled during the year. These conferences are pre-scheduled. The first conference will be a Parent-Teacher Conference, the second one a Student-Led conference where students share their learning with their families.

Since children are at the center of all reporting, it follows that they should also be part of the reporting procedure. These conferences are formal reporting occasions where children are involved in discussing their work and their progress with their parents. Students throughout the school, from Early Years up, prepare work to talk about in advance with the support and guidance of their class teacher.

**Parents should attend the conferences ready to listen to their child and to ask questions, to show their concern and interest, and to understand that the value of these conferences is that children reflect on and consolidate their progress through sharing the responsibility of informing their parents.**

In addition to this, if a parent requires some time during the year to discuss a student, we ask that you schedule an appointment at a time agreeable to both you and the teacher. This allows the teacher sufficient time to prepare for the meeting and gather the papers necessary.

Morning conferences must be finished by 7.30 am so they do not interfere with the beginning of the school day.

### Open House Day

Twice a year, in November and March/April, parents will have the opportunity to join their child's classes during the Open House Day. Notification about the dates will be sent via Toddle and will be posted on our website.

### Reports

Report cards for all grades will be uploaded on Toddle twice a year, in February and early July. Students must be enrolled in school for more than half of the semester in order to receive a semester report card otherwise they will receive a school attendance confirmation.

Rubric assessment is used for feedback on student work and in the written reports.

The written report gives a picture of the student's progress and achievements during the semester.

All grade levels receive the international report card, which have subject checklists and in-depth subject comment.

The Austrian report cards will only be distributed to students of PYP 4. If your child attends **PYP 2 to PYP 3, and PYP 5, and you would like to additionally receive the Austrian report card, please inform your child's homeroom teacher four weeks in advance.**

## Subject Area Checklists

Each subject area has a checklist of grade-specific and subject-specific objectives. These objectives relate to academic performance

Checklist Criteria Definitions for PYP	
<b>Excelling</b>	This describes work that exceeds grade level expectations. Such work reflects accuracy, care, insight, creativity and/or attention to detail.
<b>Achieving</b>	This describes work that clearly meets grade level expectations. Such work is mostly detailed and accurate.
<b>Developing</b>	This describes work that begins to meet grade level expectations, often with support. Such work demonstrates student progress that reflects challenges with the concept and/or skill.
<b>Area of Concern</b>	This describes work that does not meet grade level expectations. Such work indicates significant challenges with the concept and/or skill.
<b>No Mark</b>	This indicates the item has not been assessed.

## Number grades

Students in PYP 4 also receive number grades in accordance with Austrian law.

Grade Definition	
<b>1 Sehr gut Excellent</b>	Performance consistently exceeds grade level expectations
<b>2 Gut Good</b>	Performance fully meets grade level expectations
<b>3 Befriedigend Satisfactory</b>	Performance generally meets grade level expectations.
<b>4 Genügend Partially satisfactory</b>	Performance demonstrates areas of weakness and meets only some of the grade level expectations.
<b>5 Nicht genügend Fail</b>	Progress is not demonstrated and performance is of an unacceptable standard.

## Please note:

**We do not teach and mark in accordance to the Austrian system, but to the IB system. Therefore, the Austrian report card and the international progress report cannot be compared to each other.**

## Withdrawals

Parents are asked **to notify the School Office in writing four weeks prior to the family's departure from Linz.** Student withdrawal and clearance forms will be issued and must be completed prior to the release of school records.

## Daily Routines

Students should arrive at school **no later** than five to ten minutes before the lesson begins. Late entries disrupt the beginning of the day and should be avoided.

Children who are not remaining for an After School Activity **or join the After School Care** should be picked up from the school grounds promptly at dismissal time. Please make arrangements to pick up your child immediately after any After-School Activities. **In case your child is not picked up or does not know where to go, they will be sent to the After School Care.**

If your child uses public transportation or travels home independently, please inform the classroom teacher. Please inform the school of any changes to your child's normal routine.

**Please note: For younger children in grades 1, 2 and 3, the teacher who has their last lesson will bring children down to the door, if they are not going to After School care or an After School Activity. Children who have the permission of their parents can go home alone, otherwise a member of staff will wait to see the parents or other designated pick-up person. If no-one comes to pick the children up after 15 minutes they will be taken to After School Care on additional costs.**

**It is strictly prohibited that students wander around unsupervised on the school premises (inside or outside the building) to wait for their parents.**

**Here is an overview of the PYP Schedule:**

Lesson	Time
1	7:50 – 8:40
2	8:40 – 9:30
3	9:50 – 10:40
4	10:40 – 11:30
5	11:30 – 12:30 Lunch
6	12:30 – 13:15
7	13:15 – 14:00
8	14:00 – 14:45
9	14:45 – 15:30

## Field Trips

Your child's teacher will occasionally arrange class field trips. There may also be a school-wide field trip for all students of the school. Your child's teacher will notify you via a Field Trip Letter at least one week in advance of the field trip. This notice will inform you of the field trip specifics, such as destination, purpose, and transportation.

If we do not have your explicit permission to take your child on a field trip, the student will be placed in a different class for the duration of the field trip. We use local bus companies or public transportation for trips outside school.

Safety procedures will be explained and reviewed with the children.

**Children should wear the school shirt and hoodie on field trips.**

## Health and Safety

### First Aid procedure at ABIS

During the course of the school day there are sometimes accidents of differing degrees of severity. To make sure that students and staff remain safe, we will follow the following procedure.

Injuries will be classified according to the following criteria. Staff discretion and communication between staff will inform our decision about the severity of an incident. We will err on the side of caution with this.

Injury level	Examples	Procedure
<b>Green - very minor</b>	<ul style="list-style-type: none"> <li>Minor bump on the arm or leg</li> <li>Minor cut on the hand or arm</li> </ul>	<ul style="list-style-type: none"> <li>Quick first aid given in school, for example a cool pack or plaster/band-aid is applied</li> </ul>
<b>Yellow - minor</b>	<ul style="list-style-type: none"> <li>Minor bump on the head</li> <li>Cut which results in a little bleeding</li> </ul>	<ul style="list-style-type: none"> <li>Quick first aid given in school, for example a cool pack or plaster/band-aid is applied.</li> <li>Student is observed by staff member</li> <li><b>Parent is informed of the incident via toddler</b></li> </ul>
<b>Orange - serious</b>	<ul style="list-style-type: none"> <li>Bigger bump to the head</li> <li>Minor burn</li> <li>Deeper cut on the hand</li> </ul>	<ul style="list-style-type: none"> <li>First aid given, for example applying a simple dressing.</li> <li><b>The Parents are called and asked to pick up the child immediately and take them to the accident and emergency department of the hospital.</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <b>School leadership are informed.</b></li> <li>• <b>Incident is recorded on our records.</b></li> </ul>
<b>Red - dangerous</b>	<ul style="list-style-type: none"> <li>• Major injury to any part of the body</li> </ul>	<ul style="list-style-type: none"> <li>• First aid applied to the best of our ability</li> <li>• <b>Ambulance immediately called</b></li> <li>• <b>Parents immediately called.</b></li> <li>• School leadership are informed.</li> <li>• Incident is recorded on our records.</li> </ul>

### Special Needs

Please advise your child's teacher of any allergies, disabilities, fears, strong dislikes or any other conditions which affect your child's health, happiness, or ability to function in a group.

### Excuse from certain activities

If your child cannot participate in school activities such as physical education, outside play, etc., we require that you send a **written doctor's notification** to your child's teacher. Please state on the notification for how long your child will not be able to partake in these activities.

Without a **written doctor's notification**, he/she will have to participate in the activity.

### Illness

Please **call your child's teacher by 7.35 am or inform us on Toddle** if your child will be absent. Children who are running a fever, have a severe cold or otherwise appear to be too sick to be in school must be kept home. Your child must be fever-free for at least a day before being sent to school. Contagious diseases such as pink eye, chicken pox, measles, or strep-throat must be under control before your child is admitted back to school.

If a child appears to be sick, his/her parents will be called and the child must immediately be picked up by the parents or the emergency contact.

If your child has been absent for over 2 days, please send a doctor's statement indicating the dates of the illness.

If your child requires a doctor's visit or hospitalization (especially when having a contagious infection), please submit a doctor's statement indicating your child is now fit to come back to school.

### Sending a child home

If it becomes necessary to send a child home due to illness, parents or the emergency contact will be notified, and arrangements will be made for the child to be picked up at school.

**No child will be given permission to leave school without consent of the parent.**

### Medication

No medication, whether prescription or over-the-counter, will be given to any student without written instructions from the child's physician and/or parent. This includes commonly used medications such as Aspirin, cough syrup, and cough drops. Should it become necessary for a child to take medication at school, please leave written instructions along with your signature.

In order for prescribed medication to be given to a student during school hours, the classroom teacher should receive a note from parents requesting medication administration; the note should specify dosage, time of day, and length of treatment.

**No medication may be kept in the classroom by the student.**

**All medication must be in the original container and clearly labeled.**

### Allergies

Please ensure that the school is accurately informed of all allergies.

When a child has a fatal nut allergy, we ask that parents of all children in that grade be sensitive to the allergy. Any contact with nuts could lead to a life threatening reaction and therefore the issue needs to be treated seriously.

Please do not send any food containing nuts to school with your child in general.

This would help us tremendously in our aim to create a safe and secure environment for all of our students.

### Head Lice

Parents need to inform the school immediately if their child has head lice.

Children infected with head lice must be treated and kept at home until all nits (eggs of lice) have disappeared. Our staff will perform a thorough inspection.

All children with live lice or nits will be sent home immediately.

**Students will only be allowed back to school upon presenting a statement issued by health authorities certifying that the child is free of head lice.**

### **Homework**

Homework at ABIS is seen as a way to reinforce, enrich and extend classroom learning. It allows students to self-assess their understanding of the work covered in class, fosters independence, and encourages ownership of work. We see homework as a strategy to develop study skills at all levels and encourage students to complete tasks **on their own** to not distort the feedback for the teachers. Homework will vary according to individual student needs and grade levels.

The following standards of homework have been established:

	<b>Approximate duration per grade level</b>
<b>PYP 1</b>	<ul style="list-style-type: none"> <li>• Reading aloud – English and German/ 10 minutes per day</li> <li>• Up to 15 minutes of assignments per day</li> </ul>
<b>PYP 2</b>	<ul style="list-style-type: none"> <li>• Reading aloud – English and German/ 10 minutes per day</li> </ul>

	<ul style="list-style-type: none"> <li>Up to 15 minutes of assignments per day</li> </ul>
<b>PYP 3</b>	<ul style="list-style-type: none"> <li>Daily reading – English and German</li> <li>20-30 minutes of assignments per day</li> </ul>
<b>PYP 4</b>	<ul style="list-style-type: none"> <li>Daily reading – English and German</li> <li>30-40 minutes of assignments per day</li> </ul>
<b>PYP 5</b>	<ul style="list-style-type: none"> <li>Daily reading – English and German</li> <li>40-50 minutes of assignments per day</li> </ul>

This time does not include any additional preparation for summative assessments. The teachers are aware that the mentioned times are not suitable for every child's work pace. Therefore, they ask the parents to keep track of the time taken and contact the teaching staff if the specified time is continuously exceeded.

Language is fundamental to help children become better learners. To support language acquisition, we ask parents to read with their children on a regular basis. We also encourage parents to talk with their children and to ask questions about what they have done in school as this reinforces learning and is invaluable time to connect with your child's school experiences.

## Lost and Found

Personal property such as clothing, toys and school materials are the responsibility of the student and his/her family. At the end of each school year all items left in the 'Lost and Lonely Table' will be donated to charity. Be sure to check the lost and found table regularly.

ABIS accepts no responsibility for money or valuables brought to school.

**Please label all of your child's garments as well as personal items such as drinking bottles and lunch boxes, PE clothes, school t-shirt and hoodie, and slippers.**

## Lunchtime

The school's hot lunch is provided by "Gourmet", a catering company. The importance of healthy eating habits and a balanced diet are emphasized in the school. Teachers on duty, the Lunch Managers, try to encourage students to try the daily meal even if they do not know it. **Candy and sugary drinks are not permitted during the school day.** Two options exist for lunch. Students either bring

- a healthy lunch from home or
- eat hot lunch which can be ordered in advance by the parents and will be paid via direct debit order.

**Please do not bring or send in fast food lunches for students.**

It is our intention that lunchtime should be a part of the day when children have the opportunity to eat and talk with their classmates in a calm, pleasant

atmosphere. For that reason, and to maintain safety, the following standards of behaviour have been established:

Lunchtime Essential Agreements:

- We only walk in the lunchroom. Standing on the furniture or sitting on tables is prohibited.
- We speak in a calm tone. Students are expected to converse in a restaurant tone of voice.
- Students are usually encouraged to eat with cutlery provided.
- Playing with food is strictly forbidden.
- Children should tidy their place when finished.
- Unfinished packed lunches are taken home so that parents can monitor what their children manage to eat.
- Students shall respect the adults in charge and comply with the directives given to maintain health and safety.
- After having finished lunch, students stay seated until the teacher in charge tells them to line up and make themselves ready for going outside..

Courtyard and Park Essential Agreements:

- Students must listen to the lunch managers on duty at all times and follow their directives.
- Acceptable strategies for coping with individuals that are causing problems are:
  - 1) Ignore them and walk away if it is not significant.
  - 2) Tell them they are bothering you and explain why.
  - 3) Inform an adult if they continue to cause problems.
- Throwing dirt, sticks and stones is not allowed.
- Students will avoid rough and dangerous play.
- Bad language and spitting are not allowed.
- Fighting (hitting, punching, kicking, biting) is not allowed.
- Children must wait quietly in lines before being dismissed to go back to class.
- All trash must go in the bins. Please use the recycle bins provided.





- During lunch time school equipment can be used. Playground equipment brought from home may only be used after the student has notified this to the teacher in charge.
- If a ball goes into the road, inform the teacher in charge.
- During indoor recess, children have to stay in their classrooms. Ipads and mobile phones are switched off during that time.

## Parent Involvement

Parent volunteers are a vital part of our success with students. Please come to the school office and sign in before you go to your child's classroom.

It is imperative however, that parents understand that when they are volunteering, they assume the role of a professional employee of the school. What they see individual students do in school is confidential. It should not be discussed. Children have different strengths and are developing at varying rates. Discussion about particular students outside the school is absolutely inappropriate. A parent who chooses to break this confidentiality will be asked not to volunteer again.

We strive to protect our children's confidentiality and believe that parents appreciate this policy.

The use of parent volunteers in the classroom is at the discretion of the teacher.

**Please contact your child's classroom teacher if you would like to offer your assistance.**

## Personal Property

Students must assume responsibility for personal property, sports equipment, and other items brought to school. These should be appropriately labelled. We strongly advise that parents refrain from sending large amounts of money or valuable personal items with their children.

**At no time are knives, toy guns, or other weapon-like objects allowed at school.**

If there is a question as to whether an item is defined as a weapon, the principal will have the final say in determining its appropriateness at school

## Portfolios

Student portfolios comprise a collection of student work demonstrating progress throughout the year. They provide the opportunity for students to critique and reflect upon work, and for students to demonstrate pride in their work. The work samples:

- Are mostly selected by the student.
- Show the process that has taken place to reach the final products, e.g. graphic organizers, writing drafts, trial and error experiences, journal entries.
- Include student and/or teacher reflections on work samples, either in free form or through the generic reflection sheet.

- Demonstrate the degree to which students have accomplished some of the attributes of the PYP Student Profile.

## Recess

ABIS encourages students to bring a healthy, easy to eat snack for recess. A piece of fruit/ vegetable or small sandwich is ideal.

## Behaviour Expectations

ABIS provides a supportive and friendly environment and our students are educated to be caring, courteous and considerate.

School discipline policy communicated through the **'4R's Common Cross School Language' for Behaviour Management.**

<b>Rights</b>  We have a right...	<b>Responsibilities</b>  Our responsibilities are.....	<b>Rules</b>  Our rules are that	<b>Routines</b>  Our routines are that ...
<b>To be treated with respect.</b>	To be honest.To be considerate of others. To treat others with respect. To be a caring communicator	We listen to others and take turns when we speak. We use appropriate language.	We keep our class and our school clean and tidy. We are principled about our classroom duties
<b>To be safe</b>	To be responsible for our school,our belongings and those of others	We keep our hands to ourselves.	We move around the school in a safe, orderly, and quiet manner.
<b>To learn</b>	To be committed to learning	We use English as our common classroom language	We are in the right place at the right time. We follow morning and afternoon routines in class, during breaks and on the playground.



We request parents to assist ABIS in enforcing polite behaviour by our students at all times, e.g. remember that when someone is talking, it is polite to listen. Rules such as knocking before entering, passing behind an adult, holding a door open, etc. are considered important.

Disagreements and minor irritations are solved initially by talking about the matter and shaking hands. However, when a classroom, school, lunch room or playground rule is not followed, or when class assignments are consistently incomplete or missing, students need to realize that disciplinary action will be taken. The main objective of this action is to be corrective and not punitive.

Please check our detailed [Behavior Policy](#). It gives a clear summary of appropriate or inappropriate behavior and its consequences.

## School Property

The school loans “Leveled Readers” and library books on the understanding that students will return them in good condition. It is the responsibility of the student to make sure that these books are not stolen or damaged beyond reasonable wear and tear.

**Students who are unable to return a book in reasonable condition, loaned to them by the school will be required to pay the replacement costs, including the cost of shipping.**

Students are also responsible for appropriate use of other school property: the building, furniture, computers, in-class library, science equipment, and PE equipment. **Any loss or damage to school property, whether accidental or deliberate, may require reimbursement for the cost of replacement or repair.**

## Toys from Home

There are days your child's class will have sharing days and teachers will notify parents as to what is appropriate (toys or other items) to bring for sharing. If your child brings in a toy to play with during break times, we cannot be responsible for it. **Guns, water pistols, electronic and war toys and other toys of destruction are not acceptable at ABIS.** The school will accept no responsibility for the loss of 'Trading Cards' etc. and strongly discourage children from bringing these to school. Toys which are used during lessons and distract a child will be taken away by the classroom teacher. The child can ask to get it back the next morning only.

## Use of Technology at ABIS

All students at ABIS – PYP are required to bring their **own educational iPad**. Grade 2-5 who joined ABIS latest in the school year **2021-2022** are enrolled and have a configuration on their Edu-iPad with McWerk. Grade 1 who joined the school year **2022-2023** will be enrolled by the end of the school year **2022-2023** in ABIS EDU-configuration. This class starts the transition to the ABIS system for the next school years to come.



The school has the right to access the student device at any time during school hours and assist for educational purposes. Login data of the students (Apple IDs, Email, Passwords) are administered and managed by the school.

## IT Support at ABIS

ABIS IT support is available from Monday to Wednesday 8:00-11:30 am. The reports of issues are done from ABIS staff members and students.

## Use of Cell Phones

### **Students may request use of school telephones only in case of emergency.**

We are aware that mobile phones have become an important and invaluable part of our modern lifestyle. The school understands there are times when possession of a mobile phone can provide a sense of safety and security while traveling to and from school, as well as enabling urgent calls or contact for parents. However, we request your support in implementing the following:

- Upon entering the school building, mobile phones **MUST** be switched off.
- During school hours, the use of mobile phones is not permitted on school grounds.
- Any student found using a mobile phone in an inappropriate manner (bullying, harassing, intimidating) will have the **phone confiscated and returned to the parent**. The student would also be subject to the appropriate discipline code.
- Students bring mobile phones to school at their own risk.
- Parents do not call their children on their mobile phones during school hours.
- Parents do not call the school to talk with their child unless it is an emergency.
- Parents will be asked to turn phones off when volunteering in classrooms and attending assemblies and meetings so that there is no disruption to the school's programmes.
- Cell phones which will be used during school hours will be confiscated and returned only before leaving the school.

## Closing Comments

When you enroll your child at ABIS, we as a staff assume the responsibility of giving you assistance with your child's unique needs. We will become the "parent for the day" in your absence. We will love and respect your child and help them grow spiritually, emotionally, socially, physically, and mentally. Your child will be given our maximum consideration as an individual. We will look after the health of



your child while at school, and present a planned programme to provide a beneficial and educational experience.  
Our goal is to provide high quality care in an atmosphere of love and respect that fosters growth in moral and spiritual values.

Thank you for sharing your child with us!

