



Anton Bruckner International School
Linz, Austria



Anton Bruckner International School

MYP Student - Parent Handbook



Updated for 2024/25

Contents

1. Welcome

2. ABIS Community commitments to principled and ethical conduct

3. Mission and Vision

3.1 School mission

3.2 The school

3.3 School vision

3.4 Values

3.5 Teaching and learning policy

3.6 Middle School purpose, aims and objectives

3.6.1 Middle Years Programme Purpose

3.6.2 Middle Years Programme Aims

3.6.3 Middle Years Programme Objectives

3.7 Admission to MYP

3.7.1 Screening

3.7.2 Physical Disabilities

4. Schedule

5. Student attendance

5.1 School expectations

5.1.1 Basic Principles

5.1.2 The value of attendance

5.2 Student responsibilities

5.2.1 Basic responsibilities

5.2.2 Sickness

5.2.3 Anticipated absence

5.2.4 Late arrival at school

5.2.5 Lateness to class

5.2.6 Leaving early

5.2.7 Students on campus after 15.45

5.3 Parental responsibilities

5.3.1 Basic responsibility

5.3.2 Permission slips and absence notes

5.3.3 When parents are away

5.3.4 It is the responsibility of the parents to

5.4 Attendance requirements

5.4.1 School trips

5.5 Anticipated absences

5.5.1 Family vacation

5.5.2 Religious holidays

5.5.3 National holidays

5.5.4 Medical appointments

5.5.5 Absence at the end of the school year

5.6 Unanticipated absences

5.6.1 Procedure to follow

5.6.2 Unexcused absences

5.7 Sickness during the school day

5.7.1 Feeling unwell

5.7.2 Needing to go home

5.7.3 Accidents at school

5.8 Absences and late descriptors

6. Communication

6.1 Who's who?

6.1.2 Communication flow at ABIS

6.2 Communication

6.3 Reporting on progress

7. Behaviour expectations and discipline

7.1 Behaviour expectations

7.2 Academic honesty

7.3 Use of Cell phones

7.4 Statement on sharing discipline information with future schools

7.5 Dress code

7.6 Bullying

8. Academics

8.1 Approaches To Learning (ATL)

8.2 Course placement and course changes

8.3 Graduation requirements

8.4 Grading

8.5 Promotion requirements

8.6 Guidelines for homework/assigned work

8.7 Submission procedures for assessments

8.8 External exams and tests

8.9 Internal assessments and exams

8.10 Exam procedures

9. Student support services

9.1 Pastoral care and homeroom teachers

9.2 Academic support

9.3 Special accommodations for externals examinations

9.4 Special Educational Needs

9.5 English Language

10. Health and safety

10.1 Health

10.2 Accidents

11. Extracurricular activities

11.1 Arts, activities and clubs

11.2 Trips

11.3 Social occasions

11.4 Student council

12. Miscellaneous

12.1 Visitors/Guests

12.2 Lunch

12.3 Personal property: lost and found

12.4 School property

12.5 Library

12.6 Transportation

1. Welcome

This handbook is to inform you of the procedures and expectations of students at ABIS, Linz. The book will be on the ABIS website and you and your child are required to sign the acknowledgement.

2. ABIS Community commitments to principled and ethical conduct

3. Mission and Vision

3.1 School mission

Bold Teaching. Exceptional Learning.

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.

3.2 The school

The Anton Bruckner International School (ABIS) was founded in 2008. ABIS is a non-profit, co-educational English language school serving students from Early Childhood (3 years) through Grade 10.

ABIS is fully authorised by the IB for the Primary Years Programme (PYP) and the Middle Years Programme (MYP).

Since October 2024 we are a candidate school for the Diploma Programme.

ABIS is part of the Association of Central European IB Schools (ACES).

The school serves the international community in and around Linz and Upper Austria, as well as students from our host country well-suited to the ABIS experience.

The PYP and the MYP provide the framework for the overall curriculum for Early Childhood to Grade 5 and Grades 6-10, respectively. The ABIS curriculum culminates in the MYP5 (grade 10).

The school's internationally recognised academic standards enable its students to transfer to international and national schools and to be eligible for admission to reputable universities around the world.

3.3 School vision

Anton Bruckner International School has the wellbeing of all its members at its core.

It aims to create a caring, cosmopolitan community of vibrant learners striving for academic excellence and personal growth in order to thrive in a rapidly changing world.

3.4 Values

Our values are encapsulated in the IB learner profile. All members of the ABIS Community strive to be:

Inquirers

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers

We approach uncertainty with forethought and determination, we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced

We understand the importance of balancing different aspects of our lives. Intellectual, physical, and emotional to achieve well being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

(IB, 2013, The IB learner profile. Cardiff: International Baccalaureate.)

3.5 Teaching and learning policy

Teaching and Learning Policy for ABIS

ABIS is a school and a community that is focused on learning, growth and improvement for students, teachers, and all of its members.

Our Mission Statement communicates our fundamental commitment to and vision for our students:

ABIS nurtures, challenges and inspires our students to become:

- academically successful, life-long learners,
- creative and innovative thinkers
- ethical, globally-minded contributors, and
- healthy, well-balanced individuals who will thrive and make a positive impact in a complex and changing world.

As teaching and learning lie at the core of our mission and our work, it is important that we hold and abide by shared beliefs and understandings about what constitutes best practice. The following policy defines what we believe about:

1. Students and their Learning
2. Desirable Teaching Practices
3. Assessment for Learning

Learning at ABIS means

- developing increasingly sophisticated understanding of concepts (conceptual understanding)
- improving one's ability to perform target skills (competencies)
- increasing one's capacity to adapt to and make sense of the world (schemata for making meaning)
- enhancing one's confidence and strategies for taking meaningful action (efficacy)
- increasing one's awareness of one's own strengths and areas for improvement (self-awareness)

- striving to embody the attributes of the ABIS Mission Statement and our School Values (attitudes and habits of mind)

Learning takes account of learners' prior and existing knowledge and capabilities, and encourages them to explore in meaningful and structured ways how they can continue to grow and improve.

Students and their Learning Research on the science of learning has yielded a body of knowledge and understanding about how schools and teachers can promote effective learning in students.

What we believe about student learning:

- Students learn best when they feel safe physically, emotionally and intellectually.
- Students learn best when they understand the purpose of any instructional unit or learning engagement.
- Students benefit from transparent criteria for success that assist them in understanding what constitutes success and in measuring their own growth and performance against objective standards.
- Students are challenged to explore real-world issues, dilemmas and perspectives, such that their learning is meaningful, engaging and enduring.
- Students are empowered to understand their own level of performance and to identify specific ways to improve for the future when they receive and reflect upon specific, timely and actionable feedback on their work.
- Students gain self-confidence in environments that nurture, challenge and inspire them to explore and take risks and to develop resilience in the face of reasonable challenges.
- Students benefit from interdisciplinary approaches that empower them to make connections between subject areas and apply their learning from one discipline to another and/or to unfamiliar contexts.

Students' learning is enhanced through collaboration in positive, caring environments.

- **Learning is individual.**
 - Students have different starting points, different interests, and follow individual paths. The best teaching provides appropriate challenge, student choice, constructive feedback and ample opportunities to act on that feedback.
- **Learning is complex.**
 - It is a cognitive process that involves forming, re-forming, rejecting and refining hypotheses and understanding. Effective teaching takes account

of the nature of learning and provides opportunities for students to hone skills and negotiate meaning.

Desirable Teaching Practices

Teachers at ABIS engage in a broad array of instructional activities with their students to promote learning and growth. The diversity of approaches is too great to catalogue in a brief policy, but basic principles underpin the ways that teachers across our school encourage and guide learning in our students.

What we believe about effective teaching:

- Teachers get to know their students and develop respectful, caring and appropriate relationships with them. They provide them with challenges that are aligned to their interests, their readiness for learning, their backgrounds and their goals.
- Teachers take account of students' prior learning when structuring new learning opportunities. They set learning targets that are challenging, but manageable and meaningful, and are differentiated for diverse needs.
- Teaching students approaches to learning skills (metacognitive skills & habits of mind) is a core responsibility of every teacher.
- Teachers engage students in active inquiry. Students are actively involved in driving their own learning through genuine interest and authentic questions that arise through interaction with intentionally selected and developed contexts, information and materials.
- Teachers provide opportunities for students to speculate, investigate and make mistakes.
- This may involve risk-taking in teaching in order to provide students with stimulating and diverse contexts for exploration and action.
- Teachers model target skills and attributes and support students in deconstructing and understanding the constituent elements of those skills and attributes.
- Teachers explicitly link learning to real-world issues, dilemmas and perspectives.
- Teachers recognise the powerful role that language plays in facilitating and enabling student learning. They incorporate effective strategies to support the further development of academic language proficiency for all of their students.
- Teachers employ strategies to help make thinking processes explicit in order to assist students in becoming aware of and gaining control over their ways of learning, making meaning and developing competencies.

- Teachers provide students with opportunities to reflect on their behaviour, to compare it with target attributes (ABIS Mission Statement, ABIS Values), and to plan for behaviour in the future that more closely approximates these.
- Teachers intentionally select examples and activities that promote global-mindedness and diversity. They ensure that their teaching encourages intercultural understanding and mutual respect.
- Teachers selectively make use of technologies to support and extend student learning in ways that are effective and meaningful.
- Teachers support students to consolidate learning and to ensure that students make connections in their learning and to the wider world.
- Teachers collaborate in teams and/or departments to implement the School's curriculum effectively and consistently.
- Teachers provide on-going feedback to promote growth and adjust their teaching to ensure appropriate challenges.

Assessment for Learning

Assessment for learning is necessary in order to inform students, their parents, and their teachers about students' progress toward learning goals. It involves collecting evidence of learning in a variety of ways, interpreting that evidence, communicating about the evidence and drawing conclusions for further action.

What we believe about effective assessment:

- The primary purpose of assessment at Anton Bruckner International School is to promote learning (including the learning that takes place through the assessment itself) and to support students and teachers to make informed decisions for future action.
- Assessment measures what is truly valued. Effective assessments must address the concepts, skills and attitudes that lie at the heart of the learning.
- Assessment is a natural culmination of the instructional activities involved in promoting learning.
- Assessment is designed to influence students' motivation for learning in a positive way. It should represent an opportunity for students to demonstrate all that they can do, rather than frustrate them by emphasising what they cannot do.
- Assessment promotes reflection and helps students to understand how to recognise and monitor their own learning and achievement.

- Assessment takes many forms, including pre-assessment, self-assessment, peer-assessment, formative assessment, and summative assessment, among others.
- Assessment provides students with actionable feedback that helps them understand the extent of their learning and helps them move forward with their learning.
- Assessment feedback must be timely in order to be maximally effective.
- Assessment is based on criteria that are known and understood by the learners prior to engaging in the assessment.
- Assessment is as authentic and contextualised as reasonably possible.
- Assessment allows for differentiation to address the individual needs of learners.
- Assessment is consistent and fair. Results of assessment are routinely moderated to ensure that objective standards apply for all students.

3.6 Middle Years Programme purpose, aims and objectives

To grow and explore the world as internationally-minded learners.

To practice and gain ATL skills to succeed in the Diploma Programme or alternative pre-university courses or apprenticeships.

The MYP students take courses in:

- English Language and Literature
- German Language and Literature
- Mathematics
- Sciences
- Individuals and Societies
- The Arts: Visual Arts, Drama
- Design
- Personal and Health Education
- Language Acquisition: German, Spanish and English (MYP 3 parents and students make elective choices for MYP4 & 5 in March of their MYP 3 year. Students new to English and below CEFR B1 requirements will be placed in English Language Acquisition. With strong assessment grades and consistent performance the

English department reserves the right to stream students up into English and/or German Language and Literature).

- Advisory: Service As Action and Approaches to Learning Skills (ATLS) workshops

3.6.1 Middle Years Programme purpose

The purpose of the Middle Years Programme is to provide an environment of mutual respect and cooperation in which our students may successfully transition from adolescence to adulthood.

We are aware that for many students the Middle School provides the final year of schooling. We need to develop those skills and attitudes that will equip them for their adult life. In particular, we wish to see well-balanced individuals who are ready for higher education and full-time employment in whatever culture they go to.

3.6.2 Middle Years Programme Aims

Our programme, though primarily academic, offers a wide range of opportunities for creativity, sport and service to the community. Within this context, students of varying abilities and aptitudes will be encouraged to develop to the full of their intellectual, social, moral, physical, creative, and emotional potential.

3.6.3 Middle Years Programme Objectives

Our aims and purpose will be achieved when our students leave us:

- capable of independent critical thinking, problem-solving and reflection on their knowledge and experience.
- knowing how to learn and how to reach conclusions about people and their achievements, their languages and literature, and the ways in which social and scientific influences affect our environment.
- with a respect for the cultural heritage, and beliefs of others with an ability to communicate effectively in at least two languages with those from other cultures and, in particular, those of the host country.
- with a concern for the state of the environment, both local and global, and a concern for the awareness of its effect on our quality of life
- with a concern for human rights.
- with a concern for those in need.
- able to cooperate with others to achieve a common objective.

- able to accept responsibility for their own actions and the effect those actions have on other people.
- able to exercise moral judgement.
- having maintained an active and healthy lifestyle through physical activity.
- with an appreciation for the arts and capable of independent creative endeavour and self expression.
- aware of their emotional nature and potential with the self-awareness required to build on personal strengths and overcome weakness.
- having the qualities of reliability, independence, perseverance and energy.
- able to make constructive use of available advice to make decisions about their future careers.

3.7 Admission to MYP

3.7.1 Screening

Candidates wishing to enter the ABIS MYP are screened with examinations in Mathematics, English and an interview with the Middle Years Programme Coordinator. On successfully passing the screening and provided a space in the class is available the candidate will be offered a place at ABIS. The office will inform you if necessary about class waiting lists.

3.7.2 Physical Disabilities

ABIS is not equipped to deal with students with severe physical disabilities.

4. Schedule

Time	Period
8:00 - 8:50	1
8:55 - 9:45	2
9:50 - 10:40	3
10:40 - 11:00	Recess
11:00 - 11:45	4
11:50 - 12:35	5

12: 35 - 13:20	Lunch
13:20 - 14:05	6
14:10 - 14:55	7
15:00 - 15:45	8

***please note 24/25 Wednesday and Friday lunch is 13:20-14:05**

The schedule runs on a weekly cycle.

Lesson lengths are 50 and 45 minutes as this gives the best balance considering the frequency of class meetings and the length of planned activities.

Advisory classes are part of the pastoral programme with Homeroom teachers and can focus on Service as Action requirements and Approaches To Learning Skills (ATLS) activities.

Students are dismissed early on certain days (early release). Please see your child's schedule to check which day this is. Teachers will be using these afternoons to further develop professional practices which benefit students.

Early release afternoons should be used by students for further reading, studying, using the library and/or booking meetings with teachers. Students of all grades can leave school after their final class of each day.

ABIS encourages students seeking support to arrange meetings with subject and homeroom teachers where necessary at free times. This should be confirmed via their school GMail, as verbal requests for meetings will not be accepted.

5. Student Attendance

5.1 School expectations

5.1.1 Basic principles

The School's instructional programme is based on students attending school regularly. Daily class attendance is a condition for fulfilling credit requirements, course completion obligations, and general academic progress at the School. Class credit is earned by the students' participation in class through discussion, written work, homework, and examinations.

The student must be in class to earn credit. Therefore, students should be absent, only for necessary and important reasons, such as illness or family/personal emergency.

Parents/guardians may excuse their child/children from school for the above reasons, but the School may not honour parent/guardian signed excuses for any other reasons.

The School seeks the cooperation from parents/guardians in exercising the utmost discretion in excusing their child/children from School.

5.1.2 The Value of attendance

Since school attendance is related to academic progress, absence and lateness are considered serious impediments to individual progress and the interaction necessary for learning. It is the school's responsibility to record attendance as accurately as possible and communicate with parents about absences. To enable the collection of accurate data, attendance will be taken initially in the first period and subsequently in each lesson of the day.

See the sections below for detailed procedures.

5.2 Student responsibilities

5.2.1 Basic responsibility

Students are expected to attend every lesson and to be punctual. Students are expected to come to school with the correct materials and with assigned work completed to the best of their ability.

Students are not permitted upstairs to classrooms before 7:35 a.m. each day, but may wait downstairs in the Aula until that time.

5.2.2 Sickness

The student is responsible for all work missed and must make it up in reasonable time, equal to the number of days missed. Failure to do so may result in no credit for the work missed. Should a test or quiz be set or taken during an absence, it is the student's responsibility to arrange a make-up time with the teacher. A student sick or unwell during the school, must be collected by a parent/guardian. If the student does not attend school for 3 days or more they must bring a doctor's note to the homeroom teacher or the School Office on their first day back at school.

Using the Toddle App/desktop version parents/guardians must make an "excusal" and state the reason for the absence. This can then be viewed by the school office and all teachers that teach your child.

5.2.3 Anticipated absence

It is important that students are able to keep up with their academic work. The parent is expected to send an absence message on Toddle to the homeroom teacher. The student must speak with the relevant teachers to identify the required work and negotiate a completion date for what they may miss. Failure to do so may result in no credit for the work missed. This procedure is to be organised by the student and parents before the absence.

ABIS also understands that extended absences occur without much warning (such as family illnesses and funerals/bereavements, sibling graduations, weddings, and/or religious events such as family christenings, first communions, Hajj, Diwali, Hanukkah, Eid) and will always do their best to accommodate the students with a break from work where necessary. However, for other planned absences (such as holidays in term time)

which may well be authorised by the principal it is the family's requirement to ensure school work is kept up with as agreed with the teachers of your child.

An official extended absence form must be requested, completed and submitted to the principal before any absence during semesters can be authorised. Please be aware the principal reserves the right to deny extended absence from school if it would be detrimental to the student. Parents who still desire to take their child from school during term time would incur “unexcused absences” for ALL days absent from school **(More than 4 school weeks)** and therefore run the risk of their child not meeting the minimum amount of school days required to be promoted to the next year regardless of academic achievement.

Parents and the student are required to maintain agreed deadlines with their teachers and failure to do so would result in failing grades that count towards report cards and therefore promotion to the next grade.

5.2.4 Late arrival at school

All students are expected to arrive in time for the beginning of school by 7:50. Students who arrive after this time will be counted as ‘late’ unless they can provide a reasonable excuse, for example: school bus arriving late, public transport failures, medical appointments for which advanced notice is received. Students who arrive after 8:00 must wait at the school entrance and ring the buzzer, report to the office explaining the lateness and report immediately to class. This will be noted on Toddle attendance.

ABIS Senior (Reindlstrasse) students

Parents should write a Toddle excusal (traffic jam, unwell) and the student should report to their class teacher immediately to sign in on arrival.

Students can also call the **ABIS Senior phone +43 677 645 559395 to inform staff.**

5.2.5 Lateness to Class

Students should be in class on time. Lateness unrelated to appointments or illness during the school day will be handled directly by the classroom teacher unless the lateness is repeated when the MYP Coordinator will be informed.

5.2.6 Leaving early

There may be certain days when classes finish before the end of the school day. On these days, students are allowed to leave early provided parents have arranged this and they have transport home.

Students require outside lunch permission forms signed by parents/guardians in order to eat out of school. Please ask your homeroom teacher.

ABIS Senior (Reindlstrasse)- parents must be contacted by the Teacher’s office and if they permit the student to be collected or leave the school.

5.2.7 Staying after final classes

Students may stay on campus after 15:45 provided they are under teacher supervision. Students must get permission from a teacher to stay after 15:45. Students are welcome to continue working at school, but are not allowed to be in classrooms unattended, unless with a teacher.

The library, MYP Marketplace and the Aula are available for self and group study.

5.3 Parental responsibilities

5.3.1 Basic responsibility

Where a student is unable to attend school, it is the responsibility of the parents to inform the school at the earliest practical opportunity, preferably on the first day of absence, either on Toddle via “excusals”, by phone Tel.+43 (0) 732 711691 or email: office@abis.school

5.3.2 Permission slips and absence notes

Permission slips and absence notes must be signed by a parent or guardian.

5.3.3 When parents are away

Parents who are away must notify the school of the length of absence and provide an emergency number and contact details of the person responsible for their child.

5.3.4 It is the responsibility of the parent to:

- supervise homework has been attempted and completed
- sign official school letters that require parental permission for school trips, lunch off campus requests.
- check their child's Toddle account for example, Summative task deadlines and Service as Action requirements.

5.4 Attendance requirements

Regular attendance at school and active involvement in lessons is an integral part of the learning process. If frequent absence from school becomes a concern, parents will be contacted by either the MYP Coordinator or the school office. A meeting will be organised to discuss the issue.

An attendance rate of below 90% and poor achievement grades (less than 3) will lead to a meeting where the students' promotion or graduation will be determined by the administration.

A student in grades 6 until 9 (MYP1 until MYP4) will not automatically be promoted to the next grade if they miss more than 20 days of school in the academic year. (Absences through sickness with medical certificates are not included)

5.4.1 School trips

In addition to participating in trips that are a required part of the curriculum, students may normally miss up to 10 days per school year to participate in school organised competitions, tournaments, athletics events, arts and other extra-curricular trips. This is provided they:

- Demonstrate their commitment to their academic work
- Class teachers agree that student performance permits them to join the trip (case by case review).

Grade 10 students are discouraged from participating in any trip up to four weeks before any external exam.

5.5 Anticipated absences

5.5.1 Family vacation

The school publishes the dates of the school year in advance so that parents may plan and book their holidays without having to cut into valuable teaching time. It would be greatly appreciated if parents could bear this in mind. Where parents deem it unavoidable, at least 2 weeks notice is required.

These absences are not condoned by the school therefore any work that would be missed must normally be done in advance. Failure to do so may result in 0 credit for the work missed. **An official email must be sent to the School Office for review by the Administration. The Absence notification form needs to be requested from the school office and the parent/guardian makes a request that will be considered by the school administration. Failure to request and subsequent days absent from school would be unexcused and could lead to a student not automatically promoting to the next grade level.**

5.5.2 Religious holidays

The school allows students to take time off for recognised religious holidays. The rules for an anticipated absence (previous paragraph) apply in this case too. Religious holidays are not counted when calculating the attendance rate.

5.5.3 National holidays

Students may take time off for national holidays as per the official academic calendar.

5.5.4 Medical appointments

Medical/dental appointments should, whenever possible, be scheduled so that they do not necessitate missing school time. However, if a student has to attend a medical/dental appointment during school time, a note with the appointment must be brought to the School office in advance. Failure to do may result in the absence being treated as unexcused (see below).

5.5.5 Absence at the end of the school year

Please note that, as students in grades 9 and 10 are in the final two years of MYP courses, classes continue until the last day of the year. This includes the period after the external exams (in grade 10, MYP5) when curriculum related trips and projects introduction to DP units are taught. Grade 10 students have a last day of classes in April before going on study leave during their exam period. Following their exams and work experience, Grade 10 students have a closing assembly that is usually two days before the last day of school. When parents plan that their child is absent for the exam period, there is no automatic requirement for teachers to set exams earlier than scheduled.

Teachers are required to provide an end of year grade for the student that is consistent with the application of the achievement levels used for the whole group.

This can be based on summative assessments completed throughout the year without the exam. Whilst in exceptional circumstances the Principal may give dispensation from the exam, in general it is for the teacher to decide how the missing examination performance impacts on the year grade.

The fact that a student misses an exam is likely to have some impact but this may be more or less significant according to individual circumstances.

At least, the final exam or assessment is an opportunity for a student to improve on their year grade and it must be noted that the opportunity is lost by their absence.

It is at the discretion of teachers to choose to set an exam early so that they can better assign an end of year grade.

Students who miss exams through sickness may have the opportunity to sit the exam on their return to school providing that there is sufficient time to allow for this to happen before end of year grades are due. A doctor's note must be provided before this decision is taken.

5.6 Unanticipated absences

5.6.1 Procedure to follow

- Parents must contact the school on the first morning of absence, stating the reason and expected dates of absence. This is done through the Toddle Family App.
- If the absence continues (3 or more days), a note stating the student's name, reason for absence and date(s) must be brought to the office immediately on the day of return to school.

- If it has been necessary to visit a doctor for the student's illness, please request a note from the doctor that states when he/she may return to school, as well as the type and length of time for any activity limitations.
- If a doctor was not seen and the student should have limitations placed on his/her activities or require some treatment during the time he/she is at school, please include this information in the Toddle excuse note.
- If a student needs to miss more than three PE classes due to illness or injury, the student should bring a doctor's certification to the School Office that will be passed to the PHE Teacher..

5.6.2 Unexcused absences

DEFINITION' An absence is treated as unexcused if:

- No communication is received from a parent or guardian within 5 school days of the student's return.
- The absence was anticipated but advanced notice was not received by the school.
- The School Principal, on considering the circumstances, deems the absence as unexcused. The above may be waived by the School Principal in exceptional circumstances.

CONSEQUENCES' Where an absence is unexcused:

Teachers will be advised that they are not obliged to assist students to make up work they have missed.

- Students who miss tests/quizzes will not be given opportunities to make up this work. Internal ABIS assignments (summative):
- Assignments handed in late because of an unexcused absence will receive feedback related to the relevant criteria and achievement levels but will not contribute to the mid year or end of year grade.

IB MYP Internal and External Assessments:

Works submitted after the deadline will be referred to the IBMYP Coordinator may result in

- Receiving '0' for the coursework
- Failing the examination and/or a component of (this includes the MYP eAssessment for MYP 5 students)

- A draft received after the deadline will not receive feedback

5.7 Sickness during the school day

5.7.1 Feeling unwell

A student who feels unwell during the school day must visit the school doctor (if available) or be given parental permission to leave school. The teacher will send the student to the school office to contact the family who will arrange pickup. The office will add a short Toddle comment of the time the student left the school. Students are expected to return to class immediately if they feel better at the school office.

5.7.2 Needing to go home

If the school judges that the student should go home because they are unwell or have had an accident at school, the parents will be informed. Students will not be released early from school unless a parent or known guardian can be contacted. Sick or unwell students have to be collected by parents or guardians. The School Office will inform the parents/guardians directly by telephone.

5.7.3 Accidents at school

Where an accident at school requires immediate medical treatment, the School doctor will provide the necessary first aid and arrange for the medical services to be called. School administration will be informed straight away and parents at the earliest practical opportunity.

5.8 Absences and late descriptors

On a daily basis a student's attendance record can be requested by calling the School Office.

+43 (0) 732 711691 or email to office@abis.school

An easier way is by looking on the Toddle App- attendance from your mobile device.

6. Communication

6.1 Who's who?

Administration, Student Support Services and Extra-curricular

Principal Mrs. Gabriele Untersperger

Deputy Principal Mrs. Maria Lauterbach

MYP Coordinator Mr. Paul Cartwright

MYP SLT -Mrs. Maria Lauterbach, Mr. Paul Cartwright, Ms. Caitlin Vogt, Mr. David Holby

School Office Manager Ms. Tammy Titus

School Office Administrator Ms. Juhasz-Klima

Counsellor Ms JeAnette Loots

School Doctor Dr. Evi Ehrenreich

Learning Support and ESOL - Mr Holby

Teacher Librarian - Ms. Alison Glass

Curriculum

MYP Coordinator Mr. Paul Cartwright

Exams Officer Mr. Paul Cartwright

Service as Action Coordinator Mr. Simon Falconer

MYP Faculty

Arts department - Drama: Frederick Steiner, Visual Art: Mr. Stefan Bruneder

Design department - Mr. Frederick Steiner, Mr. Stefan Bruneder, Mr. Roland Humer

English department -

English Language and Literature - Mr. Simon Falconer

English Language Acquisition - Ms. Caitlin Vogt

English as a Second of Other Language (ESOL): Mr Holby

German department -

German Language and Literature - Mr. Andreas Hepp

German Language Acquisition - :Mrs. Maria Lauterbach, Mr. Roland Humer

Spanish Department-

Spanish Language Acquisition - : Ms. Carolina Roperro, Ms. Veronica Fattal

Individuals and Societies - Mr. Paul Cartwright, Mr. Simon Falconer, Ms. Caitlin Vogt, Mr. William Domas

Mathematics - Mr. Symon Elarmo, Mr. Alexander Vujic

Physical and Health Education (PHE): Mr. David Holby, Mrs. Maria Lauterbach,

Sciences: Ms. Passant Fahim and Ms. Riham Samra

Whom do I contact?

There are various channels for communication in the Middle School. Which channel you should use will depend on the subject matter. Please use the following table as a guideline as to whom should be contacted in a particular case.

What is It About? Whom to contact	What is It About? Whom to contact
Academic concerns in a particular subject	The teacher of the class in the first instance. Via Toddle family messaging
Reporting an absence	Send excusal via Toddle attendance via app or desktop version
Extended illness Absence more than 3 Days- Must be requested and authorised by the Principal.	Toddle message to the School office Principal
General academic progress	Homeroom teacher
Course change requests	MYP Coordinator
Social or emotional issues	School Counsellor
An urgent message for your son/daughter	School office
General questions about the curriculum	MYP Coordinator
Questions about particular subjects	Subject teacher
Behaviour/discipline matters	Deputy Principal / Principal
External examination matters	MYP Coordinator
Unresolved matters to do with your child	Deputy Principal
Student life	School Counsellor

Health and safety matters	Principal
---------------------------	-----------

NOTE: You are asked, when contacting a teacher, to please do so on Toddle. The teacher will respond to you as soon as possible to arrange a phone call or meeting, whichever is appropriate.

6.1.2 Communication Flow at ABIS

Listed below are the guidelines for parents who wish to raise an issue of concern or a complaint regarding treatment of a student or the assessment of their work.

- **Level 1- Contact the person most directly related to the issue.**
- ABIS Faculty Section 6.1 **Whom do I contact?** of the Handbook.
- Use the parent-teacher-student conference times for a scheduled meeting.
- Contact the subject teacher to make an appointment for a meeting.

Contact the school office for issues regarding:

- Contacting your child during school time
- Attendance/sickness/lateness
- Foreseeable absences during term time. Official requests can be made and submitted to the principal for review.
- Report cards - lost/damaged or late requests (a family requesting an Austrian report less than 4 weeks before end of a semester) at the end of a semester this is charged at EUR 20 made payable to the School Office
- Forms
- Payment of fees, lunch, trips, uniform
- School withdrawal forms

Contact the classroom teacher for educational issues regarding:

- classroom behaviour
- assessments or classroom/homework expectations

- foreseeable absences and work that will be missed

Contact the Homeroom teacher for:

- Behavioural issues
- Attendance
- Social and Pastoral care
- Integration in the school

Contact the IB Middle Years Programme Coordinator for MYP issues:

- IB MYP registration & e-assessments
- Inclusive arrangements for external assessments
- Significant issues affecting student performance
- MYP results
- Course selection
- Future plans /recommendation letters

Contact the counsellor for:

- Social and emotional issues

Contact the Deputy Principal for:

- Behavioural Issues
- Academic performance concerns

Contact the Principal for school issues:

- Significant issues in student life
- Teacher related issues Level 2: If level 1 communication has not led to resolution of the issue
 - Teachers → Heads of Departments for curriculum issues
 - Teachers → Assistant Principal for behaviour issues

- Head of Department → Principal
- IB programme coordinator → Principal
- Assistant principal → School Principal
- School Principal → Head of School
- Parental communication with the IB
 - Parents should address any IB issue directly with the programme coordinator or Senior school principal.
 - All parents are informed that any communication made directly to the IB, about any issue in the school, will be referred back to the programme coordinator at the school.

6.2 Communication

Toddle is the channel for which the Principal, MYP Coordinator, Homeroom and Subject teachers will communicate to a whole class or individual students. Toddle messages are for parents to contact their child's teacher.

For the Principal, MYP Coordinator and subject teachers, messages should be sent via email to request appointments and student progress.

6.3 Reporting on progress

Each academic year consists of two semesters, the first ending in February and the second ending in July.

- **IB report cards**
 - There is an IB report generated and emailed to students and parents on the last day of each semester.
- **Austrian reports cards**
 - Austrian reports cards (hard copies only) are printed for MYP3 and MYP5 students for both semesters that year. All other MYP grade levels must submit written requests (viaToddle) for Austrian reports four weeks in advance. These requests should be sent to the school office.

Lost/damaged/late request of Austrian report at the end of a semester:

A fee of €20 is charged from the school office in order to make replicas or generate late requests (less than 2 weeks before the end of a semester).

7. Behaviour expectations and discipline

In our ongoing process to help our students' progress, not only academically but behaviourally and socially, we would like to inform you that ABIS will be implementing detentions as a consequence for making wrong choices and repeated misdemeanours. Reflection will act as an intermediary step between verbal warnings and more severe disciplinary actions, to help students reflect on behaviour and/or actions that may negatively be affecting their success as an ABIS MYP student.

7.1 [Behaviour expectations](#)

Click the link

7.2 [Academic honesty](#)

Click the link

7.3 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.

7.4 Statement on sharing discipline information with future schools

The principal **reserves the right** to give a brief summary of a child's time at the school to a new school a child's family has applied to, especially if the child has been suspended or in extreme cases expelled due to a history of unacceptable behaviour.

7.5 [Dress code](#)

Click the link

7.6 Bullying

[Bullying](#) is defined as intentional, repeated hurtful acts, words or other behaviour. This can be name-calling, threatening, shunning or deliberate exclusion by one or more persons directed at a fellow-student. Bullying may be physical, verbal, and emotional or involve the internet and social networks. It may be understood differently in different cultures. Behaviour sometimes described as harassment, mobbing or hazing and even excessive teasing may be construed as bullying.

Bullying is an infraction that will not be tolerated. In cases of witnessed or reported bullying, an immediate and comprehensive school response to deal with the students involved will be coordinated through the relevant members of the pastoral care system. This may include the homeroom teacher, the year heads, the personal counsellor, the principal and/or deputy principal.

When bullying is witnessed or reported the following procedure should be followed:

- intervention from a teacher on a teacher / student level – teacher to get support from the year head.
- the teacher informs the counsellor / principal.
- the counsellor, principal and year head consult to determine the most appropriate course of action, worst case scenario: director gets involved and considers possibility of expulsion.

8. Academics

8.1 Approaches To Learning (ATL)

These skills are at the heart of the IB philosophy and are present in all three programmes (PYP and also the DP). Broadly speaking:

8.2 Course placement and course changes

Some courses have different levels in order to meet student needs. Teachers will determine student placement based on a variety of data points. When or if students are ready to move classes, teachers will inform parents via Toddle.

8.3 Graduation requirements

MYP5 students must complete both final semesters and pass all eAssessments in order to obtain the MYP Certificate.

Service as Action must be fulfilled as per school regulations. Students will also undertake approximately 4 weeks of internship at a local company.

8.4 Grading

We use the MYP assessment criteria for MYP 1, 3, 5 implementing different levels as the students get older. MYP 1 & 2 use year 1, MYP3 year 3 and MYP 4 & 5 use year 5 as they are in the final two years of the programme.

8.5 Promotion requirements

MYP students must have term grades of 3 or above in semester 2 in ALL subjects in order to be promoted to the next year automatically. One failed subject (2 or lower) requires:

- A letter from the principal and MYP Coordinator no less than 6 weeks before the end of the year and a mandatory meeting with the family to explain the situation.
- a promotion exam in the week before the new school year in September.
- If a student fails 2 subjects at the end of a school year they automatically need to repeat the grade level in the new school year. An official letter from the school principal will be sent by recorded delivery 6-8 weeks prior to the end of school year to ensure parents/guardians receive it in plenty of time.

IB to Austrian grade conversion table (new for 24/25)

IB	Austrian
7	1
6	2
5	3
4 & 3	4
2	5

8.6 Guidelines for homework/assigned work

MYP1-3 An hour of homework per week per subject, UNLESS classwork is unfinished. Unfinished classwork must be completed BEFORE the next lesson in that subject.

MYP4&5 The final 2 years of the MYP are very demanding and therefore projects and revision for exams requires studying outside of school hours far more than MYP1-3.

8.7 Submission procedures for assessments (what happens when work is not submitted on time?)

ABIS SUBMISSION PROCEDURES FOR MYP ASSESSMENTS (WHAT HAPPENS WHEN WORK IS NOT SUBMITTED ON TIME?)

This has been communicated to your child in class. If you need clarification please encourage them to explain. Your child's homeroom teacher can also be contacted for clarification.

Managing academic work and successfully meeting the expectations and deadlines for assessments require students to develop good ATL skills of self-discipline and organisation. The submission procedures outline the schools' requirements and the expectations for teachers and students.

All assignments are due by the deadline in the requested format.

Homework/Formative Assessments

- Students who wish to apply for an extension for internal ABIS assessed work must contact the teacher well before the due date. An extension may be given if the reasons are legitimate and in the best interests of the student.

Summative assessments:

- Due dates for all take-home assessments are published at least one school week in advance, on Toddle
- The date, time and the nature of the in-class assessment are published at least one school week in advance, on Toddle
- If a student has a valid reason for being absent for an in-class assessment or misses a deadline, students must take on the responsibility to contact the teacher for a retake or re-submission date.

Work submitted after the deadline

Work submitted after the deadline

will be accepted, or a retake for in-class assessments allowed, if:	without an official note Or If an official note is not provided to the MYP Coordinator/school office, for in-class summative then:
<p>A student provides an official note (medical, accident report, etc.) submitted to the MYP Coordinator/school office, as early as possible upon return to school.</p> <p>OR</p> <p>On the day of return to school bring a letter from a parent giving a legitimate reason. In this case the parent may be contacted.</p> <p>Work not submitted after the new agreed deadline will be graded as a 0.</p>	<p>Work may be submitted /completed for Feedback</p> <p>Step 1 1 day past deadline=</p> <ul style="list-style-type: none"> But will receive 1 grade level penalty per criterion assessed. <p>Example Assessment Task criterion A5>> 4 B 4>> 3 D 4>> 3</p> <ul style="list-style-type: none"> This is likely to have an impact upon the achievement grades. Teachers will document the event on Toddle and parents are informed via Toddle messaging. <p>Step 2</p> <p>2 or more days past deadline= 0 is awarded for the work</p>

Please regularly sit with your child to discuss comments and grades on Toddle.

8.8 External exams and tests

MYP5 are registered for eAssessments; ePortfolio and on-screen examinations in all subjects (including electives). These take place in the final year of the program. ePortfolio (incl. Personal Project) are submitted in February and March for internal standardisation and uploaded to IBIS for external moderation.

On-screen exams occur in May of the MYP5 (grade 10) and are 2-hour examinations on a computer-based program from the IB. They are timed to occur on specific dates released by the IB each year.

IB eAssessment exam fees are shared with parents early in the MYP5 year of study and are extra costs to school tuition fees.

ACER ISA exams (MYP2 and MYP4 classes each year) are already included within student tuition fees.

8.9 Internal assessments and exams

Summative and formative tasks are set by each subject teacher to assess areas such as the level of proficiency in knowledge, skills acquisition and synthesis of data and views from the prospective subject.

Exams are one tool, but not the only format. Presentations, focus groups, performances, projects, speeches, experiments, lab reports, products and/or final pieces (for the Arts).

8.10 Exam procedures

External examinations are held under strict exam conditions outlined by the IBO. Students must adhere to instructions and sit the exams under timed conditions. ePortfolio languages are held over several days for listening, speaking, reading and writing. On-screen exams are 2-hour password protected programmes that expire after the 2-hour slot booked by the school.

Students are to leave school or the immediate exam rooms and corridors once they have submitted their exam script. Failure to do so may result in a student guilty of infringing on other students' performance and/or trying to communicate answers. More information will be provided in the ABIS MYP5 exam pack in hard and/or soft copy for students and parents to familiarise themselves with.

We also annually register MYP2 and MYP4 students for the ACER ISA exams (based on Australian and International curriculum <https://www.acer.org/au/isa>). These exams are taken on a student's laptop for the following subjects:

- Mathematical Literacy
- Reading
- Writing

Scientific Literacy

We strongly feel these exams are a good measurement tool and also due to their electronic nature are a way to ease students into the MYP eAssessment layout and time management skills.

9. Student support services

9.1 Pastoral care and Homeroom teachers

Homeroom teachers support academics and social and emotional aspects of your child's education at ABIS. The Counselor is also on hand when necessary for students and parents.

9.2 Academic support

Homeroom teachers and Learning Support are contactable for parents and/or students should there be queries or concerns.

9.3 Special accommodations for externals examinations

In order to best support students we insist that all official **diagnoses** are translated **into** English so that the IB can process them and give their verdict on which support can be authorised. For **MYP 1-3** the sooner we have an official **diagnosis**, the sooner we can strategise the best educational needs for your child to access the curriculum and find success on their learning journey. For MYP4&5 this is **especially** important as late requests for eAssessment exams cannot be guaranteed and may put the student at risk of not completing the MYP and moving on to the Diploma Programme/their next school/best path to employment.

9.4 Special Educational Needs

Click the link

9.5 English language knowledge for MYP 3 and above

For admissions into MYP 3 (Grade 8) and onwards, students must demonstrate that they are able to cope with the level of academic English required B1 or above. They must also possess basic skills and knowledge in other core subject areas like Math and the Sciences.

The final decision is made by the ABIS leadership team.
The school board retains the right to refuse admission.

10. Health and safety

Alcohol, non-prescription drugs, and cigarettes are prohibited on the school premises, including outdoor facilities.

The possession, distribution, and/or paraphernalia (equipment, apparatus and associated products) are strictly prohibited.

When a student's behaviour or performance arouses suspicion that the student might possess illegal substances and/or have an alcohol or other drug problem, a staff member can request to view personal and school property (including but not limited to school lockers, personal school bags, etc). Parents/Guardians will be immediately notified any time a student's property is viewed.

Final decisions on potential discipline measures will be made by the MYP staff and/or the school Principal based on the specific situation. Parents/Guardians will be immediately notified of any decisions involving their child.

10.1 Health

The school is in constant contact with the ministry of education regarding regulations for illnesses. The school doctor performs health checkups once a year, per government regulations.

10.2 Accidents

First Aid procedure at ABIS

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

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

11. Extracurricular activities

11.1 Arts, activities and clubs

The After School Activities programme at ABIS is non-compulsory but encouraged for social, physical and mental wellbeing. All programmes are an extra cost exclusive of tuition fees. Arts, sports (previous years have seen football, touch rugby), dance, coding, ABIS Paperwolves (parent/student yearbook/newsblog), music classes, foreign languages (Italian, Japanese), DARE Race club, cooking/baking club and book club. Please support ABIS by encouraging your child to take part.

11.2 Trips

ABIS encourages all school trips be they one day or residential in Austria or internationally.

11.3 Social occasions

MYP Christmas parties, Niklaus's visit, Winter Wonderland, Karneval, MYP Drama Evening and Easter are just a few examples of events that have occurred during ABIS over the years. Parents and students are welcomed to support the school and our students and staff as we focus on public speaking, social skills and enjoying ourselves outside of regular learning.

11.4 Student council

The Whole School Council (including Primary Years students) has been going for 3 years now with discussions over fund-raising for student social events.

There are also plans for growth into the Model United Nations (MUN); an international student-led organisation that supports upper-MYP (MYP4 & 5) and high school-aged students aged 16-18 (for example Diploma Programme) to travel to international across Europe and beyond in much the same way as the United Nations. Students can select a country's delegation to represent and research.

Public speaking skills and professional presentation (dress-code) help prepare young men and women for university and the world of work. Universities will often take notice of (MUN) attendance when considering student applications.

12. Miscellaneous

12.1 Visitors/Guests

Visitors and guests are required to register at the School Office.. Thereby receiving a visitor lanyard to show staff and students who they are when observing ABIS practices. We have had many of our professional parents and their colleagues come and hold workshops to engage our students and staff on the world beyond ABIS and activate their creative and inquiring minds.

12.2 Lunch

Lunch must be pre-ordered at the school office and is served in the cafeteria (aula) or can be a packed lunch depending on family preference. Authorised outside food and drink is permitted at lunchtimes, but is only to be eaten in the cafeteria if brought back on to school grounds. We encourage healthy food choices.

Failure to follow this rule may result in termination of the student's privilege to go out and buy food at lunchtimes. The school reserves the right to enforce this without parent's consent. Going out for lunch is a privilege and not a right for ABIS students and should be respected. Students are expected to be back for afternoon classes on time without fail.

MYP students need parental consent to go outside for lunch. Forms can be collected at the school office.

12.3 Personal property: lost and found

Student property can be secured in cubbies outside of classrooms. This should reduce lost items. Cubbies will be assigned to each student with one key. At the end of the school year, the student must return the key. Lost or unreturned keys carry a fine of EUR25. Students must therefore organise their equipment and resources during morning registration so that they don't need to enter classrooms during a teaching period. For items that are not valuable they can be left on the benches in the MYP corridor during lessons until needed. For valuable items, these can be stored in student lockers.

12.4 School property

All school equipment such as ABIS laptops, maths, design, Arts & PHE equipment and language textbooks must be looked after responsibly by students. If they are taken home and lost or damaged then a fine will be issued by the ABIS School Office. Outstanding fines must be paid in order to collect report cards at the end of each semester.

12.5 Library and Subject resources

Library usage is highly encouraged by the ABIS Faculty. Research skills are an integral part of the Middle Years Programme and successful MYP students will develop and apply these skills with high proficiency. Students will also be assigned resources such as Sciences textbooks and/or plug-in iPad keyboards. Overdue, lost or damaged library books and/or resources will result in repair or replacement cost(s) of the item and will be the responsibility of the family. These are payable to the School Office.

12.6 Transportation

There is no school bus at ABIS. Students travel with parents' vehicles or by public transport. Student travelcard applications are available at the School Office at the start of each academic year. These must be renewed each academic year.