# Anton Bruckner International School

## Secondary (MYP &DP) Student & Parent Handbook

2026-2027

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***Updated for 2026/27***

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# 1. Welcome

1. This handbook is to inform you of the procedures and expectations of students at ABIS, Linz. The handbook will be on the ABIS website and you and your child are required to sign the acknowledgement. Please read the handbook and discuss with your child before signing. This is your agreement with the school that you and your child have understood and agree to our guidelines.

## 1.1 School Information

**Address:** Anton Bruckner International School
Wildbergstraße 18
4040 Linz, Austria

## 1.2 MYP/DP Hours & Timetable

**MYP Hours:**

7:00 a.m.-16:00 p.m. (estimate)
7:00-7:35: students remain in Aula
7:35-7:50: upstairs
7:50-15:45: daily timetable
16:00: When the last MYP teacher leaves, students MUST go downstairs in order to remain supervised.

**Daily MYP Timetable:**

| | |
|---|---|
| 7:50-8:40 | 1 |
| 8:40 - 9:30 | 2 |
| 9:30 - 10:20 | 3 |
| 10:20 - 10:40 | RECESS |
| 10:40 - 11:30 | 4 |
| 11:30 - 12:20 | 5 |
| 12:20 - 13:10 | 6/LUNCH A |
| 13:10 - 14:00 | 7/LUNCH B |
| 14:00 - 14:50 | 8 |
| 14:50 - 15:40 | 9 |

*transition times are included in the 50-minute classes

**Daily DP Timetable, in addition to the MYP Timetable above:**

| | |
|---|---|
| 15:40 - 16:30 | 10 |
| 16:30 - 17:20 | 11 |
| 17:20 - 18:00 | 12 |

## 1.3 School Calendar

## 2. Student Attendance

**2.1 Attendance Expectations:** Students are expected to attend school regularly. Excessive absences may cause students to have problems both socially, as they miss time with their peers, and academically, as our curriculum is rigorous and cumulative. Therefore, please avoid scheduling vacations, trips, appointments, or other planned absences during school hours unless absolutely necessary.

**Daily class attendance is a condition for fulfilling credit requirements, course completion obligations, and general academic progress at ABIS.**

Class credit is earned by the students' participation in class through discussion, written work, homework, and assessments. In order to earn class credit, **students must be in class**. Therefore, students should be absent only for necessary and important reasons, such as illness, a family/personal emergency, or official government appointments. The school seeks the cooperation from parents/guardians in using the utmost discretion in excusing their child from school.

**2.1.1 School responsibilities:** It is the school's responsibility to record attendance as accurately as possible and communicate with parents information regarding absences. To collect accurate data, attendance will be taken in every lesson of the day.

If frequent absences (under 70%) from school becomes a concern, parents will be contacted by either the MYP Coordinator(s) or the school office. A meeting will be organised to discuss the issue. If there are medical reasons for extended absences, we request a doctor's note and a personal meeting with parents to discuss the next steps.

A student's attendance record can be seen by looking at Toddle, under "attendance" on the mobile app or desktop. Attendance records may also be requested by calling the School Office +43 (0) 732 711691 or email to office@abis.school; please give 24 hours notice.

Schedule changes – such as early release due to teacher illness will be communicated by the MYP Deputy Principal (or another member of leadership, if necessary)

**Attendance Expectations for DP students:** In addition to the above expectations, DP student attendance will be monitored and checked every other month. If a student falls below 80% in any subject, he/she will be given a formal warning by the DP Coordinator. If the attendance in that same subject(s) is again below 80% at any given point, an attendance plan will be put into place, with a high likelihood that the student will not be able to sit the DP Exams in DP2.

***DP  Students leaving campus***

Students in Grades 11- 12 who have written permission from their parents, may leave the campus for lunch without signing in or out. Students must ensure they return punctually for their class after lunch.
Students who leave the school campus are no longer under the direct supervision of the school but are accountable to school rules. This is considered a privilege.

One of the additional privileges afforded to Grade 11 and 12 students is the opportunity to be off campus when they do not have class such as before their first class or 'meeting' of the day, and after their last class or 'meeting' of the day (in your scheduled study periods). A ‘meeting’ could be things like a CAS or Extended Essay supervisor meeting, a meeting with their counsellor, a meeting with their Year Head or a meeting with a subject teacher about their learning or an IA.
Being off-campus is considered a 'privilege', which can be revoked by the HR Teacher, DP Coordinator, Deputy Principal or the Principal, should attendance, punctuality, effort or achievement become concerning.

**2.1.2 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.

## 2.2 Student responsibilities:

**2.2.1 Sickness:** Parents must excuse their sick child(ren) on Toddle. If the student does not attend school for **2 (or more) days**, a doctor’s note must be brought to the homeroom teacher upon their first day back at school. (e.g. a student is sick Monday and Tuesday, but comes back Wednesday = no doctor’s note needed BUT a student is sick Monday, Tuesday, AND Wednesday = doctor’s note needed)

The student is responsible for all class work missed and must make it up in reasonable time, equal to the number of days missed. **It is the student’s responsibility to discuss how to make up assignments/assessments with their teachers.** Failure to do so may result in no credit for the work missed.

Should an assessment be set or taken during an absence, it is the student's responsibility to arrange a make-up time with the teacher.

**In order to excuse a student: PARENTS must use the Toddle App/desktop version to make an “excusal” and state the reason for the absence. Students cannot excuse themselves from school.**

**2.2.2. Late arrival:** All students are expected to arrive by 7:50am. Students who arrive after this time will be counted as 'late' unless parents excuse students on Toddle or call the main office. Frequent and repeated unexcused lateness will result in consequences and/or a parent conference.

Students who arrive **after 7:50** must go to the main school entrance and ring the buzzer, sign in at the main office, and THEN go immediately to class. This will be noted on Toddle attendance.

During the school day, students are expected to arrive to classes on time, using their transition times appropriately. Lateness unrelated to appointments or illness during the school day will be handled by the classroom teacher unless the lateness is repeated, at which time the MYP Coordinator(s) will be informed and reflection assigned.

**Late arrival for DP students.** Students are expected to attend class, and ready to learn, on time. Late arrivals will negatively impact a student's attendance percentage and notifications will automatically be sent to parents.

**2.2.3. Leaving Early** If a student needs to leave school early due to a doctor's appointment, family event, or illness, and has been excused on Toddle by their parent, **students must notify their teacher and then sign out in the main office at the appropriate time.**

If the school/parent judges that the student should go home due to illness or an accident, the parents will be informed. Students will not be released early from school unless a parent or known guardian can be contacted. We recommend that sick or unwell students are collected by parents or guardians unless the parent gives explicit permission for the student to go home alone. The School Office will inform the parents/guardians directly by telephone. **Students may NOT call to be picked up from their personal mobile device**; this will be counted as an unexcused absence.

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

**2.2.4 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. Students must relocate downstairs if there are no MYP teachers available. If students are in school without a teacher present, they are NOT officially under ABIS supervision.

**2.2.5 Anticipated absence:** If a parent requests and is granted an extended absence (more than 3 days), **the student must bring the absence form to their teachers to identify the required work (and due dates).** Failure to do so may result in no credit for the work missed. This procedure is to be organised before the absence. Parents and the student are required to maintain agreed-upon deadlines with teachers, or work will be counted as incomplete and may not count toward class credit.

**2.2.6 Reindlstraße Procedures:** Because of the unique administrative situation at Reindlstraße, different procedures apply for students there(MYP 3-5, DP)

**If ill during the school day:** students must request permission from the teacher to call their parent; if the parent accepts that the student should leave school, they should send a Toddle message excusing their student.

**Leaving early/arriving late:** parents must put the excusal on Toddle. If students are leaving early (eg for an appointment) the time the student needs to leave should be written in the excusal note. Parents should write a Toddle note (traffic, unwell) and the student should report to their class teacher immediately to sign in on arrival.

**2.2.7 Lessons for DP students:** DP students are required to attend all lessons on time and prepared to learn. If a student has a free period(s) throughout their day, they are to use this time to study and work independently. This can be done in the library or any shared space. DP students must behave appropriately in these free period(s) and not disturb the learning environment for any other lesson(s). Should students leave campus for a free period (for example, to get lunch), the school is not responsible for any accidents or injuries.

## 2.3 Parental responsibilities

### 2.3.1 Attendance-related responsibilities:

- Log absences and state the reason on Toddle at the earliest practical opportunity if the student will not attend school that day (or, in case of emergency, by phone Tel.+43 (0) 732 711691), **preferably by 8:00am.**
- Log late arrivals/leaving early excusals on Toddle.
- Collect sick students from school
- Contact the school office in advance for extended absences to get Principal approval
- Monitor student attendance and homework make-up

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

**2.3.3 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.

**2.4 Extracurricular absences:** 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 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).

- Official request from the organization sponsoring or hosting the event.

MYP 5 students are discouraged from participating in any trip up to four weeks before final exams .

**Extracurricular absences for DP students:** These types of absences should be kept to a minimum.

**2.5 Anticipated absences (Details):** As an international school, we understand that, at times, families may need to take an extended absence for family events in their home country, religious events, or for other reasons. These absences should be exercised only if necessary, as missing school negatively impacts student performance.

An official extended absence form must be requested, completed and submitted to the principal before any absence during semesters can be authorised. **An official email must be sent to the School Office for review by the Principal before flights are booked. PLEASE try to give at least 4 weeks notice for planned absences.**. Failure to request and subsequent days absent from school would be unexcused and could lead to a student not automatically being promoted to the next grade level.

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 falling behind academically and not being promoted to the next grade level.

If the principal denies an absence but the parent still chooses to take their students out of school, the absence is submitted to the Bildungsdirektion and may be subject to fines from the ministry of education.

**2.5.1 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 extended family holidays unavoidable, at least **4 weeks notice** is required.

These absences are **not** condoned by the school therefore any work that would be missed must be completed within the agreed-upon date of completion with teachers. Failure to do so may result in 0 credit for the work missed.

**2.5.2 Religious & National holidays:** The school allows students to take 1-2 days 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. For extended religious holidays that require absences of more than 2 days, please see 2.5.1 procedure.

**2.5.3 Medical appointments:** Medical/dental appointments should be scheduled so that they do not necessitate missing school. However, if a student must 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 so may result in the absence being treated as unexcused (see below). Students must sign out/sign in to the main office upon leaving/returning.

**2.5.4 Absences During Examinations:** For students in Grade 10 (MYP 5), students will have internal midterm examinations in February as well as final examinations in May. When parents plan that their child is absent for the exam period(s), teachers are not required to create special circumstances for that student.

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

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.

**Absences During Examinations for DP1 students:** For students in Grade 11 (DP1), students will have final, cumulative examinations in June. When parents plan that their child is absent for the exam period(s), teachers are not required to create special circumstances for that student.

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

Whilst in exceptional circumstances the Principal may give dispensation from the exam, in general if the final, cumulative exam is missed, this will negatively impact a student's predicted grade and semester grade.

## 2.6 Unanticipated absences (details)

### 2.6.1 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 **(2 or more days)**, a doctor's 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 student needs to miss more than three PHE 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.
- For family emergencies in your home country (such as a funeral) please contact the school office to arrange with the Principal.

**2.6.2 Unexcused absences:** 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.
- Assignments handed in late because of an unexcused absence will not contribute to the mid year or end of year grade. Teachers are not obliged to give detailed feedback to these missed assignments, depending on length of absence and hand-in date.

## 3. Communication

### 3.1 Who's who? For a detailed list of staff members and positions, please see Appendix B

**3.2. Complaints Procedure** There are various persons for communication in the MYP/DP. Whom you contact will depend on the matter to be addressed. Please follow the guidelines below for appropriate contacts:

**Level 1: Contact the person most directly related to the issue** (e.g. homeroom or subject teachers)

You may:

- Use Toddle to message
- Use the parent-teacher-student conference times for a scheduled meeting.
- Contact the teacher to make an appointment for a meeting.

**Contact the school office regarding:**

- Contacting your child during school time
- Reporting attendance/sickness/lateness (if Toddle is not available)

- Planned absences during term time.
    - Official requests will be submitted to the principal for review.
- Report cards - lost/damaged requests (a family requesting an Austrian report less than 4 weeks before end of a semester) at the end of term this is charged at EUR 20 made payable to the School Office
- School Forms
- Payment of fees, lunches, & school trips
- School application / withdrawal forms
- Travel codes for public transport (bus/tram)

**Contact the <u>Subject</u> Teacher regarding:**

- Classroom behaviour
- Assessments or classroom/homework expectations
- Foreseeable absences and work that will be missed
- Questions about grading
- Moving subject levels (in conjunction with MYP Coordinators)

**Contact the <u>Homeroom</u> Teacher regarding:**

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

**Contact the MYP Coordinator (Head of Learning) regarding:**

- The IB
- Assessments/MYP results
- Course selection
- Future plans/recommendation letters
- Toddle Questions
- Overall academic performance concerns

**Contact the MYP Coordinator (Head of Wellbeing) regarding:**

- Behavioural, social, and emotional issues
- Toddle Questions
- Learning Support & Differentiation

**Contact the DP Coordinator regarding (for DP students):**

- The IB
- Subjects and course selections
- Assessments (both internal and external)
- Toddle questions
- Overall academic performance concerns
- Behavioural, social, and emotional issues

**Contact the School Counsellor regarding:**

- Social and emotional issues (or, see MYP Coordinator)
- Upstrive
- University and Careers process and procedures

**Contact the Deputy Principal regarding:**

- Behavioural Issues (or, see MYP Coordinator)
- Teacher-related issues
- Significant issues in family life
- Potenzialanalyse with WKO
- Internship Questions

## Level 2: If level 1 communication has <u>not</u> led to resolution of the issue

- Teachers → Heads of Departments/MYP Coordinator of Learning/DP Coordinator for curriculum issues
- Teachers → MYP Coordinator of Wellbeing for behaviour issues
- Head of Department (if applicable) → IB Programme Coordinator(s)
- IB programme coordinator → Principal
- Assistant principal → School Principal
- School Principal → Head of School

**Parental communication with the IB**

- Parents should address any IB-related issues directly with the MYP Coordinator (Head of Learning) or DP Coordinator
    - any communication made directly to the IB about any issue in the school will be referred back to the programme coordinator, per IB regulations.

**3.3 Communication Methods:** **Toddle** is the channel for which the Principal, MYP Coordinators, DP 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, all messages should be sent via the School Office.**

**3.4 Progress Reports:** Each academic year consists of two terms. Term 1 ends in February and Term 2 ends in July

- **IB report cards:** An IB report is generated and emailed to students and parents on the last day of each semester via Toddle. This report will also include the Austrian grade, but is NOT an official Austrian report card.
- **Austrian reports cards:** Austrian report cards (hard copies only) are printed for MYP3 and MYP5 students for both semesters that year. All other MYP and DP grade levels must submit written requests to **the School Office** for Austrian reports **four** weeks in advance. These requests MUST be sent to the school office.

Lost/damaged 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 for lost or duplicate reports.

## 4. Behavioural expectations and discipline

In our ongoing process to help our students' progress, not only academically, but behaviourally and socially, the MYP/DP uses reflections 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 school success.

**4.1 Behaviour expectations** (Click the link for the ABIS Behaviour Policy)

**4.2 Academic honesty** (Click the link for the ABIS Academic Honesty Policy, including the AI Policy)

**4.3 Dress code** (Click the link for the ABIS Dress Code Policy; note 2025 updates)

**4.4 Mobile Phones & Smart Devices:** We are aware that mobile phones have become an important part of modern life and we understand there are times when having a mobile phone can provide a sense of security. However, more and more data shows that mobile phones are disruptive to academic life–bordering on harmful for young minds. Knowing that, our mobile phone rules are:

- Students bring mobile phones to school at their own risk – the school is not responsible for stolen phones, especially if that phone is in an unlocked locker or unattended school bag.
- Upon entering the school building, mobile phones **MUST** be switched off and put into the locker.
- During school hours, the use of mobile phones is not permitted on school grounds. For lunch times, students may take their phones to use **off-campus.** Please remember that the courtyard IS STILL school campus and phones may not be used there during lunch times.
- Parents do not call their children on their mobile phones during school hours. Parents may call the school office with urgent messages, which will be passed to the student.
- Parents do not call the school to speak directly with their child unless it is an emergency.
- Cell phones used during school hours will be confiscated and returned only before leaving the school.
    - Infraction 1: Phone will be confiscated and placed in the School Office. Student may collect their phone at the end of the school day.
    - Infraction 2: Phone will be confiscated and placed in the School Office. Student may collect their phone at the end of the school day; parents will be notified
    - Infraction 3 (and onward): Phone will be confiscated and placed in the School Office. Only parents may collect the phone from the School Office. We will not send the student home without a phone; parents must pick their child up.
- Any student found using a mobile phone in an inappropriate manner (bullying, harassing, intimidating) will immediately move to a level 3 infraction: **the phone**

**will be confiscated and returned to the parent**. The student would also be subject to the appropriate discipline code (see Behaviour Policy, 4.1)
- **Smart devices, such as smart watches, should not be worn at school.** Devices that distract students may be confiscated, using the above procedure.
- Laptops/iPads should be used for school work. Misuse of sites or the laptop, including use of messaging/social apps (such as WhatsApp) or misuse of video/games, may result in the device being confiscated for the class period or school day. Repeated misuse will necessitate a parent conference.

**4.5 Statement on sharing discipline information with future schools:** The principal **reserves the right** to give a brief summary of a child's behaviour 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.

**4.6 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. Bullying may be physical, verbal, and/or emotional and may happen in-person or digitally. It may be understood differently in different cultures, but is always unacceptable in school. Behaviour sometimes described as harassment, mobbing, or hazing. Even excessive teasing may be seen as bullying.

Generating AI "deepfakes" or other images of school staff, students, or families constitutes bullying, whether the image was generated at home or whilst at school. Inappropriate images will require additional consequences, as it is considered child exploitation material under EU law.

Bullying behaviours 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 our pastoral care team. When bullying is witnessed or reported the following procedure will be be followed:
- intervention from a teacher on a teacher / student level – teacher to get support from MYP Coordinator(s)/DP Coordinator and/or school counsellor
- the teacher informs the counsellor / deputy principal.
- the counsellor, deputy principal and coordinator consult to determine the most appropriate course of action. In a worst case scenario: the principal will consider the possibility of expulsion.

Please see the ABIS Behaviour Policy for a more comprehensive breakdown.

**4.7 Classroom Standards:** In order to maintain a tidy and fair environment, students should adhere to the following school rules:
- Outside shoes are NOT to be worn upstairs. Students must wear indoor shoes or slippers. Bare feet or socks are not appropriate for school, as they represent a safety issue.
- Food is ONLY permitted in the Aula or in the courtyard.
- Chewing gum is **not** permitted on school campus.
- The only beverage allowed in classrooms is water. Have a water bottle with you.

- Computer games should only be played during lunch or after school – however, war games or other violent games are always prohibited.

## 5. Academics

The MYP is a rigorous programme designed to prepare students for the DP, CP, or other secondary education programme of their choice. The ABIS MYP is a true middle school programme that promotes an internationally-minded, inquiry-based curriculum across subjects for students.

**5.1 Course placement and course changes:** Some courses have different levels in order to meet student needs, including Mathematics, English, German, Spanish, and Science. Teachers will determine student placement based on a variety of data points. When/if students are ready to move classes, the subject teacher will inform parents via Toddle.

**Course placement and course changes for DP students:**Course placement is explored and decided throughout MYP5. Various factors and data points go into selecting courses for the DP, including previous MYP grades (especially in MYP4 and MYP5), MYP5 final exam results, conversations with students/parents/DP Coordinator/School Counsellor and post-secondary goals and aspirations. The DP Coordinator will communicate the course placement process in MYP5.

Once DP1 has started, students will be able to make changes in their course selections for the first four weeks. After this, no further changes will be granted. The process, with accompanying forms, will be communicated and explained by the DP Coordinator.

**5.2 Graduation requirements:** In order to successfully complete the ABIS MYP programme MYP 5 students must:

- Pass **final term**
- Pass all final assessments
    - In case of failure, retakes in September will apply
- Complete and pass the IB Personal Project (IB marked)
- Fulfill Service as Action as per school regulations
- Successfully complete an internship at a local company (approx. 4 weeks, post-final assessments)

Not fulfilling any one or more criterion may result in non-admittance to the ABIS DP Programme.

**Graduation requirements for the DP:** In order for students to be awarded the IB Diploma, the following conditions must be met:

- CAS requirements are met.
- The candidate has achieved at least 24 total points.
- A grade has been awarded in all subjects, TOK and the EE.
- A grade of at least a 2 has been awarded in all subjects.
- There are no more than two grade 2s awarded (SL or HL).
- There are no more than three grade 3s or below awarded (SL or HL).
- The candidate has at least 12 points on HL subjects. (For candidates who register for four HL subjects, the three highest grades count).

**5.3 Grading:** We use the MYP assessment criteria to assess student work. There are four criteria for each subject. The criteria change to reflect increasing student abilities throughout the MYP.

MYP 1 & 2 use year 1 criteria and MYP3 uses year 3 criteria (MYP 2 in 2nd term MAY use year 3 criteria for extended-level classes). MYP 4 & 5 use year 5 criteria as they are in the final two years of the programme and must prepare for the DP.

While end of term grades are based on summative assessment data, we also use formative assessment and classwork to provide best fit grades.

**Grading in the DP:** Each subject has their own grading framework, which reflects the IB grading for that given subject. As this varies for each subject, the overall grading principle is that grades will be given for assignments and assessments that mirror both internal and external assessments. These summative assessments will be used to determine end of year grades and predicted grades.

**5.4 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.
- A promotion exam in the **week before** the new school year begins (September).
    - Passing the promotion exam assures teachers that the student is ready to be admitted to the next year level
    - If a student fails the promotion exam, the class forum will decide if the student is still able to move up to the next grade.

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.

**5.4.1** for levelled classes (languages, maths in MYP 3-5, and science in MYP 4 & 5), students must achieve a level 6 or above across all 4 criteria to move up to the next level (Language and Literature, Extended, etc). Consideration for movement will only happen at the end of Terms.

**Promotion requirements for DP students:** DP students must have an end of year grade of 3 or above in all subjects to be promoted to DP2. Additionally, a total predicted grade of at least 24 must be met.

One failed subject (2 or lower)/total predicted grade lower than 24 requires:

- A letter from the principal and DP Coordinator no less than 6 weeks before the end of the year and a mandatory meeting with the family.
- A promotion exam in the **week before** the new school year begins (September).

- Passing the promotion exam assures teachers that the student is ready to be admitted to the next year level
- If a student fails the promotion exam, the class forum will decide if the student is still able to move up to the next grade.

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, regardless of their predicted grade. 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.

If a student does not obtain a total predicted grade of at least 24 points at the end of DP1, he/she will have the opportunity to appeal up to two (2) individual predicted grades. The process for this, including the evidence required, will be communicated by the end of DP1. Upon appeal, if the student still does not have a total predicted grade of at least 24 points, the student will not be eligible to take the IB DP Exams at the end of DP2. Rather, they will only be registered for certificates (and not the full diploma).

### 5.4.1 ABIS IB to Austrian grade conversion table

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

**5.5 Internal assessments and exams:** Summative and formative tasks are set by each subject teacher to assess criteria in their individual subjects. Exams are one tool, but not the only format. Presentations, focus groups, performances, projects, speeches, experiments, lab reports, products and/or final pieces.

MYP 5 students will take both midterm and final exams in order to establish readiness for the Diploma Programme, which will be administered and invigilated by MYP staff. These examinations are held under strict exam conditions, and students must adhere to instructions and sit the exams under timed conditions. More information will be provided in future.

**Internal assessments and exams for DP students:** Summative and formative tasks are set by each subject teacher to assess criteria in their individual subjects. Exams are one tool, but not the only format. Presentations, focus groups, performances, projects, speeches, experiments, lab reports, products and/or final pieces. The summative assessments in each subject will mirror the assessments students will see in DP2 given by the IB.

### 5.5.1 Submission procedures for assessments

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

Individual teachers will have different preferences and/or requirements for submitting work. As a student, it is the students' responsibility to know how, where, and when to turn in work. **All assignments are due by the deadline in the requested format.** Students should ask teachers FIRST for clarification if they are unsure.

**Homework/Formative Assessments**

- Students who wish to apply for an extension for homework or formative assessments 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, but is at teacher discretion.
- Homework not turned in by the next scheduled class may not be accepted, at teacher discretion.

**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.
- Assessments that are not appropriately shared (e.g. via Google Drive or Canva permissions) are NOT counted as being turned in.
- 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.

### 5.5.2. Missing/Late Assessment Clarification

**Late work or assessment retakes will be allowed, if:**

- A student provides an official note (medical, accident report, etc.) submitted to the homeroom teacher or school office, as early as possible upon return to school.
    - OR, on the day of return to school, the student brings a letter from a parent giving a legitimate reason (e.g. bereavement leave, accident, etc). In this case the parent may be contacted.
- Assessments will be retaken on Wednesdays, during the allotted make-up session (14:00-15:45) (or teacher discretion, such as in-class)

Work not submitted after the new, agreed-upon deadline will be given a 0.

**Work submitted after the deadline without an official note:**

- Work may be submitted / completed for feedback
  - Step 1 – 1 day past deadline = will receive 1 grade level penalty per criterion assessed.
    - **Example:** Assessment Task criterion A5>> 4 B 4>> 3 D 4>> 3
    - 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.
  - Step 2 – 2 or more days past deadline = 0 is awarded for the work

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

**5.7 End of Year Awards:** The teaching faculty recognizes student achievement several ways throughout the school year: we may send home positive notes on Toddle, we may praise students 1:1, we may move students to a more challenging level/class to continue to meet their needs.

In July, we also have our annual end-of-year awards for character and academic achievements. Most of these are voted on by the teaching faculty. The Principal's Award is determined by the student(s) in each grade level with the highest average IB score.

**5.8 External exams and tests:** As ABIS is a candidate for the DP programme, we no longer will have compulsory eAssessments. MYP 5 students will instead sit internal exams to assess DP readiness.

**5.8.1 Personal Project:** As an IB requirement, MYP 5 students will still complete the Personal Project. This is a project that is completed between September and February of the MYP 5 year. **Completing the Personal Project is an IB requirement.** Additional details to follow.

**5.8.2 ISA Exams:** MYP2 and MYP4 students take the ACER ISA exams in order to establish a comparative baseline of student achievement in maths, reading, writing, and science. These exam results are not used to give an internal IB grade, but compare how our cohorts perform against similar cohorts internationally. This allows us to measure teaching efficacy and identify areas for growth. We will share ISA exam results by June of the same school year.

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

## 6. Student support services

**6.1 Pastoral care:** 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.

**6.2 Academic support:** Homeroom teachers and Learning Support (see Who's Who, 3.1) are contactable for parents and/or students should there be queries or concerns.

**6.3 Accommodations:** 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.

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 MYP 4/5 this is especially important, as establishing a diagnosis aids us in ensuring there are appropriate accommodations in place for the DP.

If you feel your student needs accommodations in order to succeed (with or without an official diagnosis) please contact our Head of Learning Support to set up a meeting.

**6.3.1 Special Educational Needs** (Click the link for the ABIS Inclusion Policy)

**6.4 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, as we are an English-language programme. (see the ABIS Language Policy) Students must also possess basic skills and knowledge in other core subject areas like Math and the Sciences.

The final decision of class placements is made by the ABIS leadership team.

The school board retains the right to refuse admission.

## 7. Health and safety

**7.1 Health:** The school is in regular contact with the Ministry of Education (Bildungsdirektion) regarding regulations for illnesses. The school doctor performs health checkups once a year, per government regulations. Different age groups may also be offered non-compulsory vaccinations, per government regulations.

### 7.2 First Aid Procedures

| Injury level | Examples (including, not limited to) | Procedure |
|---|---|---|

| | | |
|---|---|---|
| **Green - very minor** | • Minor bump on arm/leg<br>• Minor cut | • Quick first aid given in school (ex: cool pack or plaster) |
| **Yellow - minor** | • Minor bump on the head<br>• Cut which results in a little bleeding | • Quick first aid given in school (ex: cool pack or plaster)<br>• Student is observed by staff member<br>• **Parent is informed of the incident** via Toddle |
| **Orange - serious** | • Bigger bump to the head<br>• Minor burn<br>• Deeper cut on the hand with some bleeding | • First aid given (e.g. wound dressing)<br>• **The Parents are called and asked to pick up the child immediately** and take them to the accident and emergency department of the hospital.<br>• **School leadership are informed.**<br>• **The incident is recorded on our records**. |
| **Red - dangerous** | • Major injury to any part of the body | • First aid applied to the best of our ability<br>• **Ambulance immediately called**<br>• **Parents immediately called.**<br>• School leadership are informed.<br>• The incident is recorded on our records. |

**7.3 Banned Substances:** **All substances** which are banned or illegal for children under 16, including alcohol, non-prescription drugs, and tobacco products, **are prohibited on all school premises, including outdoor facilities.** The possession, distribution, and/or paraphernalia (equipment, apparatus and associated products) are strictly prohibited from being used or held whilst on the school's campus.

When there is reasonable suspicion that a student(s) may possess illegal substances and/or have an alcohol/ drug problem, staff can request to view personal and school property (such as school lockers, personal school bags, etc). Parents/Guardians will be immediately notified any time a student's property is viewed.

Decisions on discipline measures will be made by the MYP leadership team, DP leadership team, deputy principal, and/or Principal, dependent upon the situation. Parents/Guardians will be immediately notified of any decisions involving their child (please see ABIS Behaviour Policy 4.1).

**7.4 Preventative Drills** While we never expect a serious incident will occur whilst we are in-school, we must prepare for worst-case scenarios, including fires. Therefore, we hold regular fire drills, in cooperation with the Linz Fire Department or other appropriate personnel.

Due to the 2025 incident in Graz, we will be implementing intruder drills in an age-appropriate manner–additional details are sent from the Principal.

## 8. Extracurricular activities

**8.1 Arts, activities and clubs:** The After School Activities programme at ABIS is non-compulsory but we encourage all students to take part for social, physical and mental wellbeing. All programmes are an extra cost, exclusive of tuition fees.

**Arts, activities and clubs for DP:** Students in the DP, as part of their CAS Programme, can initiate and start a club, given that there is a purpose, a staff advisor, and approval has been provided. Students should see the CAS Coordinator for more information.

**8.2 Trips:** To promote positive social culture and open-mindedness, all MYP classes take at least one overnight class trip. We are mindful of rising travel costs and always aim to ensure these trips are as cost-efficient as possible. If you are unable to pay for a trip, in full or in part, please reach out to your child's homeroom teacher so we can try to find ways to financially assist. **Class trip payments should be paid via the school IBAN.**

Subject teachers may also take field trips to enhance in-class learning, ordinarily located within Austria. **Fees for subject trips should be paid, in-cash, to the subject teacher.**

**Trips in the DP:** Although no class trips will be organized and managed by ABIS over the two-year DP, subject teachers may take short trips to enhance in-class learning and content in their subject. These trips will be kept to a minimum and will be communicated in a timely fashion. These academic trips are up to the discretion of the teacher and the DP Coordinator/Principal.

**8.3 Social occasions & Parent Evenings:** We hold many cultural and social events at the school and encourage parent participation when we can. We also hold regular parent informational evenings; we encourage your participation in order to be up-to-date on school practices and plans.

As our school grows, we are trying to have more of these special events and appreciate attendance and help when requested, in order to continue to expand available opportunities.

**8.4 Student council:** The MYP Student Council exists to foster leadership and collaboration skills, to give the student body a voice, and to streamline communication to classes. The Student Council does not, however, have decision-making power in regards to school policies.

## 9. Miscellaneous

**9.1 Visitors/Guests:** All visitors and guests are required to register at the School Office. They will receive a visitor lanyard they MUST wear in order to show staff and students they are allowed on the premises.

**9.2 Lunch:** School 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.

MYP and DP students are allowed off-campus during lunch, but need parental consent. Forms are distributed during the first week of school or can be collected at the school office.

Authorised outside food and drink is permitted at lunchtimes, but is only to be eaten in the Aula if brought back on to school grounds. Fast food, caffeinated beverages, and excessive sweets are not to be brought back to campus. Failure to follow this rule may result in revocation of the student's privilege to go off-campus for lunch. The school reserves the right to enforce this without parental consent; going out for lunch is a privilege, not a right for ABIS students and should be respected. Students are expected to be back for afternoon classes on time without fail. Students who leave for the day without signing out during lunch time will be subject to similar consequences.

**9.3 Personal property: lost and found:** Student property can be secured in the lockers outside of classrooms in order to reduce the likelihood of lost or stolen items. Lockers will be assigned to each student with one key. At the end of the school year, the student must return the key. **Lost/unreturned keys carry a fine of EUR25**, to be paid in cash by the last day of the school year. If paid later, extra penalty fees may apply.

Cubbies are located inside each homeroom; students' daily class materials may be kept here to ease transition times. Students are expected to keep their materials tidy; staff are not responsible for lost items. Students need to organise their equipment and resources so that they don't need to enter classrooms during a teaching period.

**9.4 Subject Resources and Library Books:** All school equipment such as ABIS laptops, sciences textbooks, technology plug-ins, design materials, Arts & PHE equipment or language textbooks must be looked after responsibly by students. If they are taken home and lost or damaged, a fine (amount depending on the value of the equipment lost or damaged) will be issued by the school office.

Library usage is highly encouraged by the ABIS staff. 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.

**Outstanding school fines must be paid in order to collect report cards at the end of each semester.**

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

## Appendix A: ABIS Mission and Vision

For information about the ABIS Mission, Values, and Vision please see the ABIS website.

For more information about the IB, please visit the official IB website (or ask the Coordinator(s)).

## Appendix B: Who's Who

### Administration and Student Support Services (Cross-Programme)

- **Principal:** Ms. Gabriele Untersperger
- **Deputy Principal:** Ms. Maria Lauterbach
- **PYP Coordinator:** Mr. Ryan Porter
- **MYP Coordinator - Head of Learning:** Ms. Caitlin Vogt
- **MYP Coordinator - Head of Student Support:** Mr. David Holby
- **DP Coordinator** - Mr. Jeffrey Antico
- **MYP/DP Counsellor:** Ms. Ellen Johnston
- **School Office Manager:** Ms. Tammy Titus
- **School Office Administrator:** Ms. Juhasz-Klima
- **School Doctor:** Dr. Evi Ehrenreich
- **Teacher-Librarian** Ms. Alison Glass

### Curriculum

- **MYP Coordinator** Ms. Caitlin Vogt
- **DP Coordinator** Dr. Jeffrey Antico
- **IB Liaison (MYP):** Ms. Caitlin Vogt
- **IB Liaison (DP):** Dr. Jeffrey Antico
- **Service as Action Coordinator:**
- **Personal Project Coordinator:** Ms. Alison Glass
- **CAS Coordinator:** Dr. Jeffrey Antico
- **Extended Essay Coordinator:** Ms. Alison Glass
- **Pamoja Coordinator:** Dr. Jeffrey Antico
- **School-Supported Self-Taught Language Coordinator:** Dr. Jeffrey Antico
- **Departmental Heads:**
    - **Head of English:** Mr. Simon Falconer
    - **Head of Science:** Mr. Adesola Adebesin

### MYP Faculty

- **Arts Department -**
    - **Drama:** Mr. Roland Humer
    - **Visual Arts:** Mr. Stefan Bruneder, Ms Tina Krivec
    - **Design:** Mr. Stefan Bruneder, Mr. Roland Humer,
- **English Department -**

    - **English Language and Literature:** Mr. Simon Falconer, Ms. Helen Porter, Ms Biljanan Koledic
    - **English Language Acquisition:** Ms. Aganeiszka Ciepela-Houghton
    - **English as a Second of Other Language** (ESOL): Ms. Eva Toth-Nagy
- **German Department -**
    - **German Language and Literature:** Ms. Anita Schachner-Bhatti, Ms. Sonia Aitzetmüller-Bhatti
    - **German Language Acquisition:** Ms. Maria Lauterbach, Ms Adela Sedláčková
- **Spanish Department -**
    - **Spanish Language Acquisition:** Ms. Carolina Ropero, Ms. Veronica Fattal
- **Individuals and Societies Department -** Ms. Caitlin Vogt, Mr. William Domås,
- **Mathematics Department -** Mr. Symon Elarmo, Ms. Ly Truong, Mr. Alexander Vujic
- **Physical and Health Education (PHE) Department:** Mr. David Holby, Mr. William Domås
- **Sciences Department:**, Mr Adesola Adebesin, Ms Salma Elbouray, Ms. Riham Samra
- **Learning Support Department:** Ms. Eva Nagy-Toth, Mr David Holby,
- **MYP Counsellor:** Ms. Ellen Johnston
- **MYP Homeroom Teachers**
    - **MYP 1a:** Ms Aga Ciepela-Houghton
    - **MYP 1b:** Ms Adela Sedláčková
    - **MYP 2:** Mr William Domås
    - **MYP 3a:** Mr Roland Humer
    - **MYP 3b:** Ms Alison Glass
    - **MYP 4a:** Ms Ly Truong
    - **MYP 4b:** Mr Simon Falconer
    - **MYP 5:** Mr David Holby

## DP Faculty

- **Studies in Language and Literature**
    - **English A:** Mr. Simon Falconer
    - **German A:** Ms. Anita Schachner-Bhatt
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- **Language Acquisition**
    - **English B:** Ms. Helen Porter
    - **German B:** Ms. Elhome Spahiu
    - **Spanish B:** Ms. Carolina Ropero
    - **German ab initio:** Ms. Maria Lauterbach

- **Individuals and Societies**
    - **History:** Ms. Caitlin Vogt
    - **Business Management:**
    - **Economics:**

- **Sciences**
    - **Biology:** Mr. Adesola Adebesin
    - **Chemistry:** Dr. Jeffrey Antico
    - **Physics:** Mr. Utkarsh Kumar

- **Mathematics**
    - **Mathematics: Applications and Interpretations:** Mr. Symon Elarmo
    - **Mathematics: Analysis and Approaches:** Ms. Ly Truong

- **The Arts**
    - **Visual Arts:** Mr. Stefan Bruneder

- **Theory of Knowledge:** Ms. Veronica Fattal

- **Creativity, Activity, Service Coordinator:** Dr. Jeffrey Antico

- **Extended Essay Coordinator:** Ms. Alison Glass

- **DP Counsellor:** Ms. Ellen Johnston

- **DP Homeroom Teacher**
    - **DP 1:** Dr. Jeffrey Antico