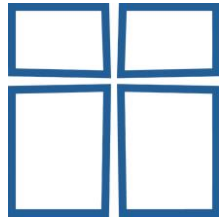


Anton Bruckner International School

**Bold Teaching.
Exceptional Learning.**



Student-Parent- Handbook 2019/20



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Table of Contents

Introduction	4
Who we are.....	5
Vision and Mission Statement	5
Admission and Placement Guidelines.....	6
After School Activities	7
After School Care	7
Appropriate Clothing	8
Attendance.....	8
Assessment Policy	9
Birthday Celebrations.....	10
Communication	10
Daily Routine for the Primary School	11
Excuse from certain activities	13
Fees	13
Field Trips	14
Handwriting.....	14
Health and Safety	14
Homework.....	Fehler! Textmarke nicht definiert.
Invitations to Parties.....	17
Lost and Lonely.....	17
Lunchtime	18
Parents' Involvement.....	1919
Portfolios	19
Recess.....	200
Reporting and Grading	20
Student/Teacher/Parent Behaviour Essential Agreements	22
School Property	23
Personal Property	19
Summer Camp	24
Toys from Home	24
Teachers' Meeting	24
Use of cell phones	25
Final Thoughts	25

Introduction

Dear Parents,

Welcome to ANTON BRUCKNER INTERNATIONAL SCHOOL.

The purpose of this booklet is to provide an overview for parents of our primary school programme for students aged 6 to 14, as well as the school policies and procedures. It will answer many of the questions you may have about how ANTON BRUCKNER INTERNATIONAL SCHOOL works.

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

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

Sincerely,

Gabriele Untersperger
School Principal



Who we are

ANTON BRUCKNER INTERNATIONAL SCHOOL was established as LISA-JUNIOR International School in 2008 to provide an education in English for children of globally mobile families and for children of the international community in Linz. ANTON BRUCKNER INTERNATIONAL SCHOOL is an IB-World School since May 2014. Since September 2015 ANTON BRUCKNER INTERNATIONAL SCHOOL is governed by the “Schulverein der Kreuzschwestern”, a catholic order. ANTON BRUCKNER INTERNATIONAL SCHOOL is a private school. Parents do have to pay school fees according to the fees’ scheme.

Vision and Mission Statement

VISION

ANTON BRUCKNER INTERNATIONAL SCHOOL is a caring, cosmopolitan community of vibrant learners striving for excellence in the achievement of knowledge and personal development. ANTON BRUCKNER INTERNATIONAL SCHOOL prepares students with the academic skills and qualifications needed to access Middle School in any country of the world. ANTON BRUCKNER INTERNATIONAL SCHOOL promotes an inclusive school that teaches empathy, fosters collaboration and celebrates international diversity.

ETHOS

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.

When ANTON BRUCKNER INTERNATIONAL SCHOOL was first established in 2008, faculty members and students reflected together about what kind of school they wanted. They decided that the last place they wanted to be was in a school with a “don’t” culture — as in, “don’t do this” and “you are not allowed to do that”. These ANTON BRUCKNER INTERNATIONAL SCHOOL community members wanted a school embedded with a culture of positive language and values so they outlined the following

THE FIVE VALUES OF RESPECT

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

OUTCOMES OF EDUCATION

At the end of primary school, students should:

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

Admission and Placement Guidelines

ANTON BRUCKNER INTERNATIONAL SCHOOL is delighted to receive applications from students of all nationalities who wish to benefit from an international education. Admission criteria are based on international status, age, previous academic performance, space availability and conduct.

The school requires parents and children to attend an interview prior to placement. Once placement is decided, students will undergo a six week observation period in order to confirm the placement.

Every attempt is made to place new students with others of their own age. Exceptions may be made but only after thorough consultation with all parties concerned.

While every effort is made to serve all children, occasionally a child's special condition may limit ANTON BRUCKNER's ability to care for him/her in a group setting. Each case will be evaluated on its own merits and concerns or restrictions will be addressed with parents on a one-to-one basis.

Care of difficult or exceptional students should be discussed individually with the principal and the classroom teacher to determine the ability of ANTON BRUCKNER INTERNATIONAL SCHOOL to meet those needs.

Information about special needs of any student that is withheld from the school may jeopardize the placement of that student, since an atmosphere of frankness and trust is essential to successful learning.

After School Activities

The school runs a very active after-school extra-curricular activities programme. Activities are available in arts, sports, languages, and music. Details of the activities are sent home prior to each term to allow students to sign-up.

After School Activities are offered at additional cost by qualified teachers and/or parents and change every semester. Places in some activities are limited.

After School Care

The school day finishes at 2 pm for all students from PYP 1 to PYP 4; from PYP 5 on, however, classes have slightly different teaching hours.

After School Care is available MONDAY – THURSDAY until 5.30 pm, on FRIDAY until 4 pm.

After School Care Service is limited for those families who, through work or professional commitments, are unable to pick up their children at the school finishing times. If children need to stay at school, parents need to enrol them in the After School Care Programme. Children who need to stay in After School Care must be enrolled beforehand (except for cases of emergency). You may register your child for After School Care:

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

Appropriate Clothing

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

Please consider:

- Your child's comfort and provide simple clothing that is free of complicated fasteners.
- That your child must not wear offensive t-shirts.
- Messy art materials and other activities and provide clothing that is washable.
- Our playground and provide clothing that is sturdy.
- The changeable weather conditions and dress your child accordingly.
- Our lost and found table of unclaimed, unlabelled clothing and put labels on all outer garments, including hats and boots.

Please read through the Dress Code Policy which can be found on the school's website.

All students and teachers wear house shoes (slippers) while in the building. Please provide your child with a pair of house shoes to wear at school.

Please send shoes your child can put on independently.

Attendance

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

Absences

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

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

Catch-up work is no substitute.

Please do not ask for work to be prepared by the teacher for extended vacations or family trips during school time. Attendance is ultimately the decision of the family;

however, families must realize that it is contrary to Austrian law to miss scheduled school days for an extended holiday.

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

If a child misses one day of school, please let the classroom teacher know the reason for the absence. **Notification of extraordinary student absence must be asked, in writing, to the principal at least two weeks beforehand. Five days of extraordinary absences within 4 school years can be approved by the principal.**

Please note: These days should not be used for extended holidays and will not be approved. If parents decide to leave without approval, the child will not be insured. Furthermore, the absence will be reported to the education authority and might lead to a fine.

Late Arriving

Teachers are expected to record attendance in their classes before 8:30 daily. Teachers mark students as either **Present**, **Absent** (excused or unexcused), or **Late**.

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

Early Dismissal, Appointments and Tardiness

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

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

Assessment Policy

We believe that:

- Assessment is a powerful tool to promote learning.
- Effective schools employ a wide range and variety of assessment strategies, which reflect different learning styles.
- Effective schools have a common assessment policy.

- Assessment is an integral part of the curriculum, to be considered when the curriculum is planned, and not as something which only takes place at the end of a teaching unit.
- The results are important indicators for the deployment of school resources.

The Assessment Policy can be found on the school's website.

Birthday Celebrations

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

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



Communication

Channel of Communication

The school communicates with parents through 'school update', emails, letters from the teachers, the principal, formal and informal conferences between parents and teachers, and through various special meetings. Parents are encouraged to contact their child's teacher with any questions or concerns at any time.

During the course of the school year, questions or concerns inevitably arise, and when they do, we encourage direct communication with the school. The following steps are recommended:

- When parents would like to discuss their child's schoolwork they should begin by seeing the teacher. Appointments with teachers can be arranged with the teacher.
- Concerns that cannot be resolved through a conference with the teacher, or questions of a more general nature concerning the operation of the school and its programmes, may be discussed with the principal. Appointments may be arranged directly with the principal.

Conferences

Two Parent/Student/Teacher Conference days are scheduled during the year. These Conferences are pre-scheduled. The first conference will be a Parent/Teacher/Conference, the second one a student led Portfolio Conference where students share their learning with their families. Please keep these days free in your diary.

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

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

Open House Day

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

Reports

Report cards for all grades are hand-carried home twice a year in February and early July. Students must be enrolled in school for more than half of the semester in order to receive a semester report card.

Withdrawals

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

Daily Routine

Students should arrive at school no later than five to ten minutes before the lesson begins.

Late entries disrupt the beginning of the day and should be avoided. In dry weather parents and students are requested to wait outside the building until 7:35am.

Children who are not remaining for an After School Activity should be picked up from the school grounds promptly at dismissal time. Please make arrangements to pick up your child immediately after any After-School Activities.

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

It is strictly prohibited that students wander around unsupervised on the school premises to wait for their parents. This child will be sent to the After School Care on additional costs of 8 Euros per hour.

Students who are enrolled in After School Activities on campus will be led to their activities by the teacher or parent in charge. The activities programme begins promptly at 14:15.

Here is an overview of the organization of the school day for the PYP and MYP section:

PYP 1 – 5	lesson	MYP 1 – 5
7:50 – 8:40	1	7:50 – 8:40
8:45 – 9: 30	2	8:45 – 9: 30
9:50 – 10:40	3	9:50 – 10:40
10:40 – 11:30	4	10:40 – 11:30
11:30 – 12:30 (L)	5	11:40 – 12:30
12.30 – 13.15	6	12:30 – 13:15 (L)
13.15 – 14.00	7	13:15 – 14:00
14:00 – 14:45	8	14:00 - 14:45
14:45 – 15:30	9	14:55 – 15: 40
	10	15:40 – 16:25

Excuse from certain activities

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

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

Fees

As ANTON BRUCKNER INTERNATIONAL SCHOOL is a private school since September 2015. Parents are asked to pay a monthly tuition. Our fees are comprised of the following elements:

Admission fee – non-refundable	€ 500 (payable upon admission)
Monthly Tuition Fee:	€ 200 (payable 10 x 200)
Stationary Fee:	€ 300 (payable 2 x 150 €)
Students of the Early Learning Centre:	€ 100 (payable 10 x 100 €)

Supplemental Fees:

- Hot Lunch : 4,50 euro per meal; (monthly payment with direct debit authorization)
- Afternoon Care for the ELC
- After School Care: variable costs depending on the amount of days, you have registered your child for;
- Curriculum Field Trips
- After School Activities

Field Trips

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



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

Safety procedures will be explained and reviewed with the children.

Children should wear the school's shirt on field trips. Shirts can be purchased from the classroom teacher.

Handwriting

Please read through the Handwriting Policy which can be found on the school's website.

Health and Safety

Special Needs

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

Illness

Please **call your child's teacher by 7.35 am or inform us by SchoolUpdate** on the day your child will not be coming to school.

Children who are running a fever, have a severe cold or otherwise **appear to be too sick to be in school must be kept home.** Your child must be fever-free for at least a day before being sent to school. Contagious diseases such as pink eye, chicken pox, measles, or strep-throat must be under control before your child is admitted back to school.

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

If your child has been **absent for over 3 days, please send a doctor's statement indicating the dates of the illness.**

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

Sending a child home

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

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

Accidents

Emergency information authorization is required to be on file at school for each child. In case of an accident/serious illness, the following emergency procedure will be initiated:

1. We will call the parents at the emergency contact number
2. We will call the ambulance
3. The child will be taken to the nearest hospital as soon as the ambulance arrives, however the ambulance will not wait upon the arrival of the parents.

Medication

No medication, whether prescription or over-the-counter, will be given to any student without written instructions from the child's physician and/or parent. This includes commonly used medications such as Aspirin, cough syrup, and cough drops.

Should it become necessary for a child to take medication at school, please leave written instructions along with your signature.

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

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

All medication must be in the original container and clearly labelled.

Allergies

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

When a child has a fatal nut allergy, we ask that parents of all children in that grade be sensitive to the allergy.

Any contact with nuts could lead to a life threatening reaction and therefore the issue needs to be treated seriously.

Please do not send any food containing nuts to school with your child in general. This would help us tremendously in our aim to create a safe and secure environment for all of our students.

Head Lice

Parents need to inform the school immediately if their child has head lice. Children infected with head lice must be treated and kept at home until all nits (eggs of lice) have disappeared. Our staff will perform a thorough inspection.



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

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

Homework

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

The following standards of homework have been established:

	Approximate duration per grade level
PYP 1	<ul style="list-style-type: none"> • Reading aloud – English and German/ 10 minutes per day • Up to 15 minutes of assignments per day
PYP 2	<ul style="list-style-type: none"> • Reading aloud – English and German/ 10 minutes per day • Up to 15 minutes of assignments per day
PYP 3	<ul style="list-style-type: none"> • Daily reading – English and German • 20-30 minutes of assignments per day

PYP 4	<ul style="list-style-type: none"> • Daily reading – English and German • 30-40 minutes of assignments per day
PYP 5	<ul style="list-style-type: none"> • Daily reading – English and German • 40-50 minutes of assignments per day
From MYP 1 onwards	<ul style="list-style-type: none"> • Daily reading – English and German • 60-80 minutes of assignments per day

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

Language is fundamental to help children become better learners.

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

Invitations to Parties

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

Lost and Lonely

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

The school accepts no responsibility for money or valuables brought to school. **Please label all of your child's garments as well as personal items such as drinking bottles and lunch boxes, PE clothes and slippers.**

Lunchtime

The school's hot lunch is provided by "Gourmet", a catering company.

The importance of healthy eating habits and a balanced diet are emphasized in the school. Teachers on Duty, the Lunch Managers, try to make sure that students try the daily meal even if they do not know it. **Candy and sugared drinks are not permitted during the school day.** Two options exist for lunch. Students either bring

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

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

It is our intention that lunchtime should be a part of the day when children have the opportunity to eat and talk with their classmates in a calm, pleasant atmosphere. For that reason, and to maintain safety, the following standards of behaviour have been established:

Lunchtime Essential Agreements:

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

Playground Essential Agreements:

- Students must listen to adult supervisors on duty at all times and follow their directives.
- Acceptable strategies for coping with individuals that are causing problems are:

- 1) Ignore them and walk away if it is not significant.
 - 2) Tell them they are bothering you and explain why.
 - 3) Inform an adult if they continue to cause problems.
- Throwing dirt, sticks and stones is not allowed.
 - Students will avoid rough and dangerous play.
 - Bad language and spitting are not allowed.
 - Fighting (hitting, punching, kicking, biting) is not allowed.
 - Children must wait quietly in lines before being dismissed to go back to class.
 - All trash must go in the bins.
 - Return playground equipment to the bags after lunch time.
 - During lunch time school equipment can be used. Playground equipment brought from home may only be used after the student has notified this to the teacher in charge.
 - If a ball goes over the fence, inform a teacher in charge.
 - During indoor recess, children have to stay in their classrooms. Computers are switched off during that time.

Parents' Involvement

Parent volunteers are a vital part of our success with students.

It is imperative however, that parents understand that when they are volunteering, they assume the role of a professional employee of the school.

What they see individual students do in school is confidential. It should not be discussed. Children have different strengths and are developing at varying rates. Discussion about particular students outside the school is absolutely inappropriate. A parent who chooses to break this confidentiality will be asked not to volunteer again.

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

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

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

Personal Property

Students must assume responsibility for personal property, sports equipment, and other items brought to school. These should be appropriately labelled. We strongly advise that

parents refrain from sending large amounts of money or valuable personal items such as iPods, MP3 players, cell phones or expensive toys with their children.

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

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

Portfolios

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

1. Are mostly selected by the student.
2. Show the process that has taken place to reach the final products, e.g. graphic organizers, writing drafts, trial and error experiences, journal entries.
3. Include student and/or teacher reflections on work samples, either in free form or through the generic reflection sheet.
4. Demonstrate the degree to which students have accomplished some of the attributes of the PYP/MYP Student Profile.
5. Are sent home at the end of each school year.

Recess

The importance of healthy eating habits and a balanced diet are emphasized in the school. Therefore, students should have a healthy snack in their snack boxes which is easy to eat. A piece of fruit and/or vegetable and a small sandwich is ideal.

Candy and sugared drinks are not permitted during the school day. These make the students hyperactive and do not lead to concentrated working habits.

Reporting and Grading

Formal reporting conferences are held twice each year. Parent/teacher conferences are held in the first term around November and provide an opportunity for teachers to discuss student progress.

In the final term, the school organises student-led portfolio conferences.

Since children are at the centre of all reporting, it follows that they should also be part of the reporting procedure. These conferences are formal reporting occasions where children are involved in discussing their work and their progress with their parents.

Students throughout the school, from Early Years up, prepare work to talk about in advance with the support and guidance of their class teacher.

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

Rubric assessment is used for feedback on student work and in the written reports. A written report is sent home at the end of each semester.

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

All grade levels receive the international report card, which have subject checklists. The Austrian report cards will only be distributed to students of PYP 4 and MYP 3. If your child attends **PYP 1 to PYP 3, PYP 5 and MYP 1 and 2** , and you would like to **additionally receive the Austrian report card, please inform your child’s homeroom teacher four weeks in advance.**

Subject Area Checklists

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

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

Number grades

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

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

Parents will be informed about the **MYP assessing and grading system** in an own workshop and/or parent evening.

Please note:

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

Student/Teacher/Parent Behaviour Essential Agreements

ANTON BRUCKNER INTERNATIONAL SCHOOL provides a supportive and friendly environment and our students are educated to be caring, courteous and considerate. School discipline policy communicated through the '4R's Common Cross School Language' for Behaviour Management.

Rights We have a right...	Responsibilities Our responsibilities are.....	Rules Our rules are that ...	Routines Our routines are that ...
To be treated with respect.	To be honest. To be considerate of others. To treat others with respect. To be a caring communicator	We listen to others and take turns when we speak. We use appropriate language.	We keep our class and our school clean and tidy. We are principled about our classroom duties

To be safe	To be responsible for our school, our belonging and those of others	We keep our hands to ourselves.	We move around the school in a safe, orderly and quiet manner.
To learn	To be committed to learning	We use English as our common classroom language	We are in the right place at the right time. We follow morning and afternoon routines in class, during breaks and on the playground.

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

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

Since the school year 2015/16 the ANTON BRUCKNER INTERNATIONAL SCHOOL Behaviour Policy is in place. It gives a clear summary of appropriate or inappropriate behaviour and its consequences. The Behaviour Policy can be found on the school's website.

School Property

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

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

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

Smoking on School Premises

Smoking and smoking of e-cigarettes is prohibited by law for students and teachers. If an incident is reported to the principal, the student will have to face the consequences of being suspended from school.

Summer Camp

During school holidays, the school offers a holiday programme at additional cost. Details of the schedule and the programme can be obtained from the Summer Camp Coordinator.

Toys from Home

There are days your child's class will have sharing days and teachers will notify parents as to what is appropriate (toys or other items) to bring for sharing.

If your child brings in a toy to play with during break times, we cannot be responsible for it. Guns, water pistols, electronic and war toys and other toys of destruction are not acceptable at our school. The school will accept no responsibility for the loss of 'Trading Cards' etc. and strongly discourage children from bringing these to school.

Toys which are used during lessons and distract a child will be taken away by the classroom teacher. The child can ask to get it back on the next morning only.

Teachers' Meeting

In case of any queries about your child's progress or personal issues please make an appointment directly with your child's teacher via SchoolUpdate.

Use of Technology at ABIS

All students at ABIS – PYP are required to bring their **own educational iPad**. Most parents order their child's iPad with Mc Werk. There your device will be configured as an edu-iPad. If you would like to would use own iPad, this must be reconfigured at McWerk.

The Ipads is an invaluable learning tool which prepares your child for the future.

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 life style. The school understands there are times when possession of a mobile phone can provide a sense of safety and security while travelling 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 and they have to be kept in the 'off' mode at all times.**
- 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 or 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.**

Final Thoughts

When you enrol your child at ANTON BRUCKNER, we as a staff assume the responsibility of giving you assistance with your child's unique needs. We will become the "parent for the day" in your absence. We will love and respect your child and help him/her grow spiritually, emotionally, socially, physically, and mentally. Your child will be given our maximum consideration as an individual. We will look after the health of your child while at school, and present a planned programme to provide a beneficial and educational experience.

Our goal is to provide high quality care in an atmosphere of love and respect that fosters growth in moral and spiritual values.

Thank you for sharing your child with us!