

HANDBOOK FOR PARENTS

A Guide to SALIS and the Austrian School System

Sophie Allen & Chesley Flannery



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The Austrian School System – A Glossary of Useful Terms

Austrian word	English word/concept (if applicable)	Definition or explanation
Administrator	roughly equivalent to a deputy head (UK) vice-principal (US)	The administrator, in addition to teaching some classes, has the job of organising the school timetable and arranging cover teaching. Mr Altinger's office can be found on the first floor, next to the Secretary.
AHS (see Bundesgymnasium/ Bundesrealgymnasium)		
BHS (Berufsbildende höhere Schule)	vocational school	School for students from the ages of 15-19 (Grades 9-13 in the Austrian system). The school trains its students and equips them with skills to work in a specific industry, trade or profession (e.g. hospitality, technical industry, financial services), but students also complete their education at this school with a <i>matura</i> qualification, which entitles them to study at a university or other institution for higher education if they choose to.
Benotung	grading	Students are graded in academic subjects from 1-5. 1 = Sehr gut (Very good; A) 2 = Gut (good; B) 3 = Befriedigend (satisfactory; C) 4 = Genügend (sufficient; D) 5 = Nicht genügend (insufficient; F; fail) Please note that the following definitions of the grades apply according to Austrian school law: “ Very Good ” means producing achievements to the extent that the student fulfils the requirements of the syllabus in the understanding and use of the subject matter and in the performance of the tasks to an extent that goes <u>far beyond</u> what is

		<p>essential and, where possible, the ability to independently apply the knowledge and ability to tasks that are novel to the student.</p> <p>“Good” means producing achievements to the extent that the student fulfils the requirements of the syllabus in the understanding and use of the subject matter and in the performance of the tasks to an extent that goes <u>beyond</u> what is essential.</p> <p>“Satisfactory” means achievements that fully comply with the requirements of the syllabus for the understanding and use of the subject matter, as well as the independent performance of tasks in the essential areas. In this process, deficiencies in the subject matter implementation are balanced by noticeable approaches to learner autonomy.</p> <p>“Sufficient” means achievements by which the student predominantly meets the requirements of the syllabus for the understanding and use of the subject matter and for the correct performance of the tasks in the essential areas.</p> <p>“Insufficient” means achievements in which the student does not even meet the requirements as defined in “sufficient”.</p>
Bundesgymnasium (also known as <i>Gymnasium</i> or <i>neusprachliches Gymnasium</i>)	state grammar school (UK) college preparatory high school (US)	<p>School for students from the ages of 10-18 (Grades 5-12 in the Austrian system). Students are selected on academic suitability, according to their grades in primary school (<i>Volksschule</i>) - only those with high grades are allowed to attend a Gymnasium. The focus in this type of school is on modern languages. See diagram below for information about languages offered at our school and from which class onwards they will be taught.</p>
Bundesrealgymnasium		<p>This type of school is very similar to that of the <i>Bundesgymnasium</i>, just that it focuses on sciences rather than languages. SALIS is part of the Austrian Gymnasium system.</p>
Christi Himmelfahrt	Ascension Day	<p>Religious holiday that almost always falls in May (moveable date, depending on when Easter Sunday falls). Always a Thursday.</p>
DaF (Deutsch als Fremdsprache)	German as a foreign language	<p>When starting at our school, all students must specify whether English or German is their stronger language. For those fluent in English (mother tongue, or strongest foreign language) but with limited German, attendance at “DaF” is compulsory in order to</p>

		meet language requirements in the <i>Gymnasium</i> (see languages and our SALIS Language Policy).
Dekan	dean of students	The SALIS Dean of Students and Cultural Affairs does not have a German equivalent as it is not a typical position for Austrian schools. The dean is a point person for the emotional, social, and academic transitions students and families encounter when moving into gymnasium and/or moving abroad. The dean works with the entire faculty to create and adhere to IB principles and policies and ensuring student success and well-being.
Direktor/in	headteacher (UK) principal (US)	Teacher with overall responsibility for the school, although it is unusual for him/her to teach any classes. Mr Zehentner's office can be found on the first floor, next to the Secretary.
Elternabend	parents' information evening	An evening towards the beginning of the school year (September or October). It is an opportunity for new subject teachers to be introduced, for information about (residential) school trips and workshops planned for the year to be shared with parents, and for parents to meet and get to know each other. Parents vote for a parent representative and a class treasurer.
Elternsprechtage	parents' evening (UK) parent-teacher night (AUS) parent-teacher conference (US)	This event takes place once a semester (usually in November and April). It is an opportunity for parents to book short (5min) appointments with their child's subject teachers, to be updated on their child's progress and to discuss any potential difficulties.
Fach (see Gegenstand)		
Fehlstunden	absences	Schools are legally required to keep a record of each student's attendance. Absences must be excused in writing (see WebUntis).
Feiertag	bank holiday (UK) public holiday; federal holiday (US) public holiday (AUS)	There are a lot of these in Austria! Many are religious holidays (Roman Catholic), although there are secular holidays too. See table below for dates 19/20. School is closed on these days.
Fenstertag (see "Zwickeltag")		
Ferien	holidays (UK) break (US)	
Freigegenstand	elective	This is an optional subject in which students receive a grade. Students will be informed at the beginning of the school year as to what is on offer and can sign up during the first school week. These classes will start at the beginning of October. In addition,

		through SALIS we can offer extra, fee-based, electives, such as a Chinese Mandarin language course, Astronomy and Astrophysics, and Yoga.
Fronleichnam	Corpus Christi	Religious holiday in May or June (moveable date). Always falls on a Thursday.
Frühwarnung	early warning	If your child is in danger of failing a subject i.e. their predicted grade at the end of the semester is a D or F, you will be informed of this in writing by the subject teacher. This is a requirement of Austrian school law, and the idea is for parents to come into school for a meeting with the teacher and the child to discuss ways to improve the child's chance of passing the subject. In our SALIS classes, a compulsory learning agreement will have to be signed between teachers, students and parents as soon as the student's performance falls below 70%.
Gegenstand	subject (e.g. English, geography...)	
Jahrgang	year group (UK) class (US)	All pupils across a school year taken together, regardless of "Klasse". "Class of 2024", to refer to all those completing their education in that year.
Klasse¹	Year (UK e.g. Year 7, Year 11...) Grade (US)	See table below for an explanation of the equivalents between Austria/UK/US. The real equivalent of the US word "grade" in German is "Schulstufe" (from 1-12, across all different schools). Informally, however, you will usually hear the word "Klasse" used. In the case of our gymnasium, the students begin in the "1. Klasse" (US 5th grade) and move up the school to the "8. Klasse" (US 12th grade).
Klasse²	form (UK) homeroom (class) (US)	This is the group of peers who your child will interact with most. Most subjects are taught in this group of around 28 students, although boys and girls are separated for P.E. In other subjects, teaching groups are assigned according to options (e.g. French or Latin). Depending on numbers, teaching groups might be created across two different <i>Klassen</i> .
Klassenkatalog	discipline record	The form teacher for every class keeps a discipline and behaviour record for every student. Concerns may include attendance and academic grades.

Klassenvorstand	form teacher (UK) homeroom teacher (US)	Nearly always one of your child's subject teachers, who is responsible for admin in the <i>Klasse</i> , and has the role of advisor/mentor teacher. This is the person whom you should contact first with any questions you might have.
Landesschulrat (or "Bildungsdirektion")	school system administration or the ministry of education	
Latein kurz/lang	Latin (short course / long course)	Latin is a compulsory subject in the Austrian grammar school (=Gymnasium) curriculum, but students can choose between a long course (6 years) or a short course (4 years). Students taking long course Latin begin it in the 3 rd grade and continue until the end of 8th grade. Students taking short course Latin begin it in the 5th grade and continue until the end of the 8th grade.
Lebende Fremdsprache	Modern Foreign Language	The modern foreign languages offered in our school are: English, German, French, Italian and Spanish. It will not be possible for your child to attend all of these classes; see the diagram below for more detail.
Leistungsbeurteilung	assessment	
Matura (see "Reifeprüfung")		
Maturastreich	senior prank; muck up day (US)	Students who are due to take their "Matura" (school-leaving) examinations traditionally play practical jokes and try to cause chaos on their last official day in school (in May). As this sometimes involves mess such as (washable) paint, it is advisable that students do not wear their favourite clothes on this day.
Mündliche Prüfung	Oral Examination	Most tests are written, but there are occasions when an oral examination is called for. If your child misses a test, the teacher might require him/her to be tested on the same material verbally. In this instance, a date is set. If a student is unlikely to pass in a given subject, (s)he is entitled, upon his/her express wish, to take an oral exam before the end of the year to try to improve his/her grade.
Nachmittagsbetreuung	(see TABE)	

Nachprüfung		If your child received a negative grade in a school subject, it may be necessary for him/her to sit a test in September of the following school year. Only if he/she passes this test, it is possible for him/her to progress to the next school grade.
neue Mittelschule	New Middle School	Not all children aged 10-14 attend a “Gymnasium”. It is also possible to attend a “Neue Mittelschule”, which does not select students on academic suitability. Some “Neue Mittelschulen” have a special focus on e.g. sport or music; to be accepted into such a programme, students would have to demonstrate their ability in this area.
Note (see “Benotung”)	mark, grade	
Osterferien	Easter holidays (UK) Easter break (US)	Austrian schools shut for the week before Easter and for the Monday and Tuesday following Easter Sunday. See table of holidays below.
Pflichtgegenstand	compulsory subject	Any subject that is included in the curriculum for a given school type and a given school grade (Lernstufe).
Pfingsten	Whitsun; Pentecost	This is religious holiday that falls in May or June. See table of holidays below.
Reifeprüfung (“Matura”)	Approximately equivalent to UK “A Levels” High School diploma (US) leaving certificate	A set of examinations taken at the end of a student’s time at <i>Gymnasium</i> , usually at age 18. Students who have successfully passed all the examinations making up this qualification are entitled to study at university. We do not expect international students joining us during the senior years to take the Austrian Matura in addition to the IB Diploma Programme.
Schularbeit	test	In some “core” subjects (Language A, all foreign languages, mathematics), final grades are to a considerable amount based on regular tests. There are three or four of these per subject in a given academic year. Information about test dates will be distributed at the beginning of the school year. This info sheet containing the dates must be signed by parents.
Schulautonomfreier Tag	school autonomous free day	The dates of most school holidays are set by the educational authorities. However, three days per year are chosen by schools individually. If you have children at more than one school, you may find that the autonomous days do not match up.

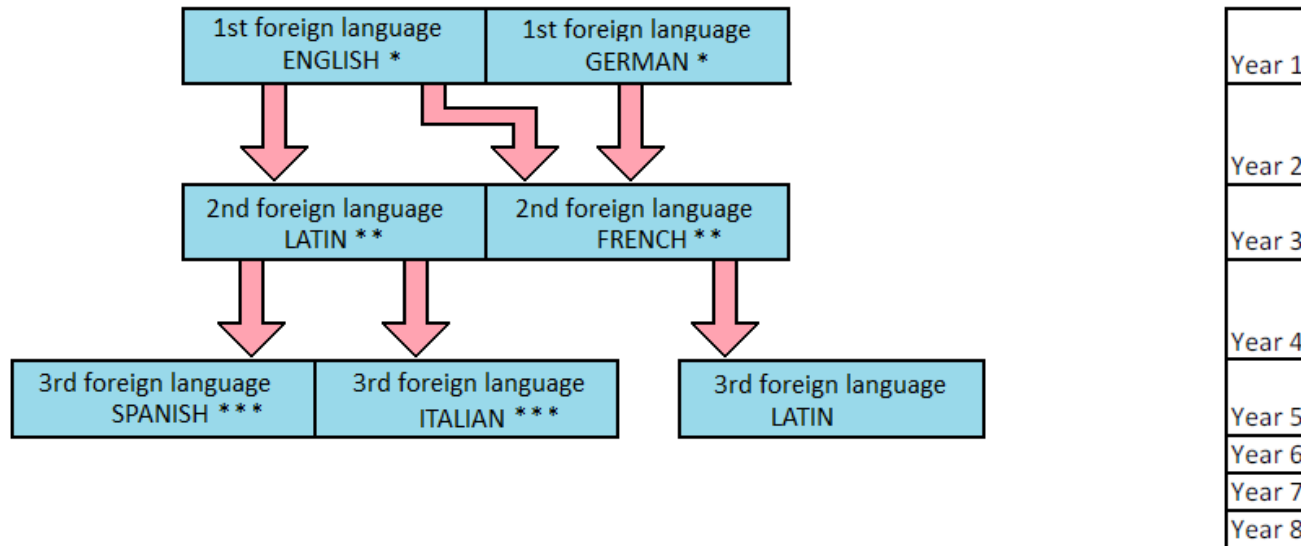
Schulnachricht	internal report card progress report (US)	At the end of the first semester/winter semester, students receive a progress grade in each of their subjects and a behaviour grade. The internal report card is not a legal document; it should give students and parents an idea of how they are progressing. The grades that the student receives at the end of the school year could be higher or lower than those in the internal report, depending on how he/she performs during 2 nd semester.
Schulstufe (see Klasse)		
Schulveranstaltung		Any residential or day trip, workshop or other activity where attendance is compulsory.
Semester	semester	The school year in Austria is organised into two assessment periods; however, the final grades in July take into consideration performance over the entire academic year. The winter semester runs from September to February, the summer semester from February to July.
Semesterferien	February half term (UK) semester break (US)	The winter and summer semesters are divided by a week's holiday. This varies between the different provinces or <i>Bundesländer</i> ; the holiday in Salzburg is always in the second full week of February. See table below for dates 19/20.
Sommerferien (also "Hauptferien")	Summer holidays (UK) Summer break (US)	The summer holidays in Austria are nine weeks long, usually running from the first Saturday in July until the second Sunday in September. See table below for dates 19/20.
Sprechstunde	consultation period, office hour	Every teacher has a dedicated hour each week when they are available to take phone calls or to meet parents in the school. Book appointments through WebUntis or email the teacher.
Stundenplan	timetable (UK) schedule (US)	
TABE or Tagesbetreuung	After School Care	Students in the Junior School have the opportunity to register for (fee-based) supervision in the afternoons. A hot meal is provided at a nearby venue (our school does not have cooking facilities), after which students have some relaxation time, before an hour of dedicated homework time. Supervision is provided by the teaching staff.

Test	test	Subjects which do not have <i>Schularbeiten</i> are still assessed in part by tests, usually one per semester. In German, they are referred to with the word “Test”, rather than “Schularbeit”. They are shorter than a <i>Schularbeit</i> (max 15min).
Unverbindliche Übung	elective	This is an optional subject in which students do not receive a grade (confirmation of participation). Students can choose from a list at the beginning of the school year.
Verhaltensnote	behaviour grade	In their report cards at the end of the semester, students will receive a “behaviour grade” alongside their academic grades. These are: Sehr zufriedenstellend (very good) Zufriedenstellend (satisfactory) Wenig zufriedenstellend (poor) Nicht zufriedenstellend (unacceptable)
VWA (vorwissenschaftliche Arbeit)	pre-academic essay/Extended Essay for IB	In the 7th grade, students choose a topic of personal interest about which they write an extended essay. These are presented in the 8 th grade. The work is supervised by a teacher advisor.
WebUntis		This is the name of the programme used for timetable administration and recording attendance. Your child will receive a login when they start at SALIS – please keep a record of their username and password. See FAQs for information about excusing absences.
Weihnachtsferien	Christmas holidays (UK)	
Wiederholungsprüfung (see “Nachprüfung”)		
Zeugnis	report card	At the end of the school year, students receive a report card with grades in each of their subjects and a behaviour grade. This report card is a legal document, and gives information about whether the student is entitled to progress to the next school grade. You will need to present this report card if you apply to a new school.
Zwickeltag		The word given to a day that falls between a weekend and a religious holiday. Schools are closed despite it being a normal work day.

School Systems Worldwide

Age (years)	Austria				UK		USA	
3-4	Kindergarten				Nursery		Nursery	
4-5					Reception		Pre-K	
5-6					Year 1	Primary School	Kindergarten	
6-7	1 st Grade	Volksschule			Year 2		1 st Grade	Elementary School
7-8	2 nd Grade				Year 3		2 nd Grade	
8-9	3 rd Grade				Year 4		3 rd Grade	
9-10	4 th Grade				Year 5		4 th Grade	
10-11	5 th Grade	SALIS* Year 1		Junior School (Unterstufe)	Year 6	Secondary School	5 th Grade	Middle School
11-12	6 th Grade	SALIS* Year 2			Year 7		6 th Grade	
12-13	7 th Grade	SALIS* Year 3			Year 8		7 th Grade	
13-14	8 th Grade	SALIS* Year 4			Year 9		8 th Grade	
14-15	9 th Grade	SALIS* Year 5	Pre-IB	Senior School (Oberstufe)	Year 10	GCSEs	9 th Grade	High School
15-16	10 th Grade	SALIS* Year 6			Year 11		10 th Grade	
16-17	11 th Grade	SALIS* Year 7	IBDP 1		Year 12	A-Levels / IB	11 th Grade	(Options for AP and IB)
17-18	12 th Grade	SALIS* Year 8	IBDP 2		Year 13		12 th Grade	
						College		

Language Options



* Will be offered at IB level in Years 7 & 8

** Highly likely to be offered as an IB option in Years 7 & 8

*** A minimum of one of the two languages will be offered; if a high level of interest is expressed for both languages, both Spanish and Italian will be offered.

Participation in three foreign languages, one of which must be Latin, is compulsory for all students.

IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

PRINCIPLED

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

KNOWLEDGEABLE

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

CARING

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

THINKERS

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

COMMUNICATOR

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

OPEN MINDED

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

INQUIRERS

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

REFLECTIVE

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

RISK-TAKER

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

BALANCED

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

The SALIS Academic Honor Policy

Every student, teacher, administrator, parent and guardian is a valued and trusted member of the SALIS community. In order to uphold the ideals inherent within the SALIS mission as an institution of high academic standards, global and cultural awareness, and personal reflection and growth, each member of the community must sign and date the following pledge at the beginning of every school year. During a student and family's time at SALIS, whether it be for just one semester or for all 8 years, this honor pledge will be the cornerstone for all SALIS procedures in and outside of the classroom, for all submitted assignments and projects, during examinations and sporting/extracurricular events, and in regards to signed documents, absences, and records.

The Honor Pledge is an expression of trust in students and in their willingness to uphold the ideals of the community. And, it is an expression of trust in the faculty to ensure a safe and measured platform for students to learn ways of preventing academic misconduct such as cheating, unauthorized use of technology, plagiarism, and forgery. Each year, students at SALIS receive a scaffolded approach to learning the proper use of credible sources, citation styles, and research practices, with the Academic Honesty Workshop focus years being 2I (6th), 5I (9th), and 7I (11th). Furthermore, all students participate in classroom activities, discussions, and procedures that foster a growth-mindset and personal awareness.

The Academic Honor pledge is a commitment made by students to uphold social and behavioral integrity when discussing difficult concepts in classes or during group work, while dealing with each other in hallways and common areas, and while representing SALIS out in the world. The Academic Honor policy is about learning to honor ourselves and others, accept responsibility, and take proactive measures to do the right thing.

The Honor Pledge of SALIS International School

As a member of the SALIS student body, I pledge to develop and uphold high standards of honesty and behavior; to strive for full intellectual and moral stature; to realize my social and academic responsibility in the community. I will not lie, cheat, plagiarize or be complicit with those who do, and I will encourage fellow students who commit honor offenses to acknowledge such offenses to their teacher. I make this pledge in the spirit of honor and trust.

Students in every class go through the honor code orientation within the first weeks of school. Form teachers discuss and witness students signing the pledge. The Honor Pledge will remain visible in each of the Form classrooms for the full year, coming down only to procure new student signatures, and can be referenced as needed by students and faculty alike. By reading these guidelines and terms, parents and guardians acknowledge that an honor code policy exists within SALIS International school and the reasons for it. Each parent recognizes his or her role as a community member for adhering to the policy and guiding the children toward just and sound choices in their growth and learning.

As the adults preparing and mentoring our children toward a successful future, we recognize our role as purveyors of academic and behavioral honesty.

Signed (print)_____

Signature_____ Date_____

Avoiding Academic Misconduct

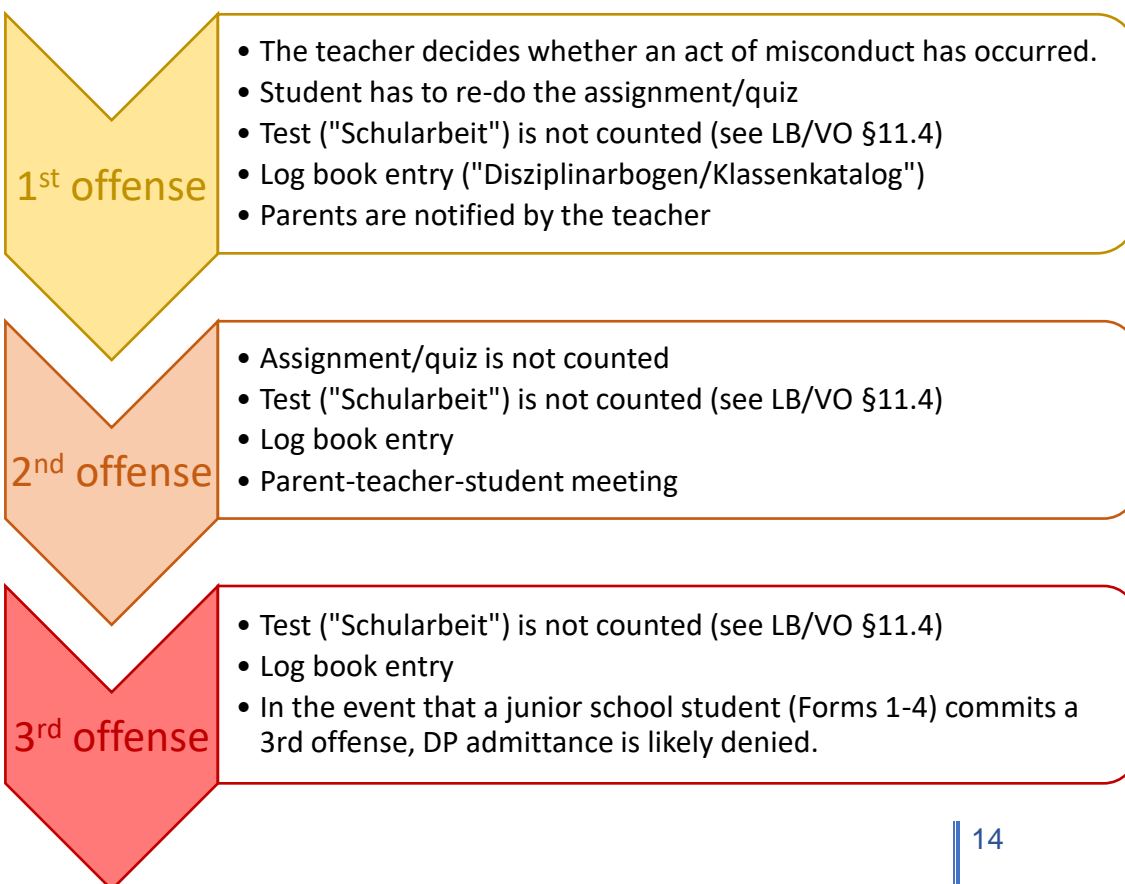
Do's

- As soon as you use ANY information from ANY resource, write down WHERE you got the information from in a way that you can find the original source again. This means write down the book title, author, and page number for print resources or the website name, article title, and URL for internet resources.
- Handle technology properly, such as saving your resources in two places (on your computer/laptop/tablet or USB or Cloud) will help you not lose any work or citation references.
- Keep a clear and organized schedule book/diary that includes study and homework time each day.
- Support your peers, but make sure everyone does his or her OWN work.

Don'ts

- Adopt unhealthy competitive attitudes that can lead to academic misconduct.
- Procrastinate!
- Conduct sloppy research techniques that can lead to plagiarism.
- Lack organization, such as losing your notes, assignment papers, and materials.
- Lose your sense of integrity and purpose for seeking an education.

In accordance with the SALIS Academic Honesty Policy, every effort is in place to teach students how to avoid academic misconduct. We also recognize that while students are in the junior school, unintentional mishaps with citation and research can and do happen. We want to reassure families and students that we treat these as teachable moments from which everyone can learn and grow. However, it is incumbent upon the school community that the following disciplinary steps are strictly enforced.



Frequently Asked Questions

1) Why does my child have fewer meeting times with subject teachers as compared to our home country?

We are aware that schools in some other countries have class schedules that meet at regular and perhaps more consistent times during the week. However, the Austrian school system requires between 30 to 32 hours per week, roughly 12 to 14 different classes per week, in order to meet curricular standards. Therefore, schedules are obviously more intensive.

Because students entering gymnasium are expected to possess both a desire and an aptitude for college-preparatory work, it is also expected that they have the maturity and responsibility to keep up with their schedules and their workload. The Austrian school system places a great deal of importance on nurturing every child's independence; thus, much of the onus to complete assignments on time and outside of class falls to the students themselves. It is essential that also parents support their child in becoming self-responsible learners.

2) Why does my child have to choose French/Latin in the 3rd class? I have heard there are schools where they don't have to take Latin at all.

SALIS is part of BG Zaunergasse, which is a state-run school and therefore obliged to follow the curriculum set down by the educational authorities. A *Bundesgymnasium* has a focus on foreign languages, and specifically, it requires all students to take Latin for at least four years of their education (short course Latin). Please see the table above for the language options at our school.

3) What happens when my child is not assigned to nor attending a class during particular periods in the day?

Students occasionally are scheduled a study period/study hall. This happens mainly due to linguistic challenges within their schedules. For instance, when a 1st year French student cannot take a 3rd year French class at the regularly scheduled time with his or her Klasse peers. During these times, students are asked to study individually or with peers in the main hall or the library. They are not allowed to leave the school premises. Should a student violate the rules, parents will be contacted and disciplinary procedures will begin accordingly.

4) How often can I expect a grade report?

The school posts and delivers grades 2 times a year—the Schulnachricht (internal report card) comes home in February. The final report card—the Zeugnis comes home to parents at the end of the school year. However, it is important to know that students and parents receive all exam dates at the beginning of both semesters, and these dates must be signed and returned to school promptly.

Every exam must be graded and returned to the students within 1 week of its administration for reflection, review, and corrections where applicable. Exam papers must be returned to the school. Parents and teachers should make contact to discuss the next steps students must take to improve if necessary.

Please continue to read answers for academic progress #5 and early warnings #6.

5) Whom should I contact if I want to talk about my child's academic progress in a particular subject?

Contact between parents and subject teachers is encouraged, particularly if you – as a parent – have concerns about your child's progress. Ask your child what the teacher's abbreviation is (it is usually the first four, sometimes three, letters of the teacher's family name.) The email address is the abbreviation, followed by @bgzaunergasse.at

Each student's final assessment grade is calculated based on major exams ("Schularbeit") and class participation. Participatory grades include, but are not limited to: essays, projects, homework, journals, reports, presentations, quizzes and "Tests", group work, class participation, seminar leadership, etc.

In the event that an academic plan needs to be set in motion, all stakeholders (the teacher/s, student, parents, the SALIS Deans of Student Affairs, and/or the Director) will meet to create a Learning Agreement for any subject of concern. The ARC program, free of costs, also exists for any student needing additional help and/or focused tutorials in many subjects. It is run by Mr Michael Windsperger. Students meet in the library three times per week for one hour. ARC hours are posted on the SALIS website and the library door.

6) What happens if my child gets a “Frühwarnung”?

“Frühwarnung” means “Early warning”. If you have received one of these from a subject teacher (e.g. Mathematics), it means that your child is currently working at a level and producing results that cannot be given a pass grade (grades 1-4, or A-D). Your child is therefore in danger of receiving a “5”, or “F”. If your child receives a 5 in his/her final report card at the end of the academic year (July), he or she may not be permitted to progress into the next class, and may have to repeat the year. Upon receiving a *Frühwarnung*, you should immediately contact the subject teacher in question and the Dean of Students to arrange a Learning Contract meeting.

An “Early Warning” is just that – a warning – and not a document to inform you that a decision has been taken and set in stone. The idea is for school, parents, and the student to work together to prevent the student from failing. It should not be seen as a punishment of any kind; it is in fact a legal requirement that schools must inform parents if their child is failing.

7) What should I do if I want to take my child out of school for e.g. a religious holiday or other family reasons?

It is a legal requirement in Austria for children to be in school on every school day of the year. Parents can request leave of absence for things like family funerals or other such occasions where an absence from school cannot be avoided. Otherwise, parents are not permitted to take their children out of school at their own discretion, and requests for leave of absence (from the form teacher for up to one day, and from the director for up to one week) are not always granted. If you consider your child’s absence from school to be justified, please contact the form teacher and/or the Principal.

8) Whom should I contact if my child misses school because of illness?

If your child is ill, late, or absent from school for any other reason, the procedure is as follows:

Please inform the form teacher by email or call the school secretary on 0662 439616 first thing in the morning. That way we will be informed and not worry that there has been an accident on the way to school.

When your child is healthy and back in school again, please go onto WebUntis (electronic class register) using his/her login details, print out the list of absences, sign it, and return it to the form teacher. This must be done within one week of the child being back at school; otherwise, the absence cannot be excused and shows up on the report

card at the end of the school year. Please see the step-by-step guide (with screenshots) for how to do this.

9) What should I do if my child has a doctor's appointment and needs to miss school?

Please send a note with your child to give to the subject teacher from whose lesson (s)he needs to be excused. When (s)he is back in school again, please follow the procedure in WebUntis as detailed above.

10) What happens if my child misses an exam (Schularbeit)?

It is important to stress again that the exam dates will come home at the beginning of the year and must be signed by a parent or guardian. To that end, everybody is aware that every precaution is expected to avoid missing an exam. Please remember that the final assessment is also based on these tests. There are three or four of them per subject in a given academic year. If an illness or other serious event occurs, the student will either forfeit the exam altogether, or (s)he must sit for a Mündliche Prüfung—oral exam—in an effort to bring up his or her grade while also ensuring fairness and equity within the class.

11) Will my child be academically on par with other international schools?

SALIS is legally required to conform to the Austrian curriculum for all core subjects. Thus, students have the opportunity to complete their high school requirements with both the Austrian Matura and the International Baccalaureate Diploma provided students are able to complete the requirements for both. The SALIS faculty is trained by the IBO, and professional development is a cornerstone to our reflection and improvement as educators. The IB Diploma Program officially begins for each student entering the 11th grade (7th form) and culminates at the end of 12th grade (8th form); however, the practices, depth of understanding, and rigor necessary for success in the IB is paramount to our pre-IB years and is reflected in our course outlines and methodologies throughout his or her years at SALIS.

12) What is the school's policy on bullying?

Quite simply, the policy for BG Zaunergasse and SALIS is that bullying in any form is neither tolerated nor dismissed. Transitioning into gymnasium is a difficult time for children to be sure, but we work hard to create a community environment that is supportive, culturally aware, and free from aggressive behaviours. It is also important to

establish an understanding between bullying and teasing. While neither feels very good for the receiver, we must assess every incident on a case by case basis. It is also important to note that the IB Learner Profile encompasses our daily teaching practices and communication efforts, and we have several systems in place for continued growth and experience (for example the BG Zaunergasse “Buddy System”).

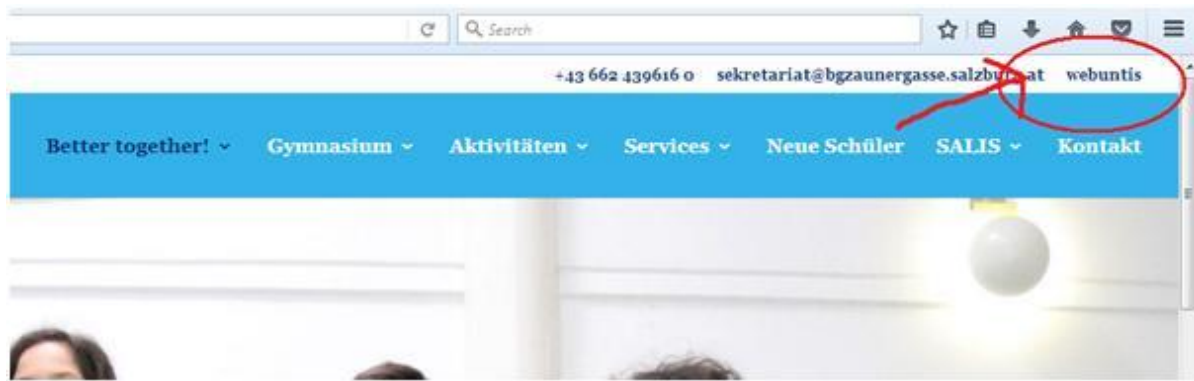
For concerns of this nature, your first point of contact is always the *Klassenvorstand* (form teacher/homeroom teacher) and then the SALIS Dean of Students and Cultural Affairs. We take restorative justice very seriously and want to ensure that all members in the community feel safe, heard, and supported. Immediate disciplinary measures begin for any student guilty of inappropriate behaviours and all stakeholders must sit for a disciplinary hearing to create a plan of action going forward. Every effort is made to repair and restore the community when possible, but infractions are permanently recorded in the guilty party’s disciplinary record.

How to view and print unexcused absences in WebUntis

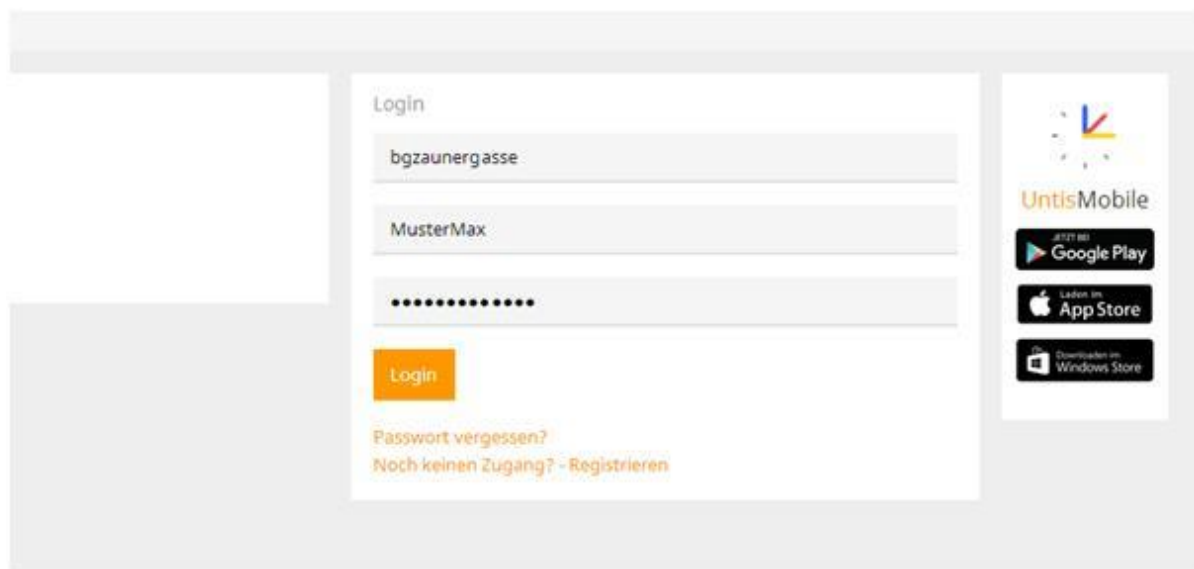
1) Go to the school website / Gehen Sie auf die School Homepage.

<https://www.bgzaunergasse.at/>

2) Click on “webuntis”. / Klicken Sie auf „webuntis“.



3) Enter the student's username and password. / Geben Sie den Benutzernamen und Passwort des Schüler/der Schülerin ein.



4) Click on the book icon. / Klicken Sie auf das Buchsymbol.

The screenshot shows the WebUntis interface for BG Salzburg Zaunergasse. The top bar displays the school name and address. Below it, the date 'Today 01/26/2018' is shown. The left sidebar contains icons for various functions, with the book icon (representing the timetable) circled in red. A red arrow points from the 'Today' date bar to this icon. The main area displays a timetable table with columns for Period (Prd.), Subject, Teacher, and Room.

Prd.	Subject	Teacher	Room
1	M	ENHU	R11
2	GG	ENHU	R11
3	E	ALLE	R11
4	AE	ALLE	R11
5	TEW	HOSP	RWR
6	TEW	HOSP	RWR

5) In this example, the reason for absence is known because the parents rang the secretary's office. Click on the arrow in the top right-hand corner. / In diesem Beispiel ist der Grund für die Abwesenheit bekannt, da die Eltern beim Sekretariat angerufen haben. Klicken Sie auf den Pfeil rechts oben.

The screenshot shows the 'My data' section of the WebUntis interface. It features a header with the school name and address. Below the header, there are sections for 'Open absences' and 'Class services'. The 'Open absences' section shows a table of absences with columns for date, time, and reason. A red circle highlights an arrow icon in the top right corner of this section. The 'Class services' section shows a list of services, with a note indicating 'No class services'.

Th	11/30 7:50 AM	to Th	11/30 8:35 AM	Sonstige Gründe	Steht im Stau und kommen ca. 1 Std. später.

6) Here you can see all the absences from this school year, because the date has been set as the first day of the school year. One absence is not yet excused. Click on “Print letters of excuse”.

Hier sehen Sie alle Abwesenheiten für das Schuljahr, weil das Datum als erste Schultag gesetzt ist. Eine Abwesenheit ist noch offen. Klicken Sie auf „Print letters of excuse“.

My absences Time absent

← 09/11/2017 → School year Excuse status

Fr	To	Reason of absence	Status	Text
Th 01/18 7:50 AM	to Mo 01/22 6:40 PM	Krankheit	entschuldig	Mail Mutter_Fieber
Tu 12/19 7:50 AM	to Tu 12/19 6:40 PM	Krankheit	entschuldig	
Mo 12/18 7:50 AM	to Mo 12/18 6:40 PM	Krankheit	entschuldig	
Th 11/30 7:50 AM	to Th 11/30 8:35 AM	Sonstige Gründe	offen	Steht im Stau un kommen ca. 1 Std. später.
Fr 11/24 7:50 AM	to Fr 11/24 6:40 PM	Freistellung	entschuldig	
We 11/08 7:50 AM	to We 11/08 8:00 AM	Sonstige Gründe	entschuldig	Wg. Autopanne
Tu 10/17 7:50 AM	to Tu 10/17 6:40 PM	Krankheit	entschuldig	Email Mutter

Print letters of excuse

7) Print, sign, give to form teacher. / Ausdrucken, unterschreiben, beim Klassenvorstand abgeben.

BG SALZBURG ZAUNERGASSE
A-5020, ZAUNERGASSE 3
School year : 2017/2018

Excuse for the absence from the lessons:

Name: [REDACTED]		Class: 11	
Class teacher: Mag. Allen Sophie			
Sep 11, 2017 - Jul 8, 2018			
Date	Periods	Per of Abs	Reason of absence
Nov 30, 2017	1	0:45	Sonstige Gründe
Total	1	0:45	

Date

Signature (legal counsellor/self)