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# Parent & Student Handbook

## DIRECTOR'S MESSAGE

Dear EISB Community,

Welcome to the English International School of Bratislava, a holistic learning center which addresses the issue of how to prepare students for a modern world.

As a high-academic institution, we understand the demands of world-wide academia and what is required for advancement. At EISB, we do more than prepare students for exams, we prepare learners for future success and happiness by developing the following core competencies:

-  Learning how to Learn
-  Learning how to Think
-  Learning how to Reason
-  Learning how to Communicate

These 4 competencies are integrated in everything we do, regardless of program. Therefore, we are less concerned with what a student knows, and more focused on what they can accomplish with that knowledge, aiming to help students develop portfolios of experience.

With this approach, learners will find themselves better prepared for whatever the future has in store.

At EISB we believe all are learners and are focused on the development of all community members: students, staff, and families. Therefore, we offer learning opportunities for all.

On the following pages you'll find important information on how to get the most of your EISB experience.

We're very glad you've decided to join us and look forward to getting to know you and your family better.

Jaymes R. Regualos  
Education Director

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# VISION & MISSION STATEMENT

## EISB Vision Statement

EISB seeks to provide its students with the learning habits, skills and dispositions to succeed at higher levels worldwide through learner-centered education using modern educational teaching methods taking advantage of holistic learning opportunities. The school aims to be universally recognized for its effective and innovative educational programs that enable each member of the learning community to achieve his or her highest potential.

## EISB Mission Statement

EISB is an English-speaking, innovative international school which delivers a very high-quality, university-preparatory skills-based education to a diverse, international group of students in an empowering environment of creativity and discovery, which inspires a passion for learning, fosters a sense of wonder and curiosity, and teaches responsible global citizenship.

## IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## American Academy Statement

American Academy is a school that educates leaders for the future. With our unique blend of American style curriculum and project-based learning, we teach students information, and more importantly, how to think creatively and use what they know. Our students learn skills they will use in their future workplaces: collaboration, making presentations, analyzing data, working with people from all over the world, problem solving and thinking outside the box.

## TIMETABLES & SCHEDULES

Primary	Lesson	Secondary
7.30	Drop Off	7.30
8.00	School Zone Opens	8.00
8.15	Registration	8.15
8.30	1	8.30
9.15	2	9.20
10.00	Break	10.05
10.25	3	10.25
11.15	4	11.15
12.00	Primary Lunch / 5	12.05
12.50	5/ Academy Lunch	12.50
13.45	6	13.30
14.30	7	14.15
15.00	Clubs	15.00
>17.00	After School Care	

## OFFICE HOURS

**M-F 8.00 – 16.00**, except national holidays

School Calendar - available on the home page:  
[www.eisbratislava.org](http://www.eisbratislava.org) > Our School > Calendar

<b>Contacts</b>	
Educational Director	<b>Jaymes Regualos</b>
Slovak Director/Riaditel	<b>Gabriel Kalna</b>
Marketing Director	<b>Natália Viteková</b>
Office Staff	<b>David Mišun Jana Čižmáriková Ľubica Planková</b>
American Academy Director	<b>Andrés Morales</b>
Diploma Coordinator	<b>Ilias Makryniotis</b>
MYP Coordinator	<b>Lisa Kerwin</b>
PYP Coordinator	<b>Karolina Bremont</b>
Physical Education/Sports	<b>Jacob Ingram</b>
Counseling	<b>Thomas Beadle</b>
Head of Science/Math Department	<b>Svetlana Drozda</b>

# SCHOOL CALENDAR

## English International School of Bratislava

### 2022-2023

#### Academic Year Calendar



August 22						
M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 22						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 22						
M	Tu	W	Th	F	Sa	Su
		1	2			
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 22						
M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 22						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 23						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 23						
M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 23						
M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 23						
M	Tu	W	Th	F	Sa	Su
			1	2		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 23						
M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 23						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 23						
M	Tu	W	Th	F	Sa	Su
			1	2		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 23						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 23						
M	Tu	W	Th	F	Sa	Su
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

#### Dates to Remember

Public Holidays	_____
School Holidays	_____

30-31 Aug	New Student Orientation
2 sept	First Day of School
24-31 Oct	Fall Break
21 Dec - 6 Jan	Christmas Break
30-Jan	In-Service Day (no lessons)
20-26 Feb	Winter Break
6 - 14 Apr	Easter Break
23-Jun	Last Day of School

Events	
7-9 Sept	Upper Primary Camp
12-14 Sept	AA/IB Academy Camp

30-Jan	Recognition Day
16-Jun	Graduation
23-Jun	Recognition Day



# CONTACTS

<b>Class Teachers</b>	
Early Years Pre-School / Year 1	<b>Teresa Schlosser Eva Marcinova Chariss Biensky</b>
Year 2	<b>Rachel Tansey</b>
Year 3	<b>Karolina Bremont</b>
Year 4	<b>Yasmin Zeitoun</b>
Year 5	<b>Jim Clipp</b>
Year 6	<b>Chris Eley</b>
Year 7	<b>Lisa Kerwin Jesus Francisco Buitrago Mantilla</b>
Year 8	<b>Roman Liptak Katarina Sedlakova</b>
Year 9	<b>Maria Fomitsenko Jacob Ingram</b>
Year 10	<b>Svetlana Drozda Martin Feussner</b>
Year 11	<b>Ilias Makryniotis Merna Yousef</b>
Year 12	<b>Oliver Andrew Thomas Beadle</b>
Year 13/14	<b>Jana Fecova Michaela Bariakova</b>



# SCHOOL LIFE

## Academics

Primary		IB	
Early Years	Pre-School Year 1		
Early Primary	Year 2 Year 3	PYP 1 PYP 2	
Upper Primary	Year 4 Year 5 Year 6	PYP 3 PYP 4 PYP 5	
Academy		IB	American Academy
Middle School	Year 7 Year 8 Year 9	MYP 1 MYP2 MYP3	Grade 6 Grade 7 Grade 8
Upper School	Year 10 Year 11 Year 12 Year 13	MYP 4 MYP 5 DP1 DP2	Grade 9 Grade 10 Grade 11 Grade 12

# SCHOOL LIFE

## Early Years program

### PreSchool - Ages 3-4 Early Childhood development.

EISB Pre-School focuses on school readiness of children developing physical, social, cognitive and language skills in an international English-speaking environment.

### Primary (Years 1-6) IB Primary Years Programme

EISB Primary is a 6-year academic and holistic program with the goal of developing *Independent Learners*.

Taking the benefits of the Information Age, the Classical content-based approach of memorizing facts has evolved to our skills-based approach of applying knowledge through projects to accomplish goals enabling students to do amazing things.

Over the course of the Primary program, students develop a deeper understanding of information demonstrated by a grasp of EISB's four pillars of Modern Education

#### **The Primary has 2 distinct parts:**

Early Primary - (Year 1- Year 3) focused on building strong foundations of learning

Upper Primary – (Year 4-6) focused on the development of Independent Learners.

## Academy

The EISB Academy includes both Middle School and Upper School, and offers the choice of 2 academic programs.

One based on the **International Baccalaureate (IB)**, including the Middle Years Programme (MYP) and Diploma Programme (DP). The IB offers one of the most competitive diplomas worldwide, preparing learners to be happy and successful in a modern world that is currently unknown, undefined and ever-changing.

From 2022, EISB also offers the **American Academy** program, which is a US curriculum providing a US Diploma.

All EISB students also have an added third Diploma option, the Slovak Maturita.

Regardless of program, with input from universities, business leaders and educators, EISB is dedicated to continually providing productive and effective education for this modern age by developing the attributes of accomplished learners.

Our academy teaches and coaches beyond tests, providing learners with opportunities to build portfolios of work in order to show future universities or employers tangible evidence of their potential. This alone offers EISB graduates a competitive advantage.

**SEN** – EISB’s program for students with special educational needs is being developed to take a SMART approach of the schools Modern educational learning goals, allowing for both integration and individual learning with the goal of raising the potential for independency and skill development.

Currently, the program relies solely on special assistance. Typically, this assistance will be external from school staff and costs involved will be the responsibility of the parent. If it is determined, even with assistance, that EISB is not equipped to support the child’s development or that there is risk to other students, EISB will meet with the parents to make alternative arrangements.

## Living Support

As part of the EISB community, it is important that all of our foreign teachers, staff, students and families are able to spend time and energy on the reasons they are here, rather than how to function and live in a foreign country. Therefore, through the community, we provide services and support in terms of Expat coaches and relocation specialists, community organizers, translation, visa support, etc.

## Extra- Curricular

**Clubs/Sports** – EISB’s Clubs program offers extra-curricular courses for students to develop skills in specified areas. The range of clubs is limited only to interest as students and parents are encouraged to share their educational preferences. Clubs are provided by school staff, external organizations/individuals and EISB parents. Multiple offers for both Primary and Academy students are available including: sports, music, robotics, science, languages, coding, arts, floral design, culture, history, maths, fitness, etc. Clubs can be for groups or individuals based on request.

Registration for Clubs can be done directly on Edupage at the beginning of each semester.

**Masterclasses** – Clubs/seminars for adults. The classes are offered based on requests from the community. If there is a Masterclass you’d be interested in which is not yet offered, simply share your request with the school.

## PTA

EISB’s Parents Association and PTA are focused on the continual development of the overall EISB experience not only for students, but for the whole community, providing support for the whole family. The school encourages family involvement in ways that benefit the entire family’s experience as members of EISB. The PTA can be contacted at: [eisb.pa@gmail.com](mailto:eisb.pa@gmail.com)

## Culture Weeks

Culture Weeks is a wonderful program for the whole EISB community, which allows each culture an entire week to promote, share, and celebrate various aspects of their culture. How each culture uses a week is up to their own creativity. There is no set program. Past activities included: presentations at assemblies, lesson plans, crafts, cooking classes, ethnic food, holiday celebrations, dress-up days for students, traditional dances, school lunches, musical presentations etc. It is common to involve embassies, culture houses, community groups, restaurants and stores regardless of their affiliation with EISB.

## New Family Support

As part of the EISB community, it is important that all of our foreign teachers, staff, students and families are able to spend time and energy on the reasons they are here, rather than how to function and live in a foreign country. Therefore, through the community, we provide services and support in terms of expat coaches and relocation specialists, community organizers, translation, visa support, etc.

## DROP OFF/PICK UP

On school mornings from 7.30 – 8.15 the front gates are open. When possible the second gate along Strukova ul. can also be used as a drop-off point. Parking in front of the gates or along the fence is not allowed, except in designated parking areas. Students must “chip in” upon arrival and “chip out” when leaving.

Gates are again opened at 14.15 to pick up students. Again, there is no parking in front of the gate or along the fence except in designated parking areas.

Students under the age of 16 who are leaving alone, must have parent permission registered in the office.

Academy students in the Upper School (from Year 10/Grade 9) are allowed to leave campus during their lunch break with parent permission. Students taking advantage of this option must be registered in the office.

## CODE OF CONDUCT

Student success at EISB is based on 2 principles: 1) Participation and 2) Respecting limits.

EISB teaching staff are willing and eager to help all students discover and raise their potential. We truly believe that when students are enabled, amazing things happen. These 2 principles are established to put teachers and students in a position to support student development, creating a learning environment that is both empowering and safe.










Just as our teaching is student-centered, so then are policies that encourage and protect. These policies are set by classrooms to meet both group and individual developmental goals, then by departments and finally overall by the school.

Continued failure to meet standards will be a verbal warning to the student, followed by informal communication with parents on ways to help the student. If the behavior is not corrected, then a formal meeting with parents will be requested, accompanied by an official letter that will be added to the student’s permanent record.

# CODE OF CONDUCT











## Students

In line with our Mission and Core Values, we aim to develop in each student a global outlook that seeks to understand and appreciate the attitudes and values of others. In order to create a learning culture that supports this aim as well as ensuring each student is learning to their full potential, we ask that students are mindful of the expectations we have of them.

-  Students will be courteous and respectful to all members of the school and wider community and will follow the school rules of behavior in the classroom, around and in the vicinity of the school, while on school transport and on educational visits.
-  Students will maintain these levels of courtesy and respect in their dealings with members of the school community both on and off the school campus - whether in person, in writing, by telephone or online.
-  Students will be welcoming and helpful to all fellow students.
-  Students will be present for the full school year and will be punctual to all lessons.
-  Students will seek to achieve to the highest level and be up-to-date with their learning at all times.
-  Students will actively seek to understand and appreciate the variety of cultures represented at EISB.
-  Students will participate in all school assignments and acknowledge all sources used to produce these assignments.
-  Students will use information technology at school for purposes of academic work.
-  Students will help to maintain a healthy, clean and safe environment at EISB.




## Parents

Parents and teachers have a shared responsibility for the education of our school's students. It is essential that we all work together towards this and that we support each other. To help make this possible, we need to know what we can expect from one another. The points below are our major expectations of you as parents, on which we need your agreement if your child is enrolled at this school.

-  To ensure that students attend for the full school year, without taking unauthorized absences during term time.
-  To understand the overall educational approach and work with the teachers in how to support your child's development.
-  To ensure that your child is punctual reaching school.
-  To submit Absence Notes of any absence from school including late arrival or early dismissal.
-  To avoid taking students out of school in term time unless previously arranged (emergencies, unavoidable domestic reasons such as visa issues, funerals etc). And assure that missing work is completed on time.
-  To accept and support the school's codes of expectations and its behavior and disciplinary policies.
-  To ensure that your child takes part in all educational visits.
-  To support the extra-curricular programs/events by permitting and encouraging your child to participate.
-  To not confront other's children if there is a conflict; rather, contact the Class Teacher or parent.
-  To make every effort to attend parent-teacher, informational and administrative meetings, thereby staying up to date with the school concerning your child's progress.

## LANGUAGE POLICY

EISB campus is an English language-focused campus. Once inside the gates, students and parents should use English as the language to communicate. Exceptions to this include:

-  Translation needs
-  Academic purposes
-  Communicating with non-English speakers off campus

The language of instruction at EISB is English, however English is not a barrier to entry in most cases. Therefore, those that need extra support will be placed into English support classes until it is determined unnecessary. In extreme cases, it may be recommended that students receive extra language support outside of school. While on English support, students may be exempt from grades. It can happen in extreme cases, that EISB will recommend a different course of study for a student if progress isn't realized in an acceptable amount of time.

## ATTENDANCE POLICY

At EISB, participation is key to student growth. Regardless if lessons are in class, online or external - independent learning is expected and completing tasks AS DESIGNED is required. This includes: teamwork hours, reading amounts, length of writing, number of sources cited, and so on. Because the focus is on development of learning skills, missing lessons and not completing tasks as assigned works against a student's development potential.

All students receive a **School Chip**, a device for electronically registering their attendance. When entering or exiting the school, all students are required to "chip

in" at the reception desk. This will register the student on Edupage and notification will be forwarded to the parent's account.

All registered students are expected to attend every lesson throughout the school year **on time**, dressed appropriately and with **required materials**. Students who are not in attendance at the start of the lesson will be marked absent. (Parents will be notified through Edupage).

Should a student arrive late, their status will be changed to Late on Edupage

When students are absent from lessons, parents are asked to notify the school through Edupage by submitting an [Absence Note](#). This will inform the school and respective teachers.

Generally, excused absences and tardies are either situations outside the control of students or parents or pre-arranged/ approved events, and they work to that minimum. Unexcused absences and tardies are in control of students/parents and work against the minimum. Frequent unexcused absences may require the student to repeat the course and/or the year.

Examples of excused absences: medical reasons, family emergencies, pre-arranged participation in off-campus events (sport, arts, competitions, etc.), extreme traffic issues

Examples of unexcused absences: Any absence not covered by an Absence Note in Edupage, sleeping late, extended holiday.

For excused absences, accommodations will be made for the student to complete work, make up tests, etc. Accommodations will not be made for unexcused absences. In both cases, however, it is expected for students to keep up with any missing work.

If a student is out of school with an illness for more than 5 days, a doctor's note is required.

Family trips should be planned to coincide with the EISB School Calendar. Absences during lesson times will be authorized only in exceptional cases. Frequent or prolonged absences will be reviewed, and parents will be asked to meet with school. An unexcused absence is one where there is no **approved** reason given for the absence.

Absences for early departures and late returns from holidays will not be authorized. Parents should note that all absences – excused or unexcused – are subtracted from the students' attendance.

Should Absences (excused or unexcused) or Late notices become excessive, parents will be asked to come in for a meeting. Should it continue, notification will go into the student's permanent record.

## IT POLICY

A key part of learning at EISB is recognizing that we currently live in a knowledge-based society. Students today have more access to more information than ever before and we aim to prepare students to be successful in the information age, which is the basis for the EISB 4 Pillars of Modern Education.

Therefore, students will require access to the internet and have available devices to process and apply the information in productive ways that support learning. Although the school provides such devices for students to use, it is also allowed for students to use their own. It is expected that all Academy Students use their own devices.

That said, devices (computers, tablets, phones, watches even calculators) are not allowed to be used in school during the day without permission from their teacher. Even with permission, students are only allowed use for the stated purposes allowed. Academy students can use devices during lunch, except in the canteen.

Violation of this policy will first be a warning. A second warning, the student will lose the privilege and can pick up the device from his/her class teacher at the end of the school day when leaving school. Continued violation of the policy, the student will lose device privileges completely.

Therefore, we kindly ask parents to not contact their children through their devices during the school day. If there is a need for communication, please do so through the class teacher.

## LATE ARRIVAL

It is important to note that from 8.15 – 14.30 during lessons the school gates are closed. Late arrivals will need to use the buzzer at the gate to be let in, and should then "chip in" and register at the office.

## VISITORS

Only authorized school staff and students are allowed to be in the **School Zone** during school hours, including club times. School visitation is possible by request or invitation by authorized school personnel. All visitors must register at the office and have a Visitor's Pass and/or escort.

## COMMUNICATION

There are multiple ways that communication happens at EISB including: Edupage, email, newsletters, the website, and social media. To help streamline the process, please adhere to the following:

**Class Teachers** – Anything regarding your children, classes, lessons, student activities; **the first point of contact is your Class Teacher** (see Contact above). If there is a need to speak with someone else or if you are unsure who to contact regarding your issues, your class teacher will inform you who would be the best person to contact. Teachers can be contacted directly through Edupage.

### Communication

**Edupage** – EISB's primary form of communication will be through Edupage. This includes communication with teachers, homework, absences and sometime soon, lunch. For more information on using Edupage use the following links

[Parents](#)

[Students](#)

**Office** – If you have issues on a more administrative basis (i.e. registration, finances, contracts, updating information etc), then please contact the office. Again, if you have concerns that are not in the competence of the Office staff, they will inform you as to who to contact. Office contact can be by phone, email or in person.

**Marketing** – All other issues can be addressed directly to Marketing via Natalia Vitekova

**Parent-Teacher Meetings** – these formal meetings will be offered twice a year, usually once in the fall and once in the spring. However, parents are welcome to share concerns with teachers outside of these times as well. Appointments with teachers can be made via Edupage.

**Website** – regular updates on School News are posted on the school **WEBSITE**. Here you'll find Upcoming events, Calendar, posts about student achievement, educational approaches, covid-19 updates and family news.

**Social Media** – EISB has social media networks on Facebook, Instagram and LinkedIn



## EMERGENCIES

### Medical Emergency

In case of a medical emergency or illness, the school will contact the parents; students will be kept in a first aid room until the parents collect them. In case of an extreme medical emergency, the student will be taken to the nearest hospital normally by ambulance following an emergency service call from the school.

Parents will be kept notified at all times.

### Emergency Closure

If the school must be closed at short notice for any reason, every effort will be made to contact all parents by Edupage. A notice will also be sent via email.

Please ensure that the school office has your updated contact information so that we can contact all parents quickly in case of emergencies.

## CANTEEN

The school's canteen service provides hot lunches as well as snacks on request. The canteen is managed by an Euphoria Daily and information can be found on their website: [www.euphoriadaily.sk](http://www.euphoriadaily.sk). Schedules, lunch cancellation and payment information can be accessed through the Edupage app.

## SCHOOL ZONE