



Middle School Year 7, 8, 9 Student/Parent Handbook 2024 – 2025

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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 top 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 more than simply grades.

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

VISION MISSION

Mission Statement

The English International School of Bratislava is an English-speaking, innovative international school which delivers a skills-based, university & professional preparatory 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.

Vision: The vision of the English International School of Bratislava is to be universally recognized for its effective and innovative educational programs that foster and demonstrate market-ready skills to be successful at the next level.

International Baccalaureate (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 of Bratislava is based on principles of choice and opportunity, preparing students of today to lead in a world that is ever changing by developing skills in learning, thinking, reasoning and communication.

Students choose their educational program according to their interests aligned with academic or professional goals and encouraged to participate beyond the classroom making their learning both productive and effective.

STATEMENT ON PRINCIPLES OF FREE EXPRESSION

Because EISB is committed to free and open inquiry in all matters, it guarantees all members of the EISB community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of EISB, EISB fully respects and supports the freedom of all members of the EISB community “to discuss any problem that presents itself.”

Of course, the ideas of different members of the EISB community will often and quite naturally conflict. But it is not the proper role of the EISB to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the EISB greatly values civility, and although all members of the EISB community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The EISB may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the EISB. In addition, the EISB may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the EISB. But these are narrow exceptions to the general principle

of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the EISB’s commitment to a completely free and open discussion of ideas.

In a word, the EISB’s fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the EISB community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the EISB community, not for the EISB as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the EISB community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the EISB’s educational mission.

As a corollary to EISB’s commitment to protect and promote free expression, members of the EISB community must also act in conformity with the principle of free expression. Although members of the EISB community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe.

To this end, the EISB has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

SCHOOL INFORMATION

School Hours/Closures and Emergency Procedures

Office hours: M-F 7.30 - 17.00, except National Holidays

English International School of Bratislava

2024-2025

Academic Year Calendar



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

November 24						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

December 24						
M	Tu	W	Th	F	Sa	Su
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 25						
M	Tu	W	Th	F	Sa	Su
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February 25						
M	Tu	W	Th	F	Sa	Su
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17	18	19	20	21	22	23
24	25	26	27	28		

March 25						
M	Tu	W	Th	F	Sa	Su
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 25						
M	Tu	W	Th	F	Sa	Su
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30	31					

May 25						
M	Tu	W	Th	F	Sa	Su
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June 25						
M	Tu	W	Th	F	Sa	Su
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July 25						
M	Tu	W	Th	F	Sa	Su
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 25						
M	Tu	W	Th	F	Sa	Su
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 25						
M	Tu	W	Th	F	Sa	Su
						1
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23	24	25	26	27	28	29
30						

Dates to Remember

	Public Holidays
	School Holidays

30-Aug	New Student Orientation
2 sept	First Day of School
28 Oct. - 1 Nov	Fall Break
21 Dec - 6 Jan	Christmas Break
31-Jan	In-Service Day (no lessons)
24 -28 Feb	Break
17-25 April	Easter Break
27-Jun	Last Day of School

Events	
Sept - TBA	Fall Camps
11-15 Nov	Fall Parent Conferences
30-Jan	Recognition Day
31-Jan	In Service
Apr - TBA	Spring Parent Conferences
13-Jun	Graduation
27-Jun	Recognition Day

EMERGENCIES

Medical Emergency

In case of a medical emergency or illness, the school will contact the parents; students will be in reception or 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.

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



CONTACTS

Contacts	
Educational Director	Jaymes Regualos
Slovak Director/Riaditel	Gabriel Kalna
Marketing Director	Natália Viteková
Admissions/Sales Manager	Ľubica Planková
Office Staff	Adrian Lysak Jana Čižmáriková
Head of Early Years	Teresa Schlosser
Head of Primary	Chris Eley
Head of Middle School	Thomas Beadle
American Academy Deputy Director	Jacob Ingram
IB Diploma Coordinator	Dr. Martin Hahn
MYP Coordinator	Roman Liptak
PYP Coordinator	Karolina Bremont
Psychologist	Zuzana Elhesny
Guidance Counselling	Thomas Beadle
Foreign Language Coordinator	Francisco Navarro
Head of ARTS Department	Jana Fecova
Head of Science/Math Department	Svetlana Drozda

TIMETABLES & SCHEDULES

Primary	Lesson	Secondary Middle School/ High School
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/ 3	10.10
10.25	3 / Break	10.55
11.15	4	11.10
12.00	Primary Lunch /5	12.00
12.50	5/ Middle School Lunch/ 6	12.50
13.45	6 / Upper School Lunch	13.35
14.30	7	14.15
15.00	Clubs	15.00
>17.00	After School Care	

DEPARTMENTS

		IB Program	American Academy
Middle School	Year 7	MYP 1	Grade 6
	Year 8	MYP2	Grade 7
	Year 9	MYP3	Grade 8
High School	Year 10	MYP 4	Grade 9
	Year 11	MYP 5	Grade 10
	Year 12	DP1	Grade 11
	Year 13	DP2	Grade 12

Academy Overview

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

One program is 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.

EISB also offers the American Academy program which is a US educational system providing a US certified diploma which gives students a more flexible program of study.

High School students also have an option to receive 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 based on experience in order to show future universities or employers tangible evidence of their potential. This alone offers EISB graduates a competitive advantage.




ACADEMICS

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.

To Succeed at EISB, students need to do 3 things:

-  Follow Instructions
-  Ask Questions
-  Turn work in on time.

To Excel,

-  Give 100%
-  Take risks, and make mistakes
-  Reflect, evaluation and improve.

Your teachers will do the rest.

EISB Middle School Curriculum Overview


EISB Middle School follows the International Baccalaureate (IB) Middle Years Program (MYP) curriculum. The MYP is designed for students aged 11 to 16. It is divided into five years, with our Middle School corresponding to MYP 1, 2, and 3 (also referred to as Years 7, 8, and 9 or Grades 6, 7, and 8). The curriculum in these years is designed to provide a broad and balanced education, encouraging students to make practical connections between their studies and the real world and build a foundation for learning that will carry them through the rest of high school.


The MYP curriculum consists of **eight subject groups**, with a strong emphasis on **interdisciplinary learning** and the development of **Approaches to Learning (ATL)** skills and **Service as Action**.

Eight subject groups

1. Language and Literature (Language A)
2. Language Acquisition (Language B)
3. Individuals and Societies (Humanities)
4. Sciences
5. Mathematics
6. Arts
7. Physical and Health Education
8. Design

Interdisciplinary Learning and ATL Skills

 **Interdisciplinary Learning:** Students are encouraged to make connections between different subjects. This approach helps them develop a deeper understanding of complex issues and fosters critical thinking skills. Further, in the Middle School program, there will be STEM integration, including the integration of Science, Design, and Mathematics. Other courses will involve interdisciplinary units as well.

 **Approaches to Learning (ATL):** These are skills that students develop across all subjects, including thinking, communication, social, self-management, and research skills. ATL skills are crucial for success in the MYP and beyond.

Service as Action

“Service as Action is a foundational element of the International Baccalaureate (IB) Middle Years Programme (MYP). It seeks to develop caring members of the community who act to make a positive difference to the lives of others and their environment. Service as Action requires students to engage with their local community and provides opportunities for students to explore, design, implement, and reflect on their efforts to positively impact their environment”. (Source: IB)

Overall, MYP 1, 2, and 3 provide a well-rounded education, preparing students for the more challenging demands of high school, including the later MYP years, and the IB Diploma Programme (DP) or the American Academy program.

Assessment/Grading Policies

In the IB MYP, grading is criterion-based, focusing on students’ understanding and skills rather than traditional percentages or letter grades. For MYP1, MYP2, and MYP3, the assessment and grading policy emphasises the following:

- 1. Criterion-Related Assessment:** Each subject area is assessed using four criteria, each scored out of 8, leading to a total score of 32. The criteria vary by subject but generally assess knowledge, understanding, application, and reflection.
- 2. Achievement Levels:** The sum of scores from the four criteria is converted into a final grade from 1 (lowest) to 7 (highest). These are the scores shown on the first semester report card and the final report card.
- 3. Formative and Summative Assessments:** Formative assessments provide ongoing feedback, helping students improve. Summative assessments evaluate students’ understanding at the end of a learning period.

4. Holistic Learning Approach: The program encourages connections between subjects and real-world application, with grading reflecting students’ ability to think critically and independently.

5. Cumulative Assessment: Assessments reflect performance over time, emphasising students’ progress and growth in understanding key concepts and skills. Rather than relying on a single test or assignment, the cumulative assessment considers multiple pieces of evidence, allowing for a more comprehensive and balanced measure of student achievement across the program. This ensures that grades reflect a student’s overall learning trajectory rather than isolated performances.

Academic Support Services

Our Middle School program provides a range of academic support services to ensure student success across MYP1, MYP2, and MYP3. Class teachers serve as the primary point of contact for students and parents, offering personalised guidance and support. They are backed by a dedicated team, including the Head of Middle School, Education Director, Guidance Counsellor, and School Psychologist, who collaborate to address both the academic and social-emotional needs of our students.

In some cases we can offer subject-specific tutoring, homework clubs, and study skills workshops to help students excel academically. To further enhance our support, we work with external organisations such as EduCoach, ensuring that every student has access to the resources they need to thrive both academically and personally.

Homework Expectations/ Policy

Middle School students are expected to do their homework and are responsible for keeping track of their homework with their own system of organisation. Teachers may record the homework online and/or verbally tell the students the homework and the students must record the homework for themselves. For MYP1 students, this must include (at least) a physical homework diary/ agenda (this will be provided by the school, given out to the student by the class teacher). For MYP2 and MYP3 students, this can include a physical homework diary/ agenda and/ or an online system of organisation such as Google Notes, Google Calendar, etc.

If students repeatedly do not do their homework then the school will refer to the Behaviour Policy (outlined in the Code of Conduct and Behavior Expectations). If the student repeatedly does not complete homework, he/she may have to complete a relevant Reflection & Development task. Please note that multiple Reflection & Development tasks may lead to the student having to complete an in-school suspension. These decisions will be made at the discretion of the Head of Middle School and the Education Director.

Academic Honesty




Our middle school values academic honesty as a key component of learning and personal growth. Students are expected to complete their work with integrity, ensuring that all assignments, tests, and projects reflect their own understanding and efforts. Plagiarism, cheating, and unauthorised collaboration are strictly prohibited and will result in disciplinary action in accordance with the Behaviour Policy (outlined in the Code of Conduct and Behavior Expectations).

Students should always give proper credit for any ideas, words, or work that is not their own. If a student is unsure about what is allowed, they should ask a teacher for guidance. Our goal is to foster a community where honesty and respect for others' work are upheld.

CODE OF CONDUCT AND BEHAVIOR EXPECTATIONS

Code of Conduct

Key to putting teachers and students in a position to support student development is creating a learning environment that is both empowering and safe. Overall, there is an expectation of respect on 3 levels:

-  Respect the Staff
-  Respect classmates
-  Respect yourself

Behavior Expectations

Just as our teaching is student-centred, 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.

Please note that students who repeatedly do not follow the behavioural expectations may be excluded from school trips and excursions. Further, in the case of multiple Suspensions, the students' behaviour score may be lowered on their official EISB Report Card and Slovak Report Card (Vysvedčenie), at the discretion of the Head of Middle School and the Education Director.

The Behavioural Policy in EISB's Middle School consists of the following four levels:

Level 1 Verbal Warnings and Meetings with the Head of Middle School

Continued failure to meet standards will be a verbal warning to the student and informal communication with parents on ways to help the student. The student will also meet with the Head of Middle School to discuss the issue and look for ways to improve the behaviour.

Level 2 Reflection & Development (R&D) Tasks

If the behaviour is still not corrected, then the student will receive a Reflection & Development task to complete. These tasks will be given to students, at the discretion of teachers, class teachers, and the Head of Middle School, based on repeated poor behaviour for "minor" incidents such as not completing homework, being consistently late to class, not wearing uniform, inappropriately using technology at school, and so on. The goal of these tasks is for students to reflect on their behaviour and consider what they can do better next time, how they can grow and learn from this mistake. The goal of these tasks is not to punish but to develop students. The R&D task may be completed at school or at home, at the discretion of the Head of Middle School. The deadline for the R&D task will also be determined by the Head of Middle School.

Repeated R&D tasks may lead to Suspensions, at the discretion of the Head of Middle School and the Education Director.

Level 3 Suspensions

If the behaviour is still not corrected after Level 2, then a formal meeting with parents will be requested accompanied by an official letter of disruptive behaviour and, in certain cases, recommended Suspension from school.

For the most part, Suspensions will take place at school in a designated area. In more extreme cases the Suspension may take place at home. For in-school suspensions, students need to arrive by 8.15 AM, report to registration and then to their designated desk, and can leave at the end of their scheduled day. During this time, students will reflect on areas of improvement, complete Reflection & Development tasks, meet with teachers, work on missed assignments and assignments from the current day, and have formative conversations with the Head of Middle School. The goal is not to punish but to develop students and have them reflect and learn from their mistakes. No devices are allowed during suspension, except Chromebooks for schoolwork at the discretion of the Head of Middle School. Students can have their snack times and lunch break at the designated times but only in the suspension area. Water bottles and bathroom breaks, etc are of course allowed.

Important Note: Repeated violations will be recorded on student's official EISB Report Cards as well as on their Slovak Report Card (Vysvedčenie). At the discretion of the Head of Middle School and the Education Director, Suspensions may result in the following changes on the student's official report cards:










Number of Suspensions	American Academy
0 Suspensions	Very Good
1 Suspension	Good
2 Suspensions	Satisfactory
3+ Suspensions	Unsatisfied (May lead to Termination of Contract)

Level 4 Termination of Contract

In the case of repeated Suspensions across the school year, the need for a discussion regarding termination of the student's contract may be necessary – at the discretion of the Class Teacher, Head of Middle School and the Education Director.












Code of Expectations – 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 behaviour 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 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.

Code of Expectations - 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 unauthorised absences during term time.
-  To provide a suitable place at home for your child to work and to monitor homework
-  To ensure that your child is punctual reaching school.
-  To always submit a written explanation of any absence from school (via making an absence note on EduPage). If you are unsure how to make an absence note on EduPage, please ask your child's Class Teacher.
-  To avoid taking students out of school in term time unless previously arranged (emergencies, unavoidable domestic reasons such as visa issues, funerals etc). And be sure that missing work is completed on time.
-  To accept and support the school's codes of expectations and its behaviour 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 take part.
-  To be involved and interested in your child's assignments, and to support appropriately.
-  To not confront other parent's children if there is a conflict, rather, contact the Class Teacher or Parent.
-  To make every effort to attend parent-teacher meetings and to keep in touch with the school concerning progress and behaviour.

SCHOOL POLICIES

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 is recommended that students receive extra language support outside of school. While on English support, students may be exempt from grades for a period. 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.

Dress code

Middle School – Uniform is available on the website: <https://www.uniforms-eisb.sk/>

Wearing the school uniform is mandatory in Middle School. Our faculty has the right and the responsibility to correct students who do not wear the school uniform. Students will be expected to respect the judgement of a teacher who corrects them in matters of dress just as they would in matters of academics.

We expect all clothing and accessories to:

-  be intended for an educational environment
-  be safe
-  fit appropriately
-  not be revealing (i.e: exposed midriffs, ripped trousers, transparent, etc)
-  be clean and well kept

Hats/caps etc are not to be worn inside the school building.

If worn, make up should be conservative.

When a student's outfit does not meet the dress code standards (i.e., not wearing the Middle School uniform), options may include having the parent bring their uniform to school immediately or sending the student home to change into their uniform, with parent permission. Repeated cases of not wearing the school uniform will refer to the Behaviour Policy (outlined in the Code of Conduct and Behavior Expectations), at the discretion of the Class Teacher, Head of Middle School, and Education Director.

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 and out at the reception desk. This will register the student on EduPage and the notification will be forwarded to the parent's account. **If students do not chip in/out then this will follow the Behaviour Policy (outlined in the Code of Conduct and Behavior Expectations).**

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

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

When students are absent from lessons for any reason, parents are asked to notify the school through **Edupage** by submitting an Absence Note. This will inform the school and respective teachers. If you do not know how to submit an absence note on EduPage, please ask your child's Class Teacher as soon as possible.

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, etc.

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 authorised 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 authorised. 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, a 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 Four 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 Middle School Students use their own device (laptop or Chromebook) or a Chromebook provided by the school.

All student's devices (i.e., phones, laptops, tablets, smart watches, calculators, etc.) must be kept in the student's locker at all times. In Middle School, devices are not allowed to be used in school during the day without explicit permission from their teacher. Even with teacher permission, students are only allowed to use the device for the stated purposes allowed and for the time period allowed. Calculators may be used in class only **with teacher permission**, otherwise they must be kept in the students' lockers.

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 or the Head of Middle School at the end of the school day when leaving school. Continued violation of the policy, the student will lose device privileges completely and will refer to the Behaviour Policy (outlined in the Code of Conduct and Behavior Expectations).

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 Office, through the Class Teacher, or through the Head of Middle School.

The school's Technology Use Policy for more information (see the Policy Page on the school website)

STUDENT LIFE

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 who are allowed to leave school without parent supervision must be registered to do so in the office.

Academy students in the Upper School are allowed to leave campus after 6th lesson, during their lunch break. Students with lessons/Clubs after lunch are expected to Chip in when returning.

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 authorised 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 authorised school personnel. All visitors must register at the office and have a Visitor’s Pass and/or escort.

CAMPUS FACILITIES

School Zone

The school zone is any area of the school building outside where classes are taking place. It is primarily outside of Reception. This area is dedicated for Staff and Students only. Anyone else who needs access to the school zone, please register beforehand in the front office and wait in reception, from which you'll be escorted to the designated location. **Unauthorised or unaccompanied visitors in the school zone will be asked to leave.**

Physical Education (P.E.) Areas

Along with school fitness room and outdoor facilities, both Primary and Academy P.E. involve travel off campus. The school uses a Gym(HALLE) about 5 minutes from campus on Domkarska ul. also uses the Slovan training fields 200 m east of campus. Students are shuttled to and from school for these lessons. Primary has External P.E. once/week which includes busing to external facilities for each of their units. If there is a need to communicate or plan pickups with your student during these times we ask that you try to schedule departure after the lesson when the student returns to school. If other accommodations are necessary, please contact the PE or Class teacher to make arrangements.

Canteen

The school's canteen service provides hot lunches with multiple options which can be chosen daily on EduPage. Snacks are also available on request. The canteen is managed by an Euphoria Daily and information can be found on their website: www.euphoriadaily.sk. Schedules, lunch cancellation and payment information can be accessed through the school's EduPage application.

Changing Rooms/ Lockers

Academy changing room is on the ground floor to the left of the reception desk. Here students can leave their outdoor shoes and coats.








Middle School has lockers for school supplies on the 2nd floor.

Labs

There are 2 science labs in the building, one on the ground floor and one on the 3rd floor. The computer lab is located on the 2nd floor. **No students are allowed entry into these areas unless accompanied or given permission by a staff member.**

SCHOOL EVENTS AND ACTIVITIES

There are multiple school events for students and families throughout the year. Events happen both on and off campus, organised or sponsored by the school. Such activities include:

-  Camps
 -  Exhibition Days
 -  Recognition Days
 -  Back to School Days
 -  Culture Weeks
 -  Holiday celebrations
 -  Dances and other social events
- ...and many more.

The school is very open to hosting events throughout the year. If there are events you'd like the school to consider or participate in, simply contact your class teacher.

Extra-Curricular

Trips – Throughout the year, the school sponsors off campus trips. Communication, information, and registration for trips will happen via Edupage. Please follow instructions communicated including registration and payment deadlines.

Clubs/Sports – EISB's Clubs program offers extra-curricular courses for students to develop skills in specified areas. The range of clubs is determined by the requests of students and parents. Clubs are provided by school staff, external organisations/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 is done directly on Edupage at the beginning of each semester.

Field Trips and Educational Travel

Field trips and educational travel are organised to extend learning beyond the classroom. These experiences provide students with hands-on learning opportunities, exposure to new environments, and a deeper understanding of the subjects studied in school. Whether visiting local museums, historical sites, or travelling to other cities and countries, students gain valuable insights and real-world knowledge that complement their academic curriculum.

There are multiple opportunities throughout the year. Information, Registration, Permission and Payment will be handled through Edupage.

Service Learning

Service learning integrates community service with classroom instruction, emphasizing critical thinking and personal reflection while encouraging a sense of social responsibility. Through these projects, students engage in meaningful activities that address community needs, develop problem-solving skills, and enhance their understanding of societal issues. Service learning fosters civic responsibility and helps students develop a lifelong commitment to community involvement.

Information, Registration, Permission and Payment will be handled through EduPage.

Student Council and Leadership Opportunities

Student council and leadership opportunities provide students with a platform to develop their leadership skills, participate in decision-making processes, and represent their peers. In these roles, students organize events, lead initiatives, and collaborate with school staff to improve the school community. Participation in student council and other leadership activities helps students build confidence, improve communication skills, and learn the value of teamwork and responsibility.



COUNSELING AND SUPPORT SERVICES

Psychologist – EISB has a full-time psychologist to serve the community. The Psychologist will be involved in school activities throughout the day. Counseling is available for students and families by appointment.

Guidance Counselling/Future Planning – Not only does the school prepare students for the future, but also helps plan their future as well. The Guidance Counselling office begins working with students/families from Year 10/Grade 9 in planning and preparing post-secondary school opportunities. This includes which university, what to study, and so on. Students in Middle School are also set up with UniFrog accounts to help them begin thinking about themselves, their interests, their strengths, their favourite subjects, and what they want to pursue later in high school as well as in university.

Special Educational Needs (SEN) – EISB's program for students with special educational needs takes a SMART approach to the school's modern educational learning goals, allowing for both integration and individual learning with the goal of raising the potential for independence and skill development.

Entry into the school's SEN program is determined by the level of support needed and the school's ability for progress. If it is determined, even with assistance, that EISB is not equipped to support the child's development, EISB will meet with the parents to make alternative arrangements.

HEALTH AND SAFETY

At EISB, participation is the key to learning which includes developing independence, taking risks, pushing beyond comfort zones, and especially making mistakes. To accomplish this, requires an environment that supports students' well-being.

Student well-being is an integral part in all aspects of school life and hinges on our understanding of how students learn best in a well-supported and positive environment. The Student Well-Being Policy relates to the way our students engage with their learning, as well as the way our student's behaviour is managed. Our program aims to have clearly defined expectations, recognition and behaviour management processes to allow students to be best supported as individuals.

Student Well-being policy (see the Policy Page on the school website)

Child protection Policy (see the Policy Page on the school website)

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 – When issues arise regarding your children, classes, lessons, student activities; the first point of contact is your Class Teacher. 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.

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

Newsletters – Information about school activities and notices are also available via the school newsletter, which is sent out to all registered email addresses on a regular basis. If you are not receiving newsletters, please contact the office right away.

Parent-Teacher Conferences – these formal meetings focused on communicating student progress are offered mid-term, 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.

Blogs – Another form of communication is the school’s blog (<http://members.eisbratislava.org>). Here you’ll find updated information on what’s happening in and around the school regarding student achievement, upcoming and past events, teachers insights, parent news, etc. If you would like help out or participate with School Blogs, please contact Marketing.

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

PARENT INVOLVEMENT

Parent Teacher Association (PTA)

EISB's Parents Association and PTA are for all community members focused on the continual development of the overall EISB experience not only for students, but also provide support for the whole family. The school encourages family involvement in ways that benefit the entire families' experience as a member of EISB. PTA can be contacted at: eisb.pa@gmail.com

Masterclasses

Clubs/seminars for Adults. The classes offered based on the requests that come from the community. If there is a Masterclass you'd be interested in but not yet offered, simply share your request with the school.

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 them. 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.