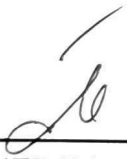


MEĐUNARODNA SREDNJA ŠKOLA ASPALATHOS S PRAVOM JAVNOSTI
KNINSKA ULICA 9
DUGOPOLJE

KLASA: 602-11/2024-01/01
URBROJ: 2180/17-24-01
Dugopolje, 07. listopada, 2024.

YEARLY PLAN AND PROGRAM SCHOOL YEAR 2024 - 2025

GODIŠNJI PLAN I PROGRAM ŠKOLSKA GODINA 2024./2025.



PREDSJEDAVATELJ SJEDNICE ŠKOLSKOG ODBORA
CHAIRPERSON OF THE SCHOOL BOARD MEETING
Dragan Šupe



V.D. RAVNATELJA
HEAD OF SCHOOL
John Rogosic

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School Facilities and Materials / Školski prostori i materijali

Location of School / Lokacija škole

English

The main campus and office location of the school is Kninska ulica 9, Dugopolje

The sizing of the school facilities is as follows:

Facility Type	Surface Area (m ²)
Academic and Other Indoor Spaces	1 600
Multisport Field	800
Parking, Natural, and Additional Outside Areas	27 000

Croatian

Glavni kampus i ured škole nalaze se na adresi Kninska ulica 9, Dugopolje.

Veličina je školskih prostora sljedeća:

Vrsta prostora	Površina (m ²)
Akaderske i ostale unutarnje prostorije	1 600
Polivalentno sportsko igralište	800
Parkiralište, prirodne i dodatne vanjske površine	27 000

Classrooms and School Facilities / Učionice i školski prostori

English

The school operates in one campus location with the following classrooms and facilities:

- 4 Classrooms for classroom-style teaching
- 1 Art studio classroom
- 1 Design workshop
- 1 Science laboratory with storage room
- 2 Specialized classrooms for Croatian
- 1 Specialized STEM classroom
- 7 Standard classrooms for humanities and mathematics subjects
- 1 Small classroom for differentiated instruction
- Multipurpose room for fitness and other activities

- Cafeteria (Cantina)
- Library
- Teacher work and meeting room
- Main office and administrative offices

Croatian

Škola djeluje na jednoj lokaciji kampusa sa sljedećim učionicama i prostorima:

- 4 učionice za nastavu u klasičnom stilu
- 1 učionica za nastavu likovne umjetnosti
- 1 radionica za dizajn
- 1 laboratorij za prirodne znanosti s pomoćnom sobom za pohranu
- 2 specijalizirane učionice za hrvatski jezik
- 1 specijalizirana učionica za STEM
- 7 standardnih učionica za humanističke i matematičke predmete
- 1 manja učionica za diferenciranu nastavu
- višenamjenska prostorija za fitness i druge aktivnosti
- kantina
- knjižnica
- prostorija za rad i sastanke nastavnika
- glavni ured i administrativni uredi

Organization of Classes / Organizacija nastave

English

Classes are organized in accordance with the requirements of the International Baccalaureate (IB) Program and the Croatian Educational Law. Classes are held in a single-shift as an all-day program.

The lower high school consists of 9th and 10th grade (1st and 2nd grade in Croatian) which are organized in a subject-style teaching format with multiple main subject teachers following the Middle Years Program (MYP). Lessons are divided into 60-minute blocks to allow for a deeper engagement with the content, more meaningful student discussions, and more hands-on and inquiry-driven learning opportunities.

The upper high school consists of 11th grade (3rd grade in Croatian) which is organized in a subject-style teaching format following the Diploma Program (DP). Lessons are divided into 60-minute blocks to allow for a deeper engagement with the content, more meaningful student discussions, and more hands-on and inquiry-driven learning opportunities.

This establishment of the duration of class period length to be 60 minutes is in accordance with Article 51, section 5 of Croatian Educational Law which allows the duration of class periods to be set by the Plan and Program under which the school operates.

Croatian

Nastava je organizirana u skladu sa zahtjevima International Baccalaureate (IB) programa (IB programa) i Zakon o odgoju i obrazovanju u osnovnoj i srednjoj školi. Nastava se održava u jednoj smjeni kao cjelodnevni program.

Niža srednja škola sastoji se od 9. i 10. razreda (1. i 2. razred u Hrvatskoj) koji su organizirani po predmetnom načinu poučavanja s više glavnih predmeta u skladu s Programom srednjih godina (MYP). Nastavni satovi podijeljeni su u blokove od 60 minuta kako bi se omogućilo dublje angažiranje s gradivom, smislenije rasprave među učenicima te više praktičnog i istraživački vođenog učenja.

Gornja srednja škola sastoji se od 11. razreda (3. razred u Hrvatskoj) koji je organiziran po predmetnom načinu poučavanja u skladu s Programom diplome (DP). Nastavni satovi podijeljeni su u blokove od 60 minuta kako bi se omogućilo dublje angažiranje s gradivom, smislenije rasprave među učenicima te više praktičnog i istraživački vođenog učenja.

Ovo određivanje trajanja nastavnog sata na 60 minuta u skladu je s člankom 51., stavkom 5. Zakona o odgoju i obrazovanju, koji omogućuje da se trajanje nastavnih sati odredi prema Planu i programu prema kojem škola djeluje.

Educational Equipment and Supplies / Obrazovna oprema i materijali

English

All school facilities are equipped with appropriate equipment and supplies including furniture and storage cabinets, as well as office supplies and equipment for staff and student use.

The school is fully covered by WiFi internet signal, and each classroom is equipped with either a projector or large screen which can be used for teacher or student presentations using an HDMI cable connection as part of the educational process. Our school maintains a hybrid classroom computer technology approach.

The workshop space is equipped with hand tools and other equipment, including a 3D printer and a laser cutter (for use with cardboard and wood), as well as equipment necessary for CAD drawing and theoretical lessons and discussions.

The laboratory space is equipped with microscopes, standard laboratory glassware including graduated cylinders, erlenmeyer flasks, beakers, volumetric flasks, and burets, cell culturing equipment including petri dishes and an incubator, a drying and sterilization oven, appropriate storage cabinets, standard classroom supplies for natural science classes as well as lessons related to physics, chemistry, and biology in the integrated science classes. There are also over a dozen different types of Vernier GoDirect sensors which students can use to collect quantitative data.

Croatian

Svi školski prostori opremljeni su odgovarajućom opremom i materijalima, uključujući namještaj i ormariće za pohranu, kao i uredski pribor i opremu koji su namjenjeni osoblju i učenicima.

Škola je u potpunosti pokrivena WiFi internetskim signalom, a svaka učionica opremljena je projektorom ili velikim ekranom koji se mogu koristiti za učiteljske i nastavničke prezentacije HDMI kabelskom vezom kao dio obrazovnog procesa. Naša škola održava hibridni pristup računalnoj tehnologiji u učionici.

Radionički prostor opremljen je ručnim alatima i drugom opremom, uključujući 3D pisač i laserski rezač (za upotrebu s kartonom i drvetom), kao i opremom potrebnom za CAD crtanje i teorijske lekcije i rasprave.

Laboratorijski prostor opremljen je mikroskopima, standardnom laboratorijskom staklenom opremom uključujući mjerne cilindre, erlenmajerice, čaše, odmjerne tikvice i birete, opremom za uzgoj stanica uključujući petrijeve zdjelice i inkubator, pećnicu za sušenje i sterilizaciju, odgovarajućim ormarićima za pohranu, standardnim uredskim potrepštinama za nastavu prirodnih znanosti kao i lekcijama povezanim s fizikom, kemijom i biologijom u integriranoj nastavi prirodnih znanosti. Također, sadrži više od desetak različitih vrsta Vernier GoDirect senzora koje učenici mogu koristiti za prikupljanje kvantitativnih podataka.

Procurement of Equipment and Supplies / Nabava opreme i materijala

English

The main new procurement of equipment during the 2023-2024 school year will be the purchase of additional laptops for both student and faculty use. Between 28 and 34 laptops are planned to be purchased, depending on the model and price of the laptops, which would be suitable for educational and staff use.

The library collection will be expanded with the purchase of additional books, and book sets will be purchased in Croatian, English, and German for use working with students whom are native speakers in those languages.

There will also be an additional printer purchased, bringing the total of available printers from 3 to 4 printers, and the staff workroom will be furnished appropriately to allow for teachers to work comfortably as well as store supplies and materials.

Additional purchases to support the educational and operational needs of the school will be planned and undertaken as necessary at the discretion of the school principal.

Croatian

Glavna nova nabava opreme tijekom školske godine 2023./2024. bit će kupnja dodatnih prijenosnih računala za korištenje učenika i nastavnika. Planira se kupnja između 28 i 34 prijenosna računala, ovisno o modelu i cijeni računala, koja bi bila prikladna za obrazovne svrhe i korištenje od strane osoblja.

Zbirka u knjižnici bit će proširena nabavom dodatnih knjiga, a setovi knjiga bit će kupljeni na hrvatskom, engleskom i njemačkom jeziku za rad s učenicima koji su izvorni govornici tih jezika.

Također će se kupiti dodatni pisač, čime će ukupan broj dostupnih pisača porasti s 3 na 4. Radna soba za osoblje bit će odgovarajuće opremljena kako bi nastavnici mogli ugodno raditi, kao i pohranjivati materijale i potrepštine.

Dodatne nabavke za podršku obrazovnim i operativnim potrebama škole bit će planirane i provedene prema potrebi, prema odluci ravnatelja škole.

Maintenance Plan / Plan održavanja

English

Regular classroom maintenance is planned for the 2023-2024 school year, including painting of walls as necessary and other minor repairs. There will also be repairs to other areas of the school including standard bathroom, hallway, and office repairs as needed.

All laptops from the 2021-2022 and 2022-2023 school years are to be fully re-formatted and factory reset, in order to improve their performance and have them in the best possible shape for student use. Several laptops from previous years have been damaged through regular usage as well as the intentional removal of keys by some younger students. These laptops will be quoted for repairs and replacement parts during the 2023-2024 school year.

Outdoor areas of the school grounds will also be maintained with regular trimming of trees and plants, and cutting of grass, as necessary to maintain a clean, safe, and attractive school environment.

Croatian

Redovito održavanje učionica planirano je za školsku godinu 2023./2024., uključujući po potrebi bojanje zidova i druge manje popravke. Također će biti popravljene i druge prostorije škole, uključujući standardne popravke kupaonica, hodnika i ureda prema potrebi.

Sva prijenosna računala iz školskih godina 2021./2022. i 2022./2023. trebaju biti potpuno reformatirana i vraćena na tvorničke postavke kako bi se poboljšale njihove performanse i kako bi se dovela u najbolje moguće stanje za učeničku uporabu. Nekoliko prijenosnih računala iz prethodnih godina oštećeno je redovnom uporabom, kao i namjernim uklanjanjem tipki nekolicine mlađih učenika. Ta će prijenosna računala biti procijenjena za popravke i zamjenske dijelove tijekom školske godine 2023./2024.

Vanjski prostori školskog okoliša također će se održavati redovitim rezanjem stabala i biljaka te košnjom trave, prema potrebi, kako bi se održalo čisto, sigurno i privlačno školsko okruženje.

School Calendar / Školski kalendar

2024-2025 School Calendar

August 2024						
M	T	W	T	F	S	S
			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 2024						
M	T	W	T	F	S	S
						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 2024						
M	T	W	T	F	S	S
	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 2024						
M	T	W	T	F	S	S
				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 2024						
M	T	W	T	F	S	S
						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 2025						
M	T	W	T	F	S	S
		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		

Split International School
Kninska Ulica 9, 21204 Dugopolje, Croatia
+385 91 618 2877
www.splitinternational.org



Aug 30	Family Orientation Day
Sept 2	First Day of School for Students

Oct 16	Fall Student Conferences - No Classes
Oct 26 - Nov 3	Fall Break - School Closed

Nov 1	All Saints Day
Nov 18	Remembrance Day

Dec 20 - Jan 6 Winter Holidays 1 - School ClosedFeb 22 - Mar 2 Winter Holidays 2 - School Closed

Apr 18 - Apr 27 Spring Break - School Closed

May 1	Labor Day
May 30	Statehood Day

June 8	Corpus Christi
June 18	Last Day of School for Students

Total of 176 Student Contact Days

February 2025						
M	T	W	T	F	S	S
					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 2025						
M	T	W	T	F	S	S
					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 2025						
M	T	W	T	F	S	S
	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 2025						
M	T	W	T	F	S	S
			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 2025						
M	T	W	T	F	S	S
						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 2025						
M	T	W	T	F	S	S
	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			

 School Closed
 First & Last Day of School

☐ Parent Teacher Conferences/ Orientation

Student Demographic Information / Demografski podaci o učenicima

GRADE	NUMBER OF SECTIONS	NUMBER OF STUDENTS	MALE STUDENTS	FEMALE STUDENTS
9	1	14	7	7
10	2	24	11	13
11	1	12	8	4
12	1	12	2	10
TOTAL	5	62	28	34

Citizenships of Students: Armenia, Australia, Belgium, Brazil, Canada, China, Croatia, France, Germany, Hungary, Italy, Japan, Lithuania, Portugal, Russia, Switzerland, Ukraine, United Kingdom, United States

RAZRED	BROJ ODJELJENJA	BROJ UČENIKA	UČENICI	UČENICE
1.	1	14	7	7
2.	2	24	11	13
3.	1	12	8	4
4.	1	12	2	10
UKUPNO	5	62	28	34

Državljanstva učenika: Armenija, Australija, Belgija, Brazil, Kanada, Kina, Hrvatska, Francuska, Njemačka, Mađarska, Italija, Japan, Litva, Portugal, Rusija, Švicarska, Ukrajina, Ujedinjeno Kraljevstvo, Sjedinjene Američke Države

Educational Plan / Obrazovni plan

Detailed Educational Plan Breakdown by Year

Our educational strategy at the international high school is meticulously structured to foster comprehensive learning experiences for our students. The plan is crafted by meticulously aligning with the Croatian national curriculum, ensuring consistency and adherence to educational standards.

Detaljan godišnji plan obrazovanja po razredima

Naša strategija obrazovanja u međunarodnoj srednjoj školi pažljivo je strukturirana kako bi pružila sveobuhvatna iskustva učenja za naše učenike. Plan je izrađen usklađivanjem s hrvatskim nacionalnim kurikulumom, osiguravajući dosljednost i poštivanje obrazovnih standarda.

Grade-Level and Subject Area Organization

The plan is categorized by grade level and subject area. We rigorously assess the Croatian national curriculum's specific hour requirements for each subject. The calculation of the weekly teaching duration involves multiplying the number of subject hours by 45 minutes, the standard length of a school period in Croatia. This method provides a clear framework for the distribution of instructional time throughout the week.

Organizacija po razredima i područjima predmeta

Plan je kategoriziran po razredima i područjima predmeta. Pomno procjenjujemo specifične satne zahtjeve hrvatskog nacionalnog kurikula za svaki predmet. Izračun tjednog trajanja nastave uključuje množenje broja sati predmeta s 45 minuta, što je standardna duljina školskog sata u Hrvatskoj. Ova metoda pruža jasan okvir za raspodjelu nastavnog vremena tijekom tjedna.

Middle Years Programme (MYP): Grades 9-10

The Middle Years Programme (MYP) is utilized grades 9 and 10. This segment of the educational journey is structured around five 60-minute periods per day. The rationale behind this scheduling is to facilitate in-depth learning and greater engagement with the material. The longer periods allow for more hands-on projects and group work, essential for developing critical thinking and collaborative skills.

This arrangement also proves to be more time-efficient, reducing the transitional downtime that often occurs at the beginning and end of shorter classes. The tables included in our plan detail the annual number of lessons, computed as 45-minute equivalents, alongside the weekly allocation of 60-minute periods and the total weekly teaching minutes.

Middle Years Program (MYP): 1.-2. razred

Koristi se Middle Years Program (MYP) za 1. i 2. razred. Ovaj dio obrazovnog putovanja strukturiran je u pet 60-minutnih perioda dnevno. Razlog ovog rasporeda jest olakšavanje dubokog učenja i veća angažiranost s nastavnim sadržajem. Dulji periodi omogućuju više praktičnih projekata i grupnog rada, što je ključno za razvoj kritičkog mišljenja i suradničkih vještina.

Ovaj raspored također se pokazuje učinkovitijim u vremenu, smanjujući prijelazno vrijeme koje često nastaje na početku i kraju kraćih nastavnih sati. Tablice uključene u naš plan detaljno prikazuju godišnji broj lekcija, izračunat kao ekvivalent lekcija od 45 minuta, zajedno s tjednom raspodjelom 60-minutnih perioda i ukupnim tjednim nastavnim minutama.

Diploma Programme (DP): Grades 11 and 12

The Diploma Programme (DP) is utilized grades 11 and 12. This segment of the educational journey is structured around five 60-minute periods per day. The rationale behind this scheduling is to facilitate in-depth learning and greater engagement with the material. The longer periods allow for more hands-on projects and group work, essential for developing critical thinking and collaborative skills.

This arrangement also proves to be more time-efficient, reducing the transitional downtime that often occurs at the beginning and end of shorter classes. The tables included in our plan detail the annual number of lessons, computed as 45-minute equivalents, alongside the weekly allocation of 60-minute periods and the total weekly teaching minutes.

Diploma Programme (DP): 3. i 4. razred

Koristi se Diploma Programme (DP) za 3. i 4. razred. Ovaj dio obrazovnog putovanja strukturiran je u pet 60-minutnih perioda dnevno. Razlog ovog rasporeda jest olakšavanje dubokog učenja i veća angažiranost s nastavnim sadržajem. Dulji periodi omogućuju više praktičnih projekata i grupnog rada, što je ključno za razvoj kritičkog mišljenja i suradničkih vještina.

Ovaj raspored također se pokazuje učinkovitijim u vremenu, smanjujući prijelazno vrijeme koje često nastaje na početku i kraju kraćih nastavnih sati. Tablice uključene u naš plan detaljno prikazuju godišnji broj lekcija, izračunat kao ekvivalent lekcija od 45 minuta, zajedno s tjednom raspodjelom 60-minutnih perioda i ukupnim tjednim nastavnim minutama.

9th Grade / 1. razred

Students in 9th grade follow the IB MYP Program, which has 8 subject areas, Language and Literature, Language Acquisition, Individuals and Societies, Sciences, Mathematics, the Arts, Design, and Physical and Health Education.

Subjects for 9th Grade			
Subject Name	Teaching Time		
	Total Yearly Lessons (45 min)	Average Weekly Hours (60 min)	Average Weekly Teaching Minutes
English Language and Literature	186	4	240
Croatian Language and Literature	140	3	180
Croatian as a Foreign Language	140	3	180
History	140	3	180
Geography	Subject content is integrated within History and Science subject teaching		
Integrated Sciences	186	4	240
Mathematics	186	4	240
Extended Mathematics	186	4	240
Visual Arts	93	2	120
Wood Design	93	2	120
Fashion Design	93	2	120
Physical and Health Education	93	2	120
German Literature	93	2	120
German Language	93	2	120

Croatian

Učenici 1. razreda slijede IB MYP Program, koji obuhvaća 8 predmetnih područja: Jezik i književnost, Učenje jezika, Pojedinci i društva, Znanosti, Matematika, Umjetnosti, Dizajn te Tjelesno i zdravstveno obrazovanje.

Predmeti za 1. razred			
Naziv predmeta	Vrijeme nastave		
	Ukupan broj godišnjih lekcija (45 min)	Prosječno tjedno sati (60 min)	Prosječno tjedno nastavnih minuta
Engleski jezik	186	4	240
Hrvatski jezik	140	3	180
Hrvatski kao strani jezik	140	3	180
Povijest	140	3	180
Geografija	Sadržaj predmeta integriran je unutar nastave predmeta Povijest i Znanost.		
Integrirane znanosti	186	4	240
Matematika	186	4	240
Matematika viša razina	186	4	240
Likovna umjetnost	93	2	120
Dizajn drva	93	2	120
Modni dizajn	93	2	120
Tjelesna i zdravstvena kultura	93	2	120
Njemačka književnost	93	2	120
Njemački jezik	93	2	120

10th Grade / 2. razred

Students in 10th grade follow the IB MYP Program, which has 8 subject areas, Language and Literature, Language Acquisition, Individuals and Societies, Sciences, Mathematics, the Arts, Design, and Physical and Health Education.

Subjects for 10th Grade			
Subject Name	Teaching Time		
	Total Yearly Lessons (45 min)	Average Weekly Hours (60 min)	Average Weekly Teaching Minutes
English Language and Literature	186	4	240
Croatian Language and Literature	140	3	180
Croatian as a Foreign Language	140	3	180
History	140	3	180
Geography	Subject content is integrated within History and Science subject teaching		
Integrated Sciences	186	4	240
Mathematics	186	4	240
Extended Mathematics	186	4	240
Visual Arts	93	2	120
Wood Design	93	2	120
Fashion Design	93	2	120
Physical and Health Education	93	2	120
German Literature	93	2	120
German Language	93	2	120

Croatian

Učenici 2. razreda slijede IB MYP Program, koji obuhvaća 8 predmetnih područja: Jezik i književnost, Učenje jezika, Pojedinci i društva, Znanosti, Matematika, Umjetnosti, Dizajn te Tjelesno i zdravstveno obrazovanje.

Predmeti za 2. razred			
Naziv predmeta	Vrijeme nastave		
	Ukupan broj godišnjih lekcija (45 min)	Prosječno tjedno sati (60 min)	Prosječno tjedno nastavnih minuta
Engleski jezik	186	4	240
Hrvatski jezik	140	3	180
Hrvatski kao strani jezik	140	3	180
Povijest	140	3	180
Geografija	Sadržaj predmeta integriran je unutar nastave predmeta Povijest i Znanost.		
Integrirane znanosti	186	4	240
Matematika	186	4	240
Matematika viša razina	186	4	240
Likovna umjetnost	93	2	120
Dizajn drva	93	2	120
Modni dizajn	93	2	120
Tjelesna i zdravstvena kultura	93	2	120
Njemačka književnost	93	2	120
Njemački jezik	93	2	120

11th Grade / 3. razred

Students in 11th grade follow the IB DP Program, which has 6 subject areas, Language and Literature, Language Acquisition, Individuals and Societies, Sciences, Mathematics, and the Arts.

Subjects for 11th Grade			
Subject Name	Teaching Time		
	Total Yearly Lessons (45 min)	Average Weekly Hours (60 min)	Average Weekly Teaching Minutes
English Language and Literature SL / HL	186	3/4	180/240
Croatian Literature SL / HL	186	3/4	180/240
German Literature SL / HL	186	3/4	180/240
German ab initio	186	3/4	180/240
History SL / HL	186	3/4	180/240
Business Management SL / HL	186	3/4	180/240
Psychology SL / HL	186	3/4	180/240
Biology SL / HL	186	3/4	180/240
Chemistry SL / HL	186	3/4	180/240
Physics SL / HL	186	3/4	180/240
Mathematics SL / HL	186	3/4	180/240
Visual Arts SL / HL	186	3/4	180/240
TOK	93	2	120

Croatian

Učenici 3. razreda slijede IB DP Program, koji obuhvaća 6 predmetnih područja: Jezik i književnost, Učenje jezika, Pojedinci i društva, Znanosti, Matematika, te Umjetnosti.

Obavezni predmeti za 3. razred			
Naziv predmeta	Vrijeme nastave		
	Ukupan broj godišnjih lekcija (45 min)	Prosječno tjedno sati (60 min)	Prosječno tjedno nastavnih minuta
English Language and Literature SL / HL	186	3/4	180/240
Croatian Literature SL / HL	186	3/4	180/240
German Literature SL / HL	186	3/4	180/240
German ab initio	186	3/4	180/240
History SL / HL	186	3/4	180/240
Business Management SL / HL	186	3/4	180/240
Psychology SL / HL	186	3/4	180/240
Biology SL / HL	186	3/4	180/240
Chemistry SL / HL	186	3/4	180/240
Physics SL / HL	186	3/4	180/240
Mathematics SL / HL	186	3/4	180/240
Visual Arts SL / HL	186	3/4	180/240
TOK	93	2	120

12th Grade / 4. razred

Students in 11th grade follow the IB DP Program, which has 6 subject areas, Language and Literature, Language Acquisition, Individuals and Societies, Sciences, Mathematics, and the Arts.

Subjects for 12th Grade			
Subject Name	Teaching Time		
	Total Yearly Lessons (45 min)	Average Weekly Hours (60 min)	Average Weekly Teaching Minutes
English Language and Literature SL / HL	186	3/4	180/240
Croatian Literature SL / HL	186	3/4	180/240
German Literature SL / HL	186	3/4	180/240
German ab initio	186	3/4	180/240
History SL / HL	186	3/4	180/240
Business Management SL / HL	186	3/4	180/240
Psychology SL / HL	186	3/4	180/240
Biology SL / HL	186	3/4	180/240
Chemistry SL / HL	186	3/4	180/240
Physics SL / HL	186	3/4	180/240
Mathematics SL / HL	186	3/4	180/240
Visual Arts SL / HL	186	3/4	180/240
TOK	93	2	70

Croatian

Učenici 4. razreda slijede IB DP Program, koji obuhvaća 6 predmetnih područja: Jezik i književnost, Učenje jezika, Pojedinci i društva, Znanosti, Matematika, te Umjetnosti.

Obavezni predmeti za 4. razred			
Naziv predmeta	Vrijeme nastave		
	Ukupan broj godišnjih lekcija (45 min)	Prosječno tjedno sati (60 min)	Prosječno tjedno nastavnih minuta
English Language and Literature SL / HL	186	3/4	180/240
Croatian Literature SL / HL	186	3/4	180/240
German Literature SL / HL	186	3/4	180/240
German ab initio	186	3/4	180/240
History SL / HL	186	3/4	180/240
Business Management SL / HL	186	3/4	180/240
Psychology SL / HL	186	3/4	180/240
Biology SL / HL	186	3/4	180/240
Chemistry SL / HL	186	3/4	180/240
Physics SL / HL	186	3/4	180/240
Mathematics SL / HL	186	3/4	180/240
Visual Arts SL / HL	186	3/4	180/240
TOK	93	2	70

School Board Plan and Schedule / Plan i raspored školskog odbora

Members of the school board are:

- Maud Truchi
- John Rogošić
- Anna Manikowski Di Giovanni
- Karmen Carev Smith
- Dragan Šupe

Meetings of the school board are planned bi-monthly for the 2023-2024 school year, but may occur at a different frequency as necessary. Meetings may be held in person at the school campus, but as necessary may also be held online or at another suitable location.

Meeting Period	Participants	Tentative Agenda
July - August	School Board Head of School	• Presentation and review of previous year's educational work • Suggestions and plans for changes / improvement for next year • Set board meeting schedule and on-board new board members • Other decisions as necessary based on requests and needs
September - October	School Board Head of School	• Approval of Plan and Program • Approval of Yearly Curriculum • Other decisions as necessary based on requests and needs
November - December	School Board Head of School	• Approval of opening positions for staffing for the 2024-2025 school year • Other decisions as necessary based on requests and needs
January - February	School Board Teacher's Committee Other Staff	• Session and discussion regarding matters concerning teachers and staff • Other decisions as necessary based on requests and needs
March - April	School Board Parent's Board Head of School	• Review of budget from the 2023 fiscal year • Set and approve estimated budget for the 2024-2025 school year • Other decisions as necessary based on requests and needs
May - June	School Board Head of School	• Other decisions as necessary based on requests and needs

Croatian

Članovi školskog odbora su:

Maud Truchi

John Rogošić

Anna Manikowski Di Giovanni

Karmen Carev Smith

Dragan Šupe

Sastanci školskog odbora planiraju se dvomjesečno za školsku godinu 2023-2024, ali mogu se održavati i u različitoj frekvenciji prema potrebi. Sastanci se mogu održavati osobno na kampusu škole, ali prema potrebi mogu se održavati i online ili na nekoj drugoj prikladnoj lokaciji.

Razdoblje sastanka	Sudionici	Privremeni dnevni red
Srpanj - Kolovoz	Školski odbor Ravnatelj	• Presentacija i pregled prošlogodišnjeg obrazovnog rada • Prijedlozi i planovi za promjene / poboljšanja za sljedeću godinu • Postavljanje rasporeda sastanaka odbora i uključivanje novih članova odbora • Ostale odluke prema potrebi na temelju zahtjeva i potreba
Rujan - Listopad	Školski odbor Ravnatelj	• Odobrenje Plana i Programa • Odobrenje Godišnjeg Kurikuluma • Ostale odluke prema potrebi na temelju zahtjeva i potreba
Studeni - Prosinac	Školski odbor Ravnatelj	• Odobrenje otvaranja pozicija za zapošljavanje za školsku godinu 2024-2025 • Ostale odluke prema potrebi na temelju zahtjeva i potreba
Siječanj - Veljača	Školski odbor Učiteljsko vijeće Nastavničko vijeće Ostalo osoblje	• Sjednica i rasprava o pitanjima koja se tiču učitelja i osoblja • Ostale odluke prema potrebi na temelju zahtjeva i potreba
Ožujak - Travanj	Školski odbor Roditeljsko vijeće Ravnatelj	• Pregled proračuna za fiskalnu godinu 2023 • Postavljanje i odobravanje procijenjenog proračuna za školsku godinu 2024-2025 • Ostale odluke prema potrebi na temelju zahtjeva i potreba
Svibanj - Lipanj	Školski odbor Ravnatelj	• Ostale odluke prema potrebi na temelju zahtjeva i potreba

Plan and Program of Work / Plan i program rada

Teacher's Committee / Nastavničko vijeće

Meeting Dates	Meeting Objectives
August	Organization of educational tasks and work, Planning for the year, update of preventative programs, Professional Development
September / October	Mid-semester review and adjustments of educational work as needed
November / December	Professional Development
January	Review of educational work from first semester, Planning for second semester, Structural and organizational adjustments as needed
February / March	Professional Development
April / May	Professional Development
June	Review of educational work from year, Suggestions and plans for next year, Assignment of behavioral grades, update of preventative programs, Professional Development
As Needed	Review and acceptance of transfer students
As Needed	Other meetings, tasks, and disciplinary measures

Datumi Sastanaka	Ciljevi Sastanaka
Kolovoz	Organizacija obrazovnih zadataka i rada, Planiranje za godinu, obavješćavanje o preventivnim programima, Stručno usavršavanje
Rujan / Listopad	Pregled sredine semestra i prilagodbe obrazovnog rada prema potrebi
Studen / Prosinac	Stručno usavršavanje
Siječanj	Pregled obrazovnog rada iz prvog semestra, Planiranje za drugi semestar, Strukturalne i organizacijske prilagodbe prema potrebi
Veljača / Ožujak	Stručno usavršavanje
Travanj / Svibanj	Stručno usavršavanje

Lipanj	Pregled obrazovnog rada iz godine, Prijedlozi i planovi za sljedeću godinu, Dodjela ocjena za ponašanje, Stručno usavršavanje
Prema Potrebi	Pregled i prihvaćanje učenika koji se prebacuju
Prema Potrebi	Ostali sastanci, zadaci i pedagoške mjere

Head of School / Ravnatelj

English

The Head of School is the educational and business leader of the school and is responsible for its operations, managing its employees, and . Tasks are completed at various times of year as planned in advance, as well as dictated by necessity for the successful operation of the school. Tasks the Head of School is responsible for include:

- Develops and proposes general acts, Annual Work Plan and Program.
- Manages the school's financial plan and statements.
- Oversees the school's operations.
- Represents the school in legal and administrative proceedings.
- Ensures the correct collection and use of personal data.
- Guarantees the safety, rights, and interests of students and staff.
- Collaborates with students, parents, the founder, and institutions.
- Supervises data entry into the electronic register.
- Addresses objections and appeals in administrative matters.
- Facilitates access to information for interested parties.
- Appoints teachers for grading in special circumstances.
- Decides on teachers' work assignments and schedules.
- Forms committees for important school tasks.
- Convenes Parent Council and Student Council sessions.
- Manages employment decisions and contract terminations.
- Enforces legal measures against employees for non-compliance.
- Handles legal transactions for property and investments.
- Submits Annual Work Plan and Program to the Ministry of Science and Education.
- Oversees regular and extraordinary medical examinations for employees.
- Informs school bodies about administrative and expert supervision findings.
- Keeps parents and students updated on school operations.
- Analyzes teachers' and associates' performance and supports their development.
- Prohibits inappropriate promotions and sales in the school.
- Chairs Teacher Council meetings.
- Undertakes additional tasks as regulated by school acts.

Croatian

Ravnatelj škole služi kao vođa u obrazovnom i poslovnom smislu, nadzirući operacije škole i upravljajući njenim zaposlenicima. Obavljanje zadataka planira se unaprijed i pojavljuje se prema potrebi za uspješno funkcioniranje škole. Odgovornosti uključuju:

Croatian: Skraćeni Opis Odgovornosti Ravnatelja Škole

- Razvija i predlaže opće akte, Godišnji plan i program rada.
- Upravlja financijskim planom i izvještajima škole.
- Nadzire operacije škole.
- Predstavlja školu u pravnim i administrativnim postupcima.
- Osigurava ispravno prikupljanje i korištenje osobnih podataka.
- Jamči sigurnost, prava i interese učenika i osoblja.
- Suradnja s učenicima, roditeljima, osnivačem i institucijama.
- Nadzire unos podataka u elektronski registar.

- Rješava prigovore i žalbe u administrativnim stvarima.
- Olakšava pristup informacijama zainteresiranim stranama.
- Imenuje učitelje za ocjenjivanje u posebnim okolnostima.
- Odlučuje o radnim zadacima i rasporedima učitelja.
- Formira odbore za važne školske zadatke.
- Saziva sjednice Vijeća roditelja i Vijeća učenika.
- Upravlja odlukama o zapošljavanju i raskidu ugovora o radu.
- Provođenje pravnih mjera protiv zaposlenika zbog nepoštivanja.
- Upravlja pravnim transakcijama za imovinu i investicije.
- Podnosi Godišnji plan i program rada Ministarstvu znanosti i obrazovanja.
- Nadgleda redovite i izvanredne liječničke preglede zaposlenika.
- Informira školska tijela o nalazima i odlukama nadzornih tijela.
- Informira roditelje i učenike o radu škole.
- Analizira rad učitelja i suradnika te podržava njihov razvoj.
- Zabranjuje neprimjerene promocije i prodaje u školi.
- Predsjedava sastancima Vijeća učitelja.
- Obavlja dodatne zadatke prema školskim aktima.

MYP Coordinator and Program Lead / Koordinator MYP-a i voditelj programa

English

- Leads the educational aspects of the MYP program, working collaboratively with staff and families.
- Leads professional development planning and schedule creation for MYP staff.
- Ensures all MYP staff are informed of changes and updates to the MYP curriculum.
- Organizes MYP staff and collaborative planning meetings, ensuring proper documentation.
- Oversees successful implementation of MYP Core Elements, including community projects, personal projects, and service learning.
- Ensures implementation of Approaches to Teaching and Learning across the MYP program.
- Schedules and conducts information sessions on the IB program, school admissions, and MYP program admissions.
- Collaborates with MYP staff to provide necessary resources and training for successful program implementation.
- Works on curriculum articulation and vertical alignment across school programs.
- Ensures school curriculum documents are current and organizes student work samples from each subject area.
- Prepares documentation for authorization/accreditation processes and reviews.
- Maintains positive relationships with other IB schools locally and internationally.

Croatian

- Vodi obrazovne aspekte programa srednje škole, surađujući s osobljem i obiteljima.
- Vodi planiranje profesionalnog razvoja i stvaranje rasporeda za osoblje MYP-a.
- Osigurava da su svi članovi osoblja MYP-a informirani o promjenama i ažuriranjima u kurikulumu MYP-a.
- Organizira sastanke osoblja MYP-a i sastanke za suradničko planiranje, osiguravajući pravilnu dokumentaciju.
- Nadgleda uspješnu provedbu srednjih elemenata MYP-a, uključujući zajedničke projekte, osobne projekte i elemente učenja usmjerenog na služenje zajednici.
- Osigurava provođenje Pristupa podučavanju i učenju kroz program MYP-a.
- Planira i vodi informativne sesije o IB programu, upisima u školu i upisima u program MYP-a.
- Suradnja s osobljem MYP-a kako bi se osigurali potrebni resursi i obuka za uspješnu provedbu programa.
- Radi na usklađivanju kurikuluma i vertikalnom usklađivanju kroz školske programe.
- Osigurava da su školski kurikularni dokumenti ažurni i organizira primjere radova učenika iz svakog predmetnog područja.
- Priprema dokumentaciju za procese autorizacije/akreditacije i pregleda.
- Održava pozitivne odnose s drugim IB školama, lokalno u Hrvatskoj i međunarodno.

DP Coordinator and Program Lead / Koordinator DP-a i voditelj programa

English

- Leads the educational aspects of the DP program, working collaboratively with staff and families.
- Leads professional development planning and schedule creation for DP staff.
- Ensures all DP staff are informed of changes and updates to the DP curriculum.
- Organizes DP staff and collaborative planning meetings, ensuring proper documentation.
- Oversees successful implementation of DP Core Elements, including community projects, personal projects, and service learning.
- Ensures implementation of Approaches to Teaching and Learning across the DP program.
- Schedules and conducts information sessions on the IB program, school admissions, and DP program admissions.
- Collaborates with DP staff to provide necessary resources and training for successful program implementation.
- Works on curriculum articulation and vertical alignment across school programs.
- Ensures school curriculum documents are current and organizes student work samples from each subject area.
- Prepares documentation for authorization/accreditation processes and reviews.
- Maintains positive relationships with other IB schools locally and internationally.

Croatian

- Vodi obrazovne aspekte programa srednje škole, surađujući s osobljem i obiteljima.
- Vodi planiranje profesionalnog razvoja i stvaranje rasporeda za osoblje DP-a.
- Osigurava da su svi članovi osoblja DP-a informirani o promjenama i ažuriranjima u kurikulumu DP-a.
- Organizira sastanke osoblja DP-a i sastanke za suradničko planiranje, osiguravajući pravilnu dokumentaciju.
- Nadgleda uspješnu provedbu srednjih elemenata DP-a, uključujući zajedničke projekte, osobne projekte i elemente učenja usmjerenog na služenje zajednici.
- Osigurava provođenje Pristupa podučavanju i učenju kroz program DP-a.
- Planira i vodi informativne sesije o IB programu, upisima u školu i upisima u program DP-a.
- Suradnja s osobljem DP-a kako bi se osigurali potrebni resursi i obuka za uspješnu provedbu programa.
- Radi na usklađivanju kurikuluma i vertikalnom usklađivanju kroz školske programe.
- Osigurava da su školski kurikularni dokumenti ažurni i organizira primjere radova učenika iz svakog predmetnog područja.
- Priprema dokumentaciju za procese autorizacije/akreditacije i pregleda.
- Održava pozitivne odnose s drugim IB školama, lokalno u Hrvatskoj i međunarodno.

Office Staff (Legal Secretary) / Uredsko Osoblje (Tajnica)

English

The school office opens at 8:00 and closes at 16:00 each school day.

- The secretary must remain in the office from 8:00 until 16:00 each day, with the exception of a 30-minute lunch break, restroom breaks, and at other times when required to complete a specific task.
- The lunch break for office staff may not be taken during the PYP or MYP lunch periods, and must be taken before or after.
- During times when they are on their lunch break, or otherwise occupied and not in the office, the secretary must call a staff member to watch the office in their place. It is recommended that the librarian covers the office during this time period.
- The main school phone and emergency school phone must be continuously monitored and answered at all times by either the secretary or the replacement who is watching the office.

Croatian

Školski ured i otvara u 8:00 i zatvara u 16:00 svakog školskog dana.

- Tajnik mora ostati u uredu od 8:00 do 16:00 svaki dan, osim tijekom 30-minutne pauze za ručak, pauza za WC i u drugim trenucima kada je potrebno obaviti određeni zadatak.
- Pauza za ručak za osoblje ureda ne smije se uzimati tijekom ručka za PYP ili MYP, i mora se uzeti prije ili poslije.
- Tijekom vremena kada su na pauzi za ručak ili inače zauzeti i nisu u uredu, tajnik mora pozvati člana osoblja da nadgleda ured umjesto njega. Preporučuje se da knjižničar preuzme ured tijekom tog vremenskog razdoblja.
- Glavni školski telefon i telefon za hitne slučajeve moraju se kontinuirano pratiti i odgovarati u svakom trenutku od strane tajnika ili zamjene koja nadgleda ured.

Professional Associates / Stručni Suradnici

English

Professional Associates play a pivotal role in supporting the educational and developmental process. These professionals work under the guidance of the Head of School and collaborate with IB Program Coordinators and Leaders to facilitate a comprehensive educational experience for students. They are integral in ensuring that the school's educational programs are effectively implemented and tailored to meet the diverse needs of all students. Professional Associates contribute to the development of a nurturing and productive learning environment, offering support in areas such as special education, counseling, and pedagogy. Their expertise is vital in helping students achieve their full potential and in fostering a positive school culture.

Croatian

Stručni Suradnici imaju ključnu ulogu u podršci obrazovnom i razvojnem procesu. Ovi stručnjaci rade pod vodstvom Ravnatelja škole i surađuju s koordinatorima i voditeljima IB programa kako bi omogućili sveobuhvatno obrazovno iskustvo za učenike. Oni su ključni u osiguravanju da se školski obrazovni programi učinkovito provode i prilagođavaju kako bi zadovoljili raznolike potrebe svih učenika. Stručni Suradnici doprinose razvoju njegujućeg i produktivnog okruženja za učenje, pružajući podršku u područjima kao što su specijalno obrazovanje, savjetovanje i pedagogija. Njihova stručnost je ključna u pomoći učenicima da ostvare svoj puni potencijal i u stvaranju pozitivne školske kulture.

Psychologist / Psiholog

English

The school psychologist is responsible for providing psychological services to students, supporting their social, emotional, and academic development. The psychologist works collaboratively with teachers, parents, and administrators to create a supportive learning environment. The role involves assessing student needs, developing intervention plans, conducting individual and group counseling, and implementing preventative programs. The psychologist also helps to identify learning disabilities, behavioral challenges, and provides recommendations for educational accommodations and strategies.

- Assess students' psychological and educational needs through observations, interviews, and testing.
- Provide individual and group counseling for students dealing with social, emotional, or academic challenges.
- Collaborate with teachers and staff to develop and implement behavioral and academic interventions.
- Assist in the creation of individualized education plans (IEPs) for students with special needs.
- Implement preventative programs related to mental health, bullying, and emotional well-being.
- Provide support for crisis intervention and conflict resolution.
- Work with parents to ensure that students receive the necessary support both in school and at home.
- Conduct workshops and training sessions for staff and parents on issues such as emotional regulation, learning difficulties, and student well-being.
- Maintain confidential records and comply with legal and ethical guidelines.

Croatian

Školski psiholog odgovoran je za pružanje psiholoških usluga učenicima, podržavajući njihov socijalni, emocionalni i akademski razvoj. Psiholog surađuje s učiteljima, roditeljima i administratorima kako bi stvorio poticajno okruženje za učenje. Uloga uključuje procjenu potreba učenika, razvijanje intervencijskih planova, provođenje individualnog i grupnog savjetovanja te implementaciju preventivnih programa. Psiholog također pomaže u identificiranju poteškoća u učenju i ponašanju te daje preporuke za obrazovne prilagodbe i strategije.

- Procjena psiholoških i obrazovnih potreba učenika kroz opažanja, intervju i testiranje.
- Pružanje individualnog i grupnog savjetovanja učenicima koji se suočavaju sa socijalnim, emocionalnim ili akademskim izazovima.
- Suradnja s učiteljima i osobljem na razvijanju i implementaciji intervencija u ponašanju i učenju.
- Pomoć u izradi individualiziranih obrazovnih planova (IOP) za učenike s posebnim potrebama.
- Implementacija preventivnih programa vezanih uz mentalno zdravlje, prevenciju vršnjačkog nasilja i emocionalnu dobrobit.
- Pružanje podrške u kriznim situacijama i rješavanju sukoba.
- Suradnja s roditeljima kako bi učenici dobili potrebnu podršku u školi i kod kuće.

- Provođenje radionica i treninga za osoblje i roditelje na teme kao što su emocionalna regulacija, poteškoće u učenju i dobrobit učenika.
- Održavanje povjerljivih zapisa i usklađivanje s pravnim i etičkim smjernicama.

Pedagogue / Pedagog

English

The School Pedagogue plays a multifaceted role, focusing on enhancing the educational environment and processes. Key responsibilities include:

- Collaborating with school administration and teachers to develop and implement educational strategies.
- Participating in various school committees, contributing insights and expertise to school-wide decisions.
- Assisting in the organization of educational activities and events.
- Providing support in teacher training and educational development.
- Addressing educational challenges and adapting to diverse educational tasks as assigned.

Croatian

Školski pedagog igra višestranu ulogu, usmjerenu na poboljšanje obrazovnog okruženja i procesa. Ključne odgovornosti uključuju:

- Suradnju s upravom škole i učiteljima u razvoju i implementaciji obrazovnih strategija.
- Sudjelovanje u različitim školskim odborima, doprinoseći uvidima i stručnošću u odluke koje se tiču cijele škole.
- Pomoć u organizaciji obrazovnih aktivnosti i događanja.
- Pružanje podrške u obuci učitelja i obrazovnom razvoju.
- Rješavanje obrazovnih izazova i prilagođavanje različitim obrazovnim zadacima kako su dodijeljeni.

Librarian / Knjižničar

English

The role of the school librarian encompasses a blend of educational and administrative responsibilities within a school's framework. Throughout the academic year, the librarian manages the library's diverse resources, such as books, digital media, and educational materials, tailoring collections to enrich the curriculum and promote reading enjoyment. Administratively, they handle the library budget, oversee the cataloging and upkeep of resources, and maintain alignment with educational standards. Educationally, the librarian supports students in research and information literacy. A key part of their role involves leading reading groups for 1st through 4th grade elementary students during their weekly library visits, guiding them in selecting their weekly reading texts. Additionally, the librarian plays a crucial role in integrating the weekly visits of the Bibliobus from the Split City Public Library into the school program, enriching students' access to a broader range of learning materials.

The working hours of the school library are from 8:45 until 15:45, and the librarian is expected to be present in the library for the duration of these working hours, unless on lunch break, or for the necessity of another task.

Croatian

Uloga školskog knjižničara obuhvaća kombinaciju obrazovnih i administrativnih odgovornosti unutar okvira škole. Tijekom školske godine, knjižničar upravlja raznolikim resursima knjižnice, poput knjiga, digitalnih medija i obrazovnih materijala, prilagođavajući zbirke kako bi obogatio kurikulum i promicao uživanje u čitanju. S administrativne strane, rukovodi proračunom knjižnice, nadzire katalogizaciju i održavanje resursa te održava usklađenost s obrazovnim standardima. U obrazovnom smislu, knjižničar pruža podršku učenicima u istraživanju i pismenosti informacija. Ključni dio njihove uloge uključuje vođenje čitateljskih grupa za učenike od 1. do 4. razreda osnovne škole tijekom njihovih tjednih posjeta knjižnici, usmjeravajući ih u odabiru njihovih tjednih tekstova za čitanje. Osim toga, knjižničar ima ključnu ulogu u integraciji tjednih posjeta Bibliobusa iz Gradske knjižnice Split u školski program, obogaćujući pristup učenika širem rasponu obrazovnih materijala.

Radno vrijeme školske knjižnice je od 8:45 do 15:45, i očekuje se da knjižničar bude prisutan u knjižnici tijekom ovih radnih sati, osim tijekom pauze za ručak ili zbog nužnosti obavljanja druge zadaće.

Pedagogical Program / Program Odgojnog Rada

9th through 10th Grade / 1. do 2. razreda

Advisory Block (1 hour weekly) / Sat razrednika (1 sat tjedno)

English

Preventative Programs:

- Delivery of school preventative programs in accordance with Croatian law

Personal Development:

- Sessions on self-awareness, goal setting, and self-reflection.
- Interactive workshops on resilience, stress management, and mindfulness.

Social and Emotional Learning:

- Activities focusing on empathy, communication skills, and emotional intelligence.
- Group discussions and role-plays to enhance interpersonal relationships and conflict resolution.

Personal Health and Human Development:

- Education on nutrition, physical health, and personal hygiene.
- Discussions on puberty, body image, and mental health awareness.

Enrichment Activities:

- Guest speakers from various professions to inspire and provide career insights.
- Creative projects and team-building exercises to foster collaboration and creativity.

Civic Engagement and Global Awareness:

- Initiatives to encourage community service and global citizenship.
- Exploration of current events and their impact on the world.

Feedback and Reflection:

- Regular feedback sessions to assess progress and address individual needs.
- Encouragement of reflective practices to integrate learning into personal growth.

Croatian

Preventivni programi:

- Provođenje školskih preventivnih programa u skladu s hrvatskim zakonom.

Osobni Razvoj:

- Sesije o samosvijesti, postavljanju ciljeva i samorefleksiji.
- Interaktivne radionice o otpornosti, upravljanju stresom i svjesnosti.

Socijalno i Emocionalno Učenje:

- Aktivnosti usmjerene na empatiju, vještine komunikacije i emocionalnu inteligenciju.
- Grupne rasprave i igre uloga za poboljšanje međuljudskih odnosa i rješavanje sukoba.

Osobno Zdravlje i Ljudski Razvoj:

- Edukacija o prehrani, fizičkom zdravlju i osobnoj higijeni.
- Rasprave o pubertetu, slici tijela i svijesti o mentalnom zdravlju.

Obogaćujuće Aktivnosti:

- Gosti predavači iz različitih profesija za inspiraciju i uvide u karijeru.
- Kreativni projekti i vježbe izgradnje tima za poticanje suradnje i kreativnosti.

Građansko Angažiranje i Globalna Svijest:

- Inicijative za poticanje volonterskog rada u zajednici i globalnog građanstva.
- Istraživanje aktualnih događaja i njihovog utjecaja na svijet.

Povratne Informacije i Refleksija:

- Redovite sesije povratnih informacija za procjenu napretka i rješavanje individualnih potreba.
- Poticanje reflektirajućih praksi za integraciju učenja u osobni rast.

11th through 12th Grade / 3. do 4. razreda

Time scheduled periodically to come out of TOK class schedule and library time allotment /
Vrijeme periodično zakazano unutar rasporeda TOK nastave i rasporeda vremena za knjižnicu

English

Preventative Programs:

- Delivery of school preventative programs in accordance with Croatian law

University Advising

- University advising provides students with personalized guidance in selecting universities, understanding admission requirements, and preparing for application processes. This support helps students make informed decisions about their future academic paths and align their goals with potential career opportunities.

Development of Life Skills

- The development of life skills focuses on equipping students with essential competencies such as communication, problem-solving, financial literacy, and time management. These skills prepare students for independent living and help them navigate personal and professional challenges in the real world.

Croatian

Preventivni programi:

- Provođenje školskih preventivnih programa u skladu s hrvatskim zakonom.

Sveučilišno savjetovanje

- Sveučilišno savjetovanje pruža učenicima personalizirano usmjeravanje pri odabiru sveučilišta, razumijevanju uvjeta upisa i pripremi za prijavne procese. Ova podrška pomaže učenicima donositi informirane odluke o svojim budućim akademskim putovima i uskladiti svoje ciljeve s potencijalnim karijernim prilikama.

Razvoj životnih vještina

- Razvoj životnih vještina usmjeren je na opremanje učenika ključnim kompetencijama poput komunikacije, rješavanja problema, financijske pismenosti i upravljanja vremenom. Te vještine pripremaju učenike za samostalan život i pomažu im u suočavanju s osobnim i profesionalnim izazovima u stvarnom svijetu.

Professional Development Plan / Plan profesionalnog razvoja

English

Continuing professional development is an important part of each educator's career, as it allows them to grow and improve their teaching and pedagogical craft, in line with the IB Learner Profile traits of "Lifelong Learners" which form the underlying principles of the International Baccalaureate Program. Staff during the 2024./2025. school year have the opportunity to attend both on-campus and off-campus professional development opportunities, in accordance with their own interests and requests, as well as the professional development requirements of the IBO.

Croatian

Kontinuirani profesionalni razvoj je važan dio karijere svakog odgojitelja, jer im omogućuje da rastu i poboljšavaju svoje nastavne i pedagoške vještine, u skladu s osobinama IB Profila učenika 'Doživotni učenje', koji čine osnovna načela International Baccalaureate. Tijekom školske godine 2024./2025., osoblje ima priliku sudjelovati u profesionalnim razvojnim prilikama kako na kampusu, tako i izvan njega, u skladu sa svojim interesima i zahtjevima, kao i sa zahtjevima profesionalnog razvoja IBO-a.

General Professional Development / Opći profesionalni razvoj

English

General Professional Development can include live trainings (both on-campus and off-campus), as well as online trainings (both live trainings and self-paced video-based trainings). The variety of topics covered can range from educational, pedagogical, technological, workplace safety, student safeguarding / child protection, and other topics which will help staff carry out their responsibilities in a more effective manner. The general professional development plan for the 2023./2024. school year is outlined in the table below, and may be changed by the Head of School in consultation with either individual or groups of employees to help support their needs.

Name / Type of Training	Training Dates	Training Group
Mediation Training	Fall Semester	All Staff
Student Safety Training	Spring Semester	All Staff
First Aid Training	Spring Semester	All Staff
Fire Safety Training	August and September	All New Staff
Worker Protection Training	August and September	All New Staff
Behavioral Support System and Processes	August and September	All Staff
Google Suite Software (Udemy - Online)	As Needed	All Staff as Needed
Training in eDnevnik	As Needed	All Staff as Needed
Other trainings as needed in the interests of student safety, preventative programs, and enhancing educational outcomes.	As Needed	All Staff as Needed

Croatian

Opći profesionalni razvoj može uključivati žive treninge (i na kampusu i izvan kampusa), kao i online treninge (i žive treninge i samostalno vođene video treninge). Raznolikost tema koje se pokrivaju može varirati od obrazovnih, pedagoških, tehnoloških, sigurnosti na radnom mjestu, zaštite učenika / zaštite djece i drugih tema koje će pomoći osoblju da na učinkovitiji način obavljaju svoje odgovornosti. Plan općeg profesionalnog razvoja za školsku godinu 2024./2025. naveden je u tablici ispod i može biti promijenjen od strane ravnatelja u konzultacijama s pojedincima ili skupinama zaposlenika kako bi podržao njihove potrebe.

Naziv / Vrsta treninga	Datumi treninga	Grupa za trening
Trening medijacije	Jesenski semestar	Svo osoblje
Trening sigurnosti učenika	Proljetni semestar	Svo osoblje
Trening prve pomoći	Proljetni semestar	Svo osoblje
Trening zaštite od požara	Kolovoz i rujan	Svo novo osoblje
Trening zaštite na radu	Kolovoz i rujan	Svo novo osoblje
Sustav i postupci podrške u ponašanju	Kolovoz i rujan	Svo osoblje
Google Suite Software (Udemy - Online)	Po Potrebi	Svo osoblje po potrebi
Trening u eDnevniku	Po Potrebi	Svo osoblje po potrebi
Ostali treninzi prema potrebi, u interesu sigurnosti učenika, preventivnih programa i unapređenja obrazovnih rezultata.	Po Potrebi	Svo osoblje po potrebi

IB Program Professional Development / Profesionalni razvoj IB programa

During the 2023./2024. school year a number of teachers who teach in both the IB Primary Years Program and the IB Middle Years Program will participate in international IB seminars, conferences, and trainings. Some of these sessions will be held online, while others will be held in person and require travel to the destination, depending on the type of training required, the organization of the sessions by the IB organization, and the preference of the session attendees. The professional development schedule is developed collaboratively by the Head of School and teachers involved in the training, and is subject to change depending on the needs of teachers involved as well as the needs of the school.

Name / Type of Training	Number of Attendees
MYP Unit Planner and Curricular Training	All Staff As Needed
IB MYP Coordinator (Cat. 1)	1

Croatian

Tijekom školske godine 2023./2024., brojni učitelji koji predaju u sklopu IB Programa za prve godine osnovne škole (Primary Years Program) i IB Programa za srednje godine osnovne škole (Middle Years Program) sudjelovat će na međunarodnim IB seminarima, konferencijama i treninzima. Neke od ovih sesija održat će se online, dok će se druge održati osobno i zahtijevati putovanje na odredište, ovisno o vrsti potrebnog treninga, organizaciji sesija od strane IB organizacije i preferencijama sudionika sesije. Raspored profesionalnog razvoja razvija se u suradnji između ravnatelja i učitelja uključenih u trening, i podložan je promjenama ovisno o potrebama učitelja uključenih, kao i potrebama škole.

Naziv / Vrsta treninga	Broj sudionika
Planer jedinica MYP-a i trening kurikuluma	Svo osoblje po potrebi
IB MYP Coordinator (Cat. 1)	1

List of Teachers and Employees / Popis učitelja, nastavnike i zaposlenika

Non-Teaching Positions / Nenastavna radna mjesta	
John Rogošić	Head of School / Ravnatelj
Lucija Ivić	Psychologist / Psiholog
Ema Macut	Pedagogue / Pedagog
Karmen Carev Smith	MYP Coordinator / Koordinator MYP-a
Marija Vukovic Cuk	DP Coordinator / Koordinator DP-a
Anna Mirinova	Librarian / Knjižničarka
Linda Rillen	Secretary - Admissions and Family Relations / Tajnica - Upisi i odnosi s obiteljima
Marina Cipic Biuk	Legal Secretary / Tajnica (Pravo)

9th - 12th Grade - IB MYP/DP Program 1. do 4. razred - IB MYP/DP Program	
Marija Vuković Ćuk	Croatian Language and Literature / Hrvatski jezik i književnosti
Sanja Rajič	Croatian as a Foreign Language, Hrvatski kao strani jezik
Karmen Carev Smith	Croatian as a Foreign Language, Hrvatski kao strani jezik
Andrew Lang-Weir	History / Povjesti
Aaron Mekker	Science, Mathematics, Design / Znanosti, Matematika, Dizajn
Stefan Birac	Biology, Design / Biologija, Tehnička kultura
Ana Brinjak	Integrated Sciences / Integrirani znanosti
Kristina Balić	Physical and Health Education, Dance / Tjelesna i zdravstvena kultura, Ples
Suncica Kuzmanić	Visual Arts / Likovna kultura
Ivo Kralj	Music / Glazbena kultura

Robyn Blackbeard	Mathematics / Matematika
Jonathan Esteves	Mathematics / Matematika
Neissa Gallahar	Business / Biznis
Svea Kugel	German, Psychology / Njemački, Psihologija
Marko Akrap	English Literature, TOK / Engleska kniževnost, TOK
Iskra Peric Crnko	Science (Chemistry) / Znanosti (kemije)

Teacher Responsibilities / Obaveze učitelje i nastavnici

English

Regular working hours for teachers on teaching days are in principle 8:45 to 16:45, or as per prior arrangement with the Head of School. Adjustment to working hours may occur as needed depending on any additional field trips or activities.

The School opens for students at 8:45 and closes at 15:45 each school day.

Teachers must arrive by 8:45 and sign in at the front office desk or other designated sign-in area and have their arrival recorded by the secretary or designated administrator.

Between 8:45 and 8:55 each morning teachers must check their email and Slack for any important messages or announcements relevant to the school day.

Teachers must depart campus no earlier than 15:30 each day, but should be regularly available to meet with students, parents, or colleagues until 15:45 each day. When departing campus, teachers must sign out at the front desk or other designated sign-out area and have their departure recorded by the secretary or designated administrator.

Teachers of 1st period classes must be in their classrooms **no later than 8:55** in the morning prepared to greet students as they arrive, and to prepare for the arrival period from 9:00 to 9:05 to be able to start class promptly at 9:05.

Teachers are expected to be available each working day between 8:45 and 16:45 for classes, meetings, and other activities as required for the School. Teachers are not required to be on campus from 8:45 to 16:45 if they do not have a meeting or other activity scheduled, but must not schedule conflicting tasks during these time periods such that they can maintain their availability.

Overtime work (more than 8 hours per day) is not authorized for teachers, and everyone should aim to complete their work within an 8-hour workday or a 40-hour workweek.

All staff may leave campus for up to 30 minutes during the day for their daily break for lunch or to spend their break as they choose. If staff leave campus during the middle of the school day for up to 30 minutes, staff must send a quick message in the #pop-out channel on Slack, for safety reasons in the event of a fire, earthquake, or other emergency incident, so that we know who is on campus and who is off campus in the event of an emergency.

Staff may not leave campus for longer than 30 minutes during the school day without recording their departure and arrival times in the school office with the secretary, and must receive prior approval from the Head of School to be off-campus for an extended period of time.

Croatian

Redovno radno vrijeme učitelja na nastavne dane u načelu je od 8:45 do 16:45 ili prema prethodnom dogovoru s ravnateljem škole. Radno vrijeme može se prilagoditi prema potrebi, ovisno o dodatnim izletima ili aktivnostima.

Škola se za učenike otvara u 8:45 i zatvara u 15:45 svakog školskog dana.

Učitelji moraju stići do 8:45 i prijaviti se na recepciji ili drugom određenom mjestu za prijavu, a njihov dolazak mora evidentirati tajnik ili imenovani administrator.

Između 8:45 i 8:55 svako jutro, učitelji moraju provjeriti svoju e-poštu i Slack za važne poruke ili obavijesti relevantne za školski dan.

Učitelji moraju napustiti kampus najranije u 15:30 svakog dana, ali bi trebali biti redovito dostupni za sastanke s učenicima, roditeljima ili kolegama do 15:45. Prilikom odlaska iz kampusa, učitelji se moraju odjaviti na recepciji ili drugom određenom mjestu za odjavu, a njihov odlazak mora evidentirati tajnik ili imenovani administrator.

Učitelji prvog sata moraju biti u svojim učionicama najkasnije u 8:55 ujutro, spremni dočekati učenike te se pripremiti za dolazak učenika od 9:00 do 9:05 kako bi nastava mogla početi točno u 9:05.

Očekuje se da učitelji budu dostupni svaki radni dan između 8:45 i 16:45 za nastavu, sastanke i druge aktivnosti prema potrebi škole. Učitelji nisu obavezni biti u kampusu od 8:45 do 16:45 ako nemaju zakazani sastanak ili drugu aktivnost, ali ne smiju planirati aktivnosti koje bi ometale njihovu dostupnost u tom vremenu.

Prekovremeni rad (više od 8 sati dnevno) nije odobren za učitelje, te bi svi trebali nastojati završiti svoj posao unutar 8-satnog radnog dana odnosno 40-satnog radnog tjedna.

Svi djelatnici mogu napustiti kampus do 30 minuta tijekom dana za dnevnu pauzu za ručak ili da iskoriste pauzu prema vlastitom izboru. Ako osoblje napusti kampus tijekom školskog dana do 30 minuta, moraju poslati kratku poruku u kanal #pop-out na Slacku, iz sigurnosnih razloga u slučaju požara, potresa ili drugog izvanrednog incidenta, kako bismo znali tko je u kampusu, a tko izvan kampusa u slučaju hitne situacije.

Osoblje ne smije napustiti kampus na više od 30 minuta tijekom školskog dana bez evidentiranja vremena odlaska i dolaska u školskom uredu kod tajnika, te mora dobiti prethodno odobrenje ravnatelja škole za produženi boravak izvan kampusa.

Responsibilities by Teacher Name / Zaduženja po imenu nastavnika

Marija Vukovic Cuk	Grade / Razred	Hours / Sati
Croatian Language and Literature / Hrvatski jezik	9/10	3
DP Croatian Literature / DP Hrvatski	11/12	4
Additional Tasks / Dodatni poslovi		
• Preparation for teaching / Priprema • Communication and collaboration with parents / Komunikacija i suradnja s roditeljima • Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice • Attend meetings as necessary / Prisustvovanje sastancima prema potrebi • Other assignments as needed / Ostali poslovi prema potrebi		

Ana Brinjak	Grade / Razred	Hours / Sati
DP Physics SL/HL	11	4
DP Physics SL	12	3
Integrated Science / Integrirana znanosti	10	4
Additional Tasks / Dodatni poslovi		
• Preparation for teaching / Priprema • Communication and collaboration with parents / Komunikacija i suradnja s roditeljima • Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice • Attend meetings as necessary / Prisustvovanje sastancima prema potrebi • Other assignments as needed / Ostali poslovi prema potrebi		

Robyn Blackbeard	Grade / Razred	Hours / Sati
Mathematics / Matematika	9	4
Mathematics / Matematika	10	4
DP Mathematics SL	12	3
Additional Tasks / Dodatni poslovi		
• Preparation for teaching / Priprema • Communication and collaboration with parents / Komunikacija i suradnja s		

roditeljima ● Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice ● Attend meetings as necessary / Prisustvovanje sastancima prema potrebi ● Other assignments as needed / Ostali poslovi prema potrebi

Karmen Carev Smith	Grade / Razred	Hours / Sati
Croatian Language Acquisition / Hrvatski kao strani jezik	9/10	3
Additional Tasks / Dodatni poslovi		
● Preparation for teaching / Priprema ● Communication and collaboration with parents / Komunikacija i suradnja s roditeljima ● Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice ● Attend meetings as necessary / Prisustvovanje sastancima prema potrebi ● Other assignments as needed / Ostali poslovi prema potrebi		

Stefan Birac	Grade / Razred	Hours / Sati
DP Biology SL / HL	11	4
DP Biology SL / HL	12	4
Additional Tasks / Dodatni poslovi		
● Preparation for teaching / Priprema ● Communication and collaboration with parents / Komunikacija i suradnja s roditeljima ● Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice ● Attend meetings as necessary / Prisustvovanje sastancima prema potrebi ● Other assignments as needed / Ostali poslovi prema potrebi		

Sanja Rajic	Grade / Razred	Hours / Sati
Croatian Language Acquisition / Hrvatski kao strani jezik	9/10	3
Additional Tasks / Dodatni poslovi		
● Preparation for teaching / Priprema ● Communication and collaboration with parents / Komunikacija i suradnja s roditeljima		

- Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice
- Attend meetings as necessary / Prisustvovanje sastancima prema potrebi
- Other assignments as needed / Ostali poslovi prema potrebi

Suncica Kuzmanić	Grade / Razred	Hours / Sati
Visual Arts / Likovna kultura	9/10	4
Fashion Design / Modni dizajn	9/10	2
DP Visual Arts	11/12	4
Additional Tasks / Dodatni poslovi		
• Preparation for teaching / Priprema • Communication and collaboration with parents / Komunikacija i suradnja s roditeljima • Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice • Attend meetings as necessary / Prisustvovanje sastancima prema potrebi • Other assignments as needed / Ostali poslovi prema potrebi		

Kristina Balic	Grade / Razred	Hours / Sati
Physical and Health Education / Tjelesna i zdravstvena kultura	9/10	6
Additional Tasks / Dodatni poslovi		
• Preparation for teaching / Priprema • Communication and collaboration with parents / Komunikacija i suradnja s roditeljima • Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice • Attend meetings as necessary / Prisustvovanje sastancima prema potrebi • Other assignments as needed / Ostali poslovi prema potrebi		

Ivo Kralj	Grade / Razred	Hours / Sati
Music / Glazbeni umjetnost i kultura	9/10	4
Additional Tasks / Dodatni poslovi		
• Preparation for teaching / Priprema • Communication and collaboration with parents / Komunikacija i suradnja s		

roditeljima

- Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice
- Attend meetings as necessary / Prisustvovanje sastancima prema potrebi
- Other assignments as needed / Ostali poslovi prema potrebi

Svea Kugel	Grade / Razred	Hours / Sati
DP German Literature / Njemačka literatura	11/12	3
DP Psychology / DP Psihologija	11/12	5
German Language Acquisition / Njemački jezik	9/10/11	3
DP German Language Acquisition / DP Njemački jezik	12	3
German Literature / Njemačka literatura	9/10	2
Additional Tasks / Dodatni poslovi		
• Preparation for teaching / Priprema • Communication and collaboration with parents / Komunikacija i suradnja s roditeljima • Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice • Attend meetings as necessary / Prisustvovanje sastancima prema potrebi • Other assignments as needed / Ostali poslovi prema potrebi		

Neissa Gallahar	Grade / Razred	Hours / Sati
DP Business Management	11	4
DP Business Management	12	4
Additional Tasks / Dodatni poslovi		
• Preparation for teaching / Priprema • Communication and collaboration with parents / Komunikacija i suradnja s roditeljima • Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice • Attend meetings as necessary / Prisustvovanje sastancima prema potrebi • Other assignments as needed / Ostali poslovi prema potrebi		

Jonathan Esteves	Grade / Razred	Hours / Sati
DP Mathematics HL	11	4
DP Mathematics HL	12	4
Additional Tasks / Dodatni poslovi		
• Preparation for teaching / Priprema • Communication and collaboration with parents / Komunikacija i suradnja s roditeljima • Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice • Attend meetings as necessary / Prisustvovanje sastancima prema potrebi • Other assignments as needed / Ostali poslovi prema potrebi		

Aaron Mekker	Grade / Razred	Hours / Sati
Extended Mathematics / Matematika viša razina	9	4
Extended Mathematics / Matematika viša razina	10	4
DP Mathematics SL	11	3
Wood Design / Dizajn drva	9/10	2
Additional Tasks / Dodatni poslovi		
• Preparation for teaching / Priprema • Communication and collaboration with parents / Komunikacija i suradnja s roditeljima • Maintain a functional and safe classroom / Održavanje funkcionalne i sigurne učionice • Attend meetings as necessary / Prisustvovanje sastancima prema potrebi • Other assignments as needed / Ostali poslovi prema potrebi		

Marko Akrap	Grade / Razred	Hours / Sati
English Literature / Engleska književnost	9	4
DP English Language and Literature	11	4
DP English Language and Literature	12	4
TOK / TOK	11	1.5
TOK / TOK	12	1.5

- Preparation for teaching / Priprema
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- Other assignments as needed / Ostali poslovi prema potrebi