

# *The English School*

*High School*

*Student Handbook*

*2023-2024*



The English School

[www.engs.fi](http://www.engs.fi)

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## CONTACT INFORMATION

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### Board of Trustees

Jorma Turunen, Chairman  
Father Marco Pasinato, Acting Chairman  
Anne Fraser-Vatto  
Lea Mecklin  
Tarja Mäki  
Kirsi Nystén  
Javier Salazar

Participating in the meetings:

Petri Vuorinen, Director-Representative of the Board of Trustees  
Suvi Erlund, Chairman of the Board of Directors  
Seija Nyholm, Principal

### Board of Directors

Suvi Erlund, Chairman  
Heidi Vähänikkilä, Parents' representative  
Camilla Bonden, Parents' representative  
Inari Rauhalahi, Teachers' representative  
Kaisu Möller, Teachers' representative  
Petri Vuorinen, Director-Representative of the Board of Trustees  
Kaarina Winter, Principal  
Seija Nyholm, Principal  
Minna Akkanen, Administrative Manager

Director	Petri Vuorinen 050 303 0368
Principal, Grades 7–9 and High School	Seija Nyholm 040 630 5727
Assistant Principal Middle and High School	Seija Kiiskinen 050 300 1177

## Group Advisors & Rooms

HS23a	Conrad Jackson V1
HS23b	Elisa Kilponen V5/6
HS23c	Johanna Tikka V11
HS23d	Jonathan O'Brien Music Room
HS22a	Matthew Rusting-Morey V13, Juha Kyllönen V4
HS22b	Lissy Clement V14, Päivi Huhtinen Art Room
HS21a/20a	Lauri Calonius V3
HS21b/20b	Eva Mäkelä Chemistry Room

## FACULTY 2023-2024

Anton Emil	Catholic Religion
Bleyer Rodrigo	Mathematics
Calonius Lauri	Ethics, Philosophy, Psychology
Cantell Merituuli	Music, Choir
Clement Elisabeth	English, Debate
Eronen Simo	Geography, Biology, Chemistry
Helin Kelly	English
Huhtinen Päivi	Art and Design
Jackson Conrad	English
Kiiskinen Seija	Guidance Counselor, Assistant Principal
Kilponen Elisa	Finnish
Kurki Katriina	Spanish
Kyllönen Juha	Physics, Mathematics, ICT
Leppikangas Lotta	German, Swedish
Liimatainen Leena	French (on leave until 29.9.2023)
Majuri Riikka	Special Education
Martikainen Tiina	French
Mikkilä-Huttunen Leena	Orthodox Religion
Mäkelä Eva	Chemistry, Mathematics
Nyholm Jutta	Physical Education
Nyholm Seija	Principal, Middle and High School
O'Brien Jonathan	Lutheran religion, Psychology
Okkonen Noora	Finnish as a second language
Pajuniemi Riitta	Biology, Geography, Health education
Poutiainen Hayley	Mathematics (on leave)
Rauhalahti Inari	Finnish
Robinson Laura	English (on leave)
Rusting-Morey Matthew	History
Suokas Elli-Noora	Guidance Counselor
Tikka Johanna	Social studies, History
Vuorinen Petri	Director
Åkerlund Terhi	Physical Education

EMAIL: [firstname.lastname@engs.fi](mailto:firstname.lastname@engs.fi)

## OFFICE AND SERVICES

Administrative Director	Minna Akkanen	<a href="mailto:minna.akkanen@engs.fi">minna.akkanen@engs.fi</a> 050 303 0031
Secretaries	Ira Furneaux (Valimotie)	050 303 0103
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Guidance Counselors	Seija Kiiskinen (HS22)	<a href="mailto:seija.kiiskinen@engs.fi">seija.kiiskinen@engs.fi</a> 050 300 1177
	Elli-Noora Suokas (HS23, HS21/20)	<a href="mailto:ellinoora.suokas@engs.fi">ellinoora.suokas@engs.fi</a> 050 505 5788
Special Education	Riikka Majuri	<a href="mailto:riikka.majuri@engs.fi">riikka.majuri@engs.fi</a> 040 670 9594
School Nurse	Tuire Suvanén	<a href="mailto:tuire.suvanén@engs.fi">tuire.suvanén@engs.fi</a> 050 310 5562
Food Service	Compass Group	<a href="mailto:lasihelmi@foodandco.fi">lasihelmi@foodandco.fi</a>

Friends of  
The English School

Camilla Bonden

friends@engs.fi

School Wellbeing  
Group

Seija Kiiskinen, Seija Nyholm, Johanna Ek,  
Lizeth Ortiz, Riikka Majuri, Elli-Noora Suokas  
and Tuire Suvanen

Crisis Group

Petri Vuorinen, Seija Nyholm, Seija Kiiskinen,  
Johanna Ek, Lizeth Ortiz, Tuire Suvanen  
and Lauri Calenius

Fire and Emergency

Petri Vuorinen, Seija Nyholm and Simo Eronen

SAT and PSAT  
Coordinator

Conrad Jackson

International Affairs  
Coordinator

Kelly Helin



## **VISION - VALUES - MISSION**

### **Vision**

The English School provides an excellent learning environment rich with opportunity and innovation. We inspire a passion for learning and compassion for the world.

### **Values**

At The English School we embrace the following values in our everyday work.

#### **Integrity**

We want to do the right thing. We respect others, ourselves and the environment. Our honesty and moral principles are manifested in our behavior. We use our knowledge and understanding wisely.

#### **Compassion**

We understand others and care for them. We are kind and willing to help. We accept and respect diversity.

#### **Excellence**

We strive to achieve the best we can in all we do. We aim for excellence through intellectual curiosity and creativity. We want to fulfill our potential across academic, social and personal areas.

### **The School's Mission**

The English School is a pioneer in bilingual education providing education from preschool to high school. We are a close-knit community of students, teachers and families. At the heart of our work is mutual respect and joy of learning. We strive for excellence and foster a passion for learning and compassion for the world. Our students become open, respectful and responsible global citizens, ready for the world. Our work is based on respecting our school's tradition of Christian values.

## **PRINCIPLES OF EDUCATION AT THE ENGLISH SCHOOL**

The basic values of our school are grounded in Christian values that guide us to examine humanity and the human being. Human beings have been given the ability to think and to aim for good. We find great value in Christian life and are respectful of other outlooks. We find that it is important to grow, develop, and follow one's conscience regardless of philosophical views. Love for one's neighbor, compassion, and an accepting and loving attitude to oneself and to others enable the growth as a human being. This includes the growth into a responsible member of society, the development of society, and action in accordance with the rights and responsibilities commonly agreed upon. An

individual grows as a human being and member of society through the membership of their family. The family with its values provides the foundations for growth. Having knowledge of one's own history, culture, and the guiding values builds the individual's value awareness and foundation of identity, and gives rise to self-knowledge and self-esteem.

The school environment broadens and increases the opportunities for growth. The amount of diversity increases in a larger community, and there is a greater need for more tolerance, respect, and acceptance and appreciation of difference. The promotion of fairness and good treatment of oneself and others is a natural way to combat bullying. Other people and their belongings are respected. We build respect through knowledge and understanding of other cultures and by embracing various cultures as natural parts of our daily lives and celebrations at the school. As the world opens up and societies become more globalized, the definitions of citizenship and nationality are changing. A world citizen thinks broadly and is involved in the challenges concerning the whole world. Global humanity consists of an understanding of how society and societies operate, what the common resources are and where they come from, and the respect and appreciation of nature and the environment. Students learn to value what society offers and have a willingness to work for a better society. Economic efficiency and moderation are intricate parts of our practices. Ecological sustainability and other sustainable values are emphasized.

The international faculty and multicultural student body of the English School provide a concrete framework for intercultural cooperation and growth. Multiculturalism and the acculturation strategies of various individuals and families are acknowledged as parts of the formation of our community. Tolerance and the ability to work with others require broadmindedness and openness.

Studying in the school's two language cultures and building an understanding of the world on their basis provides starting points for the interpretation of and view on how different societies are formed and developed and how an individual can participate in the handling of common matters in society. Our daily behaviour reflects our respect for others. We place high value on the social skills of self-control, emotional intelligence, and good manners that lay the foundation for zero-tolerance on bullying. We take care of public property, and this also reflects in the tidiness of our environment. Our community skills include the ability to take turns and share. At its finest, our sense of community is manifested in the encouragement we give to one another with the aim to support their flourishing. In our school community, we work with a positive attitude, take responsibility for our own actions, and share responsibility.

In our school, education means respect for diversity and for differing outlooks, opinions, and philosophies. Education is characterized by open-heartedness, and is about finding meaning in life through matters important to us. It also includes ecosocial education and global systems thinking with respect to the principles of sustainable development. In our school, education also consists of fostering our shared environment. We work as equals and promote equality through our

working habits. The starting point for equality in our work is the perception that all cultures, outlooks, ages, genders, and areas are equal.

## **ENGLANTILAISEN KOULUN ARVOPERUSTA**

Koulumme arvoperusta pohjautuu kristillisiin arvoihin, jotka ohjaavat meitä tarkastelemaan ihmisyyttä ja ihmistä. Ihmiselle on annettu taito ajatella ja taito pyrkiä hyvään. Kristittynä oleminen ja eläminen muita näkemyksiä arvostaen on arvokasta. Katsomuksesta riippumatta omantunnon kehittäminen ja kasvattaminen sekä sen mukaan eläminen on tärkeää. Lähimmäisen rakkaus, myötätunto ja hyväksyvä, rakastava asenne itseä ja kanssaihmiä kohtaan toimivat kasvun aineksina kohti hyvää ihmisyyttä. Hyvä ihmisuus sisältää vastuulliseksi yhteiskunnan jäseneksi kasvamisen, yhteiskunnan kehittämisen ja yhteisesti sovittujen oikeuksien ja velvollisuuksien mukaan toimimisen. Ihmisyyteen ja yhteiskunnan jäsenyyteen kasvetaan perheen jäsenyyden kautta. Perhe ja perheen arvot antavat pohjan kasvulle. Oman historian, kulttuurin ja niiden toimintaa ohjaavien arvojen tunteminen luovat yksilön arvotietoisuuden ja identiteetin pohjan ja antavat ainekset itsetuntemukselle ja itsetunnolle.

Kouluympäristö laajentaa ja lisää kasvun mahdollisuuksia. Suuremmissa yhteisöissä erilaisuuden määrä lisääntyy ja tarvitaan suurempaa määrää suvaitsevaisuutta ja erilaisuuden hyväksyntää, kunnioittamista, arvostamista. Oikeudenmukaisuuden puolustaminen ja itsensä ja toisten hyvä kohtelu toimivat luonnollisena kiusaamisen vastaisena työnä. Kunnioitetaan toista ja hänelle kuuluvaa. Kunnioitusta rakennamme tiedolla ja ymmärryksellä muista kulttuureista ja sillä, että eri kulttuurit ovat luonnollinen osa arkeamme ja juhlakulttuuriamme. Kun maailma avautuu ja yhteiskunnat kansainvälistyvät muuttuvat kansalaisuuden ja kansallisuuden merkitykset. Maailman kansalainen ajattelee laajasti ja tulee osalliseksi koko maailmaa koskevista haasteista. Ymmärrys siitä, miten yhteiskunta ja yhteiskunnat toimivat, mitä yhteiset varat ovat ja mistä ne tulevat, ympäristön ja luonnon kunnioitus ja arvostus ovat osa globaalia ihmisyyttä. Opitaan arvostamaan sitä, mitä yhteiskunta tarjoaa, ja halutaan tehdä työtä paremman yhteiskunnan hyväksi. Taloudellisuus ja kohtuullisuus ovat osa toimintaamme, jossa ekologisuus ja kestävät arvot korostuvat.

Englantilaisessa koulussa kansainvälinen henkilökunta ja monikulttuurinen oppilaskunta antavat konkreettiset puitteet kulttuurien väliselle yhteistyölle ja kasvulle. Monikulttuurisuus ja eri yksilöiden ja perheiden kultturaatiostrategiat tiedostetaan osaksi yhteisömme rakentumista. Suvaitsevaisuus ja kyky toimia toisten kanssa edellyttää avarakatseisuutta ja avoimuutta. Koulumme kahdessa kielikulttuurissa opiskelu ja niiden mukaisten maailman ymmärryksen rakentaminen antavat lähtökohdat tulkinnalle ja näkemykselle siitä, miten erilaiset yhteiskunnat muodostuvat ja kehittyvät ja miten niiden kautta yksilö voi osallistua yhteisten asioiden hoitamiseen. Toisten kunnioittaminen välittyy arjen käyttäytymisestä. Meille on tärkeää sosiaaliset taidot, joihin sisältyy itsesäätely, tunneälykyys, hyvät ja kohteliaat käytöstavat, jotka kaikki luovat pohjan

kiusaamisen nollatoleranssille. Pidämme huolta yhteisestä omaisuudesta. Tämä näkyy myös ympäristön siisteytenä. Yhteisöllisyystaitojamme ovat kyky vuorotella ja jakaa. Parhaimmillaan yhteisöllisyys ilmenee toisen kannustamisena, joka tähtää toisen kukoistuksen tukemiseen. Koulu yhteisössämme tehdään työtä positiivisella asenteella, kannetaan vastuu omasta toiminnasta ja jaetaan vastuuta. Sivistys koulussamme on erilaisuuden, erilaisten näkemysten, mielipiteiden ja elämäkatsomusten kunnioittamista. Sivistyneisyyttä on sydämen sivistys, inhimillisyys ja elämän merkitysten löytäminen itselle tärkeistä asioista. Sivistykseen kuuluvat ekososiaalinen sivistys ja globaali systeemiajattelu kestävän kehityksen periaattein. Sivistys on myös yhteisen ympäristön vaalimista. Työskentelemme tasa-arvoisesti ja edistämme työskentelyllämme tasa-arvoa. Lähtökohtana tasa-arvoiselle työskentelylle on kulttuurien, näkemysten, ikä- ja sukupuolten välinen sekä alueellinen tasa-arvoisuus.

## CALENDAR 2023-2024

The English School Calendar can be found on our [www.EngS.fi](http://www.EngS.fi) homepage.

Fall Semester	9.8. – 21.12.2023
Spring Semester	8.1. – 1.6.2024

### Terms & Assessment Weeks

Term I: Wednesday, August 9 - Thursday, September 28

(assessment: Sept 22-28, including Saturday)

Term II: Friday, September 29 – Friday, November 24

(assessment: Nov 17-24)

Term III: Monday, November 27 – Friday, February 2

(assessment: Jan 26-Feb 2)

Term IV: Monday, February 5 – Friday, April 5

(assessment: March 27-April 5)

Term V: Monday, April 8 – Saturday, June 1

(assessment: May 24-31)

### Holidays

Fall Holiday	16.10. – 20.10.2023 (Week 42)
Christmas Holiday	22.12.2023 – 7.1.2024
Ski Holiday	19.2. – 23.2.2024 (Week 8)
All Public Holidays	
Independence Day Holiday	6.12.2023
Easter	29.3.-1.4.2024
May Day	1.5.2024
Ascension Day	9.5.2024
Holiday	10.5.2024

## **MS&HS Homeroom & Group Advisor Lessons**

At 13.00-13.30 on the following dates:

Wednesday, August 23

Wednesday, September 6

Wednesday, October 11

Wednesday, November 8

Wednesday, December 20

Wednesday, January 10

Wednesday, February 14

Wednesday, March 6

Wednesday, April 17

Wednesday, May 8

Assemblies (Auditorium)

Wednesday, August 9 at 10:00

Wednesday, October 4 at 13:45

Wednesday, November 29 at 13:45

Wednesday, February 7 at 13:45

Wednesday, April 10 at 13:45

## **Independence Day & Graduations**

Tuesday, December 5, 2023 Independence Day Celebration & Graduation at 13:30.

Saturday, June 1, 2024 High School Graduation at 11:00.

Dress-up Days.

## **Compulsory Make-up Day**

High School Assessment Day on Saturday, September 23, 2023

## **Early Dismissals**

Friday, October 13, 2023 at 13:00

Thursday, December 21, 2023 at 13:00

Thursday, March 28, 2024 at 13:00

Wednesday, May 8, 2024 at 13.00

**Class Photos**

Tuesday, September 5, 2023 from 8:30 onwards

**Matriculation Exams**

Fall 2023 September 11 - September 25

Spring 2024 March 12 - March 27

**Parents' Evenings**

HS23 Welcome to Our High School evening for guardians and students Monday, August 14, 2023 at 18:00 (via Meet)

HS23 (First year - Meet the teachers and principals) Tuesday, October 24, 2023 at 18:00, coffee at 17:30

HS21/20 (Abis - graduation and continuing studies) Tuesday, November 7, 2023 at 18:00

HS22 (Second year - information about the matriculation exams) Thursday, April 20, 2024 at 18:00 Online!

**Divine Services & Alternative Programs (Families welcome!)**

Friday, August 25, 2023 at 9:30 at Meilahti Church / Valimotie

Tuesday, December 19, 2023 at 9:30 at Meilahti Church / Valimotie

Thursday, May 23, 2024 at 9:30 at Meilahti Church (rehearsals 8:00) and Valimotie

**Digital SAT**

Saturday, October 7, 2023

Saturday, May 4, 2024

**Digital PSAT**

Tuesday, October 31

### **Penkkarit & Abi Show**

Thursday, February 8 (HS21)

### **Olds' Dance**

Thursday, February 15, 2024 (HS22) (HS21 organizers) at Tapahtumatalo Bank

Friday, February 16, morning at Mäntytie (ES) and afternoon at Jäähalli (MS)

### **HS Open Houses**

Wednesday, January 17 at 17.00-19.30

Tuesday, January 30 at 17.00-19.30 (Online)

### **Study unit Re-examinations on Thursdays**

You must register at the latest four weekdays before the exam. Registration for re-exams is done through Wilma by signing up for the correct exam. Signing up for a re-exam is binding. Re-examinations are held at 15:30 - 18:00 in Room 13.

<i>Re-exam Date</i>	<i>Registration Deadline</i>	<i>Study Units / Courses</i>
Thursday 24.8.2023	Friday 18.8.	Term V, 2022-2023
Thursday 26.10.2023	Friday 20.10.	Term I
Thursday 11.1.2024	Friday 5.1.	Term II
Thursday 7.3.2024	Friday 1.3.	Term III
Thursday 2.5.2024	Friday 26.4.	Term IV

### **General re-examinations**

You must request permission from the subject teacher to take a general re-exam and register by the deadline. Registration for re-exams is done through Wilma by signing up for the correct exam. Signing up for a re-exam is binding. Re-examinations are held at 15:30 - 18:00 in Room 13.

<i>Re-exam Date</i>	<i>Registration Deadline</i>
Tuesday 3.10.2023	Wednesday 27.9.
Tuesday 14.11.2023	Wednesday 8.11.
Tuesday 6.2.2024	Wednesday 31.1.
Tuesday 16.4.2024	Wednesday 10.4.



# Matriculation Examinations

**Fall 2023**

Preliminary Exams for the Matriculation Examinations TBA

Monday 11.9.2023	Äidinkieli Finnish (lukutaito)
Wednesday 13.9.2023	Psychology, Philosophy, History, Physics, Biology
Friday 15.9.2023	Foreign Language, Long Syllabus English
Monday 18.9.2023	Second National Language Swedish
Tuesday 19.9.2023	Mathematics, Long and Short Syllabi
Thursday 21.9.2023	Religion, Ethics, Social Studies, Chemistry, Geography, Health Education
Friday 22.9.2023	Äidinkieli Finnish (kirjoitustaito), Finnish as a Second Language
Monday 25.9.2023	Foreign Language, Short Syllabus French, German, Spanish, Russian, Italian

Results published in Oma Opintopolku 10.11.2023

# Matriculation Examinations

# Spring 2024

Preliminary Exams for the Matriculation Examinations TBA

Tuesday 12.3.2024	Äidinkieli Finnish (lukutaito), Finnish as a Second Language
Thursday 14.3.2024	Foreign Languages, Short Syllabus French, Spanish, German, Italian, Russian
Friday 15.3.2024	Äidinkieli Finnish (kirjoitustaito)
Monday 18.3.2024	Foreign Languages, Long Syllabus English, French, Spanish, German, Russian
Wednesday 20.3.2024	Mathematics, Long and Short Syllabi
Friday 22.3.2024	Religion, Ethics, Social Studies, Chemistry, Geography, Health Education
Monday 25.3.2024	Second National Language Swedish
Wednesday 27.3.2024	Psychology, Philosophy, History, Physics, Biology

## IMPORTANT DEADLINES FOR ABIS

**If you wish to graduate in December 2023, you must have a minimum of 150 credits (75 courses) completed by Monday, 6.11.2023!** If you have not completed 150 credits by the end of Term I, you must make a detailed study plan with the Guidance Counselor and the subject teachers. Please note, however, that teachers are not obliged to correct and grade late assignments if not previously agreed upon.

### **Friday, 3.11.2023**

Written confirmation to the Principal if you do NOT wish a failed matriculation exam to be compensated (Fall graduates).

### **Friday, 24.11.2023**

Registration for the Spring 2024 matriculation examinations

**If you wish to graduate in June 2024, you must have a minimum of 150 credits (75 courses) completed by Monday, 6.5.2024!** If you have not completed 150 credits by the end of Term III, you must make a detailed study plan with the Guidance Counselor and the subject teachers. Please note, however, that teachers are not obliged to correct and grade late assignments without previous agreement.

### **Friday, 3.5.2024**

Written confirmation to the Principal if you do NOT wish a failed matriculation exam to be compensated (Spring graduates)

### **Friday, 31.5.2024**

Registration for the Fall 2024 matriculation examinations.

For more information on the Matriculation examinations (exact exam days and times, rules and regulations, etc.) please refer to the *Ylioppilastutkintolautakunta* website: [www.ylioppilastutkinto.fi](http://www.ylioppilastutkinto.fi)

## **Preliminaries and Oral Exams**

Before the matriculation exams in the fall and especially the spring, there will be preliminary exams in various subjects. Please inform the subject teachers if you wish to take a preliminary exam.

In the Spring, teachers arrange oral exams for those interested in trying to raise their final grade in any subject(s). The oral exams (*suullinen korotustentti*) usually take about three hours and may also partly consist of written assignments. Please register for these exams directly with the subject teacher no later than Friday, 19.1.2024. The teacher will then set a suitable day for the oral exam.

## **HIGH SCHOOL HANDBOOK 2023-2024**

Studying at The English School High School means a commitment to follow its rules, regulations and guidelines. If you are uncertain of the principles of the school in some respect, please ask the teachers.

The purpose of this booklet is to give you an orientation for planning your studies and guidance for your everyday work. Of course no booklet can cover all the possible events or options. Please ask your group advisor, the guidance counselor, your teachers or the office about any unclear matters.

### **Our Values**

At The English School, we share the following core values in order to ensure a peaceful learning and working atmosphere:

- Compassion
- Integrity
- Excellence

By behaving well and taking others into consideration we are helping to promote peace in our school. The school rules—and the values underlying the—are important guidelines for interacting with your fellow students, teachers, and other staff.

Students are expected to live up to the behavior code of the school, to take responsibility for their own actions, and to assume the consequences of bad behavior. These will vary depending on the seriousness of the infraction.

### **Disciplinary actions include the following:**

1. An oral warning by a teacher and/or the Principal
2. The Principal can issue a letter of warning
3. The Board of Directors can suspend a student from school for a period of time, at most for a year

Before a written warning is issued, the student has the right to be heard, and before any specified suspension, the student and the guardian have the right to be heard. The reason for the suspension or warning is to be explained clearly to the student and guardian.

## Valimotie Guidelines and Rules

The English School student understands right from wrong, knows the school guidelines, rules and policies and is committed to following them. The student learns and understands ways to promote and maintain the kind of Engs-atmosphere that the school is known for.

The guidelines have been set to promote the values of The English School and the National Core Curriculum and are to be followed at both school campuses and at all school levels.

In addition to the guidelines, the Mäntytie campus and Valimotie campus have their own school specific rules that help maintain a safe and peaceful learning environment for all. Breaking the rules have consequences specified in the Basic Education Act.

In cases not specified in the rules, Finnish law is followed, including the laws governing Basic Education and High School Education.

### Guidelines

#### **1 Be safe.**

Positive learning outcomes are only possible in a safe environment. Following these guidelines and the school rules will help you and others feel and stay safe.

#### **2 Be respectful.**

Everyone is valuable. Treating others with respect and empathy creates a positive learning environment where kindness is expected and bullying is not accepted.

#### **3 Be cooperative.**

Listen to others and be an active group member and be attentive during school time. Follow staff members' instructions.

#### **4 Be present and on time.**

Attendance is required on all school days. Being in the right place at the right time promotes an atmosphere conducive to study.

#### **5 Be prepared.**

Being ready for class, with a mindset for studying and having all the equipment needed for the day ahead, maximizes the learning potential.

**6 Be industrious.**

Putting in your best effort maximizes the learning outcome.

**7 Be responsible.**

Treat personal and school property with care and keep the school tidy. Make sustainable and fair choices about resources, and value nature and the environment.

**8 Be considerate.**

Be thoughtful and maintain a peaceful atmosphere during the school day.

**9 Be honest.**

Speak the truth and act truthfully.

**10 Be an ambassador.**

Remember the values of The English School - integrity, compassion and excellence - and choose to act accordingly.

**Specific rules at Valimotie:**

**1 Be mindful of others and follow the instructions of staff members at all times.** Intimidating behavior is not accepted. Everyone has the right to physical integrity.

**2 Taking photos or videos of other people is not allowed without the person's permission.** Publishing photos or videos in social media or elsewhere publicly is not allowed without the permission of that person.

**3 Cheating, plagiarism and quoting without mentioning the source is forbidden.**

**4 Phones are only allowed in class with a teacher's permission.**

In middle school, unpermitted use of phones can lead to confiscation for the duration of the lesson in question. In high school, a student can be removed from the classroom or marked as absent.

**5 Food, drinks, and chewing gum are allowed only during recess in order to maintain a peaceful atmosphere in the classroom.**

**6 Middle school students are not allowed to leave the school building during the school day except to go to classes elsewhere.** When going to sports venues

and field-trips and coming and leaving from school, always follow the traffic rules and take care of each other.

**7 Smoking and the use of other nicotine products or any other intoxicating substances by ENGS students is not allowed in the school premises.**

**8 The school is a student's place of work, where appropriate dress is expected.**

Appropriate clothing does not offend anyone. For school celebrations and other festive occasions students are expected to dress accordingly.

### **School Policy on Drugs**

The policy is of zero tolerance. The following actions are taken when drugs are discovered at school:

Since the possession of drugs and using drugs is illegal in Finland, the police are informed immediately and called to the school. The police then decide how best to proceed in the matter. The school also contacts immediately, without hesitation and without prior warning, the child protection authorities (*Lastensuojeluviranomaiset*) and informs the student's parents or guardian. The police and child protection authorities decide their actions and, in all cases, the school cooperates and provides them with information they need.

The school's Board of Directors is the first instance (after immediate acts by the principal) in taking decisions. That is, the Board can give a strict written warning or from one to three months' suspension. The Board is the first and last instance for decision making in matters of this kind. The process that ensues after the crime is discovered depends on whether the student is less than 15 years of age. When a student is 15 years or older, criminal law is followed and the court decides on the punishment. However, when a student is under 15 years of age, and the police cannot take further action, the school's Board will.

Informing parents about illegal acts is the principal's responsibility, but the principal follows police orders. This may affect how soon and what information can be shared. The families directly involved are kept informed during the process.

### **Cheating & plagiarizing**

- If you are caught cheating on an examination, this examination is failed and you will not receive a grade. You also lose the right to take the re-examination. You will have to retake the whole study unit.
- If you are caught cheating on a re-examination, you will not receive a grade and will have to retake the whole study unit.

- Plagiarism (for instance pulling an essay or a book report or research from the Internet without mentioning the sources of information) is considered equivalent to cheating in an examination. If you are caught plagiarizing, the assignment in question will be failed and if the assignment in question is a major study unit work, you will fail the study unit or receive no grade.
- The school has dealt with an increasing number of cases where phones have been used for cheating in tests or examinations. For this reason, students should leave their phones in their lockers when they have an exam. Students who do not have a locker must take their phones to the Office for safekeeping. A student who is discovered with a phone during an exam will automatically fail that exam, and parents of students under 18 will be notified through Wilma.

## **DISCIPLINARY MEASURES ACCORDING TO THE UPPER SECONDARY SCHOOL ACT**

### **Section 41 Discipline**

A student who disrupts instruction or otherwise breaches order or cheats may be issued a written warning. If the breach is serious or if the student carries on with the inappropriate conduct after being issued a written warning, the student may be suspended from the school for a fixed period of time not exceeding one year and denied access to student accommodation for a fixed period of time or for the duration of his or her studies. Said proceedings are defined as disciplinary actions.

A student who disrupts instruction may be removed from the classroom or other place of instruction for the remainder of the class or be ordered to leave a school function.

A student may be banned from attending instruction for a maximum of three school days if there is a risk that the safety of a fellow-student or other person working in the premises in which instruction is provided is endangered by the violent or aggressive behaviour of such a student or if he or she displays disruptive behaviour so as to inordinately complicate instruction and related activities.

If a student is under investigation for a criminal offence, he or she may be suspended for the duration of the investigation if warranted by the alleged offence or relevant circumstances.

### **Section 42 Disciplinary procedures and implementation of disciplinary measures**

Before any decision pursuant to subsection 1 or 4 of section 41 is made, the act or omission, alleged offence or related circumstances shall be identified, the student interviewed or other necessary investigation carried out. Before a disciplinary action is taken, the person who has custody of the student shall be given an opportunity to be heard. Any other measures referred to in section 41 shall be



reported to the person who has custody of the student and, if appropriate, any temporary ban preventing participation in instruction shall be reported to the authority responsible for the provision of social services in the host municipality. A formal decision is always required for the proceedings taken pursuant to subsection 1 and 4 of section 41, and the measures referred to in subsection 2 and 3 of section 41 shall be duly recorded.

A decision to suspend the student for a fixed period of time or to deny access to student accommodation may be enforced irrespective of any appeal, unless otherwise determined by the education provider or administrative court.

A decision regarding the enforcement of a decision not yet legally enforceable and the date of commencement of enforcement shall be made at the same time as the decision on suspension or denial of access to student accommodation.

A decision to suspend a student from school or deny access to student accommodation and to issue a written warning shall be made by the appropriate multi-member body of the education provider, or, where decided by the education provider, by the principal. The principal may be given the power to decide on suspending a student from an educational institution or student accommodation for a maximum period of three months.

Decisions referred to in subsection 2 of section 41 on ordering a student to leave the classroom for the remainder of a lesson and ordering a student to leave some other place of instruction are made by the teacher giving the instruction or other educational event. The decision on ordering a student referred to in said provision to leave a school function organised by the educational institution is made by the principal or the teacher. The decision on banning a student from attending instruction referred to in subsection 3 of said section is made by the principal.

## **FREE HIGH SCHOOL EDUCATION STARTING IN FALL 2021**

The compulsory education age rose to 18 in August 2021 and at the same time high school became free. This applies to youth who have completed their comprehensive school education in Spring 2021 or later. In practice, the new law means that books and other materials will be free. A laptop necessary for studies will be loaned to the student by the school for the entire duration of the high school studies.

### **School Fees**

Please note that according to law (Act of Secondary Education §34) The English School is granted the right to charge student fees. On the basis of this, the School collects an annual fee of 673 euro per student.

The fee for the academic year is payable in two installments: the first as soon as school starts, the second in the beginning of January. The tuition fee is 673€ for the whole school year (fall 336,50€ and spring 336,50€). Should a student leave the school within two weeks of the start of fall or spring semester, s/he will not be charged school fees for that semester. If a student leaves the school before

November 1<sup>st</sup> (fall semester) or April 1<sup>st</sup> (spring semester), s/he must pay half the school fees for that term. Half the school fees are payable if a student is accepted at the school on November 1<sup>st</sup> or after for the fall semester, or on April 1<sup>st</sup> and after for the spring semester.

### **Office Hours**

The School Office at Valimotie is open on weekdays from 9.00 – 14.00.

### **School Lunch**

The school's food service is provided by Compass Group. The lunch hour lasts 30 minutes. In High School, a healthy and balanced school lunch is served daily from 11.35 to 12.50. The Middle School and High School have partly separate lunchtimes. Due to the school having 75-minute lessons, students eat lunch in three groups during staggered times.

If you have dietary restrictions, please submit to the Office a doctor's certificate stating these. The form can be found on the school's homepage. The lunch program has substitute foods for pupils with dietary restrictions so that they will always be served food they can eat. No special lunch program is provided for reasons other than medical. The alternative vegetarian menu is only for those students who have notified the school in advance. It is appreciated if students with special diets inform the kitchen at least two weeks before of absences they know in advance, so that food is not wasted.

Good manners and the instructions of teachers and Compass Group staff are to be followed in the cafeteria.

Lunch menus in English and Finnish can be seen on the school's website. An asterisk on the menu indicates that the meat served is pork.

School cafeteria is located on the school premises on the second floor. Compass Group also has a cafeteria open for all called Lasihelmi where high school students may visit during the day to buy snacks or alternatively use the café in the lobby. They may not eat in Lasihelmi or in the downstairs café.

### **Books**

HS23, HS22 and HS21 students will receive books from school as you start your studies. Some books will be print books that we recycle, some will be digital licenses for materials.

### **Insurance**

All students with a Finnish social security number (*henkilötunnus*) are covered by the school's insurance policy. Foreign nationals without a Finnish social security

number must buy their own insurance. Students' personal items are not covered by the insurance.

### **School Wellbeing Group**

School wellbeing group consists of a student welfare group, teachers, students and parents. The goal is to ensure favorable circumstances for good learning and to advance both the psychological and physical health of the whole school.

School wellbeing is an important part of the school's educational and teaching task where the whole school is on the focus. School wellbeing is primarily preventive in nature, and its goal is to support and advance the entire school community's welfare.

The student welfare group's composition varies according to the needs of the student and the objective of student welfare is the early recognition and prevention, amelioration and finally elimination of obstacles to learning, learning difficulties and other problems connected with schoolwork. Students have the right to the services of student welfare in order to participate in education to their full potential.

Individual student welfare comprises the services of the school nurse, doctor, psychologist, social worker and a multidisciplinary expert group. The composition of this group varies, but may include principals, teachers, parents, school nurse, psychologist, social worker and even other experts—all depending on the needs of the student.

### **School Psychologist**

The school social psychologist is at the school twice a week (times are announced at the beginning of the school year). The psychologist's goal is to promote the wellbeing of the student. Students can turn to the psychologists in matters relating to schoolwork, relationships and any other problems that crop up in daily life. When appropriate, the psychologist works with parents, other members of the school staff and with organizations outside the school.

### **School Social Worker**

The school social worker is at the school twice a week (times are announced at the beginning of the school year). The social worker's goal is to promote the wellbeing of the student. Students can turn to the social worker in matters relating to schoolwork, relationships and any other problems that crop up in daily life. When appropriate, the school social worker works with parents, other members of the school staff and with organizations outside the school.

### **School Special Education Teacher**

Special education teacher is at the school Monday, Tuesday and Wednesday. Their goal is to support students when there is a need. The special education teacher can be turned to on the student's own initiative. The special education teacher works with students, parents, other members of the school staff and consults specialists/organizations outside the school.

## **Guidance Counseling**

The High School Guidance Counselors are Elli-Noora Suokas and Seija Kiiskinen, who is also the assistant principal. Counseling appointments may be made directly with them.

## **Tutorials**

Any high school student over 17 years of age can receive tutorials subsidized by the state. More information may be obtained from KELA offices and the school's guidance counselor.

## **Health Care**

The school nurse, Tuire Suvanen, is available five days a week, either at Mäntytiie or Valimotie. Her precise schedule is posted on her door. In addition, a doctor visits the school at regular intervals. The school social worker, Johanna Ek, is also available by appointment at Mäntytiie or Valimotie every day of the week during the mornings as is the school psychologist, Lizeth Ortiz.

## **Group Meetings**

Group Meetings are part of the normal schedule and are compulsory for every High School student. The meeting times will be scheduled by the group advisor. 30-minute monthly meetings will be held every month, in addition to short meetings when the group advisor will meet with students individually.

## **Library**

You are welcome to the library to borrow books, to sojourn, to study, to use the computer and to read magazines and books during opening hours. The library offers you—free of charge—versatile collections, modern computers and information retrieval methods, library facilities and the expertise of the staff members.

The English School Library at Valimotie is open on Thursdays and Fridays. The library is a place for silent reading and study. Please consider the needs of others working.

## **Reading Room**

Valimotie also has a reading room where students can study quietly during recesses and skip hours. No talking allowed in this room!

## **Lockers**

Each student may get a locker for his/her belongings. The key is given out by the Office against a 20€ deposit.

## **Entrance**

At Valimotie, the entrance to the high school premises on the second floor is via the stairs from the first floor. Elevators are not for student use, except with a doctor's certificate. The doors are open for students from 7.45 to 16.00. Students may spend time in the 2<sup>nd</sup> floor lobby, but the first floor is off limits and only for passing through or buying a snack.

At Mäntytie, students may use the front door when the back door (Paciuksenkatu) is locked.

## **Visitors**

For safety reasons NO OUTSIDERS are allowed on school premises, whether it be at Mäntytie or Valimotie.

At Valimotie, all guests must first report to the guards at the front desk on the 1<sup>st</sup> floor of Valimotie and wear a visitor's pass while they are in the building. They should then report to the school's Office on the 2<sup>nd</sup> floor. At Mäntytie, guests report to the Office on the 2<sup>nd</sup> floor.

## **School Attire**

Attire is not only a reflection of the individual student, but also of the general learning environment. Students and staff are asked to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. For physical education lessons, the teacher will guide students as to what is safe and appropriate clothing for each sport.

In class and in the cafeteria, students should remove sunglasses, hoods, hats, beanies and caps. Students do have the right to wear religious attire in school, including turbans, yarmulkes, and head scarves.

Indecent, sexually or violently explicit as well as drug-related statements and graphics on clothing are not permitted.

## **Dress-up Days**

On special occasions, such as Independence Day, Divine Services, and Graduation, students should dress appropriately, keeping in mind that this is an academic institution where we want to honor our performers, speakers and graduates on these special occasions.

Blue jeans, sweatpants, shorts, T-shirts, torn or ripped clothing, hoodies and sweatshirts are not appropriate on these days.

## **Lost and Found Articles**

The school can take no responsibility for articles lost anywhere on the school's premises.

## **Student Council**

Each high school student is a member of the Student Council. Students elect representatives from each year. The representatives have their own meeting room at Valimotie and meet regularly. Representatives also attend teachers' meetings when relevant.

## **Tutoring**

There are second-year students available to tutor first-year high school students.

**The guidelines and the requirements given in the following chapters are based on the Upper Secondary School Act (*lukiolaki*), Upper Secondary School Decree (*lukioasetus*), National Core Curriculum for Upper Secondary Schools (*valtakunnalliset lukion opetussuunnitelman perusteet*) and our Permission to Provide Instruction (*koulun opetuksenjärjestämislupa*).**

## **STUDY PLAN SELECTION**

In the beginning of your studies you need to plan your personal curriculum (study program) in Wilma. The contents of the study units are given in the booklet *Brief Study Unit Descriptions*. Not all study units are offered each school year.

The new curriculum is offered in the form of study units / credits. Study units consist of 1-4 credits. The minimum number of credits required for graduation is 150. The study unit tray can be found in Wilma and on the School's homepages. It outlines when study units are offered during the year.

If you want to graduate by the end of the third year, you will have 13 full terms in which to complete your studies. You should plan on completing 60 study units during the first and second years respectively.

During the first year of your studies, try to complete as many compulsory study units as possible.

By no later than the end of September, all students, in cooperation with the Guidance Counselor and the Group Advisor, will make a plan for their High School studies for this academic year.

## **Laptop Computers & Your Studies**

Computers and other digital media are becoming increasingly important in education and the workplace. All of the matriculation examinations (*ylioppilaskirjoitukset*) are now digital. In order to be prepared, it is important that you become familiar with using a laptop. Students (HS21->) will be given a laptop from school. The laptop will be the student's responsibility for the duration of their studies and an Agreement document needs to be signed where the rules

and student responsibilities are explained in detail. Laptops will be used during lessons, exam weeks and in due course in the matriculation examinations.

## **Ylioppilaskokeet**

Opintojen alussa ylioppilaskokeet saattavat tuntua olevan kaukaista tulevaisuutta. Tästä huolimatta viisainta olisi silti opiskelua suunnitellessa pitää yo-kokeet mielessä.

On järkevää ottaa valinnaisia opintoja niistä aineista, jotka aikoo kirjoittaa ylioppilaskokeissa. Ylioppilaskokeiden kysymykset tulevat valtakunnallisten pakollisten ja valinnaisten opintojaksoiden sisällöistä.

Jos päättää kirjoittaa reaaliaineita ylioppilaskokeissa, tulisi aineet valita tarpeeksi ajoissa. Reaaliaineet ovat: fysiikka, kemia, biologia, maantiede, uskonto, elämäntutkimustieto, psykologia, filosofia, historia, yhteiskuntaoppi ja terveystieto. Kaikki pakolliset ja valinnaiset opintojaksot tulisi ottaa valituista aineista.

Ylioppilastutkinnon valmistusehto on muuttunut 1.8.2019. Ylioppilastutkinnosta annetun lain (502/2019) 12 §:n mukaan ylioppilastutkinto tulee suoritetuksi, kun kokelas on suorittanut hyväksytysti laissa määritetyt kokeet sekä lukiokoulutuksen oppimäärän tai lain 5 §:n mukaisen muun tutkinnon tai koulutuksen. Ennen kevättä 2022 aloitetuissa tutkinnoissa edellytetään neljä pakollista hyväksytyä koetta. Jos aloitat tutkintosi, eli kirjoitat ensimmäisen kerran keväällä 2022 tai sen jälkeen, on sinun suoritettava hyväksytysti viisi pakollista ainetta. Ylioppilaksi voi myös edelleen valmistua hylätyn kokeen kompensatiolla.

Keväällä 2022 tai sen jälkeen aloitetussa tutkinnossa on tehtävä viisi pakollista ylioppilaskoetta:

1. Jokaisen opiskelijan on tehtävä suomi äidinkielenä tai suomi toisena kielenä koe.
2. Äidinkielen tai suomi toisena kielenä -kokeen lisäksi opiskelijan on valittava vähintään kolme koetta ryhmästä, johon kuuluvat matematiikka, toinen kotimainen kieli (ruotsi), vieras kieli ja reaaliaineet. Viides aine voi olla toinen reaaliaine, matematiikka tai toinen kieli. Ainakin yhden näistä kolmesta aineesta täytyy olla pitkänä opiskeltu oppimäärä, A-oppimäärä, kuten pitkä matematiikka tai englanti A1.
3. Pakollisten aineiden lisäksi oppilaalla on oikeus ottaa muita, ylimääräisiä kokeita, esimerkiksi vieraita kieliä lyhyellä tai pitkällä oppimäärällä. Myös edellä mainittuja aineita (ruotsi, matematiikka, reaaliaineet) on mahdollista suorittaa ylimääräisinä kokeina.

Ylioppilaskokeista saa yksityiskohtaista tietoa opinto-ohjaajalta, ryhmänohjaajalta sekä aineiden opettajilta.

## **Foreign Language Program**

The foreign language program in Finland is organized according to the chronological order in which studies are begun: Thus, an A-language means studies began in Elementary School. B1 is always Swedish since it is the second official language of the country and compulsory for all Finns. B2 languages begin in the 8th grade and B3 in High School. If you have gained proficiency in a language outside the usual classroom setting and are interested in continuing at the appropriate level, please contact the language teachers.

The following languages are offered at the English School

- English (native level, technically A1) is compulsory for everybody.
- Swedish (B1) is compulsory for those who have studied it in Classes 7–9. Those who have not studied Swedish earlier must apply for exemption from the Principal. A HS student cannot begin his or her Swedish studies in High School as there is no beginner level in Swedish language.
- If you have studied B2 French or B2 German in Classes 8–9, you can continue studying these languages.
- You may start studying the following B3 languages: French, German, or Spanish. If you start B3 French or B3 German, you will have first two B3 study units in these languages, and then you will transfer to B2 study units.

## **Scholastic Aptitude Test (SAT)**

You may take the SAT (Scholastic Aptitude Test) twice a year at ENGS. The SAT is a prerequisite for applying to many universities abroad and offers you an advantage when applying to some Finnish universities.

- Study units ENA6 (English) and MAA14/MAB11 (Math) prepare you for the SAT.
- The school offers the PSAT (Preparatory SAT) in October, giving you the chance to polish your SAT skills, and providing you with valuable feedback about your abilities.
- Usually students take the SAT during the second year of studies, in either October or May, but you may also take the test later, and retake it as many times as you wish.



## GRADUATION REQUIREMENTS (new curriculum)

1. The minimum number of credits required for graduation is 150.

Of school-specific study units, only study units for which you receive a Pass (S) are counted as study units required for graduation. You do not receive a credit for a Fail (4) in a school-specific study unit.

2. You must complete at least 94 (if you study short math) or 102 (if you study long math) credits of COMPULSORY studies and at least 20 credits of ELECTIVE studies.

Whether a study unit is part of the national curriculum or school-specific, or if it's compulsory or elective, can be ascertained from the Brief Study Unit Descriptions!

3. Due to our school specializing in the teaching of English and Finnish the students may "drop" a maximum of EIGHT credits of compulsory studies. However, you must complete at least 50 percent of the compulsory studies in each subject, ALL compulsory studies in English and in Finnish/Finnish as a Second Language and ALL compulsory studies in the subjects you plan to sit in the matriculation examinations.

Please note: if you plan to drop a few compulsory study units, you must take at least TWO credits of the following studies: ENA11, ENA12, ENA13, ENA14, ENA16, AI/S214 or AI/S215.

4. In order to pass the curriculum of the subject, the student must pass the main part of the subject's studies. The maximum number of failed grades (4) in national compulsory and optional studies are:

2–5 credits	0
6–11 study units	2
12–17 study units	4
18 study units or more	6

5. If you want to graduate in the spring, all your credits must be registered by the end of Term IV. If you want to graduate in the fall, all your credits must be registered by the end of Term I.

Finnish as a Second Language is meant for those whose official native language is not Finnish or Swedish. An official document (*Väestörekisteriote*) is needed for this.

## **The Study Plan**

The average time needed to graduate from The English School High School is three years. You may, however, extend that time to four years. Theoretically, it is also possible to graduate in less than three years, but this is highly exceptional.

If you want to graduate traditionally at the end of the third year, you will have 13 full terms to complete the minimum 150 credits of your personal study program (curriculum). This means that you should complete approximately 12 credits per term.

- You will make your personal study plan in cooperation with the Guidance Counselor and your Group Advisor. It is advisable to plan your studies so that your workload will be evenly distributed over the terms. Do remember that you have only three terms available in the third year. If you take the study units in the recommended order, you should have no difficulty in completing your studies within three years.
- If you plan to extend your High School studies to four years, you will have 18 full terms to complete the minimum 150 credits of your personal study program. This means that you must complete at least an average of nine credits per term.
- Please do yourself a favor and don't assume that extending the studies to four years means that you can postpone those not-so-nice study units for some distant future; time flies, and it may be difficult to make a good schedule later.
- It is highly exceptional to study more than four years in high school. If you cannot complete your studies within the maximum time of four years, only under most special circumstances and if you have a valid reason (like a very serious illness), you may apply from the Principal for official permission to continue your studies for the fifth year.

Note! Regardless of whether or not you plan to study for three or four years, you must complete a minimum of 40 credits per year. Students are expected to pursue their studies on a full time basis (General Upper Secondary Schools Act). If your attendance is too low, you might jeopardize your social security benefits. The school is compelled to inform the authorities on each student's study plan if so requested.

## **Registration for Study Units**

Please note! The first year high school students are assigned to the first-year study units according to the choices they make in the summer. They may change their choices in August with the guidance counselor.

Study unit registration is done through Wilma. Go to <https://yvkoulut.inschool.fi/>. Use the username and password given to you to sign into Wilma. You may change your password once you sign in. Click on the study units you want to take. As you sign up for study units, Wilma will fill in your weekly timetable. Note that most study units have a maximum size. Wilma will inform you if a study unit you want to attend is already full.

After the first lesson of a study unit, it is not possible to register without a valid reason. Late registrations are added to Wilma by the teacher. Absences are marked from the first lesson onwards.

In case only a few students sign up for a study unit, the study unit may, for financial reasons, be canceled or completed with a reduced number of lessons.

### **Withdrawal from a Study Unit**

Once you have started a study unit, it is highly advisable to complete it. If, for some valid reason, you must withdraw from a study unit, this should be done in agreement with the subject teacher. If you fail to do so, you simply “drop out” and it may affect your possibilities for continuing your studies in that subject.

### **Study Unit Changes**

It is recommended that you take the study units of a given subject in sequential order as presented in the curriculum or recommended by the teacher. Other arrangements are also possible, but they must be negotiated with the subject teacher.

You may make adjustments in your Study Plan during the course of your studies.

If you decide to drop Long Math, it is best for you to talk to the Short Math teacher and your guidance counselor about how the Long Math study units correspond with the Short Math study units and the best moment for you to transfer. For study unit correspondence, please see the booklet *Brief Study Unit Descriptions*. Since this change significantly affects the whole study program, it is advisable to work out all the details with the Guidance Counselor in order to avoid mistakes that may affect compliance with graduation requirements.

## STUDY OPTIONS

The usual way of carrying out your study program is by regular attendance followed by an examination. The examination may also take place during the study unit.

### Independent Studies

Independent studies are only permitted for a valid reason. You may apply for permission if you wish to progress rapidly in your studies or if you have two study units taking place simultaneously in the timetable. This option is, however, much more demanding than regular class attendance.

The school can also require some studies to be taken independently, for instance if the study group in a given study unit would otherwise be too small.

Please keep in mind the following:

“Students are required to achieve a passing grade for any study unit that they have studied independently (National Core Curriculum for Upper Secondary Schools).”/ “Itsenäisesti opiskellusta kurssista edellytetään hyväksytty arvosana (Valtakunnalliset lukion opetussuunnitelman perusteet).”

### The guidelines for independent study are the following:

- You need to have the explicit permission of the subject teacher if you wish to complete a study unit independently, without formal classroom instruction but under the guidance of the teacher.
- The teacher will make a complete plan of studies for the study unit, and both the teacher and you need to sign this plan. Assignments and the final exam should cover the subject area as completely as possible. A copy of this agreement should be given to the subject teacher and the student.
- A time limit for the studies must be set. You must complete the requirements written on the agreement within this time limit, which may depend on the following study units of the subject. If you fail to keep the appointments with the teacher or do not hand in the assignments in time, the agreement of independent study is cancelled.
- You need to contact the subject teacher before the beginning of the term in which the studies will be carried out in order to give him/her time to plan the study program for the study unit. Please keep in mind that it is always the teacher who decides if it is possible for you to study a study unit independently. Some study units are not well-suited for independent studies. That information can be found in the *Brief Study Unit Descriptions* and the Curriculum.
- Once failed, a study unit is, in general, not possible to take independently. In case this study unit is not offered any more during the school year, the teacher might make an exception.

- If you have the permission to study independently, the same principles of assessment which applied for regular studies will be observed whenever applicable. Study unit evaluation is based on the possible exam (s) and the quality and timing of assignments.

### **Partial Attendance**

For a valid reason (which skip hours are not) and upon request, you may also study a certain study unit by participating only in some of the lessons, by independently doing assignments specially planned for this option under the guidance of the subject teacher and then taking the corresponding examination. However, remember that the possible examination will include the content of the entire study unit. Also this option requires the previous approval of the subject teacher.

Taking two study units simultaneously: the partial attendance option described above makes it possible to take two study units at the same time thus enabling you to progress more rapidly in your studies. This also requires previous approval. This option, however, is not recommended, and most likely both subject teachers will not approve this arrangement. The practice has proven to be very difficult for the students.

### **Transfer of Studies from Other Educational Institutions**

Studies taken at other approved educational institutions may also be applied toward meeting the graduation requirements. Please check the study unit correspondences with the guidance counselor and the subject teacher.

## **ASSESSMENT OF STUDENT LEARNING**

Student assessment in each subject or subject group shall be decided by the teacher or, if there are several teachers, jointly by the teachers.

### **Assessment**

You are entitled to receive information of the criteria for assessment of each study unit at the beginning of the study unit. Please ask the teacher to explain the emphasis in the evaluation of the study units.

Each study unit will be assessed upon completion and graded independently. The role of assessment is to provide you with feedback on how well you have met the objectives and on your progress in that subject. Grades are given on the basis of possible examinations, essays, projects and overall participation in each study unit and the quality of work (*jatkuva näyttö*, overall performance.)

Overall performance: constant positive performance is shown through diligent attendance of classes, active participation in class discussions, punctual submission of home and school assignments. Negative performance is manifested through illicit absences, tardiness and neglect of studies or assignments.

If you don't achieve the objectives of a study unit because of several absences, the teacher has the right to require additional work or give no grade.

Students may be required to carry out some studies independently, or upon application, you may be granted permission to study independently. Students are required to achieve an acceptable grade for any study unit they may have studied independently.

Diagnosed impairments or comparable difficulties (such as dyslexia, immigrant student's linguistic difficulties, serious illness) can be taken into account in assessment by providing students with an opportunity to make use of special arrangements. Such difficulties may be taken into account when determining grades.

In order to ensure that the parents or guardians receive information concerning your schoolwork and progress as required by the Upper Secondary School Decree (*Lukioasetus*), your grades are visible to you and your guardian in Wilma.

## No Grade

Beginning in Fall 2023, an incomplete study unit will receive one of two grades. It is important for each student to understand the difference.

- K means *Keskeytynyt* (Interrupted). The student dropped out of the course and must do the whole course again in order to receive a credit. The K will remain in the student's transcript. *K=keskeytynyt (ennen "kesken"), opintojakson suorittaminen on keskeytynyt, sitä ei ole mahdollista täydentää vaan se on tehtävä myöhemmin uudestaan. K jää näkyviin opiskelijan opintosuorituksiin.*
- O means *Osittain suoritettu* (Partially completed). The student attended the study unit regularly, but did not complete the required assignments or exams. The student has one term to complete missing work in order to receive a grade (4-10 or S=Suoritus/Pass). If the student does not complete the missing work during the following term, the O becomes a K and the student must do the study unit again. *O=osittain suoritettu, opiskelija voi täydentää suoritustaan seuraavan yhden jakson ajan. Muuttuu arvosanaksi (4-10 tai S) jos suoritusta täydennetään tai muuttuu keskeytyneeksi (K) jos suoritusta ei täydennetä ajoissa. (O=old K)*

Regular class attendance is obligatory (Upper Secondary School Act). If you are absent from a given study unit without an acceptable reason or if you cannot or do not give a

valid excuse for the absences you will not receive a grade in that study unit and the study unit will be marked K.

**If you miss more than three lessons of a study unit without an acceptable reason, you may still attend lessons, but may receive a K for that study unit.**

**The study units are assessed as follows:**

Compulsory and nationwide in-depth study units in each subject will be assessed numerically on a grading scale of 4 to 10.

See *Brief Study Unit Descriptions*. The descriptions specify which study units are graded by the mark S/4 (Pass/Fail). Active class participation and completion of the given assignments and projects are the prerequisites for passing these study units.

If you have completed only one study unit in a certain subject, you also have the right to ask for the mark S (Pass) instead of a number on your report card. The request for this must be done at the end of your studies.

If you have already received a Pass/Fail mark but you wish to have a numerical grade instead, you have the right to request this before receiving the final report.

### **Examinations**

Examinations are given both during the study units and during the six-day assessment week at the end of each term. In case of exceptional circumstances (for instance two exams on the same exam day or illness) other arrangements may be made, but in general, the exam(s) must be taken upon completion of each study unit

- In case of an illness, you or your parent must inform the subject teacher before the exam begins if you are unable to come to the exam. Sending a Wilma message to the subject teacher is the best way to do this. An unexcused absence from an exam results in the loss of the right to take the re-examination later.
- The exams usually begin at 9.30 and end at 12.30 in time for lunch. Students will be let in at 9.30 and latecomers at 9.50. Coming in at 9.50 should be the exception. Anyone coming in after 9.50 will not be permitted to take the exam that day. You may leave the exam room after 90 minutes, no earlier. Afternoon exams begin at 13.00 and latecomers will be let in at 13.20.

Note: It is possible that some studies have no final examination or tests during the study unit. In this case, the grade is based on assignments and overall performance.

Leaving a blank paper in the final exam does not automatically mean failing a study unit. If class participation has been active and all the assignments have been done during the studies, it may be possible to pass the study unit with 4 on the final exam. In such cases the teacher may warn the student in question beforehand

about this possibility but the responsibility for the final result lies with the student. It is obvious that a failing grade in the final exam cannot result in a good grade.

If you are caught cheating on an examination, you will not receive a grade for the study unit. You must retake the whole study unit.

### **Raising a Grade**

If you fail a study unit, you may try to raise the grade

- once in a re-examination,
- once in a general re-examination,
- by re-taking the study unit and the exam when the study unit is offered again,
- by re-taking the study unit in some other educational institution provided the teacher and the Principal approve the correspondence between the study unit of the other school and that of the English School,
- by doing additional work (*lisänäyttöjä*) or taking an extra exam, but only under most special circumstances

If you wish to raise the grade of a study unit you have passed (grade 5 or better), you can try this by

- taking a general re-examination once,
- taking the exam when the same study unit is offered again,
- re-taking the study unit and the exam,
- re-taking the study unit in some other educational institution, provided the teacher and the Principal approve the correspondence between the study unit of the other school and that of the English School,
- The higher grade will be the final report card grade.

### **Re-Examinations**

If you receive a failing grade (4) in any study unit or were unable to take the examination of a study unit because of a valid reason, you may try to pass it by taking the re-examination a few weeks after the study unit examination.

The guidelines for the re-examinations are the following:

- If you receive a failing grade (4) in any given study unit you have the right to take the re-exam once.
- You sign up for re-exams through Wilma at the latest four workdays before the exam. If you do not register for the re-exam by the deadline, you cannot take the re-exam. Please see the school calendar for the dates and deadlines of the re-exams.



- In general, the re-exam must be taken on the re-exam day following the completed study unit, but under exceptional circumstances (for instance two or more failing grades), other arrangements must be negotiated with the subject teachers. You may not sign up for several re-exams on the same day.
- If a teacher has study units only during some of the terms during the school year, you must take the possible re-exam on the re-exam day following the completion of the study unit or at a certain re-exam day agreed upon with the teacher.
- The registration for a re-exam is binding. You or your parents/guardian must inform the school office in the morning before the re-exam begins if you are unable to attend the session. A certificate from a doctor or a nurse must be presented to the subject teacher within three days after returning to school. Unexcused absence from a re-exam results in the loss of the right to take the re-exam during the next re-exam session.
- If you are caught cheating on a re-exam, you will not receive a grade and you must retake the whole study unit.

### **General Re-Examinations**

In the general re-exams, you may take the exam of any study unit, but before you register, you must negotiate with the subject teacher.

Registration for a general re-exam is also binding. The rules concerning absence from the re-exam apply also to the general re-exams.

Register for the General Re-exam via a link sent to you in Wilma.

### **Progress in Your Studies**

Completing a specific study unit may be a prerequisite for progressing in the studies of the subject or for taking a specific study unit. Please see *Brief Study Unit Descriptions*.

Sufficient knowledge and skills are very important for continuing studies in any subject. Therefore it is highly recommendable that you do your very best to perform well in the first study units in any subject. Passing the last study unit of any subject with an acceptable grade is of equal importance because this indicates how well you will perform on the Matriculation Examination.

Receiving two successive failing grades in a subject indicates that you have serious flaws in required knowledge or skills, or that your lack of motivation is great and the potential for progressing in your study of this subject is weak. Failing grades may, of course, also be a sign of some personal problems. However, in the following re-examination you must raise at least one of these

failing grades to show that you are capable of continuing the study of this particular subject.

If the total number of study units of a student under 18 years old is clearly lower than expected or s/he has a large number of study units with a failing (4) or not completed (K) grade, the student's guardian will be contacted. If the student in question is over 18 years old, s/he will discuss the matter with the Group Advisor, the Guidance Counselor and the Principal.

No study unit completed and graded, even with a failed grade 4, can subsequently be removed from your personal register card in the computer or from your report card.

### **Accreditation of Studies**

You are entitled to count towards the general upper secondary school syllabus credits awarded for studies completed elsewhere if these studies conform to the upper secondary school curriculum in terms of their objectives and core contents.

Studies completed abroad may be accredited as compulsory, in-depth or applied study units. If such study units are accredited as nationwide compulsory or in-depth, these must be graded numerically. If necessary, students may be required to provide additional proof of learning to support their grading.

When a student changes from an advanced to a shorter syllabus in a subject, studies completed as part of the advanced syllabus will be accredited in the shorter syllabus in so far as their objectives and core contents are equivalent. In such cases, the grades awarded for study units in the advanced syllabus will be directly transferred as grades for the shorter study units. Other studies completed in the advanced syllabus may be accredited in the shorter syllabus as in-depth or applied study units, as determined within the curriculum. Upon request from the student, an additional examination must be arranged in order to determine his or her level of competence.

When a student changes from a shorter to a longer syllabus during completion of the syllabus, the above-mentioned principles apply. In such cases, the student may be required to provide additional proof of learning and the grade will also be reconsidered accordingly.

### **Assessment of Subject Syllabi**

Most subject areas require the completion of more than one study unit. This constitutes a syllabus. A subject syllabus consists of the compulsory and in-depth study units according to each student's individual study plan, as well as applied study units closely linked to these study units. The scope of the syllabus in a specific subject may vary between different students.

## **The Final Grade**

The final grade for each subject will be determined by the judgment of the subject teachers and by the Principal.

In general, the final grade for a syllabus is the mathematical average of the study unit grades given to a student upon completion of the nationwide compulsory and elective study units.

## **Päätöarvosana**

Jokaisen aineen lopullisen arvosanan päättävät rehtori ja kyseisen aineen opettajat yhdessä.

Yleisesti ottaen päätöarvosana saadaan laskemalla matemaattinen keskiarvo kaikista oppilaan saamista pakollisista ja valinnaisista opintojakso arvosanoista kyseisessä aineessa.

## **Raising the Grade of a Subject Syllabus**

If you have not received a passing grade in a subject or if you wish to raise a grade of a subject, you may try to raise the grade of a completed syllabus before the final report card is given out. You may do this by participating in oral examinations, which may also include written assignments. You have the right to participate in the oral examination of the subjects of your choice. It is advisable to take advantage of this possibility as a preparation for the Matriculation Examinations.

Oral examinations may raise the final grade of a syllabus if you show greater maturity and better command of the subject than the study unit grades reflect.

In addition to the above-mentioned oral examination, a subject grade based on the nationwide compulsory and elective study units may also be improved

- through good performance in the school-specific elective study units (*koulukohtaiset valinnaiset opintojaksot*)
- at the discretion of those who decide on student assessment, provided that the student's skills and knowledge in the subject upon completion of her/his syllabus are better than the subject grade based on assessments would imply.

## **Subject Assessment on the Final Report Card**

Compulsory subjects and elective foreign languages will be assessed numerically.

Guidance is assessed S / 4 (Suoritettu, Pass / Hylätty, Fail)

Upon his/her own request, the student is entitled to assessment S/ 4 in:

- Physical Education,

- any subjects where s/he has completed only one study unit,
- elective foreign language with only two completed study units,
- other studies which support the High School curriculum and its core objectives.

### **Completion of the Entire High School Syllabus**

You have completed the high school syllabus after the completion of a minimum of 150 credits (94-102 compulsory and minimum 20 in-depth study units) included in your personal study plan according to the Curriculum demands (*tuntijakopäätös*) and the Permission granted by the Ministry of Education for The English School to Provide Teaching.

A student's high school syllabus may include only those in-depth and school-specific study units, which have been completed to an acceptable standard. (Core Curriculum for High School)

Toisen asteen opintojen suoritus

Lukion opinto-ohjelma on suoritettu, kun oppilaalla on tuntijakopäätösten ja opetusministeriön asettamien vaatimusten mukaisesti henkilökohtaisessa opiskelusuunnitelmassa suoritettuna vähintään 150 opintopistettä (joista 94-102 on pakollista ja vähintään 20 on syventävää opintopistettä).

”Koulukohtaisista syventävistä ja soveltavista opintojaksoista voidaan lukea mukaan lukion oppimäärään vain hyväksytysti suoritettut opintojaksot (Valtakunnalliset lukion opetussuunnitelman perusteet)”.

### **Reassessment and Correction of Assessment**

A request to review a decision concerning progress in studies or a final assessment must be made within two months of notification. The decision is made jointly by the Principal and the teachers.

Where the reassessment or a decision to deny the request is manifestly unsound, the State Provincial Office (*Aluehallintovirasto*) may, at the student's request, instruct the teacher to make a reassessment or order, that the decision concerning progress in studies be revised, or prescribe an appropriate grade for the student.

### **Final Report**

When you complete your program of studies successfully, you receive the final report.

Only the final grade is given for each completed syllabus. (See Completing and Grading a Syllabus.)

### **Scholarships and Awards**

The Friends of The English School, the School itself, and external institutions provide money for stipends and awards to be granted to students on Graduation

Day. The teachers select the students to receive these scholarships. Talents and special skills in academic and non-academic subjects and in social areas are taken into consideration.

## **ABSENCES**

### **Absence from Lessons**

According to the Upper Secondary School Act, a student is obliged to participate in instruction. Absences may lead to an interruption of the study unit (K) if the teacher feels that the student cannot pass the study unit due to absences.

*Opiskelijalla on velvollisuus osallistua opetukseen. Poissaolot voivat johtaa opintojakson keskeytykseen (K), jos opettaja katsoo, ettei poissaolojen takia opintojaksoa ole enää mahdollista arvioida suoritetuksi.*

All absences must be cleared through Wilma.

Absences may negatively affect the study unit grade if they are not documented by a doctor's or nurse's certificate.

If a student is absent (due to illness) from school for a longer period, s/he should inform the Group Advisor about the reason for the absence within three days after the beginning of the absence.

If a student becomes sick during school hours, s/he must contact the Group Advisor, the subject teacher or the Office before leaving school.

All absences are marked in Wilma and they should be cleared as soon as possible. New parents and students over 18 will receive usernames and passwords for Wilma at the start of school once they hand in the completed data sheet. Clearing ALL absences is a prerequisite for participation in the assessment week exam.

After each absence, the student must contact the subject teacher about the conditions for making up the class(es) missed. If s/he doesn't achieve the objectives of the study unit because of absence, teachers have the right to require additional work.

Prolonged absence due to illness may also make it necessary to repeat a study unit if a grade cannot be given.

### **Tardiness**

If a student arrives late for class she or he is marked as tardy.

If a student arrives more than 30 minutes late, it counts as an absence.

## **Request for Absence from Class**

School attendance and full participation are the student's work.

If you need to be absent from a few classes or for a longer period of time, you need to ask permission in advance. All absences need to be applied for through Wilma. The application form is available at “Applications and decisions” > “New application” (blank page icon on the right side of the page). There are separate forms for absences of 1-3 days and absences of over 3 days. Once the application has been processed, the decision is seen on the “Applications and decisions” -page.

Please note! It is not possible to submit applications through the Wilma mobile app due to its restricted functions. Applications need to be submitted by using a browser either on a mobile phone or a computer.

The old paper forms are no longer accepted.

Permissions are granted

- for one lesson by the subject teacher
- for 1–3 days by the Group Advisor
- for 4 days or more by the Principal

Students should always notify the Group Advisor of upcoming absences!

From the beginning we wish to educate our students in the attitude of a responsible citizen toward his/her work. **Therefore, we kindly ask you also to respect the school calendar and plan your activities in a way that does not affect school attendance.**

It is the student’s responsibility to find out and take care of the schoolwork he/she has missed because of an extra vacation. The teacher is under no obligation to provide the student with extra instruction or study material, or to arrange extra tests for the student. Please understand that missed class participation and schoolwork can affect the grade.

## **Absence from Examinations**

See the entries Study Unit Examination, Re-Examination, and General Re-Examination.