

# *The English School*

## *Engs*

*Grades 7-9 Handbook*

*2023 – 2024*



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

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## CONTACT INFORMATION

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**E-mail** english.school@engs.fi

**Webpage** www.engs.fi

### 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 Rauhalahhti, 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**  
**Middle and High School**  
**Assistant Principal**  
**Middle and High School**

Seija Nyholm  
040 630 5727  
Seija Kiiskinen  
050 300 1177

**Homeroom Teachers**

Class 7a	Riitta Pajuniemi V15
Class 7b	Inari Rauhalahhti V7
Class 8a	Kelly Helin V9
Class 8b	Rebecca Wessels V8
Class 9a	Simo Eronen V14
Class 9b	Hanna Felt V2

**FACULTY 2023-2024**

Anton Emil	Religion, Catholic
Bleyer Rodrigo	Mathematics
Calonius Lauri	Ethics
Cantell Merituuli	Music, Choir
Cervantes Maria	Home economics
Clement Lissy	Debate
Eronen Simo	Geography, Biology, Chemistry
Felt Hanna	Swedish, German
Halmekoski Anna	Mathematics, Physics
Helin Kelly	English
Huhtinen Päivi	Art and Design
Kiiskinen Seija	Guidance Counselor, Assistant Principal
Kokko Marja	Crafts (soft materials)
Kurki Katriina	French
Liimatainen Leena	French (on leave until 28.9.)
Majuri Riikka	Special Education
Martikainen Tiina	French
Mikkilä-Huttunen Leena	Religion, Orthodox

Nyholm Jutta	Physical Education
Nyholm Seija	Principal
O'Brien Jonathan	Religion, Islamic and Lutheran
Okkonen Noora	Finnish, 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
Tudor Alan	Crafts (hard materials)
Vuorinen Petri	Director
Åkerlund Terhi	Physical Education

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

## OFFICE AND SERVICES

<b>Administrative Director</b>	Minna Akkanen	<a href="mailto:minna.akkanen@engs.fi">minna.akkanen@engs.fi</a> 050 303 0031
<b>Secretaries</b>	Ira Furneaux (Valimotie)	050 303 0103
	Maija Akkanen (Mäntytiie)	010 321 7920 <a href="mailto:english.school@engs.fi">english.school@engs.fi</a>
<b>ICT-specialist</b>	Eetu Innanen	<a href="mailto:helpdesk@engs.fi">helpdesk@engs.fi</a> 040 193 2233
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<b>ICT-assistant</b>	Erik Bell	<a href="mailto:helpdesk@engs.fi">helpdesk@engs.fi</a>

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<b>School Social Worker</b>	Johanna Ek	johanna.ek@hel.fi 040 660 8696
<b>Guidance Counselors</b>	Seija Kiiskinen (9a, 9b) Elli-Noora Suokas (7a, 7b, 8a, 8b)	seija.kiiskinen@engs.fi 050 300 1177 ellinoora.suokas@engs.fi 050 505 5788
<b>Special Education</b>	Riikka Majuri	riikka.majuri@engs.fi 040 670 9594
<b>School Nurse</b>	Tuire Suvanén	tuire.suvanén@engs.fi 050 310 5562
<b>Food Service</b>	Compass Group	lasihelmi@foodandco.fi
<b>Friends of The English School</b>	Camilla Bondén	friends@engs.fi
<b>School Wellbeing Group</b>	Seija Kiiskinen, Seija Nyholm, Johanna Ek, Lizeth Ortiz, Riikka Majuri, Elli-Noora Suokas and Tuire Suvanén	
<b>Crisis Group</b>	Petri Vuorinen, Seija Nyholm, Seija Kiiskinen, Johanna Ek, Lizeth Ortiz, Tuire Suvanén and Lauri Calonius	
<b>Fire and Emergency</b>	Petri Vuorinen, Seija Nyholm and Simo Eronen	

## **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 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, different outlooks, opinions, and philosophies. It consists of open heartedness, humanness, and 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. Our education also consists of the fostering of our common 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.

## KOULUN ARVOPERUSTA

Koulumme arvoperusta pohjautuu kristillisiin arvoihin, jotka ohjaavat meitä tarkastelemaan ihmisyyttä ja ihmistä. Ihmiselle on annettu taito ajatella ja taito pyrkiä hyvään. Kunnioitamme suhdetta Jumalaan. Kristittyinä olemisen 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 kanssaihmissä 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 koskettavista 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 yhteisöimme 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

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

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

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

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

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

## 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

## Sports Days

Saturday, September 9

Thursday, March 7

## Assemblies (Auditorium)

Wednesday, August 9 at 10:00

Wednesday, October 4 at 13:00

Wednesday, November 29 at 13:00

Wednesday, February 7 at 13:00

Wednesday, April 10 at 13:00

## **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

## **Independence Day & Graduations**

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

Saturday, June 1, 2024 Middle School Spring ceremonies at 8:30.

Dress-up Days.

## **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

## **Parents' Evenings (Grades 7-9)**

Middle School (Grades 7-9) Wednesday, August 23, at 18:00

Grade 9 (Yhteishaku / Joint application process) Tuesday, January 23, at 18:00

## **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

**Class Photos**

Tuesday, September 5, 2023 from 8:30 onwards

**HS Open Houses**

Wednesday, January 17 at 17.00-19.30

Tuesday, January 30 at 17.00-19.30 (Online)

**Penkkarit**

Thursday, February 8

**Olds' Dance**

Friday, February 16, at Jäähalli

# INFORMATION FOR PARENTS

## Office Hours

The Office at Valimotie is open from 9.00–14.00.

## Communication

Communication is vital for the good of the students and the smooth functioning of the school. The School fosters close communication between parents and teachers.

Ways to contact a teacher:

- Wilma message
- Email (firstname.lastname@engs.fi)
- Telephone (leave a request at the school office - 050 303 0103)

If you wish to meet with a teacher during school time, please make an appointment in advance.

Wilma is a convenient way to communicate. It also allows parents to keep track of their child's schedule, absences and studies. It is the duty of parents to inform the school of any absences via Wilma and to clear them.

Middle School students are given their own Wilma account and therefore are able to correspond with teachers and check their test calendar and grades.

New parents, please note: Once the personal information form is returned to the office, the school sends new parents a username and password to sign into Wilma. The password may be changed once signed in. Parents must *not* share their Wilma account password with their children.

Important information is published as announcements or sent as messages.

You are welcome to contact the Principal regarding any matter of concern, preferably by making an appointment in advance or by e-mail or phone.

## Parents' Evenings

One of the most important tasks of The English School is to keep the parents well informed about what happens in school and how their child is making progress both with their studies and socially.

There will be parent-teacher evenings arranged at the school. The parents are offered the possibility of meeting their child's homeroom teacher and other teachers. Parents are also welcome to participate in our Sports' Days and Divine Services.

Both teachers and parents are encouraged to contact one another whenever the need arises!

## **The Friends of The English School**

The Friends of The English School, or just the Friends, is the parents' association for The English School families. Since The English School is an independent school, the voluntary work by the active parents is crucial for the school to function well. The Friends' activities include, for example, the traditional Christmas and Easter bazaars, pre-Bazaar bees as well as May Day Balloon Sale and assistance during the School's Sports Day. The Friends also organize Open parents' evenings and the Friends' Evenings.

The funds collected by the Friends are directed entirely to the school to benefit the students in various ways. In past years they have donated money for library books, musical instruments, sports and playground equipment, scholarships, video projectors, computers, mini iPads and club activities among other things. These donations have contributed to the well-being and learning of the children.

All parents are welcome to join the Friends and provide time, skills and ideas to support the school activities or voluntary work. Everybody can participate in the way that best suits them. It is also possible to donate money for the school via the Friends. Everybody's help is appreciated!

## **Dental Care**

Those students who are residents of Helsinki have a dentist's appointment at the age of 7, 10, and 15 years. Between these times the students will be called for dental check-ups with a dental hygienist according to their individually estimated programs. Dentist's appointments will be made according to need.

The dental care of non-Helsinki students is with their own municipal health centers or, by option, they can also have dental care through the City of Helsinki Health Centre.

Enquiries, bookings and cancellations of appointments can be made at by calling (09) 310 51 400 (*suunterveydenhuollon ajanvaraus*).

## **Health Care**

The school has a continuous health program staffed by a nurse and a doctor from the City of Helsinki Health Centre for students of Classes 1–9.

School health care promotes health through counseling, identifies and supports factors that promote health, and aims at early intervention if problems develop. students in Grade 8 will have an appointment with the school doctor, and the goal is



that the school nurse meets every student once during every school year. students are referred for further examinations and treatment by the school health care staff when necessary. School health care collaborates closely with parents and families.

Should your child need medical care, he/she may visit the nurse as needed. You will be informed on which days the nurse is available at Valimotie.

If your child becomes sick, the nurse or the secretary will contact you before the child is allowed to go home.

In case of a serious accident, your child will be taken immediately to the Lastenklintikka Hospital and you will be informed.

If your child has medications to be taken during school time, kindly notify your child's homeroom teacher.

## **Insurance**

All students with a Finnish social security number (*henkilötunnus*) have accident insurance through the school. This insurance covers accidents that may occur in school and on the way to or from school.

In case of an accident (to and from school and during the school day) which incurs expenses, the parents pay the expenses first and bring all the receipts to the school Office. The school then sends them to the insurance company.

Students without a Finnish social security number must provide for their own insurance.

## **Lost and Found Articles**

The school can take no responsibility for articles lost anywhere in the building, or during school events outside the school building.

If it is money or other valuables that are lost, please contact the Office.

We encourage students to write their names on items, especially black coats, which often get mixed up.

## **School Fees**

The fee is 673 € per academic year for students resident in Finland. The fee is paid in two installments, at the beginning of fall and spring. Travel to and from school is not covered by the school.

## School Lunch

The school's food service at Valimotie is provided by the Compass Group. A healthy and balanced school lunch is served every day from 11.00 to 11.55. Snack recess is at 14.15-14.30. Students may buy snacks at other times as well.

If your child has dietary restrictions, please submit to the homeroom teacher at the beginning of each school year a doctor's certificate stating these. A form is available from the homeroom teacher or the Valimotie office. The lunch program has substitute foods for students 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 their homeroom teacher 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 the supervising teacher are to be followed in the cafeteria. Lunch menus in English and Finnish can be found on the school's website. An asterisk on the menu indicates that the meat served is pork.

Please note that students are not supposed to have energy drinks at school.

## School Wellbeing Group

School wellbeing group consists of the 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 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. 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, the school nurse, the school psychologist, the school social worker and even other experts—all depending on the needs of the student.

## School Social Worker

The school social worker is at either Mäntytiie or Valimotie every day. The social worker's goal is to promote the wellbeing of the student. Students can turn to the social worker in matters relating to studying, 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 to help students feel better.

## Vacation Policy

In general, our vacation time is similar to that of Finnish schools.

School attendance and full participation are the student's work. From the beginning, we wish to educate our students in the attitude of a responsible citizen toward their work. Such an education cannot begin too early.

**Therefore, we kindly ask that you respect the school calendar and plan your activities in a way that does not affect school attendance.**

On rare occasions, there may be serious reasons that warrant a student's absence from school: special family events, for example, or a competition/performance/camp in a serious hobby, which the student is able to carry out without it interfering with their work.

In such cases (always an EXCEPTION), please do the following:

- 1) Use the form in Wilma to apply for permission to be absent (Applications and decisions > New application). This should be done as soon as it becomes clear that absence from school will be necessary.
- 2) Application of absence should be submitted to the homeroom teacher, who decides for absences of 1–3 days. The Principal decides for absences of 4 days or more.
- 3) In the case of a single lesson (e.g. dentist or doctor's appointment), please notify the subject teacher of the missed lesson with a Wilma message.

The school will follow the amount of extra vacation time granted to a student. It is the student's responsibility to find out and take care of the schoolwork they have missed because of the 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 a student's grade.

## School's Historical Publications (*matrikkeli*)

Parents may inform the school if they do not want their child's photo and name included in the school's publications.

# INFORMATION FOR STUDENTS

Studying at The English 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 a teacher.

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 possible events or options. Please ask your homeroom teacher, the guidance counselor, your teachers, or the office if something is unclear.

## A. Values and Rules

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

- Mutual respect
- Joy of learning
- A high work ethic
- Honesty
- Responsibility
- Loyalty
- Forgiveness
- Spirit of service

By behaving well and taking others into consideration we are helping to promote peace in our school. The school rules—and the values underlying them—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. Disciplinary educational discussion (*kasvatuskeskustelu*)
2. Detention
3. An oral warning by the Principal
4. A written warning by the Principal
5. The Board of Directors can suspend a student from school for a period of time

Before a written warning is issued, the student and guardians have the right to be heard by the Principal, and before any specified suspension or warning from the Board, the student and the guardian have the right to be heard by the Board. 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.

### **Classroom Behaviour**

Students are expected to participate in basic education, to conscientiously complete their assignments, and to behave in a proper way (Basic Education Act 35§). The school must guarantee a safe and sound environment for everybody. This involves planning a curriculum that discourages violence, bullying, and misbehavior. When inappropriate behavior occurs, the school is obliged to enforce the school rules.

Basic Education Act 36§ in short: When a student misbehaves, the teacher

1. asks the student to stop misbehaving and disrupting the lesson
2. orders the student to leave the classroom
3. holds a disciplinary educational discussion
4. hands out up to two hours of detention (parents informed)
5. if misbehavior continues, a meeting is arranged with the student, parents, homeroom teacher, and the student welfare group, including the principal when necessary

When a student's threatening or violent behavior endangers the safety of other students, or when a student's disruptive behavior makes normal teaching impossible, the student's right to attend school may be revoked for the remainder of the school day. A disruptive student that refuses to leave the classroom or the school premises may be forcibly removed by the principal and a teacher, together or separately, as long as the means of removal take into consideration the student's age and the seriousness of the situation.

Truancy and serious misbehavior are signs that a student is in need of support. The school's student welfare group is in place to provide support to students, parents, and teachers, and to guide students and their families to valuable sources of support that exist outside the school. In cases of serious misconduct or criminal behavior, the matter is taken to the school's Board of Directors, which decides whether a student should receive a written warning or be suspended from school for up to three months.

### **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. 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.

## **Phones in the Classroom**

The school's rules state that the use of phones and other electronic devices is allowed in class only with the teacher's permission. The unpermitted use of phones has become increasingly distracting in recent years and negatively affects the learning of individual students and their classmates. Students should keep phones in their bags during lessons. If a student will not or cannot put away his or her phone, the teacher has the right to confiscate the phone for the rest of the lesson. If a student refuses to hand in his or her phone, the student will discuss the matter with the principal.

## **Phones during Tests**

The school has dealt with an increasing number of cases where phones have been used for cheating in tests. For this reason, students should leave their phones in their lockers when they have a test. Students who do not have a locker must take their phones to the Office or give it to the teacher for safekeeping. A student who is discovered using a phone during a test will automatically fail that test, and parents will be notified through Wilma.

## **Attendance and Absence**

Each student is expected to attend school regularly. Attendance on scheduled school days, as well as sports days, field trips, and other special days is compulsory.

**All absences must be cleared through Wilma.**

If a student is absent from school (due to illness) for a longer period, parents should inform the homeroom teacher about the reason for the absence within three days after the start of the absence.

If a student becomes sick during school hours, he/she must notify the homeroom teacher, the subject teacher, or the Office before leaving school.



Teachers mark all absences in Wilma and absences should be cleared by the parent as soon as possible. Parents are asked to regularly check the status of their child's attendance at school by checking Wilma. New parents will be given key codes for Wilma during August.

## **Work Missed**

After each absence it is the **responsibility of the student** to contact teachers to find out what work/tests have been missed and to make arrangements for catching up.

Unauthorized absences—whether from class or school—are considered unacceptable behavior and result in losing the privilege of making up the work or test missed.

## **Recesses**

Students are allowed to play games, use their phones, socialize, and relax during recesses. They may also listen to music as long as they are wearing headphones. Thanks to donations from the Friends, students have sports equipment they can use outdoors in the small courtyard. Students may also spend time in the Game Room. The outdoor yard is open for middle school students during lunchtime and afternoon recess.

Students are not allowed to stay in the classrooms without a teacher present. Classrooms are locked during recess.

## **Transferring between Valimotie, Mäntytiie and Pitäjänmäen peruskoulu**

Some Middle School lessons are offered at Mäntytiie. These are Orthodox Religion, Catholic Religion, Crafts, and Physical Education. Home Economics is offered at Pitäjänmäen peruskoulu. Special arrangements have been made in the schedule to allow students enough time to transfer by public bus between the schools.

## **Leaving School Grounds**

Students may not leave the school grounds without the explicit permission of the homeroom teacher, another teacher, or the Principal. Transferring between Mäntytiie, Pitäjänmäen peruskoulu and Valimotie lessons is, of course, an exception. Occasions when such permission can be granted are, for example, medical appointments that cannot be scheduled after school hours. In such cases, parents are to request this permission by written note or Wilma message to the homeroom or subject teacher.

When P.E. lessons are held outside school or students go on field trips or other school activities away from the school grounds, students are expected to stay with their group.

**The school is not responsible for students who leave the grounds or their groups without permission.**

**Trespassing on the surrounding properties is strictly forbidden.**

## **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.

## **Strategy for Handling Bullying**

**In line with our values, The English School does not accept bullying in any form.**

Prevention includes the development of communication skills, training of empathy, group dynamics, each homeroom class developing its own set of rules to which its members are committed, and creating an open environment.

All school staff members take part in preventive work. A central role is played by the teachers (especially homeroom teachers), the Special Education Teacher, the School Nurse, the School Psychologist, the Guidance Counselor and Peer Counselors.

## **The Criteria for Bullying**

Duration and frequency, intentionality, subjective experience, the position or helplessness of the victim, awareness, and the desire to hurt, threaten or scare.

### **The Early Action Stages**

- Perception
- Careful assessment and documentation of the case
- Contact and cooperation with the homes
- Discussing the problem in the Student Welfare Group
  - What to do, how to help children involved
  - Who is in charge, work division
  - Agree on follow-up and evaluation

### **Disciplinary Measures According to the Basic Education Act**

The most common disciplinary measure is educational discussion between a teacher and a student. In cases of more serious offences, the following disciplinary measures can be used:

- detention
- oral warning
- written warning
- suspension for a period of time

For Middle School students, detentions (max. two hours) are arranged every second week. If misbehavior demands a detention, the student and the parents will be informed in writing about the reason for and the time of the detention.

Examples of more serious infractions:

- harassing other students
- disrespect
- disregarding the indications of a teacher
- use of improper language
- cutting class or school
- defacing or otherwise damaging school or other property

In the case of cheating on tests, the grade on the test in question will be a 4 and the behavior grade for that term will be lowered. The Principal and parents will be informed.

In cases of forging a parent's signature, smoking, theft, or other unlawful acts (such as possession or use of dangerous or unlawful objects) the following measures will be taken: the Principal and parents informed; the behavior grade lowered to 7 or less; and the student is also subject to the legal penalties attached to such actions.

### **Use of the Computers**

Two computers are available for student use during recesses and skip hours. They are **not for personal entertainment**. Because computers are in constant use, access is limited to meaningful work. Downloading programs from the Internet and playing

videos and games is strictly prohibited. Such actions increase the risk of viruses and the corruption of the operation systems. Misuse of the computer facilities will result in loss of computer privileges. No eating or drinking is allowed while using a school computer.

General: School computers clean up the computer after every restart. For this reason the primary storage for student files is Google Drive. Students may also save their files on a USB drive or to other cloud services.

Google Educational Applications are widely used. Teachers will introduce the use of them to the students.

## **Tardiness**

Students must be on time for each class. Repeated tardiness without a reasonable excuse will result in detention and the homeroom teacher will contact the parents. Tardiness of fifteen (20) minutes or more is considered an absence from that lesson.

If the teacher has not arrived within 10 minutes after class should begin, one of the students should report this to the Principal, or the Office, or to any teacher available. The rest of the class waits for further instructions without disturbing other classes.

## **Visitors**

Students may not ask their friends to visit the school or classes without prior permission from the Principal.

**For safety reasons NO OUTSIDERS are allowed on school premises, whether it be at Mäntytiie or Valimotie.** At Valimotie, all guests must first report to the guards at the front desk on the first 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 Mäntytiie, guests report to the Office on the 2<sup>nd</sup> floor.

## **B. Studies**

### **Class Schedule**

At Valimotie, school doors open at 7.45 and lock at 16.

At Mäntytiie, the main door should only be used when the back door facing Paciuksenkatu is locked.

Attendance is taken each lesson. Tardiness and absences are recorded at that time. The school day begins according to each student's schedule.

Clubs are scheduled before or after regular class hours.

## **Homeroom**

Each student has his/her own homeroom and a homeroom teacher. The homeroom teacher distributes and collects information, provides the necessary forms, and organizes activities. Homeroom teachers are also there to guide the students in their growth and development and supervise class activities. Parents and students should feel free to contact him/her if they have any concerns related to homeroom matters.

## **Personal Space**

Each student in Middle School has an individual locker.

A key deposit of 20€ is charged. Keys will be available during the first school week. The lockers are school property; if any damage is done to them, students have to cover the costs. As the lockers are school property, school staff can inspect the content of the lockers.

Cabinet space is available for special projects—whether completed or still in progress. It is the students' responsibility to see that work is safely stored before leaving the classroom.

## **Personal Possessions**

Please avoid bringing valuables or large amounts of money to school. Should you be in an exceptional situation where it is necessary to bring to school something of value or a large amount of money, please leave it at the Office.

## **Homework**

Students usually have homework. The time devoted to homework will vary according to the nature of the assignment and the ability of each student to concentrate on his/her work. Students are expected to learn how to manage their study time in order to meet the requirements of their daily schedule. They are not exempt from other homework while studying for a test. Tests are usually scheduled in advance thus giving time to study before the eve of the test. Longer research papers and reports are also assigned several weeks before they are due. Students are expected to arrange their time in such a way as not to have to crowd the assignment into the last couple of days before the report is due. A test and major project calendar can be found in Wilma.

**NOTE TO PARENTS:** There are many kinds of assignments given by teachers. Usually there is homework every day. If your son/daughter repeatedly answers he/she has no homework, it would be good to verify what he/she understands by homework. Sometimes it may be thinking, studying from notes taken in class, reading, etc. It is not always a written, workbook type of assignment.

## Library

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

It is important to learn how to use the library. When you start from scratch and visit the library for the very first time you should be accompanied by somebody who is experienced at using libraries. The library staff will help you as well.

For quiet study, you may also use the Reading Room.

Despite the many regulations, the librarian is there to help you. Just ask!

## Report Cards and Promotion

### Grades 7–9

Report cards are given at the end of each semester, fall and spring. Report cards are given to Grades 7–9 at the end of each semester, an intermediate report at the end of the fall semester and a school-year report at the end of the spring semester. For Grades 7–9, the standard Finnish grading system is used: numbers 4–10; 10 – excellent, 9 – very good, 8 – good, 7 – satisfactory, 6 – moderate, 5 – adequate, 4 – failing.

The student is promoted to the next grade if he/she has acceptably completed all studies in the subjects included in the syllabus for the grade in question. However, it is possible to retain a student in a grade even without failing performances if this is considered necessary for the student's general success in school. In this case the student's parent/guardian will be heard before the decision is made.

When giving grades, test and quiz scores are combined with the subject teacher's evaluation of student's work in class as well as homework assignments.

*A behavior grade is also given. A grade of 6 or below indicates that serious misconduct has occurred.*

Participation in the Student Council, clubs, and other activities is noted on the report card in the space provided for comments or on the appendix to the basic education certificate.

At the end of Class 9, a basic education certificate (*päättötodistus*) is issued with only one number grade for each subject studied during the Elementary and Middle School years. The final grade is formed by assessing the student's performance according to the national criteria for the final assessment. The student's performance is assessed on the basis of diverse evidence and the assessment of work skills is

incorporated into the grade for the subject.

### **Make-up Test Day —Ehdot**

Make-up Examinations for students Classes 7–9 will be given on Friday, June 7, 2024.

### **Scholarships and Awards**

The Friends of The English School provide money for scholarships to be given out to the students of the school in the Spring Closing Ceremonies. The teachers together select the students who receive the scholarships. Talents and special skills in academic and non-academic subjects as well as in social areas are taken into consideration.

### **The Sisters of the Most Precious Blood Award**

The School honors those Grade 9 students, a boy and a girl, who throughout their years at The English School have exemplified in an outstanding way a spirit of joy, a sense of gratitude and a concern for and cooperation with students, staff and others.

### **School Supplies and Books**

Students receive textbooks, workbooks, and other materials from the school for their use. Each student is personally responsible for the material he/she receives. Books used for more than one year are to be covered and students are expected to take special care of them. These books are handed back to the teacher at the end of the year.

Should a student damage or lose a book, school equipment or other school property, he/she will be required to pay a fine or the replacement cost of the damaged or lost item. A bill for the appropriate amount will be sent to the parents.

Students are expected to have paper, pencils, gym clothes, textbooks, and other supplies needed for each class.

## **C. Activities**

### **Field Trips**

Field trips such as a visit to a museum, theater, newspaper, special exhibits and so on may be planned in order to enrich the students' learning experience.

In addition to such field trips, once during a year an all-day trip may be organized for each class. These are day trips only. The teachers, guardians and students will select

the destination together. The cost of these trips will be through students' fundraising with some support from the school.

Final approval of all trips rests with the Principal.

## **Special Events**

In addition to annual events such as the Fall and Winter Sports Days, Halloween, and Ring Day, are held. There are also special programs for Finnish Independence Day and Christmas as well as End-of-Year Celebrations and Ceremonies. Please refer to the School Calendar for further information.

## **Student Council**

The Student Council consists of the President, the Vice-President, Secretary, Treasurer and the Sergeant-at-Arms. The President and the Vice-President are elected from Class 9. The Secretary, Treasurer and the Sergeant-at-Arms may be from either Class 7, 8 or 9. From each of the Classes 7–9, two representatives are elected. These representatives attend all meetings and are responsible for informing their homeroom class about the business of the Council. They also provide feedback from the class to the Council. The representatives and the Council carry out activities planned by the Council.

After approval by the Head of the Student Council, all final decisions and arrangements must be cleared with the Principal. A copy of the minutes of Student Council meetings is also given to the Principal.

The Middle School Student Council has its own meeting room at Valimotie, which it shares with the high school student council.



## **Announcement to the Parents of Classes 7 – 9 about hazardous work**

Following the national core curriculum for basic education as approved by the National Board of Education, in Classes 7 – 9 the syllabi of Technical Work, Physics and Chemistry, possibly also of Biology, Art and Home Economics include work where students use tools and substances listed in the Government Decree 475/2006 on hazardous work for young workers.

According to the Government Decree the students in basic education from Class 7 onward can, regardless of their age, carry out hazardous work meant in the decree under teacher's instructions and immediate supervision, if this is considered necessary in order to meet the requirements of the syllabus and if this can be done safely. Special attention must be paid on the safe use of the tools and safety equipment and their suitability to students. Examples listed in the decree are categorized under mechanical, chemical, physical, electric, and biological hazards, as well as excessive physical stress.

The decree requires that the guardians of students in Classes 7–9 are informed beforehand about hazardous work and the reasons for this. In the above-mentioned subjects students will use e.g. band saw, table saw, surface planer and gas welding equipment as well as chemicals like mild acids, and electric tools. In Classes 1–6 the use of substances, machines, and tools mentioned in the decree is not allowed.

For further information, please contact the Principal or the teachers of the above mentioned subjects.