

The English School

Engs

High School
Student Handbook
2019 – 2020



www.ENGs.fi

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CONTACT INFORMATION

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Petri Vuorinen, Director-Representative of the Board of Trustees

Board of Directors

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Pertti Salonen, Parents' representative
Mervi Willman, Helsinki City's representative
Eva Mäkelä, Teachers' representative
Marja Kokko, Teachers' representative
Petri Vuorinen, Director-Representative of the Board of Trustees
Päivi Lucander, Principal
Seija Kiiskinen, Principal
Minna Akkanen, Administrative Manager

Director	Petri Vuorinen
Principal, Preschool and Grades 1–6	Päivi Lucander
Principal, Grades 7–9 and High School	Seija Kiiskinen

Group Advisors & Rooms

HS19b	Lissy Clement V14, Conrad Jackson V8, Riitta Pajuniemi V15
HS19b	Lauri Calonius V3, Juha Kyllönen V16, Hayley Poutiainen V5/6
HS18a	Eva Mäkelä V18, Jonathan O'Brien, V9
HS18b	Päivi Huhtinen V17, Katriina Kurki V1
HS17/16a	Merituuli Cantell V10
HS17/16b	Lotta Leppikangas V10

Faculty

Calonius Lauri	Ethics, Philosophy, Psychology
Cantell Merituuli	Music, Choir
Clamp Rebecca	Drama
Clement Elisabeth	English
Eronen Simo	Geography, Biology, Chemistry
Holmström Timo	History, Social Studies
Huhtinen Päivi	Art and Design
Jackson Conrad	English
Kilponen Elisa	on leave of absence 2019-2020
Kurki Katriina	Spanish
Kyllönen Juha	Physics, Short Math, ICT
Lassila Matti	Mathematics
Leppikangas Lotta	German, Swedish
Liimatainen Leena	French, Project coordinator
Mikkilä-Huttunen Leena	Orthodox Religion
Mäkelä Eva	Chemistry, Long Math
Nyholm Jutta	Physical Education
Nyholm Seija	on leave of absence 2019-2020
O'Brien Jonathan	Psychology, Lut. Religion
Okkonen Noora	Finnish as a Second Language
Pajuniemi Riitta	Biology, Geography, Health Education
Peura Sarolta	Catholic Religion
Poutiainen Hayley	Mathematics, ICT
Robinson Laura	English
Saletta Steven	History, Geography
Suokas Elli-Noora	Guidance Counselor
Söderqvist Esa	Physical Education
Telanto Talvikki	on leave of absence 2019-2020
Vaarnamo Iina	Finnish

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OFFICE AND SERVICES

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School Wellbeing Group	Jenni Kovanen, Seija Kiiskinen, Riikka Majuri Hanna Martikainen, Tuire Suvanen, Petri Vuorinen and students, teachers & parents as needed	
Crisis Group	Seija Kiiskinen, Petri Vuorinen, Tuire Suvanen, Hanna Martikainen, Hanna Illikainen and Lauri Calonius	

Fire and Emergency	Petri Vuorinen, Seija Kiiskinen and Simo Eronen
Cambridge Coordinator (A Levels)	Conrad Jackson
PSAT and SAT Coordinator	Elisabeth Clement
International Affairs Coordinator	Laura Robinson

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 neighbour, 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. 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 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. Suuremmassa yhteisössä 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 kuuluva. 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 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 elämäntapojen 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 2019-2020

The English School Calendar can be found on our www.EngS.fi -page.

Fall Semester: August 8th, 2019 – December 19th, 2019

Spring Semester: January 7th, 2020 – May 30th, 2020

Term I: Thursday, August 8th – Saturday, September 28th

Term II: Monday, September 30th – Tuesday, November 26th

Term III: Wednesday, November 27th – Wednesday, February 5th

Term IV: Thursday, February 6th – Friday, April 3rd

Term V: Monday, April 6th – Saturday, May 30th

Holidays

Fall Holiday October 14th – 18th, 2019 (Week 42)

Christmas Holiday December 20th, 2019 – January 6th, 2020

Ski Holiday February 17th – 21st, 2020 (Week 8)

All Public Holidays Independence Day, December 6th
Vappu, May 1st
Ascension Day, Thursday, May 21st

Compulsory Make-up Days

High School Exam Day on Saturday, September 28th, 2019

HS Job Shadowing: May 13th – 14th, 2020 (HS19&HS18 students)

Penkkarit and Olds' Dance on Thursday, February 13th, 2020

Assessment Weeks

Term I Monday, September 23rd – Saturday, September 28th

Term II Monday, November 18th – Tuesday, November 26th

Term III Wednesday, January 29th – Wednesday, February 5th

Term IV Friday, March 27th – Friday, April 3rd

Term V Friday, May 22nd – Friday, May 29th

Re-Examinations

You must register at the latest four weekdays before the exam. Registration for course re-exams is done **through Wilma** by signing up for the correct course exam. Signing up for a re-exam is binding. Examinations are held at 3:30 pm - 6:00 pm in Room 13.

<i>Exam Date</i>	<i>Registration Deadline</i>	<i>Courses</i>
Thursday 29.8.2019	Friday 23.8.	Term V, 2018-2019
Thursday 24.10.2019	Friday 18.10.	Term I
Thursday 16.1. 2020	Friday 10.1.	Term II
Thursday 27.2.2020	Friday 21.2.	Term III
Thursday 23.4.2020	Friday 17.4.	Term IV

General Re-Examinations

You must request permission from the subject teacher to take the exam and register by the deadline. The teacher must sign the re-exam form. Submit the **completed re-exam form to Seija Kiiskinen.** The form is available from the Office.

<i>Exam Date</i>	<i>Registration Deadline</i>
Tuesday 10.9.2019	Wednesday 4.9.
Tuesday 5.11.2019	Wednesday 30.10.
Tuesday 3.3.2020	Wednesday 26.2.
Tuesday 28.4.2020	Wednesday 22.4.

Group Advisors' Lessons

Compulsory 45-minute lesson with your group advisor at 13:00 as follows:

Wednesday, August 21st
Friday, September 6th
Friday, October 11th
Friday, November 29th
Thursday, January 16th
Friday, February 7th
Friday, March 6th
Thursday, April 9th
Friday, May 8th

Matriculation Examinations

Fall 2019

Preliminary Exams for the Matriculation Examinations TBA

Monday 16.9.2019	Foreign Language, Short Syllabus French, German, Spanish, Russian, Italian
Wednesday 18.9.2019	Äidinkieli Finnish (text analysis)
Friday 20.9.2019	Foreign Language, Long Syllabus English, German, French, Russian, Spanish
Tuesday 24.9.2019	Mathematics, Long and Short Syllabi
Thursday 26.9. 2019	Psychology, Philosophy, History, Physics, Biology
Friday 27.9.2019	Second National Language Swedish
Tuesday 1.10.2019	Äidinkieli Finnish (essay), Finnish as a Second Language
Thursday 3.10.2019	Religion, Ethics, Social Studies, Chemistry, Geography, Health Education

Matriculation Examinations

Spring 2020

Preliminary Exams for the Matriculation Examinations TBA

Tuesday 10.3.2020	Äidinkieli Finnish (text analysis), Finnish as a Second Language
Thursday 12.3.2020	Äidinkieli Finnish (essay)
Friday 13.3.2020	Foreign Languages, Short Syllabus French, Spanish, German, Italian, Russian
Monday 16.3.2020	Second National Language Swedish
Wednesday 18.3.2020	Mathematics, Long and Short Syllabi
Friday 20.3.2020	Foreign Languages, Long Syllabus English, French, Spanish, German, Russian
Tuesday 24.3.2020	Religion, Ethics, Social Studies, Chemistry, Geography, Health Education
Thursday 26.3.2020	Psychology, Philosophy, History, Physics, Biology

IMPORTANT DEADLINES FOR ABIS

If you wish to graduate in December 2019, you must have a minimum of 75 courses completed by Monday, 4.11.2019! If you have not completed 75 courses **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.

Thursday, 31.10.2019

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

Friday, 22.11.2019

Registration for the Spring 2020 matriculation examinations

If you wish to graduate in June 2020, you must have a minimum of 75 courses completed by Tuesday, 5.5.2020! If you have not completed 75 courses **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 if not previously agreed upon.

Friday, 15.5.2020

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

Friday, 29.5.2020

Registration for the Fall 2020 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

You are requested to come to the exams half an hour before they officially begin!

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, 17.1.2020**. The teacher will then set a suitable day for the oral exam.

HIGH SCHOOL HANDBOOK 2019-2020

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 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 the—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 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.

Rules

Treat others with respect.

1. Be on time. Being punctual promotes a positive study atmosphere in class.
2. Conduct yourself in a polite and orderly manner. Rowdy behavior, bad language, and rudeness disturb others. Bullying and violence is strictly forbidden.
3. Keep the school tidy by putting your rubbish in the correct bins. Respect school property.
4. Food, drinks, and chewing gum are allowed only during recess. Energy drinks are strictly prohibited.
5. The use of phones and other electronic devices is allowed in class only with the teacher's permission.
6. Dress appropriately. The school is not a place for revealing clothing. Take coats and hats off when you come to class or the cafeteria.
7. Between lessons, relax with your classmates, but gambling is not allowed. Use headphones when listening to music or playing games.
8. Valimotie 17–19 is a smoke-free area, and smoking by ENGS students is not allowed during school hours.
9. Outside the building, be aware of dangerous traffic and follow traffic rules.
10. Obey the instructions of teachers.

In cases not specified above, Finnish law is followed, including the laws governing Basic Education and General Upper Secondary Education.

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.

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 the individual student and his or her classmates. Students should keep phones in their bags or pockets during lessons. If a student will not or cannot put away his or her phone, the teacher will confiscate the phone for the rest of the lesson. If a student refuses to hand in his or her phone, the student will be sent to speak with the principal. In high school, the student will be marked absent for that lesson.

Phones during Examinations

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 under-aged students will be notified through Wilma.

School Fees

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 1st (fall semester) or April 1st (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 1st or after for the fall semester, or on April 1st and after for the spring semester.

All students pay a registration fee of 50€.

Office Hours

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

School Lunch

The school's food service is provided by Fazer-Amica. The lunch hour lasts 40 minutes. A healthy and balanced school lunch is served daily from 11.30 a.m. to 1 p.m. Due to the high 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 Fazer-Amica 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.

The afternoon recess at 14:15 is 30 minutes long, so that pupils have time for a snack. They can bring their own snack, or buy one from the cafeteria.

Books

Students must have the required books for the course by the third lesson of the course.

Students purchase their own books. In some cases, the books can be borrowed from the school against a deposit, borrowed from the Library, or bought secondhand from older students.

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.

School Wellbeing Group

School wellbeing group consists of 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.

Guidance Counseling

The High School Guidance Counselor is Elli-Noora Suokas. Counseling appointments may be made directly with her.

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 Perttilä, 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, Jenni Kovanen, is also available by appointment at Mäntytiie or Valimotie every day of the week during the mornings as is the school psychologist, Hanna Martikainen.

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. Longer 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 once a week. 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.

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.

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 a.m. to 4 p.m. Students may only use the lobby for passing through on their way to lessons or the cafeteria. Loitering is prohibited.

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 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 2nd floor. At Mäntytie, guests report to the Office on the 2nd 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. Every student is encouraged to wear indoor shoes at school. 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.

Clothes must be appropriate in size, with waist of garment worn at the waist covering the navel and the neckline covering cleavage. Clothing should cover underwear. Examples of banned clothing are shirts cut off at the sides or back, or sports bras used instead of shirts.

Shorts, skirts and dresses should be mid-thigh or longer.

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

School personnel have the final decision as to the appropriateness of attire. Students not appropriately dressed will be asked to change into appropriate clothing.

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. For boys, trousers and a collared shirt and a blazer or sweater is recommended. For girls, slacks, a dress or a skirt with a blouse and sweater or jacket is recommended.

Lunch

The Middle School and High School have separate lunchtimes. High school students may visit the cafeteria during the day to buy snacks. The cafeteria is located on the second floor and students have their own area where food is served, eaten, and trays returned.

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 once a week. 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*).

COURSE SELECTION

In the beginning of your studies you need to plan your personal curriculum (study program). The courses offered at The English School are in the Study Plan Card. The contents of the courses are given in the booklet *Brief Course Descriptions*. Not all courses are offered each school year.

The curriculum is offered in the form of courses. The course tray can be found in Wilma and on the School's homepages. It outlines when courses are offered during the year and whether they are meant for a or b-group students.

One course means five class hours per week during one term, approximately seven weeks. 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 taking 30 - 35 courses during the first and second years respectively, which means completing five to seven courses per term. See *Brief Course Descriptions* for the contents of the courses and the chapters *Matriculation Examinations*, *Course Completion and Graduation Requirements*, *Studying Time and Course Distribution* and *Course Changes*.

During the first year of your studies, try to complete as many compulsory courses 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 work place. 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. **All high school students need a laptop when they start their high school studies.** Laptops will be used during lessons, exam weeks and in due course in the matriculation examinations. **The matriculation exams will operate according to the principle of Bring Your Own Device (BYOD).** When buying a laptop, make sure it has a battery that lasts a long time. For more information about what kind of device to buy, please go to www.ylioppilastutkinto.fi

Ylioppilaskokeet

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

On järkevää ottaa syventäviä kursseja niistä aineista, jotka aikoo kirjoittaa ylioppilaskokeissa. Ylioppilaskokeiden kysymykset tulevat valtakunnallisten pakollisten ja syventävien kurssien 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 syventävät kurssit tulisi ottaa valituista aineista.

Ylioppilaskokeissa on tehtävä neljä pakollista koetta:

1. Jokaisen oppilaan on tehtävä suomi äidinkielenä tai suomi toisena kielenä koe.
2. Äidinkielen tai suomi toisena kielenä -kokeen lisäksi on neljästä muusta pakollisesta kokeesta valittava kolme: ruotsi, matematiikka, yksi vieras kieli ja yksi edellä mainituista reaaliaineista. Ainakin yhden näistä kolmesta aineesta täytyy olla pitkänä opiskeltu oppimäärä, A-oppimäärä, kuten pitkä matematiikka tai englanti A1. Jos oppilas on vapautettu ruotsin opiskelusta, on hänen pakko kirjoittaa suomen lisäksi jäljelle jääneet kolme pakollista ainetta: matematiikka, reaaliaine ja vieras kieli.
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 courses in these languages, and then you will transfer to B2 courses. Before starting the courses in B2 French or B2 German, it is wise to take RAB2 9 or SAB2 9, the switch-over course, because it prepares for further B2-level studies. Also those who have studied B2 French or German earlier are warmly welcome to attend RAB2 9 / SAB2 9.

A Levels

Cambridge International Examinations (CIE) administers the international A Levels. The high school has introduced A Level courses in English, History, and Psychology and the first students took AS Level exams in November 2014.

Scholastic Aptitude Test (SAT)

You may take the SAT (Scholastic Aptitude Test) several times a year through Aalto University, a test that is a prerequisite for applying to many universities abroad and that offers you an advantage when applying to some Finnish universities.

- Courses ENA6 (English) and MAA15/MAB10 (Math) prepare for the SAT
- Usually students take the SAT during the spring of their second year of studies, but you can take the test also later, and retake it as many times as you wish

The school offers the PSAT (Preparatory SAT) in October, which gives you the chance to practice taking the SAT, and provides valuable feedback about your skills for the actual SAT.



COURSE COMPLETION AND GRADUATION REQUIREMENTS

Graduation Requirements

The minimum number of courses required for graduation is 75, at least 10 courses of which must be selected from the in-depth courses.

Because of our bilingual speciality you must complete **10 compulsory English courses and 8 compulsory Finnish courses.**

Our curriculum allows you to drop four compulsory courses in subjects other than Finnish/ Finnish as a Second Language and English. **You must, however, pass at least 50 percent of the compulsory courses in each subject.** You also may not drop compulsory courses in the subjects you plan to take for the matriculation exams. For instance, if there are 3 compulsory courses in a given subject, you must pass at least 2 of them. To pass a course, you must receive a grade above 4.

Regardless of the above, you must complete at least 47 (if you study short math) or 51 (if you study long math) compulsory courses and at least 10 in-depth courses.

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 75 courses of your personal study program (curriculum). This means, that you should complete five to seven courses per term. Usually students take six to seven courses per term, eight courses is the maximum if you do not do additional courses independently.

- A student planning to graduate in three years is recommended to take 30 to 35 courses both in the first and the second year of studies and 10 to 20 courses during the third year. When you make your personal study plan in cooperation with the Guidance Counselor and your Group Advisor, it is important to take this into consideration. 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 courses 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 75 courses of your personal study program. This means that you must complete at least an average of four to five courses 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 courses 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 the High School, and this **is not possible without the Principal's permission**. 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 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 twenty courses per year. Students are expected to pursue their studies on a full time basis (General Upper Secondary Schools Act). If your course 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.

Course Registration

Course registration is done through Wilma. Go to <https://yvkoulut.inschool.fi/>. Use the username and password given to you or your parent/guardian to sign into Wilma. You may change your password once you sign in. On the front page, you will see the course tray for the coming school term. Click on the courses you want to take, one course per column. If you plan to take a course independently, you may choose two courses from one of the columns, but you must consult with the teacher. As you sign up for courses, Wilma will fill in your weekly timetable. Note that most courses have a maximum size. Wilma will inform you if a course you want to attend is already full.

Registering for courses usually begins a couple of weeks before the term starts and closes the first day of exam week before the new term.

After the first lesson of a course, 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 course, the course may, for financial reasons, be cancelled or completed with a reduced number of lessons (1/2-course).

Withdrawal from a Course

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

Course Changes

It is recommended that you take the courses 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 about how the Long Math courses correspond with the Short Math courses and the best moment for you to transfer. For course correspondence, please see the booklet *Brief Course 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 regular course attendance followed by an examination. The examination may also take place during the course.

Independent Studies

You may be granted permission by a subject teacher to study without participating in instruction. You may apply for this permission if you wish to progress rapidly in your studies or if you would have two courses simultaneously. This option is, however, in general 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 course would otherwise be too small.

Please keep in mind the following:

“Students are required to achieve a passing grade for any course 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 course independently, without formal classroom instruction but under the guidance of the teacher.
- The teacher will make **a complete plan of studies for the course**, 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 courses 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 course. Please keep in mind, that it is always the teacher who decides if it is possible for you to study a course independently. Some courses are not well-suited for independent studies. That information can be found in the *Brief Course Descriptions* and the Curriculum.
- Once failed, a course is, in general, not possible to take independently. In case this course 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. Course 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 course 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 course. **Also this option requires the previous approval of the subject teacher.**

Taking two courses simultaneously: the partial attendance option described above makes it possible to take two courses 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

Courses taken at other approved educational institutions may also be applied toward meeting the graduation requirements. Please check the course correspondences with the guidance counselor or 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.

Course Assessment

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

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

In order to ensure that the parents or guardians receive information concerning your schoolwork and progress as required by Upper Secondary School Decree (*Lukioasetus*), you will receive the Course Report after each term. If you are younger than 18 years old, the school requires you to obtain the signature of a parent or guardian.

No Course Grade:

- If you neglect part of the assignments required in a course, you will be graded K (course not completed). In order to pass the course, you must complete the missing assignments by the end of the following term. If you neglect to do so, your course performance will be re-evaluated. If the missing assignments constitute a major part of the course requirements, your course grade will be eliminated. Otherwise your grade will be lowered.
- Regular class attendance is obligatory (Upper Secondary School Act). If you are absent from a given course 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 course.
- **If you miss more than three lessons of a course without an acceptable reason, you forfeit the right to continue studying that course and the teacher may remove you from the class list.**
- If you are caught cheating on an examination, this examination is failed and you will not receive a course grade. You also lose the right to take the re-examination. You will have to retake the whole course.
- If you are caught cheating on a re-examination, you will not receive a course grade and will have to retake the whole course.
- 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 course work, you will fail the course or receive no course grade.**

The courses are assessed as follows:

- Compulsory and nationwide in-depth courses in each subject will be assessed numerically on a grading scale of 4 to 10.
- Other, school-specific (*koulukohtaiset*) in-depth courses and applied courses will be assessed numerically, with the mark *S* (*Suoritettu/Pass*) or 4 (*Hylätty/Fail*), or verbally, according to the curriculum of the school.

- See *Brief Course Descriptions*. The course descriptions specify which courses 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 courses.

If you have completed only one course 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.

Course Examinations

Examinations are given both during the course and during the six-day exam 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 course.

- **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 courses have no final examination or tests during the course. In this case, the course grade is based on assignments and overall performance.

Leaving a blank paper in the final exam does not always automatically mean failing a course. If class participation has been active and all the assignments have been done during the course, it may, in some courses, be possible to pass the course 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 course grade.

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

Raising a Course Grade

If you fail a course, you may try to raise the grade

- once in a re-examination,

- once in a general re-examination,
- by re-taking the course and the exam when the course is offered again,
- by re-taking the course in some other educational institution provided the teacher and the Principal approve the correspondence between the course 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 course you have passed (grade 5 or better), you can try this by

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

Course Re-Examinations

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

The guidelines for the re-examinations are the following:

- If you receive a failing grade (4) in any given course you have the right to take the re-exam once.
- You sign up for course 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 course, 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 courses 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 course 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 course grade and you must retake the whole course.

General Re-Examinations

In the general re-exams, you may take the exam of any course, 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 using the form from the Office and return it to Seija Kiiskinen.

Progress in Your Studies

Completing a specific course may be a prerequisite for progressing in the studies of the subject or for taking a specific course. Please see *Brief Course 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 courses in any subject. Passing the last course of any subject with an acceptable grade is of equally 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 courses of a student under 18 years old is clearly lower than expected or s/he has a large number of courses 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 course 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 courses. If such courses 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 courses in the advanced syllabus will be directly transferred as grades for the shorter courses. Other studies completed in the advanced syllabus may be accredited in the shorter syllabus as in-depth or applied courses, 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 course. This constitutes a syllabus. A subject syllabus consists of the compulsory and in-depth courses according to each student's individual study plan, as well as applied courses closely linked to these courses. 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 teachers who have taught the courses of the subject in question and by the Principal.

In general, the final grade for a syllabus is **the mathematical average of the course grades given to a student upon completion of the nationwide compulsory and in-depth courses. For these courses, you may not have failed course grades more than as per the following table:**

Total number of nationwide compulsory and in-depth failed grades courses on the student's study plan:	Maximum number of
1 – 2 courses	0

3 – 5 courses	1
6 - 8 courses	2
9 courses or more	3

None of the nationwide courses for which you have been awarded a grade may be subsequently removed from the syllabus.

Päätöarvosana

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

Yleisesti ottaen päätöarvosana saadaan laskemalla matemaattinen keskiarvo kaikista oppilaan saamista pakollisista ja syventävistä kurssiarvosanoista kyseisessä aineessa. Näillä kursseilla oppilaalla ei saa olla hylättyjä arvosanoja enempää kuin seuraavassa taulukossa on esitetty:

Kaikki pakolliset sekä syventävät ja soveltavat kurssit tietyistä aineista:	Maksimimäärä hylättyjä arvosanoja
1 – 2 kurssia	0
3 – 5 kurssia	1
6 - 8 kurssia	2
9 kurssia tai enemmän	3

Oppilaan henkilökohtaisesta opinto-ohjelmasta ei voida myöhemmin poistaa sellaista valtakunnallista kurssia, josta on jo annettu arvosana.

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 course grades reflect.

In addition to the above-mentioned oral examination, a subject grade based on the nationwide compulsory and in-depth courses may also be improved

- through good performance in the school-specific in-depth and applied courses (*koulukohtaiset syventävät ja soveltavat kurssit*)

- 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 course 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 course,
- elective foreign language with only two completed courses,
- 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 75 courses (with 47 – 51 compulsory and minimum 10 in-depth courses) 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 school-specific in-depth and applied courses, 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 75 kurssia (joista 47-51 on pakollista ja vähintään 10 on syventävää kurssia).

”Koulukohtaisista syventävistä ja soveltavista kursseista voidaan lukea mukaan lukion oppimäärään vain hyväksytysti suoritettut kurssit (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.)

On request, you can also receive a transcript for applying to educational institutes abroad. The cost of the transcript is 17 €. Reference letters by teachers are in three categories:

Extensive	60 €
Normal	40 €
Short	20 €

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 Class

According to the Upper Secondary School Act, a student is obliged to participate in instruction.

All absences must be cleared through Wilma.

Absences may affect the course grade if 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 school office or 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 course 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 courses because of absence, teachers have the right to require additional work.

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

A student who misses more than 3 lessons in a course forfeits the right to continue in that course.

Tardiness

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

If a student arrives more than 15 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**. Use the form in Wilma to apply for permission to be absent (Applications and decisions > New application).

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 Course Examination, Re-Examination, and General Re-Examination.

VALIMOTIE

Middle School

8.10
MORNING OPENING

LESSON 1

9.00

9.05

LESSON 2

9.50

9.55

LESSON 3

10.40

LUNCH 40 min.

10.40 Grade 7

10.50 Grade 8

11.00 Grade 9

11.20

LESSON 4

12.05

12.10

LESSON 5

12.55

13.00

LESSON 6

13.45

SCHEDULES

High School

8.10
MORNING OPENING

LESSON 1

9.30

9.35

LESSON 2

10.50

RECESS

10 min.

11.00

LESSON 3

LUNCH 40 min.

11.30-12.10 Group 1

11.45-12.25 Group 2

12.15-12.55 Group 3

12.55

13.00

LESSON 4

TRANSFER RECESS

30 min.

14.15
LESSON 7
15.00

15.05
LESSON 8
15.50

14.15

TRANSFER RECESS

30 min.

14.45
LESSON 5
16.00