

The English School

Engs

Grades 7-9 Handbook

2019 – 2020



www.Engs.fi

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CONTACT INFORMATION

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Isä Oskari Juurikkala, Acting Chairman
Lea Mecklin
Tarja Mäki
Kirsi Nystén
Kari Tamminen
Jorma Turunen

Petri Vuorinen, Director-Representative of the Board of Trustees

Board of Directors

Arja Aaltonen-Koivistoinen, Chairman
Pertti Salonen, Parents' representative, Acting Chairman
Marita Rainio, 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 Nyholm, 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

Homeroom Teachers

Class 7a	Matti Lassila V4
Class 7b	Laura Robinson V12
Class 8a	Hanna Felt V2
Class 8b	Timo Holmström V11

Class 9a
Class 9b

Steven Saletta V13
Inari Rauhalahhti V7

FACULTY 2019-2020

Aula, Olga	Home Economics
Calonius Lauri	Ethics, MS Student Council
Cantell Merituuli	Music, Choir
Clamp Rebecca	English, Drama
Collier Tiina	Home Economics (on leave)
Eronen Simo	Geography, Chemistry, Peer Counseling
Felt Hanna	Swedish, German
Halmekoski Anna	Mathematics, Physics (on leave)
Holmström Timo	History, Social Studies
Huhtinen Päivi	Art and Design
Jackson Conrad	English
Kiiskinen Seija	Principal, Grades 7-9 and High School
Kontto Mikko	ICT
Korpi Saarah	Islamic Religion
Kyllönen Juha	ICT Coordinator
Lassila Matti	Mathematics, Physics
Liimatainen Leena	French, Project Coordinator
Majuri Riikka	Textile Work, Special Education
Mikkilä-Huttunen Leena	Orthodox Religion
Nyholm Jutta	Physical Education Girls
O'Brien Jonathan	Psychology, Ev. Lutheran Religion
Okkonen Noora	Finnish, Finnish as a Second Language
Pajuniemi Riitta	Biology, Health Education
Peura Sarolta	Catholic Religion
Poutiainen Hayley	Mathematics, Computer Coordinator
Robinson Laura	English
Saletta Steven	History
Suokas Elli-Noora	Guidance Counselor
Söderqvist Esa	Physical Education Boys
Telanto Talvikki	Evangelic Lutheran Religion
Tudor Alan	Technical Work, <i>Those Were the Days</i>
Turja-Takalo Anne	Finnish (on leave)

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OFFICE AND SERVICES

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Food Service	Fazer-Amica	lasihelmi@amica.fi
Friends of The English School	Tarja Mäki	tarja.maki@mittaviiva.fi
Student Welfare Group	Riikka Majuri, Seija Kiiskinen, Hanna Illikainen, Hanna Martikainen, Tuire Suvanén, Petri Vuorinen and teachers as needed	
Crisis Group	Seija Kiiskinen, Petri Vuorinen, Tuire Suvanén, Hanna Martikainen, Hanna Illikainen and Lauri Calonius	
Fire and Emergency	Petri Vuorinen, Seija Kiiskinen and Simo Eronen	
Cambridge Coordinator	Conrad Jackson	

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 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, different outlooks, opinions, and philosophies. It consists of openheartedness, 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. Kristittynä oleminen ja eläminen muita näkemyksiä arvostaen on arvokasta. Katsomuksesta riippumatta omantunnon kehittäminen ja kasvattaminen sekä sen mukaan eläminen on tärkeää. Lähimmäisen rakkaus, myötätunto ja hyväksyvä, rakastava asenne itseä ja kanssaihmiä kohtaan toimivat kasvun aineksina kohti hyvää ihmisyyttä. Hyvä ihmisuus sisältää vastuulliseksi yhteiskunnan jäseneksi kasvamisen, yhteiskunnan kehittämisen ja yhteisesti sovittujen oikeuksien ja velvollisuuksien mukaan toimimisen. Ihmisyyteen ja yhteiskunnan jäsenyyteen kasvetaan perheen jäsenyyden kautta. Perhe ja perheen arvot antavat pohjan kasvulle. Oman historian, kulttuurin ja niiden toimintaa ohjaavien arvojen tunteminen luovat yksilön arvotietoisuuden ja identiteetin pohjan ja antavat ainekset itsetuntemukselle ja itsetunnolle.

Kouluympäristö laajentaa ja lisää kasvun mahdollisuuksia. Suuremmissa yhteisöissä erilaisuuden määrä lisääntyy ja tarvitaan suurempaa määrää suvaitsevaisuutta ja erilaisuuden hyväksyntää, kunnioittamista, arvostamista. Oikeudenmukaisuuden puolustaminen ja itsensä ja toisten hyvä kohtelu toimivat luonnollisena kiusaamisen vastaisena työnä. Kunnioitetaan toista ja hänelle kuuluvaa. Kunnioitusta rakennamme tiedolla ja ymmärryksellä muista kulttuureista ja sillä, että eri kulttuurit ovat luonnollinen osa arkeamme ja juhla-kulttuuriamme. 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 kestävä 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 yhteisöme 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 2019-2020

The English School Calendar can be found on our www.engsf.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

Sports Day (Grades 1-9) on Saturday, 7.9.2019

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

TET Work Practice

Grade 9 TET September 16th - 27th, 2019 (This year: two weeks, next year three weeks)

Grade 8 TET March 16th - 20th, 2020

Grade 9 Yhteishaku Tuesday, January 21st, 2020 at 18:00

Homeroom Lessons

Compulsory 45-minute lesson with your homeroom teacher at 13:00 as follows:

Thursday, August 22nd

Friday, September 6th

Friday, October 11th

Friday, November 29th

Thursday, January 16th

Friday, February 7th

Friday, March 6th

Thursday, April 9th

Friday, May 8th

PARENTS (and Pupils)

Communication

Communication is vital for the good of the pupils and the smooth functioning of the school. The School fosters close communication between parents and teachers. A teacher may contact parents whenever he/she believes it will help a student. Parents are also encouraged to contact teachers when they feel the need to do so. The teachers are happy to return telephone requests left at the school office, and e-mail addresses are also available. If you wish to meet with a teacher during school time, please make an appointment in advance.

In addition, parents can send messages through Wilma. Once data sheets are returned, the school sends new parents by mail a username and password to sign into Wilma. The password may be changed once signed in. In addition to communicating with the school, Wilma allows parents to keep track of their child's schedule and absences. It is the duty of parents to explain any absences. Parents must *not* share their Wilma account password with their children. For more detailed instructions on how to use Wilma, go to www.starsoft.fi.

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

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 and to discuss the progress of their child in different subjects. Parents are also welcome to participate in our Sports' Days and Divine Services.

The teachers would also like to simplify and facilitate communication with parents by using e-mail, Wilma, phone or letter, or by meeting in person.

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 a private school, the voluntary work by the active parents is crucial for the school functions. The Friends' activities include, for example, the traditional Christmas and Easter bazaars, pre-Bazaar bees as well as Vappu 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!

NEW!

The Parents of each grade are responsible for the events with the help of the Board of The Friends of The English School as follows:

Grade 7: Flea Market, Easter Bazaar (setting up, selling and packing up)

Grade 8: Making the Christmas casseroles and distribution

Grade 9: Books, Christmas and Easter Bazaars (setting up, selling and packing up)

Dental Care

Those pupils who are residents of Helsinki have a dentist's appointment at the age of 7, 10, and 15 years. Between these times the pupils 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 pupils is with their own municipal health centers or, by option, they can also have dental care through 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 pupils 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. Pupils in Grade 8 will have an appointment with the school doctor, and the goal is that the school nurse meets every pupil once during every school year. Pupils 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 Lastenkliniikka 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 pupils 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.

Office Hours

The Office at Valimotie is open from 9.00–14.00.
Messages are delivered only during breaks in order to avoid interrupting classes.

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 never covered by the school.

School Lunch

The school's food service is provided by Fazer-Amica. A healthy and balanced school lunch is served every day from 10.40 to 11.20. Snack is available at 13.45-14.00. 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. 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 pupils 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.

The afternoon recess after sixth period is longer so that pupils have time for a snack. They can bring their own snack, or buy one from the cafeteria. Please note that pupils are not allowed to have energy drinks at school.

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 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 pupil's work. From the beginning we wish to educate our pupils in the attitude of a responsible citizen toward his or her work. Such an education cannot begin too early. **Therefore, we kindly ask you to 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 pupil's absence from school: special family events, for example, or a competition/performance in a serious hobby, which the pupil is able to carry out without it interfering with his/her 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) In case of a competition/performance, a paper copy of the hobby director's statement should be brought or sent by email to Homeroom teacher or Principal.
- 3) 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.

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 he/she has 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.

PUPILS (and Parents)

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 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 homeroom teacher, the guidance counselor, your teachers, or the office about any unclear matters.

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 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.

School 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.

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 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 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 be sent to speak 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 pupil 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 (due to illness) from school 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 pupil** 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. Outdoor recesses are during lunchtime and at 13:45-14:15.

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

Transferring between Valimotie, Mäntytiie and Pitäjänmäen peruskoulu/Kamppi (Home Economics, 7th grade)

Some Middle School lessons are offered at Mäntytiie. These are Orthodox Religion, Catholic Religion, Islamic Religion, ICT, Technical and Textile Work, 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

Pupils 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 pupils go on field trips or other school activities away from the school grounds, pupils are expected to stay with their group.

The school is not responsible for pupils 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. 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.

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 takes 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 the 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 pupil 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 pupils
- 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 no higher than 7. 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 pupil 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 the school server. All files on the server are backed up every day. Anyway it is preferable to save your files also on a USB drive or to cloud services. Most important is to save your documents after every 5 minutes or so to avoid losing your work. The worst option is to save the work only at the end of the lesson. In some cases this leads to the loss of the document.

Every student may have a folder on the server. Keep your files there. Folders have to be named using the real name of the student. All other folders and files outside folders will be deleted.

Tardiness

Pupils 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 (15) 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 pupils 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

Pupils 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 2nd floor. At Mäntytiie, guests report to the Office on the 2nd floor.

B. Studies

Class Schedule

At Valimotie, school doors open at 7.45 and lock at 16.00.

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 pupil's schedule.

Clubs are scheduled before or after regular class hours.

Homeroom

Each pupil 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 pupils in their

growth and development and supervise class activities. Parents and pupils should feel free to contact him/her if they have any concerns related to homeroom matters.

Personal Space

Each pupil in Middle School has an individual locker.

A key deposit of 15€ 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. Keys must be returned to the Office after every academic year and the locker cleaned.

Cabinet space is available for special projects—whether completed or still in progress. It is the pupils' 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

Pupils usually have homework. The time devoted to homework will vary according to the nature of the assignment and the ability of each pupil to concentrate on his/her work. Pupils 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. Pupils 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 pupil 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 pupil in a grade even without failing performances if this is considered necessary for the pupil's general success in school. In this case the pupil'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 pupil'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 pupil's performance according to the national criteria for the final assessment. The pupil'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 pupils Classes 7–9 will be given on Friday, June 5th, 2020.

Scholarships and Awards

The Friends of The English School provide money for scholarships to be given out to the pupils of the school in the Spring Closing Ceremonies. The teachers together select the pupils 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

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

Should a pupil 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.

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

C. Activities

Clubs

Pupils have the opportunity to participate in various clubs. The clubs meet before or after regular school hours.

Specific information about clubs will be given early in August. The clubs may vary and may not necessarily extend throughout the entire year.

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 pupils' learning experience. Each pupil pays the cost of these trips (transportation and entrance fee). These trips usually take one or two hours.

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, parents and pupils will select the

destination together. The cost of these trips will be paid by the students themselves and/or through fundraising.

Final approval of all trips rests with the Principal.

Special Events

In addition to clubs, annual events such as the Fall and Winter Sports Days, Halloween, Ring Ceremony, the Kauniala War Invalid Party, UN Day, and Europe Day are held. There are also special programs for Finnish Independence Day, Advents 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 pupils use tools and substances listed in the Government Decree 475/2006 on hazardous work for young workers.

According to the Government Decree the pupils 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 pupils. 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 pupils in Classes 7–9 are informed beforehand about hazardous work and the reasons for this. In the above-mentioned subjects pupils 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.