

++Espoo International School General Rules (2021–2022)

School Rules

1. School Rules and How they are Applied

The purpose of the School Rules is to keep the school running in an organized, safe and satisfactory manner. These rules are in effect during the school day and on school premises. The school area is shown below.

The school premises/recess area is marked with a red line. Students are not allowed to leave the school premises during the school day.

2. Students' Rights and Responsibilities

Every student has the right to study in a safe environment every day at school. Students have a responsibility to participate in lessons, work conscientiously and behave appropriately during lessons, lunch times, trips, at all school events and on school premises.

3. Safety, Comfort and Freedom to Study

3.1 Good behaviour

I behave and use good manners. I take other members of the school community into consideration and I contribute to a peaceful learning environment. I respect other members of the school community, greet everyone and follow instructions.

I follow the assigned eating times and develop good eating habits. I only eat in the dining room and do not use my phone during lunch times.

I dress appropriately.

I arrive on time for my lessons and complete my work diligently and on time.

I only take photos of individuals that I have given me permission to photograph. I only publish such material on social media and elsewhere that I have copyrights, a license or permission to publish. I understand and know that I am not allowed to use my phone in the changing rooms and that I do not have permission to take photos there. If I am unsure of the appropriateness of the content I can ask the teachers for their opinion before I publish anything. The school recommends that I do not bring any valuables to school.

3.2 Student presence on Campus

I am not permitted to leave the school premises without a valid reason. All traffic rules should be followed on the way to and from school.

I must handle all school property and teaching materials with care so that they last a long time.

I must respect all property — personal, peers' and other school related property.

Opinmäki is an indoor shoe school.

3.3. Cleanliness and care of the environment

The whole school community, including myself, has a responsibility to take care of school property and the environment. It is my responsibility to clean and tidy up my work area at the end of each lesson and day.

According to the law, if I cause any damage to school or individual property, I am required to compensate the school or the individual.

3.4 Safety

The whole school community, including myself, is responsible for informing teachers or caretakers about any defects that might cause danger.

Bicycles should be kept in designated areas during school hours and should not be tampered with.

Throwing snowballs is not allowed in the schoolyard.

Outdoor playground equipment may be borrowed from the locked outdoor storage room during recess in exchange for a deposit. The deposit can for example be a phone, keys or library card.

The school is not responsible for any losses or damage of one's belongings.

During recess, I will ensure that my actions do not danger or cause harm to other students.

I will use appropriate language and take into consideration all members of the school community.

3.5 The Use of Computers, Mobile Phones and Other Devices.

Mobile devices may be used for education purposes under the direct supervision of a teacher. In grades 1-6, teachers will have an agreement with the parents and students that no phones can be used during the school day without a teacher's permission. Exception: 6th graders may use their phones during their lunch recess (not in the cafeteria).

If the use of any device disturbs the lesson, a teacher will ask for the device to be put away. If the disturbance continues, a teacher may confiscate the phone for the remainder of the lesson or the remainder of the school day. I remember, that I am in the school to learn, therefore I follow the instructions regarding the use of mobile phones in lessons and during lunch hours.

I can use my own computer in lessons if I have the teacher's and a guardian's permission.

3.6 Intoxicants and Dangerous Objects

Bringing any illegal, dangerous or harmful objects or substances to school is forbidden. This includes alcohol, lighters, matches, nicotine products – including snuff — drugs, knives and firearms, lasers or such.

4. Disciplinary Measures

If there is reason to suspect that I possess any disturbing or dangerous items or substances, the teacher and principal has the right to check my belongings and confiscate the items.

The school's disciplinary plan includes instructions for pedagogical discussions and disciplinary measures.

The principal and teachers are responsible for informing the guardians of all parties involved in any incidents concerning harassment, bullying, or violence that takes place in school or on the way to or from school.

Follow-up and Adjustment of Regulations

These rules and regulations will be discussed in the Teachers' Meeting. The class teachers and the homeroom teachers will then inform their groups. The rules will be published in Wilma for guardians and students. In addition, the rules will be on display in every classroom, on the school's homepage and on the message board.

Students will be informed annually about the rules and the rules will be in the student Handbook. The rules and regulations are adjusted every school year.

The student body, the school personnel and guardians can take the initiative to change the rules. School personnel will handle the initiatives. Any changes of the regulations will be handled and approved by the school.

Lunchroom Rules

All students are required to eat lunch in the school cafeteria. If you accidentally spill something, please clean up the spill or ask the staff for assistance. To ensure an orderly eating environment and aid cleanup staff, do not reorganize the tables or seating (e.g., adding chairs to a table). **Mobile phones may not be used in the lunchroom**; this is to promote table etiquette. Hats/caps/"snapbacks" are not to be worn while in the lunchroom. Before entering the lunchroom, please leave jackets/outdoor clothing and bags/backpacks in lockers, on the stage, or on coat racks instead of bringing these bulky items into the dining area. If it comes to our attention that students are either not attending lunch or behaving inappropriately during lunch, they will be required to sign in and eat with the teacher on duty.

Academic Honesty

The IB MYP Learner Profile states 10 important qualities that each student should strive to develop. These include being principled – the meaning of which is defined below:

"PRINCIPLED: They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them," (extract from the IB Learner Profile Booklet). Espoo International School (EIS) students need to be aware of the importance of academic honesty. In EIS, all students are required to sign a copy of the Academic Honesty Statement when they begin the school. Your signature

indicates that you have read the document carefully, understand what violates academic honesty, and are prepared to bear the full consequences of academic dishonesty if you should engage in its practice in any class. Ignorance is not an acceptable excuse. Keep in mind there are plagiarism checks that teachers use.

Common forms of Academic Dishonesty:

A. Plagiarism: the use of another person's ideas, expressions or writing as if it is your own.

- Copying verbatim (exactly word for word) – this is the most common form. It consists of an individual copying the words, expressions or ideas directly from another source (book, lab report, friend, Internet publication, magazine article) without giving proper credit.
- Paraphrasing (without giving proper credit) – this consists of borrowing ideas from a source and rewriting them in your own words without giving proper credit (i.e. not giving the source of your information).
- Use of an idea (without giving proper credit) – the adaptation of an idea from another source without giving proper credit (e.g. When asked to write a short story for English class, you borrow an idea from a TV program, video/film, article, classmate).

B. Sharing Ideas in Test Situations: e.g. in take home exams, asking / telling students what is in a test / quiz.

C. Cheating on Tests and Quizzes: e.g. bringing answers into the test room, copying from another student, and unauthorised use of notes or technology such as smart phones.

D. Copying Homework: Both parties will be subject to the same discipline.

E. Taking Credit for Work You Didn't Do: e.g. not acknowledging the assistance of a parent, friend, tutor.

The proper use of referencing and in-text citations will be taught and practiced in English and should be applied to all subjects.

What Happens When A Student is Involved in Academic Dishonesty

We expect all students to do their own work and not copy from a resource book, another student, or any other source without teacher approval. This includes all homework, assignments in class and tests and your personal project (9th grade). All cases of academic dishonesty will be reported to the Principal and/or the student's parents.

Student's Disciplinary Measures:

In Finland's Basic Education Act it is stated that a pupil who breaks school rules, behaves deceitfully or in other ways acts inappropriately, can be subjected to school disciplinary procedures.

The prescribed disciplinary system consists of the following:

1. A disciplinary educational discussion

2. A disruptive student can be asked to leave the classroom or other teaching area for the remainder of a lesson or school-organized event. The student will be supervised by an adult at this time. The principal may then exclude the pupil from participation in the remaining portion of the school day.
3. Issuing a period of after-school detention for inappropriate behaviour for up to two hours at a time.
4. Requiring a student who has neglected school work to remain up to an hour after the end of the school day to complete these assignments.
5. A written warning issued by the principal.
6. Suspension from school, which the school board may issue for up to three months.

A disciplinary educational discussion is the primary way to address a student's behavior. The aim of this discussion with the student is to analyze what the student has done or left undone, listen to the student, analyze openly the reasons and consequences of the student behavior, and consider ways to correct the situation. The aim of this procedure is to find positive means for the student to make his/her behavior better and promote his/her welfare at school.

A disciplinary educational discussion is held if a student

- disturbs the lesson
- does not obey the school rules
- acts dishonesty
- leaves the school premises
- treats other students or the school staff disrespectfully or hurts their human dignity