Information booklet
Course descriptions
2016 – 2017
ADDRESSES AND TELEPHONE NUMBERS

Name of school: Vasa övningsskola, gymnasiet
Address: Skolhusgatan 31, 65100 Vasa
School web site: www.abo.fi/vos/ib
Switchboard: 06-324 7111

Principal: Ulla Granfors 324 7610 050-3716051
Vice-Principal: Diane-Christine Blusi 324 7676 050-3151041
Administrative officer: Lena Engsbo 324 7612
Careers counsellor: Anne Ahlbom 046-9224368
Pia Lustig 324 7614 050-5512280

Visual Arts Coordinator: Culturum 324 7625
Coordinator, Programme for Visual Arts and Music: Lisette Smedlund 324 7624
Music studio: 324 7623
Physical education: 324 7621
IB Coordinator: Henrik Lindgren 324 7617 050-9186470
IB office/ Library: Sabina Salmi 324 7678
CAS Coordinators Anna-Lena Keski-Nisula 324 7634
Margita Nyman 324 7632

School nurse: Gunilla Gref 040-6494808
Psychologist: Gundel Niemi 324 7605 050-5514531
School counselor: Åsa Carlsson 0500-968466
Custodian: Patrik Backholm 324 7619 050-5910119
Computer responsible: Tarja Grahn-Björkqvist 324 7358 046-9206099
Special needs teacher Anne Uppgård 050-5950412

Kitchen: Fazer Amica Oy 040-4811266

Student council board: 324 7611

Workroom Mathematics/Physics/Chemistry 324 7241
Workroom Mathematics 324 7680
Workroom Economics 324 7676
Workroom Chemistry 324 7679
Workroom Finnish/English/French/German 324 7676
Workroom Biology 324 7632
Workroom History 324 7631
Workroom Psychology/Philosophy 324 7633
Workroom Swedish/IB Finnish/IB English 324 7634
THE ACADEMIC YEAR 2016 – 2017

Spring term: 09.01 – 03.06.2017

HOLIDAYS

Christmas break: 23.12.2016 – 08.01.2017
Winter break: 25.02 – 05.03.2017
Easter: 13.04 – 17.04.2017
Ascension Day break: Thu 25.05.2017

The School year starts Tuesday 15.08.2016 at 9:00

Saturday 17.12.2016 is a school day (Christmas celebration)

The last day of school for the third-graders in the national system is Thursday 16.02.2017

The last day of school for the IB final-year students is Friday 31.03.2017

The Final Exams in the IB: 01.05 – 19.05.2017 (including 01.05).

Saturday 03.06.2017 is a school day (End-of-year celebration)

The Academic year 2016-17 is divided into 5 modules:

| Module 1: | 15.08 | 04.10 | 37 |
| Module 2: | 05.10 | 01.12 | 37 |
| Module 3: | 02.12 | 07.02 | 37 |
| Module 4: | 08.02 | 06.04 | 37 |
| Module 5: | 07.04 | 03.06 | 39 |

Total: 187 days
LESSON TIMES

Block 1 08.15 – 09.30
Block 2 09.45 – 11.00
Block 3a 11.45 – 13.00
for those eating in the first lunch seating 11.00 – 11.45
Block 3b 11.10 – 13.00
for those eating in the second lunch seating 11.40 – 12.15
Block 4 13.15 – 14.30
Block 5 14.45 – 16.00

FORM TUTORS 2016 – 2017

IA Johanna Bonäs johanna.bonas@abo.fi
IB Jockum von Wright jwright@abo.fi
ICB Lisette Smedlund lisette.smedlund@abo.fi
ICM Diane-Christine Blusi diane-christine.blusi@abo.fi
ID Niklas Palmberg niklas.palmberg@abo.fi

IIA Ann-Louise Holmgren ann-louise.holmgren@abo.fi
IIB Margita Nyman margita.nyman@abo.fi
IIICB Frida Crotts frida.crotts@abo.fi
IIICM Anna-Lena Keski-Nisula anna-lena.keski-nisula.fi
IID Kristina Skjäl kristina.skjal@abo.fi

IIIA Stefan Röj stefan.roj@abo.fi
IIIB Joachim Hofman joachim.hofman@abo.fi
IIICB Moja Ladvelin mladvelin@abo.fi
IIICM Michael Frank michael.frank@abo.fi
IIID Tina Liljeblad tina.liljeblad@abo.fi

IVA Moja Ladvelin mladvelin@abo.fi
## CONTACT INFORMATION—PRE-DP AND IB TEACHERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject(s)</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahlbom Anne</td>
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<td>Physics, Mathematics</td>
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<tr>
<td>Vikström Johan</td>
<td>Visual Arts</td>
<td><a href="mailto:johan.vikstrom@abo.fi">johan.vikstrom@abo.fi</a></td>
</tr>
<tr>
<td>von Wright Jockum</td>
<td>Mathematics, Physics, TOK,</td>
<td><a href="mailto:jockum.wright@abo.fi">jockum.wright@abo.fi</a></td>
</tr>
</tbody>
</table>
DYSLEXIA

How possible cases of dyslexia are detected:
- The school psychologist informs the first graders about testing possibilities
- All first graders are tested at the beginning of the school year
- An information letter with the results, together with an offer for extended testing, is sent to the student and parents. The parents and student apply for extended testing and give their permission to the school to inform the teachers.
- The school psychologist tests the students who want an extended test
- The school psychologist and remedial teacher give the results orally to the student and his/her parents

STUDENT COUNCIL

All students of Vasa övningsskola belong to the Student Council. The students elect members to the board. The tasks of the board are to see to the rights of the students, to arrange student activities, etc.

INTERNAL TV

There are several TVs throughout the school. This system is used to post announcements and information relating to events happening at the school. Get in the habit of reading the announcements regularly to keep up-to-date on important information.

FORM TUTOR MEETINGS

At least once per module, you will meet with your form tutor. The dates for these meetings can be found on the school calendar (Händelsekalender—it is available on the school’s home page). Attendance is obligatory. They usually take place on Wednesdays during block 5, but are sometimes scheduled during the long break. These meetings are used to distribute information to students (e.g. schedules and test week schedules), but they can also be used for guest lectures, group discussions, or other activities.

LIBRARY

The school library is located on the third floor of the ‘old building.’ It serves many purposes for the students, teachers, and staff of VÖS.

Borrowing books: You are allowed to borrow all fiction literature (skönlitteratur/kaunokirjallisuus) found in the library. Reference literature is for use in the library only.

When you borrow a book, use your city of Vaasa library card. The loan period for a book is ONE module. If you need to keep the book for a longer time, please check with the librarian.
Returning books: Returned books should be placed on the trolley marked ‘Returned books’ (by the librarian’s desk). DO NOT PUT THE BOOK(S) DIRECTLY ONTO THE SHELVES! If you are returning a class text (e.g. a novel that you have read for one of your courses), it is enough if you put the book on the trolley. Your name will then be crossed off the sign-up list.

Other features: There are several computers located in the library. They can be used as an additional resource when conducting research. There are large tables which are very suitable for group work, doing research, reading newspapers, etc. As well, there are several board games (e.g. chess) which you can play freely during skip lessons.

Remember to return any reading material (e.g. newspapers and magazines) to the shelves when you leave the library, and to respect others in the library by being quiet and not using your mobile telephone.

HEALTH CARE

The health care at Vasa övningsskola is organised within the Health Care Centre of the city of Vaasa. Students can visit the School Nurse:
8 - 16.00 Monday, Tuesday, Thursday
8 - 14.00 Friday
Residents of the city of Vaasa are invited to a dental check-up during their second year (IB1). In cases of emergency students from other municipalities can also contact the dental care at the Health Care Centre of the city of Vaasa.

SCHOOL COUNSELOR

The School Counselor Åsa Carlsson has office hours on Mondays, Wednesdays and possibly Fridays. You can turn to her when you need to discuss issues concerning your schoolwork or your life situation in general with someone who is not directly involved.

SCHOOL PSYCHOLOGIST

The School Psychologist Gundel Niemi has office hours on Mondays, Tuesdays and (odd-numbered weeks) Wednesdays, phone hours 8.00 - 9.00. You can turn to her when you need to discuss issues concerning your schoolwork or your life situation in general with someone who is not directly involved.

IB SUPPORT ASSOCIATION

There is a separate Support Association for the IB Section at Vasa övningsskola. It supports the IB Programme at the school, both financially and morally.
Currently, Eiric Timmerbacka is Chairperson, Mariann Karlsson-Pasto is Secretary and Jockum von Wright is Treasurer.
CHOICE OF COURSES, PRE-DP

Most of the courses in the Pre-DP year are compulsory. However, you also have the opportunity to choose optional courses to fill the recommended course load (minimum 28) for the Pre-DP year.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Obligatory courses</th>
<th>Optional courses</th>
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<td>Modersmål/Äidinkieli</td>
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<tr>
<td>Health Education</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>Music/Visual Arts</td>
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<td>1</td>
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<tr>
<td>German/French</td>
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<td>2 – 4</td>
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1. The choice of optional choices should be made based on interests and needs:
   (a) If you want to take Higher Level Maths in the IB, you should definitely choose the optional Maths course.
   (b) At least one optional science courses must be chosen:
      i. Choose the courses in the science(s) you intend on studying in the IB.
      ii. You are also encouraged to study courses in science(s) you do not intend to choose in the IB, to get a general knowledge in the subject.
   (c) French and German are studied with students in the national system according to the national curriculum (they are not IB subjects at Vasa övningsskola). The language of instruction is Swedish.
2. There should be a minimum of 10 students per course. If this minimum is not reached, you may be asked to select a different option.
3. Changes to your optional courses may be possible, but they will be limited by the schedule (i.e. some courses may run at the same time).
4. Depending on course availability and scheduling, it may also be possible to take other courses (e.g. Art or Music) from the national curriculum.
REQUIREMENTS FOR PASSING A COURSE

1. Participating in the course and taking the course test
   You participate in the class and take the final test. Written assignments are to be handed in punctually.

2. You study the course on your own (‘Course contract’)
   Gymnasiförordningen 810/1998 4§ 1 mom
   The headmaster may grant permission to study a course independently. A course contract must be made in writing on a special form (‘Course Contract’) where the assignments, course contents, and meetings with the supervising teacher are stated. A course contract is a mutual agreement between the student and supervising teacher. You are required to keep the agreed-upon meetings with the supervising teacher. A contract can be cancelled if the agreement is broken.

   You must apply (in writing) for a course contract well before the start of the course.

   Both the student and the student's guardian must sign the contract. The subject teacher accepts or rejects the application. At the first supervision meeting the contents of the contract are gone through and you accept the contract by signing it. A recommended application with the content description is given to the headmaster for approval/rejection.

   When you take a course through a course contract, you take full responsibility for your own learning. A course contract test is more demanding than a course test. The contract can also include other assignments than a written test and other assignments during the course that may require your presence in class. The test for a course contract will take place during the official test week at the end of each module.

   Note! If you do not show up for the test that has been set for passing the course through a course contract, you have forfeited your right for it. An exception to this is illness, which must be verified with a medical certificate. If you show a medical certificate, you will be able to take the test on the retake date for failed courses for the module in question.

3. Completing a project
   Some courses are planned to partly contain individual self-study in the form of project work, supervised by the subject teacher. This means that your teacher is available for guidance during the scheduled lesson times during the course.
BEING ABSENT FROM A TEST

*If you are absent from the final test without a valid cause, you will be left unassessed.* You will have to retake the course later.

If your absence from a course test is due to illness you have to verify this with a written certificate from your guardian, a nurse, or a doctor. You can then retake the test at the retake test occasion for the module in question (‘Omtagning’). The certificate is to be handed in to the IB Office after you have signed up (in Wilma) for the retake test. If you fail this test, you still have one chance to retake the test.

LEAVING AN ONGOING COURSE

In exceptional cases, you can be allowed to leave an ongoing course after discussions with the IB Coordinator and the subject teacher. You must also complete the form ‘Request to change courses’, including a clear motivation for dropping the course. Forms are found in the form cabinet on the third floor or in the IB office.

COMPENSATING COURSES

You are allowed to take courses at other educational institutions. Courses that are equal in goals, contents and lesson time (not less than 30 hrs) to those offered at the school can be approved as regular courses. If needed, you may be asked to complete some extra assignments.

COURSE EVALUATION

*The purpose of evaluation is to guide and encourage students, and to develop the possibility for students to evaluate themselves. The learning and work of students shall be subjected to an all-round assessment.* *(Translated from Gymnasielagen 629/1998 17 § 1 mom.) Assessment shall encourage the student in a positive way to set his/her goals and adjust his/her ways of working.*

Every course is assessed. The assessment is to be all-round and based on:

- how the student has achieved the goals of the course
- possible written and/or oral tests
- the student’s own opinions can be taken into account (e.g. through evaluation discussions)
- completed assignments
- continuous observation of each student’s achievements, activity and interest.

A scale of 4 - 10 is used in the marking. Some courses are marked with Pass/Fail. A **D** in your report card means that you have participated in the course but that some course work is still missing. The missing work must be made up within the next module. At the end of each module/course there may be a final course test.
RETAKING A FAILED COURSE
If you have failed a course (mark 4), you can sign up in Wilma for the retake test occasion that is organised by the school about one week after the end of the module.

A course contract is not normally allowed if you have previously failed the course in question. However, as the Pre-DP courses are not repeated until the following year, exceptions can be made for a Pre-DP student who has failed a course.

RETAKING A PASSED COURSE TO RAISE THE FINAL MARK
If you have passed a course you can try to raise your final mark once by taking a renewed test on a special occasion (‘Höjning av vitsord i godkänd kurs’). These occasions are organised two-three weeks after the end of each module. Depending on the situation, a course grade can be raised:
- by taking an exam/test to raise the course grade
- through completing an additional assignment

HOW TO SIGN UP FOR RAISING A FAILED OR PASSED COURSE
You have to sign up in Wilma for retaking a course or raising a grade – check the IB Calendar on the IB Section homepage (under Studies) for the dates and deadlines.

If you don’t participate in this test once you have signed up, you have forfeited your right to take a new test and you will be left unassessed, or the old grade will remain. Accepted absence is illness, verified with a written certificate by a guardian, doctor, or nurse. The certificate is handed in to the IB Office.

You take these tests for the same teacher you had in the course. In some circumstances, the principal can appoint another teacher.

NOTE! An average of the Pre-DP grades in each subject will be shown on your final report card (‘School leaving certificate’) when you leave the school.

MINIMUMS FOR CONTINUING
The key difference between the IB system and the Finnish national system is the notion of continuity. In the Pre-DP, though we are more or less following the national courses, the primary goal is to prepare you for the two IB years. For this reason, it is important for us to have ‘checkpoints’ (at the end of both the first and second school years) to make sure that each student has reached a minimum standard to continue in the program.

The general requirement for continuing from pre-DP to IB1
- a minimum average of 7.0 in all courses
- no D’s in any subject
- no 4’s in any academic subject
Students in danger of not meeting these requirements will be informed in good time so that they can try to raise their grades before the end of the spring term.

Cases will be dealt with on an individual basis, but possible consequences of not meeting the minimum requirements are (the decision will also take into consideration attendance, participation in lessons, health, etc.):

- Make-up/additional assignments will be given to raise grades
- Retake tests
- Having to repeat the pre-DP year in order to raise grades

**ATTENDANCE/ABSENCE**

Once you have chosen to take a course by participating in the teaching you are required to attend the classes. The same rules that apply in working life are also used in school context: you are required to be present and punctual.

In the case of absence *your guardian must contact the IB or school office*, your form tutor, or the Headmaster. You must also inform teachers about the reason for your absence. Absences are registered in the Wilma database and the reason for the absence is also registered.

*Valid excuses* for absence are illness or having to represent the school. You can get permission to be absent for other reasons than the above mentioned. This, however, requires that you *hand in a written application before* the absence:

- 1 lesson: Permission from the subject teacher
- 1 - 2 days absence: Permission from your form tutor
- Longer absence: Permission from the headmaster

You are required to make up any work you have missed during your absence. Teachers may also ask you to complete extra assignments to compensate for missed lessons. Absence without valid excuse may mean that you cannot complete the course.

**NOTE:** Driving lessons must not be scheduled during normal school hours. The only exceptions are practice lessons on the skid-pan (*halkbana, liukurata*) and driver’s tests (both theoretical and practical).