



Vasa övningsskola IB preparatory year 1

Info booklet 2021-2022



VASA ÖVNINGSSKOLA
Skolhusgatan 31, 65100 Vasa
www.abo.fi/vos
ib@abo.fi

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Welcome

Welcome to Vasa Övningsskola and the IB preparatory year!

Vasa Övningsskola is an upper secondary school in the heart of Vaasa. We have about 390 students of 30 different nationalities. We run the Finnish National Programme and the International Baccalaureate Diploma Programme. We are also part of the international Unesco-network ASPnet – Associated Schools Network.

Our basic values are built on the Finnish tradition of education, according to which society and culture evolve and renew themselves through continuous learning and reflection. We strive to develop the student's knowledge of different values by studying contrasts between officially expressed values and reality.

As part of our school community individuals from different linguistic, ideological and religious backgrounds come together to find common values and principles for a meaningful life. We encourage students to care about, and take care of, each other and to learn how to collaborate effectively. We value creativity, initiative taking, honesty and perseverance. Our human and cultural diversity is seen as a richness and a source of inspiration. We treasure cultural heritage and convey and evaluate its contents from a contemporary perspective.

Students are urged to reflect on various possibilities for the future, existing alternatives and mitigating unsatisfactory conditions both in Finnish society and globally. All work in upper-secondary school is characterized by participation, activity and solidarity. In our teaching, we promote equality, well-being and democracy.

Students will gain insights into the significance of their own actions and of the global responsibility for securing sustainable uses of natural resources in order to work against climate change and to preserve biological diversity.

We look forward to sharing the school year with you!



Mats Borgmästars, Head of School

Form Tutors in the IB section

1E	Anders Fransén	anders.fransen@abo.fi
2E	Markus Norrby	mnorrby@abo.fi
3E	Margita Nyman	margita.nyman@abo.fi

Your group is 1E and your Form Tutor has a special responsibility for your group. In your schedule you have a form tutor block on Wednesdays but these meetings are not every week. Your form tutor will inform you about the dates. The meetings usually have a theme, common for all groups in the school. The Form Tutor blocks can also be used for guest lectures, group discussions, or other activities. You have the Form Tutor meetings in your home class and you see the room number in the schedule.

Code of conduct

Vasa övningsskola is a safe, harmonious and stimulating place for students, teacher trainees, teachers, members of staff and visitors.

Our code of conduct applies to both the physical and virtual environment of our school.

<u>We respect and care about each other</u>	<u>We socialize in a pleasant manner</u>	<u>Our school environment is everybody's responsibility</u>
<ul style="list-style-type: none">• <u>We always show respect</u>• <u>We do not accept any kind of violence, bullying or harrasment</u>• <u>We take responsibility for our own work and pay respect to the work of others</u>• <u>We keep the library and the work space in the fourth floor silent</u>	<ul style="list-style-type: none">• <u>We respect the lunch hours and eat in the dining hall</u>• <u>We avoid eating and drinking in the class rooms</u>• <u>We keep our voices down in the dining hall, which is kept tidy</u>• <u>We take off our hats and outdoor clothes when entering the school</u>• <u>Our school is a non-drug/alcohol/smoking/snuff area</u>	<ul style="list-style-type: none">• <u>we take care of premises, furniture and equipment</u>• <u>we keep all facilities representative and tidy</u>• <u>We all help to restore the classrooms after lessons</u>

Contact

Address: in Swedish: Skolhusgatan 31, 65100 Vasa
In Finnish: Koulukatu 31, 65100 Vaasa

email: given name.surname@abo.fi

Head of School Mats Borgmästars
046 9236574 / 06 3247574

IB DP Coordinator Henrik Lindgren
050 9186470 / 06 3247617

Vice Principal Diane-Christine Blusi
050 3151041 / 06 3247676

IB Guidance Counselor Pia Lustig
050 4141462 / 06 3247064

IB Office /library Sabina Sundvall
06 3247678

CAS-Coordinators Margita Nyman 06 3247632
Kristina Skjäl 06 3247634

Office Lena Engsbo
(National programme) 06 3247612

Guidance Counselor Ronja Laaksonen
(National programme) 050 5512280 / 06 3247614

Janitor Patrik Backholm
050 5910119

ICT support
046 9206099

ICT Instructor Andreas Sundstedt
06 3247604

Special Education Teacher Anne Uppgård
050 5950412

**Coordinator Music- and
Arts programme** Lisette Smedlund
050 5694249

Coordinator
Subject teacher Education

Katrina Domars-Brännkärr
06 3247676

Nurse

Gunilla Gref
040 6494808 /gunilla.gref@vaasa.fi

School Counselors

Anne Bogren, 040 5892838, Tuesdays, mainly for IB
1E,2E,3E
Katja Andreasson, 040 8282707, Wednesdays, years 1-4
Jimmy Sandbacka, 040 6604338, Thursdays, years 1-4

Schoolcoach

Camilla Rogaszewska
050 3443810

Teachers' offices

Biology/Geography	06 3247632
Mathematics/Physics/Chemistry	06 3247241
English/French/German/Finnish	06 3247676
Chemistry/Physics	06 3247679
History/Economics	06 3247631
Mathematics	06 3247680
Mother tongue	06 3247634
Religion/Psychology	06 3247633

CULTURUM

Music/office	06 3247625
Arts/office	06 3247624
Physical Education/office	06 3247621

Dining Hall

Restaurant Manager

Jonas Korsström

050 4362720
Jonas.korsstrom@compass-.com

Technical Service

Care taker

0400 669114

Cleaning

Lassila & Tikanoja
0503856710/Matti Hakola

The academic year 2021-22

Period 1:	10.08 – 29.09
Period 2:	30.09 – 26.11
Period 3:	29.11 – 09.02
Period 4:	10.02 – 11.04
Period 5:	12.04 – 04.06



**VASA
ÖVNINGSSKOLA**

**SKOLANS ARBETSTIDER 2021-2022
SCHOOLDAYS 2021-2022**

Vecka Week	2021	Må Mon	Ti Tue	Ons Wed	To Thu	Fre Fri	Lö Sat
32	9.8. - 13.8.		1	2	3	4	
33	16.8. - 20.8.	5	6	7	8	9	
34	23.8. - 27.8.	10	11	12	13	14	
35	30.8. - 3.9.	15	16	17	18	19	
36	6.9. - 10.9.	20	21	22	23	24	
37	13.9. - 17.9.	25	26	27	28	29	
38	20.9. - 24.9.	30	31	32	33	34	
39	27.9. - 1.10.	35	36	37	38	39	
40	4.10. - 8.10.	40	41	42	43	44	
41	11.10. - 15.10.	45	46	47	48	49	
42	18.10. - 22.10.	Höstlov - Autumn holiday					
43	25.10. - 29.10.	50	51	52	53	54	
44	1.11. - 5.11.	55	56	57	58	59	
45	8.11. - 12.11.	60	61	62	63	64	
46	15.11. - 19.11.	65	66	67	68	69	
47	22.11. - 26.11.	70	71	72	73	74	
48	29.11. - 3.12.	75	76	77	78	79	
49	6.12. - 11.12.	*	80	81	82	83	84
50	13.12. - 17.12.	85	86	87	88	89	
51	20.12. - 24.12.	Jullov - Christmas holiday					
52	27.12. - 31.12.						

Vecka Week	2022	Må Mon	Ti Tue	Ons Wed	To Thu	Fre Fri	Lö Sat
1	3.1. - 7.1.	**					
2	10.1. - 14.1.	90	91	92	93	94	
3	17.1. - 21.1.	95	96	97	98	99	
4	24.1. - 28.1.	100	101	102	103	104	
5	31.1. - 4.2.	105	106	107	108	109	
6	7.2. - 11.2.	110	111	112	113	114	
7	14.2. - 18.2.	115	116	117	118	119	
8	21.2. - 25.2.	120	121	122	123	124	
9	28.2. - 4.3.	Sportlov - Winter holiday					
10	7.3. - 11.3.	125	126	127	128	129	
11	14.3. - 18.3.	130	131	132	133	134	
12	21.3. - 25.3.	135	136	137	138	139	
13	28.3. - 1.4.	140	141	142	143	144	
14	4.4. - 8.4.	145	146	147	148	149	
15	11.4. - 15.4.	150	151	152	153	Påsk	
16	18.4. - 22.4.	Easter	154	155	156	157	
17	25.4. - 29.4.	158	159	160	161	162	
18	2.5. - 6.5.	163	164	165	166	167	
19	9.5. - 13.5.	168	169	170	171	172	
20	16.5. - 21.5.	173	174	175	176	177	178
21	23.5. - 27.5.	179	180	181	***	182	
22	30.5. - 4.6.	183	184	185	186	187	188

Läsårets skolarbete börjar tisdag 10.8.2021 och avslutas lördag 4.6.2022

The academic year begins on Thursday 10.8.2021 and finishes on Saturday 4.6.2022

* Självständighetsdagen - Independence Day

** Trettondagen - Epiphany

*** Kristihimmelfärdsdagen - Ascension Day

Note: Saturday 11.12.2021, 21.05.2022 and 4.6.2022 are school days.

Lessons

The lessons are 75 minutes long and we call them blocks. A course is normally taught three blocks per week in a period. You see your schedule, room numbers and teachers in Wilma.

Block 1 08.10– 09:25

Block 2 09.40 – 10:55

Block 3 11.05 – 13.00

Block 4 13.20 – 14.35

Block 5 14.45 – 16.00

Lunch (visible in your schedule)

10.55-11:45

11:40-12:20

12:15-13:00

Key to positions in the schedule

	5 periods (Year 1)				
	Monday	Tuesday	Wednesday	Thursday	Friday
8:10 - 9:25	6	5	7+	5	5
9:40 - 10:55	6+/7+	2	3	2	2
11:05 - 13:00	7	3	1	3	7
13:20 - 14:35	1	6	4	6	4
14:45 - 16:00	4	7	(9) F.T 8 (Choir)	6+	1

PreDP Courses

Subject	Number of courses	Credits
Mother tongue Swedish/Finnish	3	6
English	4	8
2 nd National language (Swe/Fi)	5	10
Mathematics	4.5	9
Economics	1	2
History	2	4
Psychology	1	2
Biology	1 + 1 optional	2 + 2
Physics	1 + 1 optional	2 + 2
Chemistry	1 + 1 optional	2 + 2
Philosophy	1	2
Study Strong	1	2
Physical Education	1	2

Arts	1	3
French/German	4 (= optional)	8
Intro to studies	1	2

The preparatory year 1 courses mainly follow the Finnish National Curriculum but you study all courses in English. A course gives 2 credits in the Finnish National Curriculum. Most of the courses in year 1 are compulsory. However, you also have the opportunity to choose optional courses in sciences and languages.

The choice of optional courses should be made based on interests and needs. At least one optional science courses must be chosen:

- Choose 2 courses in the science(s) you intend on studying in the Diploma Programme.
- 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
- French and German are studied with students in the national programme according to the national curriculum. French is an IB subjects at Vasa övningsskola, whereas German is not. The language of instruction is Swedish and English in French classes and Swedish in German classes.
- 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.
- Changes to your optional courses may be possible, but they will be limited by the schedule (i.e. some units may run at the same time).

Teachers will inform you on course material in the beginning of a course.

Contact your guidance counselor Pia Lustig if you have questions.

Course Contract (Self-Study)

Gymnasieförordningen/Lukioasetus 810/1998 4§

The Head of School may grant permission to study a course independently. A course contract is written 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 is cancelled if the agreement is broken.

You must apply (in writing) for a course contract well before the start of the course. Contact your IB coordinator first.

Projects

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.

Leaving an ongoing course

In exceptional cases, you can be allowed to leave an ongoing course after discussions with the Guidance Counselor and the subject teacher. You must also complete the form 'Request to change courses', including a clear motivation for dropping the course. Contact your Guidance Counselor.

Compensating course credits

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 may be approved of as regular credits. If needed, you will be asked to complete some extra assignments.

Course evaluation

Students' work, learning and development is assessed in various ways. The aim of assessment is to guide and encourage the students in their studies and to develop their ability to self-assessment. The students have the right to be informed of the basis for assessment. The students shall be given the possibility to self-assessment during their studies. (Free translation from Gymnasielagen/Lukiolaki 714/2018, chapt 6, 37§) The assessment is to be all-round and based on:

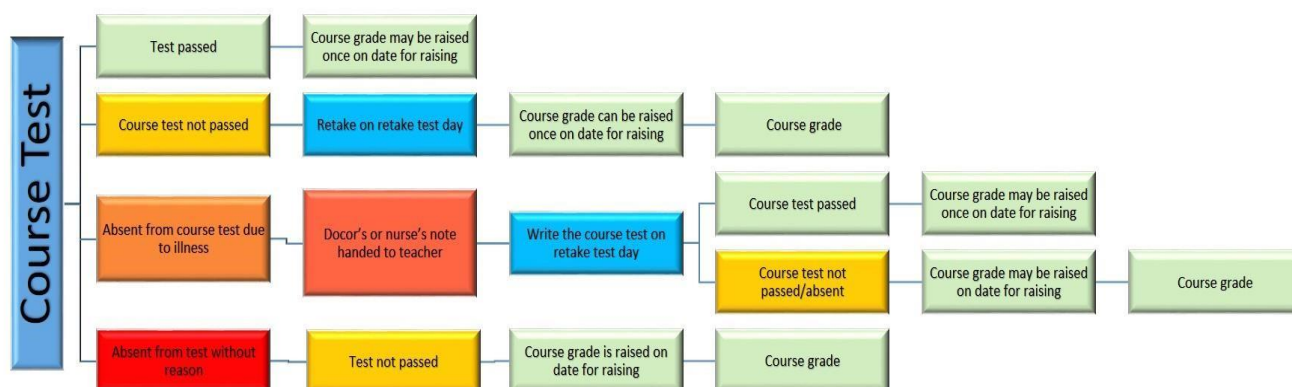
- how the student has achieved the goals of the course
- possible written and/or oral tests
- the student's self-assessment can be taken into account (e.g. through evaluation discussions)
- completed assignments
- continuous observation of each student's achievements, activity and interest and development

A scale of 4 - 10 is used in the marking. Some course units 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 completed within the next module. At the end of each course there is normally a final course test.

NOTE! An average of the Pre-DP grades in each subject will be shown on your final *Certificate of studies* when you leave the school.

PreDP test policy



Each period ends with a test week when the **course tests** for the subjects you have had in the period are written (note that not all courses have a test). **You always participate in this test.** No registration is needed. The test days are visible in your schedule.

After each period you also have a **retake test day**. A retake test day is used if you have been ill during the test week or if you have had a course contract. **If you are ill** on the test day you need a **doctor's or nurse's note** to show to the teacher.

After period 1, 3 and 5 you have a possibility to **raise a course grade**. A passed grade can be raised once. A grade 4 (not passed) can be raised twice.

The retake and raise test days are in the school calendar on the web page. Note that you have to register in Wilma for these test days.

	Retake	Raising a grade
Period 1	20.10 kl. 14.45-16.45	23.10 kl. 14.45-17.45
Period 2	8.12 kl. 14.45-16.45	26.2 kl. 14.45-17.45
Period 3	17.2 kl. 14.45-16.45	26.2 kl. 14.45-17.45
Period 4	23.4 kl. 14.45-16.45	11.6 kl. 14.45-17.45
Period 5	8.6 kl. 14.45-16.45	11.6 kl. 14.45-17.45

If you are **absent without reason**, you will be marked with a grade 4 (not passed) and need to rewrite the test on a date for raising a grade. In this case you have forfeited your right to raise a passed grade.

In order to pass the course unit all parts of a course have to be completed according to the instructions given by the teacher.

If you have some parts of the course uncompleted you will have a **D** in your report card. This means you have to complete in order to be assessed with a grade. **You have to attend to this by a given date:**

Period 1	By 23.10 kl. 14.45-17.45
Period 2	By 26.2.2021 kl. 14.45-17.45
Period 3	By 3, 26.2.2021 kl. 14.45-17.45
Period 4	By 11.6.2021 kl. 14.45-17.45
Period 5	By 5, 11.6.2021 kl. 14.45-17.45

The general requirement for continuing from preparatory year 1 to DP1

You are now admitted to the preparatory year in the IB section. The Diploma Programme is a two-year programme starting from your 2nd year. The key difference between the IB system and the Finnish national system is the notion of continuity. In order to graduate with the international IB Diploma requirements described in the DP info booklet are to be met.

The primary goal in year 1 is to prepare you for the two IB DP years. For this reason, it is important for us to have 'checkpoints' to make sure that each student has reached a minimum standard to continue in the Diploma Program.

In order to be able to continue to the Diploma programme you have to meet the following requirements:

- a minimum average of 7.0 in all courses
- no D's in any subject
- no 4's in any academic subject

It's important that you and your guardian follow your grades every period (in Wilma). Students in danger of not meeting these requirements will be informed in good time so that they can try to raise their grades in 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

- Make-up/additional assignments will be given to raise grades
- Retake tests to raise grades
- Having to repeat the preparatory year in order to raise grades
- Find an optional path for studies

The decision will also take into consideration attendance, participation in lessons, health, etc.

A student below the requirements will be given an opportunity to raise two subject after period 4.

Attendance/absence

When admitted to our school you are to participate in the teaching and attend the classes arranged by the school. 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 inform about this in Wilma***. There is a special feature in Wilma for this, but it is also appreciated if your guardian sends a Wilma message to the Form Tutor explaining the absence. Absence hours are registered in the Wilma database.

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 – 3 days absence: Permission from your Form Tutor
- Longer absence: Permission given by Head of School

You are required to make up for 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. Your guardian will be contacted if there is a lack of progress in your studies.

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).

Academic honesty

We take academic honesty seriously in our school. In teaching, learning and assessment, academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work. Upholding academic honesty also helps to ensure that all students have equal opportunity to demonstrate their knowledge and skills they acquire during their studies.

Plagiarism detection software programs are used by the teachers.

Definition and types of academic misconduct

The following list identifies the various forms of academic misconduct considered in the Academic Policy:

- Too much assistance and collusion
- Lack of referencing – plagiarism
- Duplicating your own work to meet the requirements of more than one assessment component without specific agreement with teachers

- Fabricating data for an assignment
- Taking unauthorized material into an examination room
- Disrupting an examination by an act of misconduct (e.g. distracting another student, creating a disturbance)
- Exchanging, supporting or attempting to support the passing on of information that is or could be related to an examination
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an examination
- Impersonating another candidate
- Stealing examination papers
- Disclosing or discussing the content of a final examination paper with a person outside the immediate school community within 24 hours after the examination

The protocol in the case of misconduct

1. Academic misconduct in a test and major assignments or projects: the course will not be assessed.
Academic misconduct in minor assignments: the assignment will not be assessed.
The subject teacher decides if an assignment is major/minor.
2. Subject teacher talks to student. The subject teacher may involve Form Tutor, IB coordinator, Head of School
3. If repeated offence-> discussion with Form tutor, IB coordinator, Head of School
The guardian is contacted.
4. A written warning may be given by Head of School. If a written warning is given your possibilities to continue your studies will be discussed.

Health Care & Support

The students' health care at Vasa övningsskola is organized within the Health Care Centre of the city of Vaasa. Students can visit the School Nurse Gunilla Gref:

8 - 16.00 Monday, Tuesday, Thursday

8 - 14.00 Friday

The School Doctor and School Psychologist are contacted through the school nurse.

Residents of the city of Vaasa are invited to a dental check-up during their second year (DP1). 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 Counselors

The School Counselors (kurator/kuraattori) are Anne Bogren, Katja Andreasson and Jimmy Sandbacka. **Anne is mainly the School Counselor for the IB students.** You can turn to the counselors when you need to discuss issues concerning your well-being and your life situation in general. They can also help you get in contact with the School Psychologist. You can contact the school counselors by sending a Wilma message or by phone.

Anne Bogren: 040 5892838

Katja Andreasson: 040 8282707

Jimmy Sandbacka: 040 6604338

Special Education Support

The Special Education Teacher Anne Uppgård (room R101) can support you in your school work when needed.

If you have a certificate of Dyslexia from your former school you hand it in Anne Uppgård at school start. If you don't have a certificate but you think you should get one- contact Anne.

Students in year 1 will take part in a reading-writing screening in the introductory course in the beginning of the school year.

School Coach

You can turn to the school coach Camilla Rogaszewska (G-building) in any issue concerning your own well-being. The school coach can guide you to other professionals if needed.

Guidance Counseling

The Guidance Counselor for the IB students is Pia Lustig (R-Building, 3rd floor). Guidance Counseling is conducted as group sessions and individual sessions every year. The Guidance Counselor can help you plan your studies and your future. You can book a time by sending a Wilma message.

Student Council

All students of Vasa övningsskola belong to the Student Council. The students elect members to the board (SKS) in the beginning of the school year. The tasks of the board are to see to the rights of the students, to arrange student activities, etc.

Tutors

The tutors are students who support new students. You will meet them in your introductory course and throughout the school year. Don't hesitate to turn to them with any questions.

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.

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 period. If you need to keep the book for a longer time, please check with the librarian.

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.

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.

Above the library on the 4th floor there is a reading room. Students like to use this room during skip block to do home work or to be in peace and quiet.

No food or drink is allowed in the school library.

With your ÅA username you can also use the Åbo Akademi University library.

Whom to turn to

Whom to turn to?

	Principal	IB Coordinator	Form Tutor	Guidance Counselor	Subject teacher	Special education teacher	IB secretary	School nurse	School doctor *	School psychologist*	School counselor	School coach
Studies												
Change of subject/course		●		●								
Guidance in a subject					●							
Study progress		●	●	●	●							
Study plan				●								
Missing grade					●		●					
Interruption of subject				●	●							
Interruption of studies				●								
Exam registrations		●		●								
Studies completed in another school				●								
Exchange in another school		●		●								
Further education				●								
Support in studies												
Reading-and writing challenges					●							
Challenges in studies			●	●	●							●
Special learning support					●							
Request for special arrangements in exams		●			●							
Illness and absense												
Worry about a fellow student	●	●	●	●	●	●	●	●	●	●	●	●
Personal problems in relations, health								●	●	●	●	●
Report ill in the morning			●					●				
Report till during school day			●					●				
Request for absense 1-2 days			●									
Request for absense 3 or more days	●				●							
Practical issues												
Practical issues			●				●					
Travel –and support documents							●					
Certificates							●					

"large dot" = main responsible

"little dot" = co responsible

* contact and time reservation via school nurse or school counselor