



Vasa övningsskola IB preparatory year 1

Info booklet 2023-2024



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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 as well as potential interventions for 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	Sage Borgmästars	sage.borgmastars@abo.fi
2E	Lis-Marie Sabel	lis-marie.sabel@abo.fi
3E	Anders Fransén	anders.fransen@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

WE RESPECT AND CARE ABOUT EACH OTHER

- We always show respect
- We take responsibility for own work and pay respect to the work of others
- We do not accept any kind of violence, bullying or harassment.

WE SOCIALIZE IN A PLEASANT MANNER

- We respect the lunch hours and eat in the dining hall
- Our school is a non-drug/alcohol/smoking/snuff area

OUR SCHOOL ENVIRONMENT IS EVERYBODY'S RESPONSIBILITY

- We keep all facilities presentable and take responsibility for the school's equipment
- We keep the library and the work space in the fourth floor silent
- We contribute to a study environment that favors everyone's learning and work peace
- We follow the school's rules for the use of computers and other electronics during the school day

THE SCHOOL'S REGULATORY RULES ALSO APPLY IN THE EXTENDED TEACHING AREA, E.G. IN CONNECTION WITH STUDY VISITS AND TRAVELS AND WHEN REPRESENTING THE SCHOOL.

VASA ÖVNINGSSKOLA IS A SAFE, HARMONIOUS AND STIMULATING PLACE FOR STUDENTS, TEACHER TRAINEES, TEACHERS, MEMBERS OF STAFF AND VISITORS.

FAILURE TO FOLLOW THE RULES SHALL RESULT IN DISCIPLINARY MEASURES ACCORDING TO SCHOOL'S DISCIPLINARY PLAN

Contact

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

E-mail: 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
IB Office / library	Sabina Sundvall 06 3247678
CAS-Coordinators	Margita Nyman 06 3247632 Kristina Skjäl 06 3247634
Office (National programme)	Lena Engsbo 06 3247612
Janitor	Patrik Backholm 050 5910119
ICT support	Dan Grönberg 050 4700421
ICT Instructor	Andreas Sundstedt 06 3247604
Special Education Teacher	Anne Uppgård 050 5950412
School Nurse	Gunilla Gref 040 6494808 /gunilla.gref@ovph.fi
School Counselors	Heidi Jansson, 040 6890788, Wednesdays, mainly for IB Jimmy Sandbacka, 040 6604338, Thursdays, Fridays
School Coach	Camilla Rogaszewska 050 3443810

Restaurant Manager

Jonas Korsström
050 4362720
Jonas.korsstrom@compass-group.fi

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
Music	06 3247625

The academic year 2023-24

Period 1: 09.08 – 27.09
 Period 2: 28.09 – 22.11
 Period 3: 23.11 – 31.01
 Period 4: 01.02 – 28.03
 Period 5: 02.04 – 01.06



VASA
ÖVNINGSSKOLA

SKOLANS ARBETSDAGAR 2023-2024
SCHOOLDAYS 2023-2024

Vecka Week	2023	Må Mon	Ti Tue	Ons Wed	To Thu	Fre Fri	Lö Sat	
32	7.8. - 11.8.			1	2	3		
33	14.8. - 18.8.	4	5	6	7	8		
34	21.8. - 25.8.	9	10	11	12	13		
35	28.8. - 1.9.	14	15	16	17	18		
36	4.9. - 8.9.	19	20	21	22	23		
37	11.9. - 15.9.	24	25	26	27	28		
38	18.9. - 22.9.	29	30	31	32	33		
39	25.9. - 29.9.	34	35	36	37	38		
40	2.10. - 6.10.	39	40	41	42	43		
41	9.10. - 13.10.	44	45	46	47	48		
42	16.10. - 20.10.	Höstlov - Autumn holiday						
43	23.10. - 27.10.	49	50	51	52	53		
44	30.10. - 3.11.	54	55	56	57	58		
45	6.11. - 10.11.	59	60	61	62	63		
46	13.11. - 17.11.	64	65	66	67	68		
47	20.11. - 24.11.	69	70	71	72	73		
48	27.11. - 1.12.	74	75	76	77	78		
49	4.12. - 8.12.	79	80	*	81	82		
50	11.12. - 16.12.	83	84	85	86	87	88	
51	18.12. - 23.12.	89	90					
52	25.12. - 30.12.	Jullov - Christmas holiday						
Vecka Week	2024	Må Mon	Ti Tue	Ons Wed	To Thu	Fre Fri	Lö Sat	
1	1.1. - 5.1.						**	
2	8.1. - 12.1.	91	92	93	94	95		
3	15.1. - 19.1.	96	97	98	99	100		
4	22.1. - 26.1.	101	102	103	104	105		
5	29.1. - 2.2.	106	107	108	109	110		
6	5.2. - 9.2.	111	112	113	114	115		
7	12.2. - 16.2.	116	117	118	119	120		
8	19.2. - 23.2.	121	122	123	124	125		
9	26.2. - 1.3.	Sportlov - Winter holiday						
10	4.3. - 8.3.	126	127	128	129	130		
11	11.3. - 15.3.	131	132	133	134	135		
12	18.3. - 22.3.	136	137	138	139	140		
13	25.3. - 29.3.	141	142	143	144	Påsk		
14	1.4. - 5.4.	Easter	145	146	147	148		
15	8.4. - 12.4.	149	150	151	152	153		
16	15.4. - 19.4.	154	155	156	157	158		
17	22.4. - 26.4.	159	160	161	162	163		
18	29.4. - 3.5.	164	165	***	166	167		
19	6.5. - 10.5.	168	169	170	****	171		
20	13.5. - 18.5.	172	173	174	175	176	177	
21	20.5. - 24.5.	178	179	180	181	182		
22	27.5. - 1.6.	183	184	185	186	187	188	

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Läsårets skolarbete börjar onsdag 9.8.2023 och avslutas lördag 1.6.2024

The academic year begins on Wednesday 9.8.2023 and finishes on Saturday 1.6.2024

* Självständighetsdagen - Independence Day

** Trettondagen - Epiphany

*** Första maj - Labour Day

**** Kristihimmelfärdsdagen - Ascension Day

Note: Saturday 16.12.2023, 18.05.2024 and 1.6.2024 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. Your schedule, room numbers and teachers are 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)

11.00-11:45
11:40-12:20
12:20-13:00

Pre-DP 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/Study skills	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 subject at Vasa övningskola, 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 about course material at the beginning of each course.

Contact your Guidance Counselor Pia Lustig if you have questions.

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 reason 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 students in their studies and to develop their ability to self-assess. Students have the right to be informed of the basis for assessment. The students shall be given the possibility to self-assess during their studies. (Free translation from Gymnasielagen/Lukiolaki 714/2018, chapt 6, 37§) The assessment is to be varied and based on:

- how the student has achieved the goals of the course
- possible written and/or oral tests

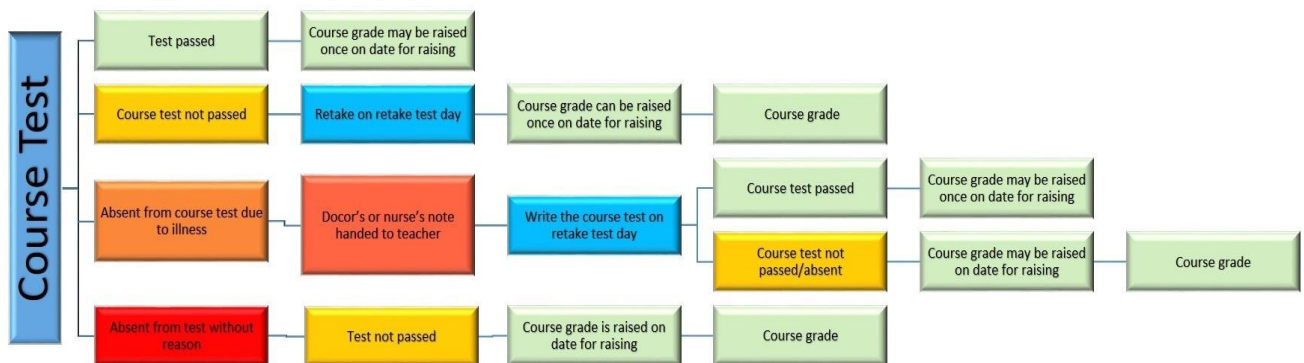
- the student's self-assessment can be taken into account (e.g. through evaluation discussions)
- completed assignments
- continuous observation of each student's achievements, activity, interest and development

Marks are given on a scale of 4 - 10. Some course units are marked with Pass/Fail. At the end of each course there is normally a final course exam.

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.

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.

Pre-DP 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 guardian's, 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 and complete courses graded with a D**. 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 <https://www.abo.fi/vos/en/kalendrar/> Note that you must register in Wilma for these test days.

	Retake	Raising a grade
Period 1	3.10 kl. 14.45-16.45	6.10 kl. 14.45-17.45
Period 2	1.12 kl. 14.45-16.45	19.2 kl. 14.45-17.45
Period 3	13.2 kl. 14.45-16.45	19.2 kl. 14.45-17.45
Period 4	10.4 kl. 14.45-16.45	7.6 kl. 14.00-17.00
Period 5	4.6 kl. 14.00-16.00	7.6 kl. 14.00-17.00

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

[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. A 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 must 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 by 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:

- 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 grades 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 miss during your absence. Teachers may also ask you to complete extra assignments to compensate for missed lessons. Absence without a 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: 040-6494808, gunilla.gref@ovph.fi

8 - 16.00 Monday, Tuesday, Thursday

8 - 14.00 Friday

No appointment necessary 8-9 am these days

The School Psychologist, Linda Hellström, is available on Mondays in the School Counselors room. Book your time to the doctor/psychologist through the school nurse Gunilla.

Residents of the city of Vaasa are invited to a dental check-up during their second year (DP1). In the case of an emergency students from other municipalities can also contact the dental care at Health Care Centre of the city of Vaasa.

School Counselors

The School Counselors (kurator/kuraattori) are Heidi Jansson and Jimmy Sandbacka. **Heidi 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.

Heidi Jansson: 040 6890788

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 to Anne Uppgård at the start of the school year. 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 free blocks to do homework or simply 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 online resources.

Foreign students

Students without a permanent home municipality in Finland are charged a fee of 700 € per school year. This fee covers for all material, such as computer, calculator and books. It also covers for the examination fees the last year of studies.