



Vasa övningsskola IB Diploma Programme

Info booklet 2023-2024



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

Contents

Welcome	2
Form Tutors in the IB section	3
Code of conduct	3
Contact	4
The academic year 2023-24	5
Lesson hours.....	6
DP studies.....	7
Submission dates.....	7
Tests	7
Evaluation.....	8
Minimums for continuing.....	9
Diploma Requirements.....	9
Attendance/absence	9
Leaving an ongoing subject	11
Finnish Matriculation Examination	111
Academic honesty	11
Definition and types of academic misconduct	11
The protocol in the case of misconduct	12
Diploma	12
Health Care & Support	12
School Counselors	133
Special Education Support.....	133
School Coach	13
Guidance Counseling.....	13
Student Council	14
Tutors	14
Library.....	14
Foreign students.....	14
Whom to turn to	Fel! Bokmärket är inte definierat.

Welcome

Welcome to Vasa övningskola and the IB Diploma Programme!

Vasa Övningskola 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
1E	Lis-Marie Sabel	lis-marie.sabel@abo.fi
2E	Anders Fransén	anders.fransen@abo.fi

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 harrassment.

WE SOCIALIZE IN A PLEASANT MANNER

- We respect the lunch hours and eat in the dining hall
- Our school is a non-drog/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 / 06 3247064
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/office	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	

188

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 – 12:20
Block 4	13:20 – 14:35
Block 5	14:45 – 16:00

Lunch: 12:20 – 13:00

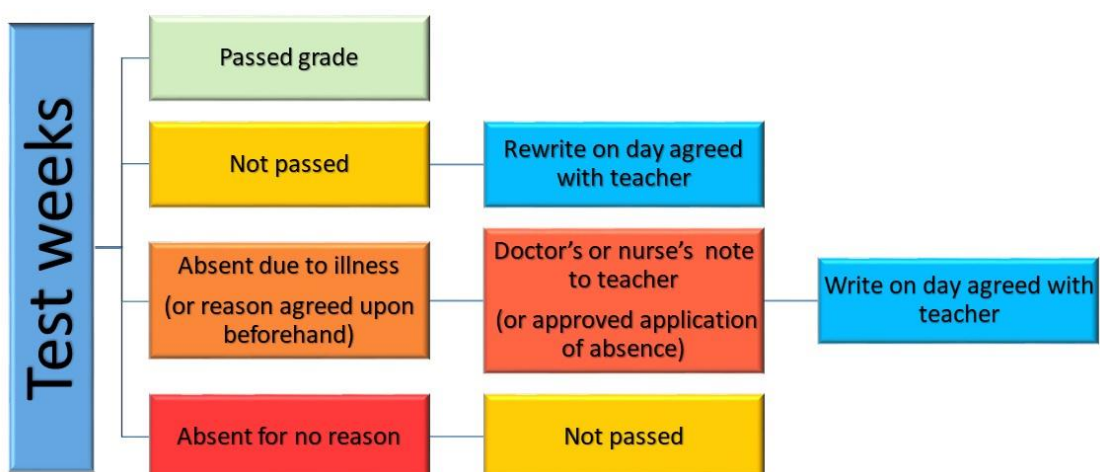
DP studies

Submission dates

- Both official internal submission dates (for IA, EE, TOK Essay, and other externally assessed or moderated work) and submission dates within each subject (course assignments, tests, and presentations) must be met
- Submission dates can be found in ManageBac.
- If you cannot meet a submission date, you must contact the teacher in question BEFORE the due date.
- If you do not do so, the teacher has the right to not accept work and/or leave it unassessed.
- This includes class assignments (written and oral) and internal submission dates (IA, EE).

Tests

DP Test policy



For the IB section official test weeks, scheduled by the coordinator, will be arranged in November and during the spring.

The tests in the last spring term are called the Mock Exams and are made to resemble the Final Exams as much as possible. The official IB Final Exams are in May of DP2 and the final results come in July.

If you are absent from a test without a valid reason, your test will not be passed.

If your absence from a course test is due to illness, you have to verify this. Then you can retake the test as agreed upon with your teacher.

Evaluation

Each subject is assessed, but the evaluation varies somewhat from subject to subject and is based on the IB requirements in the subject. Your teachers will inform you in detail regarding assessment in their subjects.

In the IB, a scale of 1 – 7 is used in assessment. The correspondence between the IB and the national grades (used in the preparatory year 1) is:

<u>IB grade</u>		<u>National grade</u>
7	Excellent	10
6	Very good	9
5	Good	8
4	Satisfactory	7
3	Mediocre	6
2	Poor	5
1	Very poor	4 (not passed)

The grading of the Extended Essay and the final grade for Theory of Knowledge is

A = Excellent

B = Good

C = Satisfactory

D = Mediocre

E = Elementary

You will be assessed with grades for your IB DP studies after all modules. These grades are internal school grades and give you feedback on how your studies are progressing. You can see your internal school grades in Wilma.

When you apply to further education in DP2 you will have to include **predicted grades** into your application. A predicted grade is given by the subject teacher. The teacher takes all academic achievements into consideration, but can also include motivation, work rate, attitude to learning and self-management in order to predict what the final grade in the subject will be.

The universities' final decisions on applications are always made based on the **final results** issued in July by the IB.

Minimums for continuing

The key difference between the IB system and the Finnish national system is the notion of continuity. The IB Diploma Programme is set up so that you have a continuous course of study, even though your schedule changes with each module. For this reason, it is important to have 'checkpoints' to make sure that each student has reached a minimum standard to continue in the program.

The general requirement for continuing from DP1 to DP2 are

- a minimum total of 24 points (in 6 subjects)
- supervisors' approval of EE topic
- the CAS diary, with a minimum of 70 hours, must be handed in to CAS Coordinator
- all required assignments have been completed

Students in danger of not meeting these requirements will be informed 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.):

- Additional assignments to raise grades
- Retake tests
- Retake DP1

Diploma Requirements

The total number of points in the Final Exams is sum of all grades (6 subjects, maximum grade 7, giving 42 points). Any seventh subject is extra and counted separately. TOK and EE can together give a maximum of 3 points, so the **total maximum number of possible points is 45**. To receive an IB Diploma, the following minimum requirements must be met:

<u>All students:</u>
All assessment components for each subject and TOK, CAS, EE completed
No malpractice
Numeric grades in all six subjects, grades A – D for TOK and EE
A grade of 2 or higher in all subjects, no grade 1s.
No more than two grade 2s (HL or SL)
No more than three grade 3 or below (HL or SL)
At least 24 points gained in total
At least 12 points earned in HL subjects (if four HL subjects then the 3 highest count)
At least 9 points earned in SL subjects (if two SL: 5)

Attendance/absence

Once you have chosen to take a subject 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**.

Since there is no possibility to retake courses in the Diploma Programme it is important you are present. Absence more than five lessons in a subject during one module will lead to a discussion with the Form Tutor and IB Coordinator. Too much absence (even for valid reasons) may mean that you cannot complete the course and therefore not continue.

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
Deadline: 1 week before absence
- Longer absence: Permission from the Head of School
Deadline: Two weeks before absence

You are required to make up any work you miss during your absence. Teachers may also ask you to complete extra assignments to compensate for missed lessons.

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).

Leaving an ongoing subject

In exceptional cases, you can be allowed to change subjects 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. You also need to do this if you change level in a subject. Contact your Guidance Counselor.

Finnish Matriculation Examination

Some IB students may wish to take part in one or more exams in the Finnish matriculation exam. The IB Diploma is well recognized in Finnish post-secondary institutions, and so this option is really intended only for extra subjects. These are typically the 2nd national language (Finnish/Swedish) or an extra language (German or French). Contact your Guidance Counselor on this as you must register for exams.

More information is available here: <http://www.ylioppilastutkinto.fi>

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 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.

Diploma

Your school leaving certificate is issued by the IB. After you receive the results from the Final Exams (in July), you get your IB Diploma (at the Diploma Ceremony, held at the end of August or the beginning of September), showing the grades you have obtained in the Final Exams.

Vasa övningsskola will not give final grades for your Diploma Programme years. You can print out a *Certificate of studies* with internal school grades in Wilma and ask the Principal to sign the document. NOTE this document is NOT to be used in any application for further education.

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 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 Jimmy Sandbacka and Heidi Jansson. **Heidi is the main School Counselor for 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 Wednesdays, responsible for IB, 1E, 2E, 3E.

Jimmy Sandbacka: 0406604338.. Thursdays and Fridays

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 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 to be in peace and quiet.

No food or drink is allowed in the school library.

Your ÅA username also grants you access to the Åbo Akademi University library and all of its online resources. Be sure to make use of this in your EE and other research!

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.