



## SUMMARY OF KULOSAARI SECONDARY SCHOOL CODE OF CONDUCT

The code of conduct concerns the members of the school community which consists of lower and upper secondary school students, teachers, other staff members and the principal. The code of conduct applies within the school area and to all activities the school organises during school time. In addition to the code of conduct, general regulations governing the lower and upper secondary schools, as well as Finnish law apply.

- 1 § **School area.** The school area consists of the school buildings and the school yard. Lower secondary school students are not allowed to leave the school area during the school day without permission.
- 2 § **School time.** School time includes scheduled working time and visits, camp schools and other events organised by the school.
- 3 § **Absences.** Students are expected to attend lessons unless they have been granted permission to be absent. Students must go to their lessons and other events punctually. Absences and tardies are recorded using the Wilma application. The guardian of an underaged student must justify absences promptly. Students over 18 justify their own absences. For justified reasons, the homeroom teacher may grant permission for an absence of up to three days, the vice-principal up to five days and the principal for longer periods.
- 4 § **Lessons.** Students must bring adequate equipment with them for the lessons. Coats and hats are to be taken off for the duration of each lesson. The use of telephones and other electronic equipment during lessons is not permitted without teacher approval. It is forbidden to take snacks and drinks to lessons.
- 5 § **Peaceful working environment.** All members of the school community are entitled to a peaceful working environment. Students must perform their tasks conscientiously and have good manners.
- 6 § **Breaks.** Students may spend their breaks indoors or outdoors. Students must conduct themselves in a calm manner and respect the instructions given by supervising teachers during the breaks and in the cafeteria. Coats, hats and bags must be left outside the cafeteria.
- 7 § **Responsibility.** The school premises, furniture and equipment must be kept tidy and undamaged. Students are held responsible for any untidiness or damage they cause to school property and they must clean and/or reimburse the school for any damage they have caused.
- 8 § **Intoxicants.** Smoking, the possession of alcohol or drugs as well as using or being under their influence during school time in the school area is forbidden.
- 9 § **Safety.** Members of the school community are to be well behaved and show mutual respect and tolerance. Bullying and violence of any form is not tolerated. Bringing dangerous items or substances to school is forbidden. Forbidden or disturbing items and substances may be confiscated. A student's belongings, storage spaces and clothing may be examined if required.
- 10 § **Disciplinary action.** Students who have neglected their tasks may be required to complete them after a school day for a maximum duration of one hour.
- If the code of conduct is not adhered to, the consequences may be:
- a reprimand given by a teacher
  - removal from the classroom
  - a discussion concerning the student's conduct
  - detention for a lower secondary school student
  - a reprimand given by the principal
  - removal from school
  - a written warning
  - a suspension



## **KULOSAARI SECONDARY SCHOOL CODE OF CONDUCT**

The code of conduct concerns the members of the school community which consists of lower and upper secondary school students, teachers, other staff members and the principal. The code of conduct applies within the school area, during school hours to all activities the school organises.

**Other regulations.** In addition to the code of conduct, the school ordinance, general regulations governing the lower and upper secondary schools as well as the Finnish law apply. Breaches of a more serious nature a violation of the code of conduct will be resolved in court.

### **1 § School area**

The school area consists of the school buildings, the school yard and other premises used by the school. Lower secondary school students are not allowed to leave the school area during the school day without permission. The school insurance does not cover a student who has had an accident after having left the school area without permission. Students leaving the school area for lessons or events held on other premises will be accompanied by their teacher and/or respect instructions given by teachers.

### **2 § School time**

School time includes scheduled working time and visits, camp schools and other events organised by the school. The responsibility of the school ends when a student deviates from the shortest route.

### **3 § Absences**

Students are expected to attend lessons unless they have been granted permission to be absent. Lessons include subject classes, homeroom lessons and school events. Students must go to their lessons and other events punctually. *Basic Education Act Chapter 7, Section 35; General Upper Secondary Schools Act Chapter 5, Section 25.*

Absences and tardies are recorded using the Wilma application. All students and guardians are given personal passwords to Wilma. If a guardian does not use the application, the homeroom teacher will deliver a printout of absences.

If an upper secondary school student is absent for 75 minutes from a course more than three times, the course is intermitted. In this case, the student does not have the right to write the course exam or a retake exam. If the reason for the absence is particularly strong and justified with certificates, there may be a maximum of five 75 minute absences. The principal may grant permission for the student to continue the course for special reasons after consulting with the teacher, even though the student has been absent more than five times. Attending matriculation examinations, Cambridge exams, a trip organised by the school or representing the school are not recorded as an absence.

Three tardies are recorded as one absence. If a student is more than 15 minutes late for a lesson, the tardy is recorded as an absence. Upper secondary school students that are absent without justified reasons may be considered to have left school if it is obvious that they do



not intend to continue studying.

Students that are absent from an exam due to unexpected reasons such as illness, their guardian, or in the case that the student is over 18, the students themselves must inform the school no later than the morning of the exam using Wilma, by sending an e-mail to the teacher responsible for the course, or by calling the school office.

The guardian of an under-aged student must justify absences promptly. Students over 18 justify their own absences. For justified reasons, the homeroom teacher may grant permission for an absence of up to three days, the vice-principal up to five days and the principal for longer periods. Absences longer than one day must be applied for no later than two weeks in advance. Granted leave does not increase the absence quota of the upper secondary school student.

#### 4 § **Lessons**

Students must bring adequate equipment and books with them for the lessons and must be dressed appropriately. Coats and hats are to be taken off for the duration of each lesson and to be left primarily in lockers or on coat racks. The use of telephones and other electronic equipment during lessons or other school events is not permitted without teacher approval. It is forbidden to take snacks and drinks to lessons without teacher approval. During lessons students are to follow all instructions and orders given by teachers.

#### 5 § **Peaceful working environment**

All members of the school community are entitled to a peaceful working environment. Disturbing other students' or staff members' work, disrespectful behaviour towards others as well as dishonest conduct is punishable. Students must perform their tasks conscientiously and have good manners. This includes the use of appropriate language. *Basic Education Act Chapter 7, Section 29; General Upper Secondary Schools Act Chapter 5, Section 21.*

#### 6 § **Breaks**

Students may spend their breaks indoors or outdoors. Students must conduct themselves in a calm manner and respect the instructions given by supervising teachers and other staff members during the breaks and in the cafeteria. Making noise, running in the corridors or other dangerous behaviour is forbidden. Coats, hats and bags are to be left outside the cafeteria during lunch and coffee breaks.

#### 7 § **Responsibility**

The school premises, furniture and equipment must be kept tidy and undamaged. Students will be held responsible for any untidiness or damage they cause to school property and they will be required to clean or reimburse the school for any damage they have caused intentionally or through negligence.

#### 8 § **Intoxicants**

Smoking, the use of snuff, possessing alcohol or drugs as well as using or being under their



influence during school time in the school area and in the immediate vicinity of the school area is forbidden. Guardians will be contacted if the code is breached. Repeated incidents of smoking or other more serious breaches of the code will be reported to the police. The school follows an updated plan for substance abuse. *Tobacco Act Chapter 5, Section 12.*

## 9 § **Safety**

Those participating in education are entitled to a safe learning environment. The school follows updated safety, crisis, and equality plans. In addition to this, the school follows a plan to protect students from violence, bullying and harassment, as well as a plan guiding the use of punishment methods and discussions concerning the student's conduct and how they are implemented.

Members of the school community are to be well behaved and to treat each other with mutual respect and tolerance. Bullying, threatening behaviour or violence of any form is not tolerated. All members of the school community have the responsibility to report any bullying or violence they have witnessed or in other ways become aware of to the school staff.

It is forbidden to bring or possess any object or substance of which possession is forbidden by any other laws and that can endanger the safety of the individual or any another person(s), or that is particularly suited to damaging property and there is no justified reason for possessing that object or substance.

*Basic Education Act Chapter 7, Section 29; General Upper Secondary Schools Act Chapter 5, Section 21.*

In order to remove a student who is disruptive and endangering safety, the principal and teachers have the right to use necessary forcible measures. The use of forcible measures will be reported in written form. *Basic Education Act Chapter 7, Section 36b; General Upper Secondary Schools Act, Chapter 5, Section 26b.*

The principal and teachers have the right to confiscate a forbidden item or substance or an object or substance that is used to disturb teaching or learning during the school day. If a student possessing the object or substance to be confiscated tries to avoid confiscation by resisting, the principal or a teacher of the school has the right to use necessary forcible measures. *Basic Education Act Chapter 7, Section 36d; General Upper Secondary Schools Act, Chapter 5, Section 26d.*

During the school day the principal and teachers of the school have the right to check students' belongings, their lockers and perform casual inspections of their clothes in order to confiscate a forbidden item or substance that may endanger the safety of the student or others in the event possessing such an object or substance is obvious and a student refuses to relinquish it or does not conclusively show that he or she does not possess it. *Basic Education Act Chapter 7, Section 36e; General Upper Secondary Schools Act, Chapter 5, Section 26e.*

## 10 § **Disciplinary action**

Lower secondary school students who have neglected their tasks may be required to complete them after a school day for a maximum duration of one hour.



If the code of conduct is not adhered to, the consequences may be:

- a reprimand given by a teacher
- removal from the classroom for up to a maximum of the remainder of the lesson
- a maximum of two hours of discussion concerning the student's conduct
- a maximum of two hours of detention for a lower secondary school student, where students may be asked to do tasks or to sit quietly
- a reprimand given by the principal
- removal from school for up to a maximum of the remainder of the school day
- a written warning by the principal
- a written warning by the school board
- a suspension decided by a principal meeting, up to a maximum of three months
- a suspension by the school board, up to a maximum of one year for an upper secondary school student

*Basic Education Act Chapter 7, Section 36; General Upper Secondary Schools Act Chapter 5, Section 26.*

In some cases the principal may consider the punishment completed if the student has shown repentance and has acted in a positive manner towards the school community.

The code of conduct is written by the school community and approved by the school board.

Helsinki, 22<sup>nd</sup> of April, 2014

School Board