**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 building 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. 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 § **Phones and mobile devices**. The use of devices without permission is prohibited during lessons and events, and for middle school students in the cafeteria, library, and during lunch breaks.

8 § **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.

9 § **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.

10 § **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.

11 § **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 building, 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 must attend classes unless there is a valid reason for their absence or if they have not been granted an exemption. Classes include lessons, class teacher lessons and group supervision, as well as joint school events. Students must arrive on time for lessons and other events. Basic Education Act Chapter 7 Section 35; Upper Secondary School Act Chapter 5 Section 30.

Absences and late arrivals are recorded in the Wilma information system. All students and guardians are given personal Wilma IDs. If the guardian does not use the system, the class teacher or group supervisor will submit the absence information in another way.

If a middle school student is late five times without an acceptable reason, a one-hour make-up session will be recorded for them.

If an upper secondary school student is absent from a course or a two-credit course for more than 4x75 minutes, the course/study period will be interrupted. In this case, the student does not have the right to participate in the demonstration or final exam. For exceptional reasons, the principal of the upper secondary school, after consulting the teacher, may authorize the student to continue studying the course, even if there are more than four absences. Participation in the matriculation examination, a school-organized trip or school representation duties is not recorded as an absence from a lesson.

Three late arrivals of an upper secondary school student are recorded as one absence. If a student is more than 15 minutes late for a lesson, the late arrival is recorded as an absence. A student who is absent without a valid reason may be considered to have withdrawn from the school if it is obvious that he or she does not intend to continue his or her studies.

If a student is absent from an exam for an unexpected reason, e.g. due to illness, his or her guardian or the student who has reached the age of 18 must notify the teacher of the course/study unit in question in Wilma or by email or call the school office no later than the morning of the exam day.

A minor student and their guardian must explain the reason for the absence without delay. Adult students must explain their absence themselves. For justified reasons, the homeroom teacher or group coordinator may grant permission for a maximum of three days of absence, the principal of a middle school or upper secondary school for a maximum of two months, and the head of school for a longer period. Holidays longer than one working day must be applied for no later than two weeks before the start of the holiday. Granted holidays do not increase the absence quotas for upper secondary school students.

The school does not view extra holidays during the academic year positively. In our experience, especially long absences have a negative impact on grades, for example because the assessment of courses is also based on classwork. The school is not obliged to provide remedial teaching for students who have fallen behind in their studies due to extra holidays. If a comprehensive school student falls ill during the working day, he or she must contact the teacher, class teacher or school nurse to obtain permission to go home. The permit is recorded in the Wilma system.

4 § **Lessons**

Students must bring adequate equipment and books with them for the lessons and must 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 § **Use of telephones, computers and other mobile devices**

Middle school students are prohibited from using telephones, computers and other mobile devices during lessons, events and club activities, in the cafeteria and in the library without the permission of the teacher or principal. In addition, use is prohibited during breaks from 11:15 to 12:05. *Basic Education Act, Chapter 7, Section 29.*

Upper school students are prohibited from using telephones, computers and other mobile devices during lessons, events and club activities without the permission of the teacher or principal. *Upper secondary school act, Chapter 7, Section 40.*

8 § **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.

9 § **Intoxicants**

Smoking, the use of other tobacco products intended for smoking, smokeless tobacco products or other products defined in the Tobacco Act, as well as the possession, use or presence under the influence of intoxicants or drugs during school hours or on school grounds is prohibited. Violations will be reported to guardians. Repeated smoking violations or other more serious violations will be reported to the police. The school follows the valid substance abuse plan. Tobacco Act Chapter 1 Section 2 and Chapter 10 Section 74.

10 § **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.*

11 § **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, 15th of May, 2025

School Board