JOY OF LEARNING IN A DIVERSE AND CARING COMMUNITY

The aim of Oulu International School is to:

- provide students with skills they need to thrive in an increasingly interrelated, diverse and complex world
- encourage students to become creative problem-solvers and independent thinkers
- appreciate people of many languages and backgrounds
- create an active concern for a sustainable community and environment
- ensure that students receive the individual attention and support they need to succeed

Responsibility Respect Joy of Learning Community
Dear Parents/Guardians,

We warmly welcome all new and old families back to school to start the 18th academic year at OIS with a record number of 430 students. Our mission statement is “Joy of learning in a diverse and caring community” and our values are Joy of learning, Community, Respect and Responsibility. OIS exists to give children roots and wings, knowledge of who they are and the skills to fly. This handbook is made to help you understand how we do this. Whether you are new to OIS or not, please take the time to read this handbook carefully. We make amendments to the handbook every year to keep you better informed, so please be sure to read it through every time.

According to the National Curriculum, the term for the education offered by schools such as OIS is “Bilingual Education”. Our goals for this academic year are Digitalization, Support for students’ learning and Wellbeing. In our everyday schoolwork we emphasize students’ strengths through positive pedagogy.

Our school rules have been updated and we wish that all parents will review the new the rules and the benefits of following them. In general, instead of detentions we will focus on having guidance discussions with our students, involving the parents in the discussions as appropriate.

Our European Erasmus+ project continues this year. In January 2020, we are looking forward to hosting students and teachers from Germany, Scotland, Spain and Austria. We shall be needing many host families for the visiting students!

We continue to use Wilma as a communication channel for all grade levels. Parents please make sure you have Wilma passwords and usernames and you have updated your contact information there.

We welcome parents to be involved in the school’s activities and look forward to another year of fruitful cooperation. We welcome old and new parents to be Parent Reps in their classes.

Please note the traffic arrangements to keep the schoolyard safe for students and staff. See the instructions and rotation map on page 17 in this handbook.

If you require any further information about studying in OIS, please do not hesitate to contact me or your child’s class/homeroom teacher.

With best wishes for the new academic year,

Raija Perttunen
Principal
raija.perttunen@ouka.fi

All information in this Handbook was true and up-to-date at the time of printing in August 2019.
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1. OUR SCHOOL

Oulu International School (OIS) is an IB (International Baccalaureate) world school owned by the City of Oulu and exists to meet the educational needs of the international and internationally minded community in and around Oulu. As an authorised IB school, we offer the Primary Years (PYP) and Middle Years (MYP) programmes. We started in August 2001 under the administration of Myllytulli School and opened our doors as an independent school in August 2002. The teaching staff is highly qualified and experienced and offers a wide range of expertise to support all areas of the Curriculum through the first nine years of Basic Education. We currently number over 420 children and 35 teachers. Students are taught in age-based classes, supported by a team of auxiliary staff.

1.1. Location

Oulu is a favoured location in Finland for international companies and expatriate families. The school is situated in the heart of Oulu and is easily and safely accessible from all areas by bus or bicycle. We keep updating our equipment and learning resources to our best ability. Students can enjoy their studies in spacious classrooms, a well-stocked library and a gymnasium. After class students can relax at the school playground and sports field or lounging areas. OIS is located within close proximity to further playing fields, parks and a public swimming pool and an ice-rink, as well as the cathedral, science centre and museums.
1.2. OIS in the Field of Education

OIS has various roles in the field of education. The table below attempts to demonstrate these roles.

The framework for all the learning functions is provided by the IB Programmes (See 4.4.2.). The IB audits the implementation of the programmes regularly; the latest evaluation visit was in October 2016.

The content for teaching comes from the national curriculum which is guided by the Law for Basic Education. Local curriculum means the contents and tasks given for us by the City of Oulu Department of Education and Culture.

OIS is also a CLIL school. CLIL means content-language integrated learning, in Finnish ”kaksikielinen opetus”. In the Finnish education system the official languages of education are Finnish and Swedish, hence in the Finnish education system we are classified as ”a CLIL school providing education mainly in English”, meaning that we also provide terminology in Finnish. Read more about CLIL and our language policy in 6.1.

OIS is a training school for the Intercultural Teacher Education programme of the University of Oulu, and we also help foreign teachers from other universities pass their aptitude (qualification) tests. We also cooperate with the teacher training programmes of a few U.S. universities.
OIS provides a smooth transition to and from other national and international schools for our students. Locally, we enjoy close links with the local English-speaking play-schools and the IB Diploma Programme of Oulun Lyseo. An English-speaking pre-school class Lilys operates in OIS facility under the administration of Pikku-Ainon päiväkoti (see 5.8.). Our cooperation with Myllytulli School continues through shared premises and teachers. Our immediate neighbours Heinätori School’s Leinonpuisto unit and Tervaväylä School provide opportunities for our students to do Service and Action work.

Finnish is taught as a mother tongue and as a second language. Other mother tongue classes are organised by the City of Oulu Department of Education and Culture based on the need that arises. The optional foreign languages of either German, French or Spanish may be learned from grades 5 to 9. ESL (English as a second language) teaching will be given to students of grades 1-4 in response to needs that arise. We also offer support to those Finnish students who come to our school with an A1 English background.

For the schools’ lesson distribution, see Appendix 1.
For the campus map, see Appendix 2.
2. CONTACT INFORMATION

Postal Address
Oulu International School
Kasarmintie 4
90130 Oulu
Finland

Info
www.ouka.fi/ois
www.facebook.com/ouluinternationalschool

Telephone and e-mail
Staff Room tel. +358-50-3166 627

ADMINISTRATION

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Raija Perttunen</td>
<td>044-7039 418</td>
<td><a href="mailto:raija.perttunen@ouka.fi">raija.perttunen@ouka.fi</a></td>
</tr>
<tr>
<td>Office Administrator</td>
<td>Kati Tiikkainen</td>
<td>050-3716 977</td>
<td><a href="mailto:kati.tiikkainen@ouka.fi">kati.tiikkainen@ouka.fi</a></td>
</tr>
<tr>
<td>Vice Principal, Deputy Head</td>
<td>Jenni Alaniemi</td>
<td>044-7039 430</td>
<td><a href="mailto:jenni.alaniemi@eduouka.fi">jenni.alaniemi@eduouka.fi</a></td>
</tr>
<tr>
<td>Deputy Head</td>
<td>Anneli Jokelainen</td>
<td>044-7039 703</td>
<td><a href="mailto:anneli.jokelainen@eduouka.fi">anneli.jokelainen@eduouka.fi</a></td>
</tr>
<tr>
<td>MYP Coordinator</td>
<td>Marja Peedo</td>
<td>050-5915 761</td>
<td><a href="mailto:marja.peedo@eduouka.fi">marja.peedo@eduouka.fi</a></td>
</tr>
<tr>
<td>PYP Coordinator</td>
<td>Heidi Tuomela</td>
<td>044-7039 702</td>
<td><a href="mailto:heidi.tuomela@eduouka.fi">heidi.tuomela@eduouka.fi</a></td>
</tr>
<tr>
<td>Caretaker</td>
<td>Georgios Kalogeris</td>
<td>044-7039 701</td>
<td><a href="mailto:georgios.kalogeris@ouka.fi">georgios.kalogeris@ouka.fi</a></td>
</tr>
<tr>
<td>School Assistants</td>
<td>Erja Wikstedt Kati Mäntylä</td>
<td>050-3781 479</td>
<td><a href="mailto:ois-assistants@hotmail.com">ois-assistants@hotmail.com</a></td>
</tr>
<tr>
<td>Staff Room</td>
<td></td>
<td>050-3166 627</td>
<td></td>
</tr>
<tr>
<td>School Kitchen</td>
<td></td>
<td>050-362 0782</td>
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STUDENT WELFARE PROFESSIONALS

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<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Raija Perttunen</td>
<td>044-7039 418</td>
<td><a href="mailto:raija.perttunen@ouka.fi">raija.perttunen@ouka.fi</a></td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Jenni Alaniemi</td>
<td>044-7039 430</td>
<td><a href="mailto:jenni.alaniemi@eduouka.fi">jenni.alaniemi@eduouka.fi</a></td>
</tr>
<tr>
<td>Student Counsellor</td>
<td>Anneli Jokelainen</td>
<td>044-7039 703</td>
<td><a href="mailto:anneli.jokelainen@eduouka.fi">anneli.jokelainen@eduouka.fi</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Jutta Huotari</td>
<td>050-3712 018</td>
<td><a href="mailto:jutta.huotari@ouka.fi">jutta.huotari@ouka.fi</a></td>
</tr>
<tr>
<td></td>
<td>Mon, Wed, Thu 11:30-12:30 without appointment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Anne Tuomas</td>
<td>044-7039652</td>
<td><a href="mailto:anne.tuomas@ouka.fi">anne.tuomas@ouka.fi</a></td>
</tr>
<tr>
<td>School Social Worker</td>
<td>Johanna Papunen</td>
<td>044-7039 672</td>
<td><a href="mailto:johanna.papunen@ouka.fi">johanna.papunen@ouka.fi</a></td>
</tr>
<tr>
<td>School Doctor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Education Teachers</td>
<td>Janne Heinonen Tiia Seppänen</td>
<td>044-7039 705</td>
<td><a href="mailto:janne.heinonen@eduouka.fi">janne.heinonen@eduouka.fi</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>050-3480 156</td>
<td><a href="mailto:tiia.seppanen@eduouka.fi">tiia.seppanen@eduouka.fi</a></td>
</tr>
</tbody>
</table>
### Teachers 2018-2019

*Teachers’ e-mail: firstname.lastname@eduouka.fi*

**Note!** Teachers will inform guardians their work telephone numbers.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Abdelkader Dalia</td>
<td>Islam</td>
</tr>
<tr>
<td>Alaniemi Jenni</td>
<td>4AB Class Teacher, Deputy Head</td>
</tr>
<tr>
<td>Andrésson Gunnar</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Haataja Maarit</td>
<td>Music 3-9</td>
</tr>
<tr>
<td>Hakunti Tatu</td>
<td>6A Class Teacher</td>
</tr>
<tr>
<td>Harjula Samantha</td>
<td>6B Class Teacher</td>
</tr>
<tr>
<td>Heikkilä Jussi</td>
<td>Craft 4B &amp; 5-6, Technical Work 7-8</td>
</tr>
<tr>
<td>Heinonen Janne</td>
<td>Special Education PYP</td>
</tr>
<tr>
<td>Ilvesviita Antti</td>
<td>9B homeroom, Maths 7-9</td>
</tr>
<tr>
<td>Isola Anna</td>
<td>Finnish S2</td>
</tr>
<tr>
<td>Jokelainen Anneli</td>
<td>Student Counsellor 7-9, Deputy Head</td>
</tr>
<tr>
<td>Kaurala Elisa</td>
<td>3AB Class Teacher</td>
</tr>
<tr>
<td>Kontiokari-Hautamäki Sanna</td>
<td>Swedish 6-9</td>
</tr>
<tr>
<td>Kuusisto Anna</td>
<td>5B Class Teacher</td>
</tr>
<tr>
<td>Linna Anne</td>
<td>Craft 3-6, Textile Work 7-8, Opt. Textile Work 9</td>
</tr>
<tr>
<td>Manninen Soile</td>
<td>Physical Education 1-9, Health Education 7-9</td>
</tr>
<tr>
<td>Marden Kaisa</td>
<td>2AB Class Teacher</td>
</tr>
<tr>
<td>Marden Kelvey</td>
<td>5A Class Teacher</td>
</tr>
<tr>
<td>Mäntylä Kati</td>
<td>Assistant</td>
</tr>
<tr>
<td>Parker Karin</td>
<td>Physics &amp; Chemistry 7-9</td>
</tr>
<tr>
<td>Peedo Marja</td>
<td>English 8-9, RE 8-9, MYP Coordinator</td>
</tr>
<tr>
<td>Pieniniemi Riikka</td>
<td>4AB Class Teacher</td>
</tr>
<tr>
<td>Puutilo Teija</td>
<td>Biology &amp; Geography 7-9</td>
</tr>
<tr>
<td>Pöyry Elina</td>
<td>ESL</td>
</tr>
<tr>
<td>Rehula Anna</td>
<td>8A homeroom, Maths, Chemistry</td>
</tr>
<tr>
<td>Rimpisalo Antti</td>
<td>8B homeroom, History 7-8, Civics 9, Ethics 5-9, RE 5-9</td>
</tr>
<tr>
<td>Salmi Henna</td>
<td>2AB Class Teacher</td>
</tr>
<tr>
<td>Salo Tanja</td>
<td>Finnish MT 7-8, Opt. Drama 8-9</td>
</tr>
<tr>
<td>Sen Gupta Nupur</td>
<td>Assistant</td>
</tr>
<tr>
<td>Seppänen Tiia</td>
<td>Special Education MYP</td>
</tr>
<tr>
<td>Silveri Jenna</td>
<td>1 AB Class Teacher</td>
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<tr>
<td>Sipilä Outi</td>
<td>PYP Subject Teacher</td>
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<tr>
<td>Tuomela Heidi</td>
<td>1AB Class Teacher, PYP Coordinator</td>
</tr>
<tr>
<td>Tuupanen Aleksandra</td>
<td>3AB Class Teacher</td>
</tr>
<tr>
<td>Wikstedt Erja</td>
<td>Assistant</td>
</tr>
<tr>
<td>Ylitörmänen Tiia-Liisa</td>
<td>Spanish</td>
</tr>
<tr>
<td>Åman Sanna</td>
<td>Home Economics</td>
</tr>
</tbody>
</table>
3. ADMISSION

3.1. Application

Applicants are expected to be able to follow the tuition and express themselves in all the curriculum subjects in English. Guardians who are considering sending their children to our school are advised to fill out an application form, available on our website, and possibly make an appointment with the Principal, Student Counsellor or the IB Coordinators. This visit will provide an overview of the school’s programme and facilities, and an opportunity to have any questions answered.

In general, admission is open to all students who can profit from a challenging, international, English language education. Formal application to OIS takes place at the same time as to the other schools in Oulu, i.e. in January. The application form is available at the school’s website http://www.ouka.fi/ois. We do accept applications sent late due to unforeseen circumstances (eg. a move from abroad). Students from Oulu or Oulu region apply in January only. When registering their child to the 1st grade at OIS, guardians should at the same time also register them at their nearest primary school. Residents of municipalities outside Oulu should confirm with their own education authority that the home municipality is willing and able to pay the child’s education in Oulu. If the applicant is other than Finnish citizen, a copy of passport and residence permit in Oulu should be attached to the application. For under aged children applying from abroad, we require details of the legal guardian in Oulu as the home address of the child and the guardian should be the same.

3.2. Language Proficiency Assessment

Language proficiency assessments aka entrance tests are arranged twice a year, in mid-February for students applying from within Finland and in early August for students who have moved to Oulu during the summer. Families moving to Oulu during spring and summer will be tested in August. Applicants may take the entrance examination only per year. In case of sickness during the test day, we require a doctor’s statement to arrange a retest.

Our Admissions Team uses established tests appropriate to each grade level to assess the applicants’ language skills in English (and Finnish), and for gr 1 students their pre-reading skills. In order to be admitted, the applicant must achieve the minimum score for each section and the minimum total score of the test. Students who pass the test are admitted in the order of their total score. Eligibility is based on space availability.

While the students are being tested for their language and pre-reading skills, their guardians are asked to fill in a questionnaire regarding the application to our school.

The students who were not admitted in February but who obtained the minimum confirmed score in the language proficiency test will be recorded on a reserve list in ranking order. Their test score is valid until the start of the term, unless arranged otherwise with the Principal.
OIS follows the Finnish educational system in placing students in the appropriate grade level according to their age and the result of the language proficiency assessment. The age of grade 1 students is seven in the school starting year. If guardians would like their child to be admitted earlier, the child must take a psychological test. Since this test is not conducted by our School Psychologist, guardians are advised to contact a privately practising psychologist.

Newly admitted students will either be directly integrated into mainstream teaching or supported in class by a Special Education Teacher or a school assistant. If necessary, they will receive ESL (English as a Second Language) tutorial lessons. Students whose first language is not Finnish study Finnish as a Second Language (S2).

It is important that families share all relevant background information when applying for admission so that the school can make a professional assessment of the suitability of our programme. Students with any type of physical or educational difficulty will need to provide documentation of their academic history, psychological/educational evaluations, and details of any academic/specialist support they have had or are currently receiving. Non-disclosure of relevant information may result in the school not being able to meet the educational needs of an admitted student.

4. GENERAL SCHOOL INFORMATION

4.1. Important Times

4.1.1. School Calendar 2019-2020

Terms
Autumn term 8.8.-20.12.2019
Spring term 7.1.-30.5.2020

Holidays and days off
Autumn holiday 21.-27.10.2019 (wk 43)
Day off *5.12.2019
Independence Day 6.12.2019
Winter holiday 2.- 8.3.2020 (wk 10)
Easter holiday 10.-13.4.2020
May Day 1.5.2020
Ascension Day 21.5.2020

* Saturday 31.8.2019 (Family picnic) is a compulsory school day for OIS students. This will be compensated by a day off on Friday 5.12.2019.

4.1.2. School Day Timetable

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Students allowed indoors</td>
</tr>
<tr>
<td>8:15</td>
<td>School day begins</td>
</tr>
<tr>
<td>9:45-10:15</td>
<td>Break; on Mondays all students go outdoors</td>
</tr>
<tr>
<td>10:30-12:15</td>
<td>Lunch times; 30 min for each class</td>
</tr>
<tr>
<td>16:00</td>
<td>School ends</td>
</tr>
</tbody>
</table>
The school lessons run between 8:15 and 16:00 but the starting time and the length of the school day varies grade by grade. Class timetables are issued by class/home-room teachers in the beginning of each term. There will be occasional exceptions to the regular school hours due to teachers’ in-service training, planning meetings etc. Afternoon care will be provided for students needing it even on those shorter school days. Guardians will be notified of any exceptions through *Wilma*.

Grade 1-6 students go outside for breaks while grades 7-9 are allowed to stay indoors, **with the following exceptions**:

1) On **Mondays**, during the break at **9:45-10:15** all students (including grades 7-9) go outside.
2) On some **Tuesdays, Thursdays and Fridays**, there is an assembly at **10:15**.
3) Students may stay indoors if the outdoor temperature is -20°C or below. At **12:15** all grade 1-6 students go outside regardless of the temperature.
4) During the break at **13:15-13:30** the Student Council’s snack bar is open and students may stay indoors to have snacks.

Please note that students are **not supervised and thus are the responsibility of their guardians before and after their school hours**. They should not come to the school building too early, and after school they are expected to go to either afternoon care, an organised club activity, or home **within half an hour**. Students are not insured more than half an hour before and after school.

### 4.2. Home-School Cooperation

#### 4.2.1. Communication

Please inform the school immediately if any of your contact information changes. This applies to home and work telephone numbers, e-mail addresses and home location. We need to keep our databases up to date in case we need to contact you urgently. Guardians can do the update themselves in *Wilma*.

If you need to contact your child at school, please bear in mind that students have their mobile phones turned off or on silent during lesson times (see also 4.5.). You may also leave a message for a student by telephoning the school office or staff room.

During the school year, questions and concerns inevitably arise. Please refer to the OIS website [http://www.ouka.fi/ois](http://www.ouka.fi/ois) regularly for information about the school. It should be your first point of contact for information, as we attempt to update it on a regular basis. On our website we also have a FAQ column with answers to questions related to admission and the Content and Language Integrated learning (CLIL). **We encourage guardians to communicate directly with the school.** For classroom or subject concerns, first contact the relevant teacher. If you are not satisfied, contact the Principal. Teachers and the Principal may be contacted through *Wilma* or by telephone **at office hours**.

If you cannot reach a teacher in the staff room, please leave a message and the teacher will call you back as soon as possible. Teachers are generally easiest to reach by *Wilma*, but guardians are advised not to expect an immediate reply as teachers
are busy with their classes during the lesson times. If the Class/Home room Teacher has given you their personal mobile number, please avoid telephoning them outside office hours, and do bear in mind that they may not reply to text messages at their own expense. In general, we prefer face-to-face discussions instead of lengthy messaging.

Please let your child’s teachers know about anything that might affect your child’s work or behaviour. Guardians are asked to bear in mind that the teachers and the Principal will only discuss matters related to your own child. We do not disclose any information related to other students (eg. their behaviour or academic progress) in the class or school. In cases of incidents or accidents in school, we only contact the guardians of those students who were directly involved.

The school communicates about forthcoming events, holidays, visits, closures etc. through Wilma and on the school website. Guardians are advised to check their Wilma account for messages and register any important dates in their diaries. In addition, the Class/Home room Teachers send class bulletins and the administrative staff send general messages to keep guardians and students updated throughout the year. Students are responsible for taking any letters home and, if required, returning them to school signed by guardians.

Another way to stay connected with all the events and happenings at OIS is to follow us on Facebook at https://www.facebook.com/ouluinternationalschool. You do not need to be a registered user of Facebook as there is a link to the Facebook page from the school’s website.

4.2.2. Wilma

Wilma (https://Wilma.ouka.fi) is an electronic diary used for marking students’ lates, absences, medical appointments, lesson behaviour and any other records regarding learning support or home-school communication, as well as for messaging between school and home. We strongly advise guardians to check their child’s records on a regular basis to keep an up-to-date account of how their child is doing.

Wilma is a medium for the teachers and administration to send messages to guardians. With Wilma, it is possible to send internet links but not attachments. For sending attachments we must therefore use e-mail.

Wilma is used for any messaging (without attachments) between guardians and the school staff. Guardians can also check their child’s records in terms of achievements, attendance, lesson behaviour and any other records regarding learning support or home-school communication.
New parents will receive a letter with instructions to using *Wilma*. They can create their password on the first visit to the site as well as edit their profiles. We recommend that guardians choose to have an alert in their e-mail about a notification or message. Guardians should **not give their passwords to outsiders or their children**. Teachers trust that it is the guardian that reads and responds to the messages sent to them, as well as acknowledges the absences or any other records. If you forget your password, you can get a new one from [https://Wilma.ouka.fi](https://Wilma.ouka.fi).

When the Class/Homeroom teacher has marked your child absent in *Wilma*, you are able to tick the box to authorise the absence and write a reason for the absence. Alternatively, you may send a note explaining the absence to the Class/Homeroom teacher, who in turn will record the reason for the absence and authorize it. To save our teachers’ time, guardians are advised to authorize their child’s absences straight away on Wilma rather than contacting the school by phone or email.

### 4.2.3. Parents’ Evenings and Parent-Teacher-Student Conferences

General parents’ evenings are organised to inform guardians about general school issues and the IB programmes, and individual Class/Homeroom Teachers may organise class-specific sessions. Guardians are informed of these evenings through *Wilma*.

Guardians are invited to a Parent-Teacher-Student Conference to discuss their child’s progress at school. For the conferences, teachers create a booking calendar in *Wilma* and guardians may book suitable times from this calendar.

Conferences are a positive way to keep open the lines of communication between home and school and to set goals for the future. **We expect guardians and students to make every effort to attend these conferences.** Guardians may also request a conference at any other time to discuss their child’s progress. There are two types of conferences; (1) assessment meetings (arviointikeskustelut) and (2) development meetings (kehityskeskustelut).

**Assessment Meeting (arviointikeskustelu)**

This is a discussion held with gr 1-5 students and their guardians which substitutes mid-term evaluation. The subject assessment is marked in *Wilma* as "a".

**Development Meeting (kehityskeskustelu)**

This is a discussion held with the student and their guardian once per academic year. The topics of the discussion include setting goals for and evaluation of academic progress, learning and working skills as well as any questions related to the student’s learning and the developmental phase. Any agreed matters are recorded in the Kehityskeskustelu form available on Tuki → Muut asiakirjat. If the student has a learning plan or HOJKS, the agreed matters are recorded there.

If *Lapset Puheeksi* method was used in the discussion, this is also recorded in *Wilma*. In the Parent-Teacher-Student Conferences the focus may be on the following:
<table>
<thead>
<tr>
<th>Grade</th>
<th>PTS conferences and Assessment meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Starting school and settling in&lt;br&gt;Me as a learner, development of linguistic skills</td>
</tr>
<tr>
<td>2</td>
<td>Development of reading skills&lt;br&gt;Moving up to grade 3</td>
</tr>
<tr>
<td>3</td>
<td>Healthy life style&lt;br&gt;Learning skills and techniques, see page 33 of Making the PYP Happen</td>
</tr>
<tr>
<td>4</td>
<td>Whole PYP student profile (Studying the new subjects (Civics, History, optional languages, Swedish in gr 6)&lt;br&gt;Moving up to MYP</td>
</tr>
<tr>
<td>5</td>
<td>Studying in MYP, optional languages&lt;br&gt;Puberty is approaching</td>
</tr>
<tr>
<td>6</td>
<td>Healthy lifestyle, Swedish language&lt;br&gt;Moving up to grade 7</td>
</tr>
<tr>
<td>7</td>
<td>Settling into subject-based timetable&lt;br&gt;Optional subjects for grade 8-9</td>
</tr>
<tr>
<td>8</td>
<td>Transition to final assessment&lt;br&gt;Info about Personal Project</td>
</tr>
<tr>
<td>9</td>
<td>Further education and final assessment, Personal Project&lt;br&gt;Reflection of my comprehensive education</td>
</tr>
</tbody>
</table>

### 4.2.4. Guardians in School

Our school cannot operate successfully without the support and understanding of the guardians. We are grateful for guardians’ help in school during the day. Many guardians have offered us their help and expertise in organizing many of our theme days, celebrations and fund-raising activities. We hope that all guardians will support these functions and offer any assistance they can. If you have a special talent or interest which you would be willing to share with a group of students, please let us know. You may have some resources or you may be able to visit a class to share some of your own knowledge and experience relating to some of the units of inquiry or projects, or you would like to run an after-school club. If you would like to know more about helping in school, please contact your child’s teacher, the Principal or the Student Counsellor.

Guardians are welcome to visit the school or their child’s class at any time. Teachers would, however, appreciate if they were notified in advance about a visitor in the class. For security reasons, visitors should wear a visitor badge, available from the Office Administrator.

We have an active forum called “Dream Team” consisting of representatives of each class and a member of the school’s Management Team. The representatives are chosen in the first parents’ evening of the academic year. The reps will share any school-related thoughts and ideas from the class community with the Management Team during the academic year. Guardians are informed about the Dream Team meetings through Wilma and at the same time they are encouraged to approach the parent rep of their class if they wish to have any issues brought up in the meeting.
4.3. Transportation

Kasarmintie and OIS driveway are very busy especially at peak times (8-9am). As a school we do our best to teach the children appropriate traffic behaviour, therefore we expect guardians’ full support in our aim.

Guardians driving their children to school are asked to be extremely cautious on or near school grounds. The speed limit in the OIS driveway is 10km/h. To keep the traffic flow as smooth as possible, please drive all the way up to the **very end of the driveway (near the PYP entrance)** to the student drop-off point (see the map below).

Guardians should **not stop or park their cars in any of the teachers’ parking spaces**. Reversing cars not only are a serious danger to our younger students but only add to the blockage on Kasarmintie. The traffic on the parking lot parallel to Kasarmintie **should only flow one-way** (see map). When leaving the OIS driveway, a **right turn at peak times** is strongly recommended.

Only taxis transporting children to and from Leinonpuisto school are allowed on Valjastehtaankatu bicycle path.

Transportation to sports venues and any other school-related events is planned and arranged by the school. For yard safety, see also **5.6. Playground** and **Appendix 2, Campus Map**.

Students whose journey between home and school is over 5 km are entitled to seasonal bus cards (Waltti Cards) to be used in the city buses. The cards are available from the school office and include two trips per day. The cards should be kept safe in the plastic holders provided. Residents of municipalities outside Oulu must check with their own education authority whether the municipality pays for the transportation to OIS. Please refer to the City public transportation website (http://www.oulunjoukkoliikenne.fi) for up-to-date timetables of bus services. **If you move house, please inform our Office Administrator immediately.**
If student loses or deliberately breaks their Waltti Card, they are to travel on buses for 10 days at their own expense as of the date the loss or breakage was reported. In addition to the Waltti Card, we occasionally provide small bus tickets (pink or green) for class excursions etc. Please pay attention to a couple of issues about the bus cards and the small tickets:

Students may be given small (pink or green) tickets if

- they have a doctor’s certificate stating that they need to use a bus for trips to and from school.
- they have used the Waltti Card trips (2 trips/day) for a medical appointment. In this case the student may be given a ticket to get home. Written proof of the appointment must be presented first.
- they fall ill during the school day and the guardian is not able to collect them immediately. The student can be given a ticket to travel home if their guardian gives permission for them to travel alone on the bus. If the student has a Waltti Card they will use it as normal.
- their Waltti Card does not work. They should bring the broken card to our Office Administrator who will give them small tickets until they get a new card.

Small tickets are not given to students if

- they left their Oulu Card home.
- their school trip is less than 5 km.
- they are not resident in Oulu.
- they would like to go to their friend’s house.

4.4. Ethos and Discipline of Our School

The values of Oulu International School are respect, responsibility, community and interculturalism. These values are promoted throughout the curriculum in and outside classroom.

4.4.1. OIS Mission Statement

“Joy of learning in a diverse and caring community”

In practice this means that we aim to:

- provide students with the skills they need to thrive in an increasingly interrelated and complex world.
- accommodate speakers of many languages and backgrounds who may join the school at any time of the year.
- ensure that students receive the individual attention and support they need to succeed.
- encourage students to become creative problem-solvers and independent thinkers.
- sustainably develop ethical standards, appreciate diversity, and create an active concern for care of the community and environment.
- allow students to make smooth transitions to other international schools or back to their national school systems.
Through its **curriculum**, the school
- Places strong emphasis on acquiring the knowledge, skills and attitudes to be active members of a global society.
- Encourages students to solve problems and to become critical inquirers.
- Emphasises the importance of students to become literate in Finnish and English whilst maintaining their own mother tongues.

Through its **ethos**, the school
- Promotes the importance of showing care and respect to others.
- Encourages the development of responsibility and self-discipline.
- Promotes value and respect for human aspiration and achievement.

Through its **community involvement**, the school
- Promotes partnerships amongst students, guardians and staff.
- Creates a happy, safe and secure environment, with students showing respect for their school.
- Celebrates the success and achievement of all its students.

### 4.4.2. OIS and International Baccalaureate (IB)

OIS offers a broad and balanced education for students from grades 1 to 9. The guidelines for our school are formed by The Finnish National Framework Curriculum and the School Act of Basic Education (Perusopetuslaki). (See 1.2. and 7. CURRICULUM)

As an IB (International Baccalaureate) world school we offer the IB transdisciplinary programme, which is divided in two:

1. **The Primary Years Programme (PYP)** for grades 1-4
2. **The Middle Years Programme (MYP)** for grades 5-9

These programmes are run by schools around the world. The IB coordinates the programmes while allowing each member school flexibility to fit the programmes to the particular needs of its country and students. The IB programmes offer a curricular framework that allows school-specific requirements to be met while maintaining the mission and philosophy of the IB. To ensure this, the IB organization prescribes the aims and objectives of PYP and MYP, gr 4 Exhibition and the gr 9 Personal Project.

**IB Learner Profile**

IB programmes aim to develop internationally-minded people who, recognizing our common humanity and shared guardianship of the planet, help to create a better, more peaceful world. **We hope that families will be able to support their children as they, along with the teachers and administrators of the school, strive to be:**
<table>
<thead>
<tr>
<th>Trait</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INQUIRERS</td>
<td>We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</td>
</tr>
<tr>
<td>KNOWLEDGEABLE</td>
<td>We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</td>
</tr>
<tr>
<td>THINKERS</td>
<td>We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise Initiative in making reasoned, ethical decisions.</td>
</tr>
<tr>
<td>COMMUNICATORS</td>
<td>We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.</td>
</tr>
<tr>
<td>PRINCIPLED</td>
<td>We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.</td>
</tr>
<tr>
<td>OPEN-MINDED</td>
<td>We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</td>
</tr>
<tr>
<td>CARING</td>
<td>We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</td>
</tr>
<tr>
<td>RISK-TAKERS</td>
<td>We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</td>
</tr>
<tr>
<td>BALANCED</td>
<td>We understand the importance of balancing different aspects of our lives - intellectual, physical and emotional - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.</td>
</tr>
<tr>
<td>REFLECTIVE</td>
<td>We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</td>
</tr>
</tbody>
</table>

### 4.4.3. School Rules

We believe that our treatment of the students encourages a positive, responsible attitude towards school and helps to minimise behaviour problems. All staff on site are made aware of the school’s expectations and the importance of building positive relationships with all students. Should any problems occur, however, further support can be given through the Principal, Student Counsellor, Special Education Teacher, School Social Worker and School Psychologist.

According to Basic Education Act, teachers and principals may intervene in students’ disruptive or inappropriate behavior by confiscating items (eg. mobile phones or any other objects) or substances if they are dangerous or disturb or distract teaching and learning in any way. Naturally, teachers are not allowed to use their right to disciplinary measures without a good reason.
In basic education, Guidance Discussion (kasvatuskeskustelu) is the primary measure to rectify inappropriate behaviour. If Guidance Discussions do not bring desired results, parents are invited to school to discuss ways to support the student’s behaviour (see 4.4.4.).

Through our school rules do we not only maintain good order and discipline and promote a healthy and safe educational climate, we are able to develop many of the attributes of our Learner Profile. Students are made aware of the School Rules (below) and the benefits of following them. All members, without exception, of our school community are expected to follow the rules.

GUIDELINES FOR OULU INTERNATIONAL SCHOOL

1 Why we have rules
The purpose of rules is to help organize the school, to help us learn and to make sure that the school community is safe.

2 Student’s rights and responsibilities (Basic Education Act § 35, 36)
As a student; I have the right to receive teaching based on the curriculum.

As a student, I am responsible to
• attend school according to my timetable and inform the school of any absence.
• do my homework conscientiously and to inform the teacher of any missed homework or test. See 6.2.1.
• respect everyone’s right to a safe learning environment by following the school’s guidelines.

3 Safety, wellbeing and learning
1) Polite, considerate behaviour
   • I follow the staff members’ instructions.
   • I behave in a polite manner. I use appropriate language.
   • I respect everyone’s right to a safe school day. I do not bully and do not accept bullying.
   • I respect everyone’s personal space. I will not hurt anyone physically or mentally.
   • I take care of both my own, my peers’ and the school’s equipment. I do not take other people’s belongings without their permission.
   • I come to lessons with the right materials and equipment eg. sports clothing.
   • I do not copy, edit or share someone else’s work including text and pictures without writing down the sources of information (plagiarism).
   • To show respect for members of various ages and backgrounds in the school community, I display possible romantic affection discreetly.
   • During assemblies or performances, I leave my bag and phone in the classroom.
2) In school, on our way to school and back home
- I follow the traffic rules and any other rules set by the City of Oulu eg. regarding travelling on buses.
- I only enter the school building when school starts.
- I leave school within half an hour after my lessons have finished. I wait outside for an after-school club or a lift. Grade 1 and 2 students may go to afternoon care.
- I do not leave the school property without permission. Only Class/Home-room Teacher or the supervising teacher can give a permission to leave the school property. If I have a medical appointment or visit the school nurse, school psychologist or social worker, I prove this by presenting a note signed by that person.

3) Taking care of myself, others and the school environment
- Inside the school, I take off my outdoor shoes, coats and hat and put them neatly in the correct place.
- I will bring only healthy snacks (fruit, sandwiches, muesli bars) to school. I do not eat sweets or crisps, or drink carbonated or caffeinated drinks during school day.
- I am allowed to chew xylitol gum after lunch and on the snack break, not during lesson time. After use, I will dispose of the gum in a litter bin.
- I keep the school tidy. I clean what I mess up. If I deliberately break something, I pay for its repair.

4) Safety
- I do not bring items or substances to school which cause disturbance or danger. If asked, I must hand over a disturbing or dangerous object or substance to the Principal or a teacher.
- I behave in a way which maintains safety.
- I lock my bike, scooter, etc. and leave it in the designated area.
- I do not bring or use tobacco or alcohol products in school.

5) Use of computers, phones and other mobile devices
- I do not have my mobile phone visible during lessons at all. My teacher may give permission to use it for educational purposes. Gr 7-9: I am only allowed to have my phone visible during breaktimes.
- I understand that taking photos and video without the permission of the person(s) in them is not allowed. I understand that sharing those photos and videos online is a crime.
- The Big Bite, Gym and PYP lobby and corridor are mobile phone free zones.
- The Library and PYP and MYP corridors are quiet working areas.
4 Breaking School Rules results in disciplinary action (POL§ 35, 36)
- Discussion or reprimand by a teacher
- Dismissal from the class
- Guidance discussion
- Guidance discussion with parents at school (detention)
- Written warning
- Suspension

Our Playground Agreements:
- I do not throw rocks or sticks.
- I walk and do not push when coming inside. I use the right door for coming in.
- During the winter I only throw snowballs against the grey wall at the end of the football field.
- During the winter I do not push others off the snow hills.
- When I am on the climbing frames I do not climb to the very top.
- Only grade 5 students and up are allowed to spin in the “liito-orava” spinner.
- When playing on the tyre swings, we have no more than two students on at a time.
- When playing on the other swings, we have no more than one on at a time.
- I take turns on the playground equipment. At busy times, I take a three-minute turn on the swings.
- I do not jump off the swings nor swing too high.
- I do not stand in front of, or behind, the swings.
- I take care of the plants growing in our playground.
- I do not ride bikes in the yard during school hours.
- I skateboard or ride scooters (potkulaudat) in the space between the bike racks and the storage building only if I wear a helmet.
- I give priority to the Leinonpuisto students when playing in their play area. I help keep the gates closed.

Lunch agreements:
- I leave my coat, hat and shoes in the rack.
- I do not push in the line.
- I only take what I intend to eat.
- I keep my voice level low.
- I remember good table manners.
- I do not use my mobile phone.
- I push my chair under the table when I leave.
- I leave the space clean and tidy for the next user of the Big Bite.
4.4.4. Early Intervention

OIS is proud of its reputation for being a caring school. We strongly believe that the students need to know that we care and that they need a disciplined framework in which to learn. Our staff consistently apply these values.

Any violation of the school rules leads to disciplinary action (Basic Education Act; Perusopetuslaki §36). Guardians are informed of any disciplinary action taken in school.

OIS encourages students to assume responsibility for not only their own learning but also their own and others’ personal development. In order to solve minor conflicts between individual students, we use a Peer Mediation procedure (see 4.4.6). This is a session held in the presence of the conflicting parties and student mediators (and a teacher coordinator). In cases of more serious violation of school rules, the student attends a Guidance Discussion (kasvatuskeskustelu) with the Class/Homeroom Teacher or the Student Counsellor. If Guidance Discussion does not change the student’s behaviour into the desired direction, then the student’s parents are invited to school to a meeting with the teacher and possibly another member of staff. Members of the Student Welfare Team may be involved as needed, and thereafter detention, principal’s reprimand, written warning or temporary suspension may be used.

Our policy is to act immediately if any concerns about a student arise. All members of staff are responsible for the wellbeing of the students. The model below shows the responsibilities of the staff members and professionals involved in the early intervention of using guidance discussions.
A Misbehaving Student* In General Support/Yleisen tuen oppilaan epäasiallinen käytös
*A student who violates school rules or behaves in a disturbing manner.

- **Conversation with the teacher**
  - Teacher who notices the misbehavior talks with the student and agrees with the student about the rules of conduct and a possible follow up meeting, and, depending on the situation, adds a Wilma mark/Guidance discussion.

- **1st Guidance discussion**
  - Teacher organizes a Guidance discussion (kasvatuskeskustelu) and records it in Wilma in Tukitoimet → Kasvatuskeskustelu.

- **2nd Guidance discussion**
  - Teacher organizes 2nd Guidance discussion, and at least at this point invites the guardians to the meeting, and marks it in Wilma. Class/homeroom teacher and possibly another staff member join the meeting.
  - Class/homeroom teacher consults a Student Welfare Team member. Special education teacher, and possibly also the school psychologist, social worker and a management team member join the meeting. Supportive and follow-up measures decided together with the guardian and the student. Emphasis on following the situation and the cooperation between school and home.

- **Consulting a student welfare team member**

- **Possible disciplinary measures**
  - Detention
  - Principal’s reprimand
  - Written warning
  - Suspension

- **If misbehave continues, different alternatives and forms of support will be considered case by case.**
  - Teacher assigns detention, informs the detention supervisor about it and marks it in Wilma.
  - Teacher contacts the principal and schedules a reprimand with the principal.
  - Principal writes a written warning to the student.
  - Principal suspends the student temporarily.
4.4.5. Disciplinary Measures

**Guidance Discussion**

A student that disturbs teaching or otherwise disrupts the school order, acts dishonestly or treats other students or the school staff with disrespect or offends their dignity (e.g. by swearing, vandalising or by endangering the safety of others), can be ordered to attend a Guidance Discussion as soon as possible after the incident for a duration of two hours at the maximum. The discussion is held by a teacher or the Principal. Also other persons who are involved in the student’s teaching or welfare may attend. See also 6.3.4. Academic Honesty.

Guardians have an opportunity to take part in the Guidance Discussion. They may come to school if possible, or the student in question calls their guardian and explains why they have attended the Guidance Discussion. If the guardian cannot be reached, they will be contacted later that day by the teacher who gave the discussion.

The objective of the session is to discuss how and why the student broke the school rule concerned and how they should rectify their behaviour in order to follow the rule. If the student continues to behave inappropriately after the Guidance Discussion they can be given a new Guidance Discussion with their parents present. Members of the Student Welfare Team will be involved as appropriate, and detention, principal’s reprimand, written warning and temporary exclusion can also be implemented.

**Objectives of Guidance Discussion**

- To keep guardians informed about any problems the student may have during the school day
- To better support student’s personal development and educational progress
- To allow responsibility to students for themselves and others
- To reduce undesired behaviour among students
- To improve communication between school and home
**Detention**

All the adults of OIS assume responsibility for educating and bringing up our students. This includes contacting home in Guidance Discussions, contacting the members of the Student Welfare Team and giving detention if several discussions do not help. Detention can also be given without prior guidance discussions, if it is considered necessary. Detention is an opportunity for the students to reflect on their undesired behaviour outside school hours and to think of ways to correct it. We therefore ask for guardians’ full support in detention cases.

In detention, students can be told to do written or oral tasks, exercises and tasks that support those educational goals that will prevent the student from repeating or continuing the behaviour that led to the detention. The tasks are justified in regard to the seriousness of the offence or negligence and suitable to the student’s age and level of development. This can be eg. an activity that promotes sense of community or involvement, such as helping in arranging a common activity.

The Detention time for MYP students is on **Friday at 15:15–16:00 (16:45)**.

**Special learning arrangements**

The school is responsible for making sure that all students can enjoy learning in a peaceful and safe environment. A student behaving disruptively in class can be arranged to learn in a separate space with a School Assistant or a Special Education Teacher for a duration of one hour to up to several weeks. Student can also be asked to follow a modified timetable with eg. shorter school days or be suspended from school for a period of time.

At the teacher’s discretion students may be told to stay back in class after the lesson or school day to do any unfinished homework or project. Students may also be advised to come to Läksyparkki compensation class to do any unhanded homework, to compensate for any unauthorised absences or to do missed tests.

*Confiscation of dangerous or disruptive items or substances, searching student possessions*

See 4.5.1. Student Possessions and 4.5.3. Smoking and Tobacco.

*Written warning, suspension and expulsion*

A student whose behavior has not changed after Guidance Discussions, detentions and meetings between the guardians and student welfare professionals, can be given a written warning by the Principal. Decision on expulsion is done by the Student Welfare Team.
4.4.6. Anti-Bullying Procedures

We have a zero-tolerance policy against bullying. We act immediately if we suspect, or are reported of, bullying during school time. Guardians are asked to talk with their children about bullying, even if they have been neither a victim nor a bully. It is important to discuss with children how to act if they witness bullying at school.

Please bear in mind that guardians are responsible for resolving incidents occurred during free time (birthday parties, Internet etc.) or on the way to school or home. However, if bullying, violence or such is brought to the school’s attention, the school will inform the guardians. School has no authority to order punishments and school rules do not apply on the way to school or home. School may, however, support guardians to find solutions to such problems by offering eg. services of the school psychologist or school social worker for both the victim and the perpetrator.

All schools in Finland implement a range of anti bullying programmes. At OIS we take a variety of actions to increase students’ wellbeing and to create a safe atmosphere at school and to prevent and reduce bullying.

At OIS we organise lessons, assemblies, theme days and procedures to teach children how to act against bullying. The lessons and themes include discussions, group work, short films and role play.

Guardians who suspect that their child is the victim of bullying or have reason to believe that s/he is bullying others are encouraged to contact the school so that the matter can be handled as quickly and effectively as possible. We have a trained group of teachers who cooperate with the class/homeroom teachers investigating any cases of bullying that come to light. The guardians or the school may report any bullying activity to the Child Protection Services (lastensuojelulaitos) or the Police (rikosilmoituksesta) at any stage. The handling process is documented and any guidance discussions are recorded in Wilma. Students may sometimes find it intimidating to approach a teacher if they feel they are bullied. In this case they may approach a Peer Mediator student who handles the case without adults being involved. Parents are advised to encourage their children to always tell about bullying. See the chart below:
WHAT TO DO IF YOU WITNESS/HEAR ABOUT BULLYING?

TELL SOMEONE!

- Your parent
- Your teacher
- An Anti-Bullying team member

Peer Mediator
1) Write a message slip and post it to Peer Mediator mailbox.
2) OR approach a Peer Mediator you know

INCIDENT FORM
All witnesses are asked to write their views about the incident or case.

Did it only happen once?

Conversation with the teacher:
Is it
• continuous?
• deliberate?
• aimed at someone who cannot defend themselves?

Peer Mediator
• meets with all the persons involved (they may ask a teacher for advice)
• GUARDIANS ARE NOT INFORMED.

Anti-bullying Team
• will discuss with all the persons involved and help solve the case.
• The guardians of the bully are contacted (1st Guidance Discussion)

Follow-up meeting.

Bullying ends.

Bullying does not end.

- Student and Guardians meet with Anti-bullying Team (2nd Guidance Discussion)

- Student and Guardians meet with Student Welfare Team
- Any necessary steps are taken by the school to end bullying (Child protection, Police etc.).
**Peer Mediation**

This is a procedure developed to resolve minor conflicts between students. Volunteer students in the PYP and MYP are trained to work as peer mediators for the school. Through training, the students are equipped with the skills to help each other resolve conflict situations.

Guardians are informed and the students’ Class/Homeroom teacher takes over the case only if the conflict is not solved after two follow-up meetings.

Examples of conflicts handled by Peer Mediators:
- Verbal disagreements
- Name calling
- Small scale fights (no visible injuries caused)
- Harming of property of less value
- Exclusion from a group game

**Objectives of Peer Mediation**
- To allow more responsibility to students for themselves and others
- To reduce bullying and arguments
- IB Learner Profile; Service & Action
4.5. Items in School

4.5.1. Student Possessions

All student possessions including books, bags and outdoor wear should be named. If students leave possessions unattended and they are broken, lost or stolen, the school’s insurance does not cover such situations and will be unable to refund the costs. Teachers are not responsible for solving the loss or breakage of students’ belongings eg. during breaks. Therefore we advise students not to bring to school expensive or valuable items and only bring the things they require for lessons.

All coats and hats must be left neatly on the coat racks provided in the corridors. Any misplaced items will be taken to the ‘Lost and Found’ box. Found items of value may be enquired from the assistants or caretaker. Unclaimed items are donated to charity.

Hallway lockers are assigned for grade 7-9 students for keeping books, papers and helmets. The lockers are the property of the school and the school administration has the right to search them for items that may be harmful to others or violate school policies or the law. Students may lose the privilege of using a locker if they use it irresponsibly.

Students must not bring to class any electronic devices that may interrupt the educational process or break easily. As a school we have become concerned about the students' extensive use of their mobile phones. PYP lobby is a mobile phone free zone. In general, mobile phones are turned off or set to silent and kept out of sight during lessons and lunch times unless the teacher says they are to be used for educational purposes. Students are advised not to bring mobile phones or other valuable items to the public swimming pools.

As OIS is centrally located, there are also bike thieves operating in the area. Students are advised to
- lock their bikes (preferably with two locks)
- leave their bikes in the bike racks provided (these areas are covered by the surveillance cameras)
- take a photo of their bike
- write down the brand, model, colour, serial number and any other special features.

If your bike does get stolen, the theft should be reported to the Police (rikosilmoitus). This can be done in person at the police station or online at https://www.poliisi.fi/rikosilmoitus.

The possession of any weapon or dangerous item or substance in school or during school-related activities is strictly forbidden. See 4.5.3.
**Teachers’ right to search and confiscate**

In order to seize an item or substance that is potentially harmful, a teacher or the Principal have a right to search a student’s belongings (eg. bags, pencil cases), any storage space in the school that the student is in control over (eg. lockers, desk) and superficially his/her clothing (eg. pockets, wallet) if
1. it is obvious that the student is in possession of such an item or substance and
2. despite requests, the student refuses to give them up or is not able to prove that they do not have them.

The principal or the teacher have a right to order a student to give up an item that distracts learning or teaching (eg. a mobile phone) or is prohibited or dangerous. If the student refuses to give up the item or substance the teacher and the Principal can confiscate it from them using reasonable force for the remainder of the lesson. If the student resists violently then the police will be called.

Any search and confiscation is always recorded in Wilma. Any confiscated items or substances are handed back to the student or the guardian as soon as possible.

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**4.5.2. Dress Code**

All students must wear clothing and accessories that are safe and appropriate. Grade 1-6 students spend all their breaks outside unless the temperature is -20°C or below. The only exception is the break at 13:15-13:30 when students can have snack indoors. Grade 7-9 students are encouraged to go outside for at least one break every day, therefore students must have appropriate outdoor wear especially for cold and wet weather.

OIS is a shoeless school. While indoors, we leave our outdoor shoes in the shoe racks provided. Outdoor shoes are allowed to be worn in building A (Technology). Visitors are asked to take their shoes off or wear slip-on shoe covers.

Individual rights to style and taste will be respected, but any type of clothing that would tend to offend or cause distractions to other members of the school community (eg. shirts with offensive logos or texts, short tops) should be avoided. Outdoor clothes (coats and hats) are left neatly in the coat racks for the duration of the lessons.

For P.E. classes students must wear appropriate clothing and footwear and have a towel for showering after class. See also **5.5. Sports Facilities and Physical Education**.
4.5.3. Smoking and Tobacco

Smoking is prohibited anywhere in OIS. The ban is applicable also outside school hours including summer months.

Possession of tobacco products is forbidden for under 18-year-olds. School staff are allowed to or search the belongings, confiscate tobacco products and enforce any disciplinary action on a student holding tobacco products.

If a student is caught smoking or possessing tobacco products, the school’s anti-smoking policy is implemented as follows:

1. Guidance Discussion, contact home.
2. If student continues to smoke or possess tobacco products, another Guidance Discussion and detention.
3. If student continues to smoke or possess tobacco products, school informs the police.

4.6. Festivals and Celebrations

Religious and alternative events in Pre- and Basic Education

*Based on directions by the Board of Education 12.1.2018*

Religious Education lessons

R.E. teaching includes pedagogically reasoned methods of familiarization with forms and means of religious practicing (prayers, hymns, ceremonies, familiarisation with the life of a religious community), but is not considered religious practice as such.

Traditional celebrations

Celebrations are part of teaching and a form of home-school cooperation. As part of Finnish culture, school’s celebrations may include elements referring to religion, eg. a hymn. Based on religious tolerance, a single hymn sung in a school celebration does not make the event religious. Students are encouraged to foster religious tolerance and diversity in school.
Religious events
Religious events, as decided by schools, such as church services and morning assemblies, are organized separately from school’s other functions. These functions are considered religious practice, and guardians are informed of them in advance. Guardians are given an opportunity to choose whether or not their child participates them. Student’s participating or not participating should not cause any stigmatization or jeopardize the student’s equal treatment. During religious functions and ceremonies, school organizes alternative program as appropriate for those students who do not attend the religious event. The alternative program is similar to the religious event in nature and goals except without religious content.

Religious events organised at OIS during the academic year:
End of autumn term: Christmas church service
End of spring term: Spring church service

Guardian’s notification about their child’s attendance
Guardians notify the school once whether their child attends religious functions and ceremonies, only some of them, or the alternative program at the same time as they register their child to school, or if necessary, by each case. School is responsible for making sure that the child attends the religious or alternative program as notified by the guardian.
4.7. Student Welfare

Student welfare service is every child’s right and the school’s duty. The chart below describes the shared responsibilities between the home and the school.
4.7.1. School Nurse and Doctor

Please notify the school of any changes in your contact details. These are needed for emergencies.

If student is ill

Please do not send your child to school if s/he is ill. Inform your child's teacher as soon as possible through Wilma if your child must stay at home due to illness. If you stay away from work to look after your child under the age of 12, our School Nurse can provide a certificate about it for your employer. In that case please telephone the nurse on the day when your child falls ill. The certificate cannot be provided afterwards. If student feels ill during the school day, the guardian will be contacted to collect the child or the child may travel home as agreed. The School Nurse may assess the situation if necessary. **It is essential that students do not leave school without informing their Class/Homeroom Teacher first.** The school reserves the right to ask for a medical note from a doctor or nurse in the event that a student is absent for a test and/or assignment due date and/or if there is concern about the child’s wellbeing.

Our School Nurse Jutta Huotari (tel. 050-3712 018, email jutta.huotari@ouka.fi) is at OIS on **Mondays, Wednesdays and Thursdays; at 11:30-12:30 without appointment.** Since our School Nurse is not available every day, therefore, inform your child’s class/homeroom teacher of any medication, illness or condition which may have an effect on your child’s school work.

The school has a first aid kit to provide immediate care for bruises and cuts. The school staff (assistants, teachers or other staff members) are not allowed to give painkillers to students. In case of a more serious accident or injury, guardians are contacted as soon as possible and the student is taken to the nearest health care center or straight to the Accident and Emergency Department of Oulu University Hospital (address Kajaanintie 50, entrance A1).

Health check-ups

School health care services are available free of charge. The role of school health care is to monitor children’s growth and development, to guide students to promote their health, and to spot students requiring additional support as early as possible. OIS School Nurse works on pre-scheduled health check-ups. The walk in -hour on Mon, Wed and Thu is at **11:30-12:30** when students may come to meet the nurse without appointment to discuss any matters relevant to their physical, mental and social wellbeing.

Students have a short annual health check-up by the School Nurse. Newly arrived students are checked as required. Each student’s unique needs are considered, and, if necessary, the nurse refers students to a doctor or other professionals. The school health care is responsible for administering vaccinations according to the national immunization program including protection against tetanus, diphtheria, whooping cough, polio, measles, mumps, rubella and varicella. **New families moving to Oulu**
are asked to submit their child's immunization documents to the School Nurse as soon as possible (scanned documents can be sent to jutta.huotari@ouka.fi). Everyone living in Finland is advised to take vitamin D supplement 10 micrograms per day around the year.

Extensive health check-ups are offered for students in grades 1, 5 and 8 by the School Nurse and Doctor. The guardians are also invited to these meetings. All information shared with School Nurse or Doctor is handled in the strictest confidence. School doctor appointments are available for these comprehensive check-ups only. Guardians are notified by the School Nurse through Wilma about booking and the contents of the health check-up. Additional check-ups can be administered if necessary. If your child needs urgent medical attention, including long-time injuries and accidents occurred during free time please go to the health centre at Kontinkankaan hyvinvointikeskus, Kajaanintie 46A, ground floor.

4.7.2. Incidents and Accidents

OIS students are insured by Fennia insurance company during school times including P.E. lessons, educational visits etc. and during the trip between home and school. All injuries occurred during these times should be reported to the School Nurse or other staff member. Treatment for injuries which happen at school or on journeys (if they take place within 30 minutes after the student’s school has ended) between home and school is free of charge.

Our insurance does not cover accidents which happen during school days if the student breaks the school rules or is outside school premises without permission. Therefore, students and guardians are expected to understand that leaving the school premises eg. during breaks or lunchtime without notice is strictly forbidden. Please note that medical visits are not part of the school day and the school insurance does not cover for any incidents or accidents taking place during this time. Parents are asked to inform the school before the appointment in writing (this is easiest done through Wilma) of the medical visit.

If the services of a private GP are required because of an injury which occurred at school, guardians are advised to pay the doctor’s bill first and then claim compensation from insurance company Fennia. Instructions for claiming compensation are available from our Office Administrator or our school’s website under Student Welfare.

It is the responsibility of the guardians to seek treatment for their child’s injuries occurred outside school hours (eg. sports training). The school’s insurance does not cover the expenses of injuries occurred outside school time. These injuries are usually covered by the sports associations’ licences.

According to the Personal Injury Law (vahingonkorvauslaki), a student can be told to clean or to reorganise a property or area of the school that they have deliberately or due to carelessness littered or brought into disorganization. The task is completed under supervision outside school time (eg. during a break). If the task is carried out outside school hours, the guardians will be informed.
4.7.3. Dental Care

OIS students are mainly treated at Dentopolis in Kontinkangas, Aapistie 3. The telephone number for appointments is (08) 5584 6430. Students are invited to dental check-up in grade 1, 5 and 8. Newly arrived families with children in other classes than these should make the first dental appointment themselves. The frequency of further check-ups depends on each student’s individual dental health plan.

**NOTE:** Visits to the dentist are not part of the school day, therefore the school insurance does not cover for any incidents or accidents taking place during this time. Guardians are asked to inform the school before the appointment in writing (this is easiest done through Wilma) of a dentist visit.

Non-Oulu residents may also have a dental check-up in Oulu. If it turns out that the student needs further treatment (eg. filling or orthodontic treatment), guardians will have to ask the home municipality’s dental health care centre for permission first. If the permission is granted, the care will continue in Oulu. If the home municipality denies dental care in Oulu, the care will continue in the home municipality.

To keep teeth in good condition, remember the following:

- Eat regularly and avoid extra, esp. sweet snacks
- Drink water if you are thirsty
- Brush your teeth with fluoride toothpaste twice a day
- After meal, take a xylitol pastille or chewing gum

Students are allowed to have a xylitol chewing gum after lunch and the afternoon snack so long as the gum is disposed of in the litter bin before the next lesson.

4.7.4. Child Protection

According to the Child Welfare Act (lastensuojuelulaki), guardians are primarily responsible for the welfare and balanced development of their children including sufficient supervision and care. The guardians are to create an atmosphere of understanding, trust and love in a safe and stimulating environment, and to facilitate the child’s development into an independent adult.

The school offers services of a School Psychologist and a School Social Worker to prevent and cure social and psychological difficulties related to the child’s learning, school life or social and psychological development. These services are also meant to improve cooperation between home and school.

The school supports guardians in their efforts and does its best to provide families with any necessary assistance at an early stage, and if necessary, guides the family to receive further support from the child protection professionals. The contact to these professionals may be made by the guardians themselves or a member of the Student Welfare Team.

If a member of school staff has in their duty learned something about a child’s treatment or care that raises concern regarding the child’s safety or healthy devel-
opment, they have an obligation and right to notify the social services. The notification can also be done cooperatively with the child or their guardians as a request to evaluate the need of intervention.

If teachers learn about bullying or other problems taking place on the way to school or back home, they will inform the guardians of the students involved, but **school has no authority to order punishments and school rules do not apply on the way to school or home**. School may, however, support guardians to find solutions to such problems by offering eg. services of the school psychologist or school social worker for both the victim and the bully.

### 4.7.5. TCK (Third Culture Kids) Groups

We are delighted to welcome many new or returning students to OIS. Moving from one place to another involves both negative and positive feelings, such as looking forward to the familiarity or newness of things, or missing what has been left behind. Therefore, our school provides students who have recently moved (back) to Finland with an opportunity to share and reflect on these feelings with others in a similar situation.

“TCK” (Third Culture Kids) peer group activities will run again this year. The meetings will take place during school day. The groups are led by an OIS teacher in cooperation with a project worker from the City of Oulu Department of Education and Culture. Our “TCK guardians” will receive a letter concerning the TCK groups in the beginning of the autumn term.

We strongly advise guardians to read the Oulu International School’s *Muuttajan opas/ Mover’s Guide*, which we give to all new families moving to Oulu.

### 4.8. Pedagogical Support

Pedagogical support provided for students in school is, by law, divided into three:
1) General support
2) Intensified Support
3) Special Support

#### 4.8.1. General Support (yleinen tuki)

General support (yleinen tuki) means **support available for all students in order to promote their learning and wellbeing**. By means of general support every student’s learning path is protected and minor obstacles which may impede their learning are eliminated. General support may include eg. differentiation of assignments and teaching material, tutorial lessons and part-time special education by the Special Education Teacher. Student’s mental and physical wellbeing is supported by the School Social Worker, School Psychologist and School Nurse.
Personal Learning Plan (henkilökohtainen oppimissuunnitelma)

This is an individualised tool to plan, execute and evaluate student learning. PLP describes all the necessary educational arrangements and forms of support provided for the student. The aim of PLP is to create the best possible conditions for the student to proceed in his/her studies. The class/homeroom teacher writes the Personal Learning Plan cooperatively with the student and the guardians, and updates it regularly e.g. in the guardian-teacher-student conferences. The use of PLP is voluntary during general support but mandatory during intensified support (tehostettu tuki).

Pedagogical assessment (pedagoginen arvio)

Pedagogical assessment is a description of the special needs related to the student’s learning abilities, learning and school attendance as well as the supportive measures taken. The aim is to report the sufficiency of general supportive measures and to determine the extent of required additional supportive measures. The pedagogical assessment is written by the teacher and the guardian, and other professionals are consulted as required. A pedagogical assessment is required in order to transfer the student to receive intensified support.

4.8.2. Intensified Support (tehostettu tuki)

Intensified support (tehostettu tuki) means planned, continuous long-term support related to the problems discovered in the student’s learning abilities, learning or attendance. Intensified support is provided when the measures of general support are insufficient and once a pedagogical assessment has been made. The measures of intensified support are similar to those of general support but they are provided during a longer period of time and are based on more meticulous planning. Every student within intensified support must have a PLP (personal learning plan) written. The teaching arrangements and relevant supportive measures are planned, monitored and reviewed regularly by means of the PLP. A decision on transferring a student to receive intensified support or back from intensified to general support is made by the multi-professional Student Welfare Team.

Pedagogical appraisal (pedagoginen selvitys)

Pedagogical appraisal is a description of the special needs related to the student’s learning abilities, learning and school attendance as well as the measures of intensified support taken. The aim is to report the sufficiency of the different forms of intensified supportive measures and to determine whether the student needs an individualized syllabus for one or several subjects. The pedagogical appraisal is written by a person appointed by the education provider, and their task is to obtain reports on the student’s progress and the general circumstances related to his/her welfare. A pedagogical appraisal is required in order to transfer the student to receive special support.
4.8.3. Special Support (erityinen tuki)

Special Support (erityinen tuki) is offered for students whose learning, attendance and wellbeing are not sufficiently protected by the measures of intensified support. The decision about special support is administrative on the proposal of the Principal and it is reviewed at least at the end of gr 2 and 6. The syllabi of one or several subjects may be individualized for students receiving special support. An individualised syllabus is documented in the report card (star symbol next to the assessment (numerical or written).

Individual Education Plan (IEP, HOJKS)

This is a plan regarding the personal teaching arrangements for a student who has been transferred to receive special support. IEP is a description on the student’s learning abilities and the special needs related to his/her learning and school attendance. In addition, it includes a description of the supportive measures and any exceptional arrangements related to the teaching and assessment of the child. IEP can be written not only to support the learning of one or several subjects but also to support the child’s socioemotional development. IEP is written by the student’s teachers in cooperation with the student and his/her guardians; other professionals are consulted as required.

4.8.4. Tailor-made Support for Various Needs

As our students come from various backgrounds, their educational needs inevitably differ. From time to time we use standardized tests to make sure the students’ individual educational needs are met as comprehensively as possible. For example, the students’ linguistic abilities are tested in gr 2, 4 and 6.

To define the best possible education for the child, our Special Education Teachers and the Student Welfare Team may cooperate eg. with specialists from the Dept of Education and Culture and the University Hospital. To aim the supportive measures in the most efficient way, we have classified our students on the basis of their backgrounds as follows:

Fi1: A Finn from Finland
Ff1: A non-Finn from Finland
Fi2: A Finn from abroad
Ff2: A non-Finn from abroad
The chart below shows the supportive measures offered for students in the Primary Years Programme (gr 1-4):

The chart below shows the supportive measures offered for students in the Middle Years Programme (gr 5-9):
4.9. Afternoon Care

Afternoon care is organised by Oulun 4H-yhdistys for students of grades 1 on our school premises with plenty of stimulating indoor and outdoor activities and a snack. Gr 2 students may also apply for a place in the afternoon care. For more information about the afternoon care, please go to http://oulu.4h.fi/iltapaivatoiminta/

Afternoon care will be provided as normal also when school ends earlier eg. due to teachers’ in-service training. Guardians will be notified of exceptions in the timetable through Wilma and/or separate notes from class teachers.

Please note that students are not supervised and thus are the responsibility of their guardians before and after their school hours. After their lessons have ended, students should either go to afternoon care, an organised club activity, or home within half an hour. Our main doors open at 8:00 in the morning and close at 16:00 in the afternoon.

5. FACILITIES

5.1. Security

OIS provides a secure and safe ordered environment for its students. During breaks, students are supervised both indoors and outdoors. Please note that students are not supervised and thus are the responsibility of their guardians before and after their school hours, i.e. they should not come to the school building too early. After school, students are expected to go to either afternoon care, a club or home. They are not allowed to stay unsupervised on the school premises.

The school doors are kept locked during lessons. Guardians or students wishing to enter the building outside these times are advised to call the telephone number on the door.

OIS has appropriate crisis plans in place to meet emergencies that could arise during the course of the school year. The Principal and staff review these annually. Fire drills are held regularly and procedures are frequently reviewed as instructed by the Department of Education and Culture. Evacuation routes are posted prominently in
every classroom and hallway and each class has an assembly point in the school yard. The locations of fire blankets and extinguishers are clearly marked in the classrooms and hallways.

Smoking is prohibited anywhere in OIS. Use of intoxicants will be reported to the police. Bringing pets into the school building is not allowed.

Guardians are welcome to visit the school or their child’s class at any time. We warmly welcome visiting or previously enrolled students to attend lessons so long as their attendance does not interfere with the programme. Teachers would, however, appreciate if they were notified in advance about a visitor in the class. For reasons of security, visitors should wear a visitor badge, available from the Office Administrator, during their stay.

### 5.2. Safety Precautions

On a weekday, school is the place where the child may spend longer than at home. It is natural for parents also to ask if the school is a safe place. In the following, we have briefly listed what we do as a school to make sure your child is and feels safe at OIS.

**Welcome day.** A great majority of our new students are admitted in February. The newly admitted students have a welcome day in May, when they can spend a day at OIS and get used to the new school. Knowing what is coming up relieves a lot of stress and brings a feeling of safety for the students.

**Buddies.** Newly arrived 1st graders get a “buddy” from the 5th grade.

**School rules.** These are revised at the beginning of each school year. School rules work exactly like traffic rules: there are no collisions when everyone follows the rules.

**Anti-bullying procedures.** Procedures are followed when the school’s adults are informed of bullying. Bear in mind that we can only act on cases we know of.

**Break time supervisors.** During breaks, there are two supervisors outside and one inside. They wear yellow vests so students can easily see them.

**Student Council and tukioppilaat.** These active students take initiative to create a good spirit amongst OIS community. Their actions include running the snack bar to raise funds for common purposes and organizing theme days or breaktime activities. Tukioppilas students also take care of new students in the class.

**Peer Mediators.** These are students who are trained to solve minor conflicts between younger students.

**Traffic.** There is a 10km/h traffic sign to remind parents to slow down on the OIS driveway. Another sign was placed to guide parents to drive one-way on the parking lot parallel to Kasarmintie. The central location of the school gives us many opportunities to practise traffic rules.
**Police visits.** The School Police visits grades 4 and 8 every year to talk about safety matters and legal issues. Generally the message of these lessons for everybody is to use their brain and common sense.

**Assemblies.** Our assemblies are usually hosted by students. Showing others what we have learned generates a good spirit in school.

**Student Welfare.** We have a well-organized Student Welfare Team with professionals who cooperate closely with teachers and guardians in matters concerning the students’ physical, social or psychological wellbeing.

**Crisis Team.** The Student Welfare Team also functions as the Crisis Team in case an emergency should happen.

**Safety Plan.** We have a City-level safety plan which we review and update every year as well as a school-specific Plan which is also updated annually.

**Class-specific safety guidelines.** Each classroom is equipped with instructions for what to do in an emergency. Every other classroom is equipped with a fire blanket.

**Fire drills.** We have fire drills twice a year in cooperation with Leinonpuisto and IB Diploma school. Fire drills are the only emergencies that, according to the City of Oulu orders, can be practised. Other emergencies are authority-led, i.e. we wait for instructions from the authorities.

**Home-school cooperation.** Pulling the same rope, i.e. an open and supporting relationship between parents and teachers gives children a feeling of safety: “They all care for me!”

**Spirit of OIS.** This is something that people visiting OIS always pay attention to. People at OIS are friendly, caring and polite. This, if anything, creates a feeling of safety. But we have to remember that it does not happen on its own. Each one of us will have to do our own part by being friendly, caring and polite towards others. The Spirit of OIS is actually the key factor to the safety felt and experienced at OIS. After all, OIS is nothing more but a regular building, but it is the people in it who, by their own actions, create its safety or unsafety.

As a parent, by doing a little you are actually doing a lot to help your child feel safe at OIS: be interested and talk positively about school, ask your child about their day, help your child in their homework, teach them good manners. Show by your own experience in traffic, on the street and in social situations your consideration and care towards others. **By creating a feeling of safety, we actually create safety.**

**5.3. Library**

Students develop as readers through meeting the challenge of varied and increasingly demanding texts and through sharing their reading experience with others. Many of the students’ questions which arise from our units of inquiry can also be researched and reflected upon through the use of our library. The library plays an essential role in our students’ learning. We are continuously organising and stocking up our library, with a collection of fiction, non-fiction and reference books.
Students are allowed to borrow books for home loan and at all times they are encouraged to use the library to find information for a range of purposes. Students are responsible for the books they borrow, therefore if a book is lost or returned in damaged condition, it must be replaced.

We are grateful for any donations of books or magazines to the library. We encourage guardians of our students with mother tongues other than Finnish or English to purchase books in their mother tongues from their home countries for our library. The school will refund the purchase price on presentation of receipts. It is also possible to donate e-books for the school.

We offer our students an excellent opportunity to develop their reading skills, to become more open-minded readers and better communicators by completing a Bilingual Reading Diploma (adapted for OIS from the Oulu City reading diploma). If you have any questions about the Reading Diploma or would like to make a donation, please contact your child’s class/homeroom teacher.

We use the same OUTI card as the City Library. However, the card needs to be synced with our system, as we have a separate loaning system, KOHA. It is very important that all students have the card, as they will need to have access to the library throughout their school year.

**Instructions for using the City’s library card:**

If a student does not have an OUTI library card, they must first apply for the card through any local Oulu City library. Once they receive the card, guardians should ensure that all permissions are updated and current before OIS library can sync the card to work.

*Wilma instructions* (the English Wilma permission site might not have the following information – you might need to use the Finnish version of Wilma to complete the following:

Please make sure to fill in *Wilma’s form “Huoltajatiedot koulukirjastojärjestelmään”* (guardian information – school library) so that your child’s information gets transferred to the new system – we should have information about which guardian’s information will be transferred with the child’s information for the new system, so please make sure to include guardian’s name, social security number and address. Your information is secure and will only be used to manage your child’s account. Also make sure to click the box “Huoltajan tieto saa siirtää koulukirjastontietokantaan” so that you give the permission for your child to have a school library account.
5.4. Educational Technology

In keeping with the school’s philosophy of teaching Information and Communication Technology (ICT) skills in context and of using ICT to enhance students’ learning, the appropriate use of ICT is an integrated element of school subjects in all grades. In keeping with the City of Oulu ICT policy, each student is given an e-mail account.

We seek to develop in students the ability to use tools to gather information, to process that information into knowledge and to effectively communicate that knowledge. Our students have access to computers in our Learning Hub, computer laboratory as well as in individual classrooms. Each student has an individual username and password to access the computers. Laptops and tablet computers are also available for use in the school which allows us to take advantage of our wireless Internet connection. As with the library, access to the Internet, for example, plays an important role in allowing our students to work on some of the important questions which arise from their units of inquiry or projects.

The users of the computers are expected to be responsible, recognizing that access is a privilege. This also goes for the use of mobile devices. There are a few simple rules that we expect everybody to follow when using the wireless network in OIS.

1) Usernames and passwords are private; do not share them with anyone once you have received them.
2) Computers are mainly used for school work.
3) Downloading or changing any of the computer settings is not allowed.
4) The Internet is mainly used for learning purposes.
5) If you come across anything that can be regarded as bullying, immediately contact your homeroom teacher. Save any messages or e-mails as proof.
6) Visiting sites with indecent content is not allowed.
7) Only material related to school work is to be printed out. **Before printing, first ask for your teacher’s approval.** Remember that colour prints are expensive!

5.5. Sports Facilities and Physical Education

To make sure that we can offer a well-balanced physical education programme at OIS, we make the best use of the sporting facilities that we have access to. OIS sports facilities include a multipurpose gym hall with a stage and dressing rooms, and a playground with a multipurpose court and playing fields with recreational apparatus. Within close proximity are further playing fields, skiing tracks, an ice rink and a public swimming pool.

As in all subjects, OIS follows the National Curriculum in teaching Physical Education (P.E.). **We hope that all guardians take every effort in providing their children with appropriate equipment and clothing, for both indoor and outdoor P.E.** We are happy to receive donations of clean P.E. equipment of all kinds and sizes.
School meets are organised by the City of Oulu (for more information and timetables, see [https://www.ouka.fi/oulu/koululiikunta](https://www.ouka.fi/oulu/koululiikunta)) and sports associations for students to compete in various sports. Our students attend these meets actively, and the transportation as well as other arrangements are take care of by the school. Guardians who would like their child to participate in other competitions are advised to contact the P.E. teachers and negotiate about the arrangements for participation.

5.6. Playground

See 4.4.3. for Playground Agreements. Playground supervision is provided during school hours by school staff. Students are required to remain in the designated play areas. **Students may not leave the school during school hours without permission** (see 4.7.2.).

Gr 1-6 students spend all their breaks at the playground (and gr 7-9 on Mondays at 9:45-10:15).

All bicycles should be placed in the racks provided. We strongly advise students to lock up their bikes for the day. See 4.5.1.

See 4.3. Transportation. Guardians driving their children to school are asked to be extremely cautious on or near school grounds. Reversing cars are a serious danger to our younger students. Guardians are asked to be aware of the pre-school students in the building at 9-15. **Please note that the drop-off point for students is at the very end of the drive (near the PYP entrance).** Please do not use the teachers’ car park as a drop off point as this only adds to the dangers on Kasarmintie. We kindly ask guardians not to stop or park their cars in any of the teachers’ parking spaces. Only taxis transporting children to and from Leinonpuisto school are allowed on Valjastehtaan-katu bicycle path.

As a school we want to increase the amount of opportunities for students to be physically active during their break times as well as during the lessons. Our Student Council runs a "break time rental system" which means that the students can borrow some equipment and games to be used during the long breaks.

The Student Council is able to only buy a limited amount of equipment and games, therefore we would like to ask parents’ to contribute to our aim. If you have any **new or second-hand equipment** (eg. footballs, other balls, rackets, skipping ropes, floorball sticks etc.) or **games** (eg. Mölkky) please donate them to school. **Cards and board games** are also welcome for the indoor breaks of gr 7-9 students.
5.7. “Big Bite” Dining Hall

Please make sure your child eats a proper breakfast at home in the morning.

OIS serves a hot lunch for students free of charge. The school lunch covers about a third of the day’s energy intake and so is the most important meal of the day. Guardians are advised to stress the importance of the school lunch to their children. School meals are also meant to teach healthy eating habits, appropriate table manners and considerate behaviour. We want to teach the students about sustainability, i.e. taking only the amount of food they intend to eat - they can always go and take more. The school has taken every effort to make the Big Bite dining hall a comfortable place to eat in. Therefore it should be left tidy and the chairs pushed under the table after lunch.

Please inform the kitchen about the student’s special nutritional or dietary needs (this is done through Wilma). Please refer to Oulun Serviisi website http://www.ouka.fi/oulu/oulun-serviisi/koulujen-ruokalistat for weekly lunch menus.

‘Junk food’ (eg. crisps, carbonated drinks, sweets) is not allowed in school. Students are welcome to bring healthy snacks from home (eg. fruit, yoghurt, crackers, juice) or they may buy a snack from our Student Council’s Snack Bar at 13:15.

5.8. Lilys Pre-School

The City of Oulu offers an English-speaking pre-school courtesy of Pikku-Ainon päiväkoti in the OIS facility between 9 and 13. The children who also need municipal day care outside these hours spend part of their days at Pikku-Ainon päiväkoti. Those children whose English is considered to be sufficient for studying at OIS, can be granted a place in OIS based on the pre-school entrance test.


6. SCHOOL WORK

6.1. Language Policy

6.1.1. OIS Framework

Oulu International School is a CLIL school which means that students are learning content and language at the same time. Our students are studying through English, which is not the mother tongue for the majority. According to our admission policy students should be able to cope with English tuition and express themselves in English in all curriculum subjects.

PYP students are at the beginning of their learning path, while MYP students are at the end of their compulsory education, studying in a subject-driven programme where the amount of concepts is great. In addition to this, our teaching groups are heterogeneous in their linguistic backgrounds. At OIS we are combining two requirements in language skills. We follow the National Core Curriculum and IB guidelines
and standards. Our students are aiming at Level B 2.2. in grade 9 according to the European Language Framework in their English skills. This is comparable to MYP Language A English level. Our students must be able to continue in Secondary Education either in Finnish or English (School Act of Basic Education, Perusopetuslaki). At OIS we are therefore aiming to educate students to be proficient, literate and knowledgeable in two or more languages. Finnish and Swedish languages have a special status by law. All this sets certain guidelines for teaching and learning.

See 4.8. for our measures to ensure that we meet the individual students’ educational needs as comprehensively as possible.

6.1.2. Guardians’ Role

Learning through a language other than their mother tongue is challenging for a child. Guardians and teachers have different roles in supporting a child’s learning. A guardian’s role primarily is to support the child’s Mother Tongue. Guardians are asked to support their child’s mother tongue(s) by providing resources at home which relate to school learning such as PYP units of inquiry or projects in MYP. Guardians can also be involved in homework activities, discussing the issues which come up in units of inquiry and MYP subject related issues, for example, in their child’s mother tongue(s). Guardians can also encourage the use of English, eg. providing materials and games in English.

It is worth noting that “...it can take up to seven years for learners who are using a language other than their mother tongue to attain the same levels in academic language proficiency as those expected for learners learning in a mother tongue.” (Learning in a language other than mother tongue in IB programmes, IB 2008, p. 5)

Guardians are encouraged to be involved in ordering materials for the school in their child’s mother tongue(s), bought by the school, to be used in the school. Guardians of FSL students are asked to encourage their children to actively focus on learning Finnish, both in school and in their free time. Finnish skills will promote the child’s social well-being and their adjustment to society.

6.1.3. Some Principles of Our Language Policy

**Language of Instruction**
- Teaching of language includes learning about language, through language, and language as an art.
- There is diversity in our student’s language and literacy development.
- Support is given for students who are not proficient in the language of instruction.
- All teachers are language teachers.
- When students have language problems which hinder them from learning the subject knowledge, it is possible to use mother tongue eg. in assessment, tests or some assignments.
- In schools where the language of instruction is not the mother tongue of some of the students taking the course, measures must be implemented to ensure that these students are not disadvantaged and have the full opportunity to demonstrate the highest achievement level in the final objectives not depending on the
language. These measures may include: modification of language in materials, differentiation of assessment tasks, parallel resources in students’ mother tongues. (IBMYP Subject guides, eg. Mathematics, PE, Sciences, Humanities…)

- Teachers may exercise contextual sensitivity. In cases of learning difficulties/ challenges and in certain other problem situations (eg. bullying), the language used with students must be the one students are most confident with (mother tongue of the student is used if possible). Special Education is given in Finnish for Finnish students and in English for non-Finnish students.

Mother Tongue Support
- We are sensitive to diversity and actively cooperate with guardians in supporting mother tongue teaching and resources.
- We create opportunities to represent and celebrate different mother tongues, as well as make this ongoing practice in class rooms. Natural situations should represent the multilingual student body.
- The library supports mother tongues.
- The host country’s languages of Finnish and Swedish have special status by law. These are taught during the school day.
- Other mother tongue lessons (eg. Chinese, German, Japanese, Greek and Italian) are organized by the Education Office of Oulu and the lessons take place outside school hours.
- MYP teachers provide parallel resources in the students’ mother tongue(s) (if applicable); the main concepts are provided also in Finnish.
- The role of the Mother Tongue teachers is important: they are involved in planning units whenever it is possible. They also help order materials for the school.

Additional Languages in the PYP and Language A and B in the MYP
- Students in the PYP have the opportunity to study more than one language. Our students study both Finnish and English during the school day. In addition, students receive other mother tongue teaching depending on whether the City is able to provide it.
- Each MYP student has to have at least two Language A’s (English, Finnish), or one Language A (English) and one Language B (Finnish). In addition to this, a majority of the students have extra Language B (Swedish).
- Other languages (Spanish, German, French) are taught through Finnish by Myllytulli School teachers and they are not part of the MYP.
- The table below describes the languages studied in MYP (shaded) and the continuum to IB Diploma Programme:

The options that different language learners have:

A Finn, Finnish mother tongue: A, B, D, E
A Non-Finn, other mother tongue: A, (B), C, D, F
Native English speaker: A, (B) C, D
### 6.1.4. Voluntary Foreign Language (A2) (vapaaehtoinen A-kiele)

In gr 4, students may choose to learn an extra foreign language as of gr 5. The languages that can be chosen at OIS are Spanish, French, German or Russian. Please note that students start to learn Swedish as compulsory language as of gr 6. For optional subjects chosen later, see also 7.2.9.

**Once the student chooses the optional language, this choice is valid until the end of Basic Education.** If the learning of the second language A becomes too overwhelming (due to eg. a long-term illness, other subjects are suffering considerably, student welfare reasons), guardians should first discuss with the language teacher and only then request for exemption **in writing with clear justifications.** The letter/e-mail should be sent to the Principal, after which the request will be discussed and decided by the Student Welfare Team.

### 6.2. Attendance

Teachers record students’ absences in Wilma. See 4.2.2. School attendance is directly related to academic progress. **We expect guardians to see that their children attend school every day, are punctual and properly equipped.** We are grateful that our guardians recognise the importance of their children’s regular attendance at school and therefore unauthorised absences rarely occur.

#### 6.2.1. Absences

Absences can be authorised for illness, religious observance, bereavement or other special circumstances. **Guardians are advised not to take family holidays during school times.** Teachers are not expected to prepare lessons and extra homework for students whose families choose to extend holidays. If the reason for absence is other than illness, guardians should apply for leave of absence in writing. **Please notify the**
**Class/Homeroom Teacher of an absence well in advance.** The Class/Homeroom Teacher authorises any absences up to five days, any longer absences are authorised by the Principal. An application form for longer absences may be downloaded from the school website. The form must be filled in, signed and brought to the Principal.

**If student cannot attend school because of illness, guardians should notify the Class/Home-room Teacher or the Office Administrator by 12 o’clock.** If no notification has come from home, Class/Homeroom Teacher will contact guardians as soon as possible. Unauthorised absences will have to be compensated for immediately in Läksyparkki compensation class. MYP students may also do the compensation in Detention on **Friday at 15:15.**

**Students should contact their class/homeroom teacher or the Office Administrator if for any reason (eg. bus is late) they will be late for a lesson.** If student has a health appointment, they should provide a note from the doctor, nurse etc. to prove that they have been there.

If student feels ill during the school day, they should ask their teacher to send them to the School Nurse. **It is essential that students do not leave school without informing their Class/Homeroom Teacher first.** The school reserves the right to ask for a medical note from a doctor or nurse in the event that a student is absent for a test and/or assignment due date and/or if there is concern about the child’s wellbeing.

If student needs to leave school for other than medical reason, the class/homeroom teacher should always be notified by the guardians. Students are allowed to go and see their siblings’ vanhojen tanssit or penkkariajelut only if their guardians have asked permission from the class/home room teacher.

If student is absent on a test day because of an illness, teacher will arrange a new time for the test. In the case of an unauthorised absence, teacher is not obliged to arrange a new test. See 6.3.2.

When absent from class, students are responsible for making up any missed work. They should make sure that they have all the necessary material for eg. revising for a test. **Therefore it is important that students approach relevant teachers for missed material (instructions, handouts etc.) as soon as they are back to school.**

If student has recurrent absences for over 30 hours during a short period of time, or if the school is concerned about a student’s absences for any other reason, the Student Welfare Team takes action to meet guardians in school to discuss how the student could be supported. As the very last measure, the SWT consults the Child Protection Authority.

### 6.2.2. Being Late for Class

Students are expected to arrive at school punctually. Coming late impedes not only the individual’s progress, but also that of the class. In MYP, if a student is more than five minutes late for a lesson three times, Class/Homeroom Teacher will have a Guidance Discussion with them, followed by any necessary consequences.

**NOTE: Students must contact Class/Homeroom Teacher or the Office Administrator or the supervising teacher if for any reason (eg. bus is late) they will be late for a lesson or a test.** Teachers will give students their contact details as appropriate.
6.3. Homework and Projects

6.3.1. Homework

Homework forms an integral part of students’ work both in the PYP and in the MYP. A wide range of activities and assignments may be set for homework, some involving just a short exercise while others may form part of a long-term assignment. Guardians are responsible for providing an appropriate setting and structured routine for doing homework. **Guardians’ support is sought in assisting their children to search for information for projects etc.**

**Students are responsible for writing down their homework assignments and test dates in their diaries,** which they should take with them to all classes and home in the evening. A homework diary may be one provided by the school or another type of diary (electronic, journal etc.) the student prefers to use. Guardians are advised to encourage and remind their children to use a diary and to keep a regular check of it.

6.3.2. Project and Test Calendar (MYP)

MYP Students and guardians can check tests and due dates for projects on the online Calendar at *Wilma*. Assessed and returned tests and projects are not automatically taken home. They will be filed in a Student Portfolio, which will be presented to guardians in the Parent-Student-Teacher Conference. We do, however, allow students to take their tests or projects home earlier upon guardians’ request. Guardians can view the test and project results in *Wilma*.

Here are some informative notes about the *Wilma* calendar and test/assignment policy.

**General**

- Teachers will mark in *Wilma* the dates of upcoming deadlines and summatively assessed work (tests, projects, essays etc.).
- **NOTE!** Students will also have many formatively assessed tasks which are not recorded in *Wilma* (eg. homework assignments, vocabulary tests and other minor tasks). In addition, many essays and projects with deadlines are done during the lessons and the deadline can be on the same day as a test.
- A student who misses a test due to illness or other reason authorized by the school, is responsible for approaching the teacher and agreeing on a new test date.
- Any undone assignments/tests can be done at *Läksyparkki* on Wednesdays at 14:15. Therefore, it is possible for a student to exceptionally have two assessed assignments on Wednesdays: one during the school day and one at *Läksyparkki*. 

Exceptional test arrangements

1. Absence agreed beforehand
   - A student whose guardian has requested permission in advance to be absent on a test day, may agree on a new test date with the teacher. The student may do the test either on the following Wednesday in Läksyparkki or as soon as possible at another agreed time.

2. Absence due to illness
   - Parents are responsible for notifying the school of the absence. The student is responsible for approaching the teacher to agree on a new test time.
   - The student may take any undone test in Läksyparkki on the first possible Wednesday or as soon as possible at another agreed time.

3. Matters to consider
   - If the student is absent from a test without permission, they are not given a new opportunity to do the test.
   - If the student enters a test and hands in a blank paper, the result is a failing grade.

6.3.3. Project Club and Läksyparkki

We do not expect students to have a computer, access to the Internet or a printer at home. To help students to get assistance or to finish off their projects, we run a Projects Club where students may come voluntarily or as advised by a teacher.

At the teacher’s discretion students may be told to stay back in class after the lesson or school day to do any unfinished homework or project. Students may also be asked to come to Läksyparkki compensation class to do any unhanded homework, to compensate for any unauthorised absences and to do tests missed due to eg. illness.

6.3.4. Academic Honesty

OIS students are taught to learn to think for themselves and produce their own work. Plagiarism means that a student is copying someone else’s words or ideas without giving them the credit for it. Plagiarism is not acceptable in any subject or at any time.

All of the following are considered plagiarism (http://www.plagiarism.org/plag_article_what_is_plagiarism.html):
- turning in someone else's work as one’s own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of the student’s work, whether credit is given or not.

In the MYP, if a student is caught plagiarising or cheating, they will be given a Guidance Discussion and an opportunity to do the project in Läksyparkki.
6.4. Promotion and Retention

Our intention is to keep children within their age groups whenever possible. The decision regarding the promotion/retention in the class of a student shall be the responsibility of the Principal. Consultation with teachers, student welfare professionals, guardians, and the student shall be held prior to a final decision about retention.

6.5. Extracurricular Activities

We want to activate our students on their breaktimes by having a 30-minute break in the mornings. This is a great opportunity for our younger students to play outdoor games a bit longer without the interruption of the bell, and for our older students to perhaps have a game of basketball or floorball in the Gym, or have any project work finished and printed out. See also 5.6.

6.5.1. Clubs

Participation in after-school club activities offers an extended opportunity for the students to develop their educational, personal, and physical development. We encourage all of our students to participate in some type of extracurricular activity. The clubs are not specifically related to a class/course and their primary function is social. Clubs are not part of the regular school curriculum, are not graded, do not offer credit, and do not take place during classroom time.

The club activities are generally offered free of charge. We try to be flexible in forming new clubs. When enough students indicate an interest and an adult is found to run the activity, a new club is formed. Information about clubs and their starting times will be issued separately.

6.5.2. Class Trips and Excursions

Educational visits are designed for educational purposes to places of interest and are encouraged as a means of supplementing and enriching the classroom experience. They may last for part of a day, a whole day or for more than one day. Guardians are informed of any educational visits, their goals, activities, timetable of events, the rules and subsequent consequences if they are broken and the number of supervising adults. Teachers and supervisors will confer with the Principal in the planning of educational visits. Final permission for any visit to take place rests with the Principal.

**Class trips** are made to destinations in Finland only. Only trips that have been arranged through Erasmus and Nordplus funding are made abroad. The directions from Finnish National Board of Education state that education should not cause financial costs to students. Any activities requiring extra funding may be financed through a range of fundraising activities by students (and their guardians). Taking part in fundraising activities is voluntary. Every student is allowed to take part in the planned activities whether they or their guardians have taken part in the fundraising or not. **Please bear in mind that teachers’ job description does not include organising fundraising activities or class trips.**

The responsibility, i.e. the supervision and insurance of all school-related trips is provided by the school. Supervision of a visit will include at least one male and one female member of staff. More supervisors are required depending on the class size and
the length of the trip. If sufficient supervision cannot be arranged, then the trips cannot be carried out. As in school time, the students are expected to abide by the rules given by teachers and other staff. This is important with regard to the safety of all on a visit.

Students who for any reason do not attend a visit will have work planned for them, according to their curriculum, which can be completed under the supervision of another teacher at and during school.

6.6. Student Action

Students are continuously encouraged to take an active role in the school community, with teachers only providing supervision for the activities. We have active student councils both in PYP and MYP. Each class elects a representative who raises issues which, when addressed, encourage us all to make OIS a better place to learn and work in. The councils have a student chairperson and regular meetings.

The most prominent task for the Student Council is to run the Small Bite snack bar. Through the proceeds of the bar the Student Council supports a child through the Plan organization and sponsors items, such as the ping-pong table, for the school community that would not otherwise be possible.

Tukioppilaat are volunteer students who are the “eyes and ears” of the school. Their aim is to create a good school spirit. They might organise assemblies, breaktime activities and theme days and look after new students. The Peer Mediators are trained to solve minor conflicts between students.

Our students are active in other forums, too. We have students helping out in the Library, and the Liikkuva koulu Student Reps (Liikuttajat/Movees) think of ways to get students physically active during breaktimes and in class.
6.7. Familiarisation with Working Environment (TET)

Students of grades 7-9 are offered the opportunity to undertake a work experience period in an industrial, commercial, public or voluntary sector. Students are encouraged to find placements that reflect their career aspirations and required skills development.

9th graders have a 5-day work experience period in the autumn term. 8th graders’ 5-day period is in the spring term. In the 7th graders’ one-day placements we emphasize Service and Action element of the Middle Years Programme.

6.8. Sustainable Development

OIS works with high expectations and principles of sustainable development so that the community will be better for all now, and in the future – locally, globally and virtually in its ecological, social, and intercultural environments.

Our school’s catch phrases are:
"Everyone doesn't have food so don't waste it"
"Help the world - Go Green"
"Do you REALLY need that?"

All teachers of OIS teach about sustainable development as stated in the curriculum. They also ensure that classrooms have a suitable learning environment for the students (safe, comfortable, ergonomic, and stimulating).

We want to teach the students about sustainability, i.e. taking only the amount of food they intend to eat - they can always go and take more. All staff and students are responsible for recycling materials and conserving energy. This means limiting printing and wastage of materials and making sure electrical appliances and water are turned off when they are not needed. Recycling bins are located throughout the school.
7. CURRICULUM

7.1. The Primary Years Programme (PYP)

At the heart of the PYP is the learner profile (see p 15). This profile provides us with a definition of international mindedness and clear learning aims both for lesson time and other time at school.

The PYP is a “…programme of international education designed to foster the development of the whole child.” (http://www.ibo.org/pyp/) It is the curriculum framework for all of the work which we do in Grades 1 to 4. We learn the subject specific requirements of the Finnish curriculum within the PYPs’ framework of the essential elements of knowledge, concepts, skills, attitudes and action.

1. Knowledge
In the PYP, knowledge is primarily taught in a holistic way. We learn knowledge through our units of inquiry where different subjects are used to help us better understand central ideas found in our units. Knowledge, however, is also taught through the study of individual subjects.

2. Concepts
We teach a concept driven curriculum in the PYP. Concepts are taught through the use of both teacher and student questions. At the beginning of a unit of inquiry teacher questions such as, “How does this work?” or “What is my responsibility?” are asked with the children as a way of allowing children themselves to ask questions related to their unit. Such questions then form the basis for further learning for children and often for teachers as well! Children are encouraged to work on their questions at home as well as at school.

3. Skills
Skills in the PYP are those which allow children to better conduct inquiry. They include, for example, learning how to communicate, how to research and how to manage time. The skills which children develop in school are ones that will help their learning within units of inquiry, within individual subjects and hopefully in their life beyond school.

4. Attitudes
We aim to develop different attitudes in the children such as appreciation and empathy. Many of these attitudes are developed through the work which we do in our units of inquiry. The attitudes which we aim to develop relate to people, the environment and to learning.

5. Action
An important belief in the PYP is that from the things which the children learn about action can be taken. The aim is that action will come from the children themselves rather than being imposed on them from outside. In this way action is likely to genuine and long lasting. An example of action which children took as a result of a Grade 2 unit of inquiry is that they reduced the amount of waste which they produced at school. Since action which children take may occur outside of the school, teachers
would love to hear from guardians of any action which has been taken by children as a result of the learning within the school.

Through our delivery of the PYP’s essential elements we are able to develop your child’s progress in the IB Learner Profile in a very natural way. Other ways in which we develop their progress and understanding of the Learner Profile are through the use of literature and role modeling, for example.

The PYP Exhibition

At the end of Grade 4 children will have the opportunity to design and work on their own central idea which aims to address a local issue or problem. Children will present their learning in a public forum to which all guardians, students and staff of the school are invited. The exhibition will be a chance for the children to demonstrate all that they have learnt during their time with the PYP.

7.1.1. How Will I Know How My Child Is Doing?

The PYP promotes the use of a range of assessment strategies which are designed to give a clear picture of your child’s progress. This progress will be reported to you regularly, both orally and in writing. You are encouraged to play an active role in supporting your child’s learning.

During the Autumn and Spring term, guardians are invited to discuss their child’s learning at school. In addition to an end-of-year report on your child’s progress, an informal summary of their progress will be provided in January. Guardians are always welcome to arrange a convenient time to meet with the teachers throughout the school year.

Report Cards will be given at the end of the spring term. The form and the content of the cards follow the rules and regulations of the National Board of Education. The language of the Report Cards is English.

7.1.2. How Can I Support My Child’s Learning?

The PYP sees learning as a partnership between student, guardian and school. You can help your child by:

- maintaining regular contact with the school
- sharing books with your child
- supporting your child’s mother tongue
- assisting your child with research projects
- attending curriculum information sessions and parent/teacher conferences
- providing an appropriate setting and structured routine for doing homework.

If you would like to know more about the subject specific objectives for different grade levels in the PYP or if you have any other questions about the PYP, please contact your child’s teacher or the PYP Coordinator, heidi.tuomela@eduouka.fi or +358-44-7039 702.
7.2. The Middle Years Programme (MYP)

The MYP is specially designed for the unique needs of students aged 11 to 16 at a time when they need to develop good learning habits, self-confidence and a thorough understanding of their academic subjects. This student-centered educational approach aims to develop well rounded students who are confident in their own identities, make ethical decisions, consider international perspectives, are flexible and critical thinkers who can apply knowledge in complex unfamiliar situations and become active lifelong learners.

7.2.1. Historical Background of the MYP

The International Baccalaureate (IB) offers three programmes:
- the Primary Years Programme (PYP) for students aged 3–12, available since 1997
- the Middle Years Programme (MYP), designed as a five-year programme for students aged 11–16, available since 1994
- the Diploma Programme (DP), an internationally recognized pre-university course of study for students aged 16–19, available since the late 1960’s.

The MYP began as an initiative formulated by groups of practising teachers and administrators in international education who wanted to develop a curriculum for the middle years of schooling. It was intended that this curriculum would share much of the same philosophy as the DP and would prepare students for success in the DP.

The first draft of the MYP curriculum was produced in 1987 when a group of practitioners created a framework that allowed for a degree of diversity. In this framework, emphasis was placed on developing the skills and attitudes, the understanding of concepts and the knowledge needed to participate in an increasingly global society. The MYP grew out of the work and vision of practising teachers in schools.

The MYP is a coherent and comprehensive curriculum framework that provides academic challenge and develops the life skills appropriate to this age group. As part of the IB’s continuum of international education, the MYP naturally follows the PYP and can serve as excellent preparation for the DP. It is not a requirement that schools adopt more than one programme. However, many choose to do so because of the similarity in philosophy and the coherence of their approaches. The IB has not changed the original concept of the MYP framework in any way. However, the programme has developed significantly since its inception and will continue to do so in response to the needs of students and the perceived demands of the future.

7.2.2. The Core of the MYP: Students and the Learner Profile

Students are the centre of an MYP education. Each student is unique with their own learning styles, strengths, values, experiences, knowledge and limitations.

The IB encourages students to become active, compassionate lifelong learners. The nature of an IB education is to be holistic. This means caring for the whole person: students’ social, emotional and physical well-being – in addition to intellectual and academic development. The IB values and offers opportunities for students to become active and caring members of local, national and global communities.
The learner profile is a set of attributes that the whole school community strives toward in order to learn to respect themselves, others and the world around them. The learner profile explains the IB’s mission. It requires IB learners to strive to become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective. These attributes are needed to become internationally minded and they go beyond purely intellectual and academic subject matter.

7.2.3. Elements of the MYP

The MYP emphasizes communication, intercultural understanding and global engagement. In its drive to encourage students to become creative, reflective and critical thinkers who can make connections between their school subjects and the real world, the MYP has a framework which contains certain elements through which this can be achieved. At OIS we have an MYP educational team, which consists of experienced teachers, who promote and support the realization of these elements in everyday school life and the curriculum.

Approaches to Learning (ATL)
Developing skills:
• how to learn
• how to develop, organize and present ideas
• how to access information from the library, the Internet and other media
• how to work independently and collaboratively; how to solve problems
• how to strengthen affective skills such as mindfulness and resilience

Conceptual Understanding
Focusing on powerful big ideas that have relevance within and across subject areas:
• to extend learning beyond the classroom
• to use learning as a way to connect experiences and ideas within many contexts
• to develop higher levels of thinking

Global Contexts
• encouraging students to become increasingly aware of their place in the world
• developing international-mindedness
• Increasing understanding of language and culture in order to become more globally engaged
• Creating authentic and relevant opportunities for global learning and understanding

Service and Action
• encouraging students to act and make a positive difference to the lives of others
• developing understanding of self and responsibility towards the community
• encouraging students to plan and initiate activities
• addressing authentic community needs

Inquiry Based Learning
• encouraging students to formulate their own questions to satisfy curiosity and deepen understanding
• encouraging students to design their own inquiries and ask additional questions
• encouraging students to construct meaning when exploring the world around them
• encouraging students to research and seek information and solve problems in a variety of ways
• promoting the inquiry cycle of inquiry → action → reflection

(IB MYP information adapted from Principles in Practice; IBO publication, 2014, and MYP Guide for Parents; IBO publication 2014)

7.2.4. The MYP at OIS

OIS implements the IB Middle Years Programme from grades 5 to 9. The MYP Coordinator and the MYP Educational Team are responsible for the implementation of the programme. The MYP has proved beneficial to our school in many ways. We have developed a healthy focus on curriculum planning and integration and more cooperation between subject areas.

The advantages of the MYP are:
• It insists upon a thorough study of each subject group and highlights their connectedness.
• It eases students in moving to other international schools.
• It improves the professional development of our teachers through access to MYP training workshops and contact with other MYP teachers in international schools and supports our teachers as leaders in the IB world.
• It develops a holistic view of knowledge.
• It focuses on both the student’s intellectual and social development.
• It is an excellent preparation for the IB Diploma.

The MYP is rather a programme than a curriculum. MYP offers us an international framework for teaching, but the subject contents come from the National Core Curriculum.

See the circular curriculum model of the MYP below. The programme comprises of eight subject groups in which the national school subjects are placed. MYP is implemented in all eight subject groups in grades 5-7. In grades 8-9 OIS has used the option of teaching the optional subjects in Arts and Design as not part of the MYP programme but according to the Finnish national Curriculum through English. Swedish starting in gr 6 is not taught as part of the MYP programme.

The curriculum model of the MYP places the student and the way the student learns at its centre, as the child’s development is the basis of the whole educational process. Each subject group has its own assessment criteria, which are fully comparable to those of the national system. Formative assessment (i.e. assessment during the learning process) is carried out using the MYP tools: rubrics, criteria, evaluation forms etc. End-of-term report cards are given using the Finnish scale of 4 – 10. In the final year of the MYP, students are required to complete the Personal Project. (For more information about assessment, see 7.2.8.)
7.2.5. Learning in the MYP

Learning in our school is not as much based on information provided by textbooks as on learning to find information by oneself. Another reason for us not being tied to textbooks is that there are often not textbooks available in English to match the national syllabi, which we are obliged to follow. **Parents’ support is sought in assisting the students in searching for information for projects and other assignments.**

Compared to their friends in national schools, our students will be involved in many more projects using different sources varying from books to the Internet and personal interviews. Studying is based on clearly set goals. Before students start working on their projects, teachers give them written goals and criteria describing what the assessment of the project will be based on. **Students should write down their homework assignments and test dates in their diaries, which they should take with them to all classes and home in the evening.** Parents are advised to keep a regular check of the student diaries.

**Students and parents can also check tests and due dates for projects on the online Calendar at our website, http://www.ouka.fi/oulu-international-school.**
Community awareness and active citizenship are highly emphasized in the MYP. Students are expected to be actively involved in voluntary activities in their free time. They can find examples of Service and Action tasks in their Student Diaries. They may use the log sheets in their Student Diaries to register and reflect on their completed tasks. Students with high quality action and reflection of Service and Action will receive a Certificate.

Skills Practised in the MYP:
- Self-evaluation
- Time management
- Taking initiative
- Learning to learn
- Problem solving
- Critical thinking
- Awareness for sustainable development and environment
- Caring for other people
- Creativity
- Sense of responsibility for own physical and mental well-being
- Other IB Student qualities (see Learner Profile)

7.2.6. Interdisciplinary Units

MYP does not believe in teaching subjects in isolation; it encourages students to see the connections between subjects and the real world. Learning through concepts and global contexts promotes interdisciplinary and holistic understanding. At OIS two or more different subject teachers plan a unit together which is known as an interdisciplinary unit. There is at least one interdisciplinary unit at each year level. As students realize that most real world issues require insights gained from a variety of disciplines, they are encouraged to draw on the many different approaches to acquiring knowledge.

7.2.7. Language Issues at OIS MYP

Learning through another language than the mother tongue can be challenging for a child. The parents’ role is primarily to support their child’s Mother Tongue. Parents can help by being involved in homework activities, discussing the issues which come up in MYP subjects in the student’s mother tongue.

In schools where the language of instruction is not the mother tongue of some of the students taking the course, measures must be implemented to ensure that these students are not disadvantaged and have the full opportunity to demonstrate the highest achievement level in the final objectives which is not dependent on the language. These measures may include: modification of language in materials, differentiation of assessment tasks, parallel resources in students’ mother tongues. (IBMYP Subject guides, eg. Mathematics, PE, Sciences, Humanities...)

MYP teachers provide parallel resources in the students’ mother tongue(s) (if applicable); the main concepts are also provided in the Finnish language.

The Role of the Mother Tongue teachers is important: they are involved in planning units whenever it is possible. They also help in ordering materials for the school.
requirement of an IB school is that each student must study at least two languages, which at our school are English and Finnish. Our school offers both Finnish and English at the Language and Literature level, and Finnish at the Language Acquisition level.

Swedish is a compulsory subject in the Finnish schools. Many students learn their home language, depending on the availability of the language tuition in the City of Oulu. In addition to this, a majority of the students will have an extra language (Spanish, German, or French, which are taught through Finnish at the nearby Myllytulli School). Swedish and the other languages are not part of the MYP programme, hence they are assessed using the Finnish national system.

Assessment of English:
- OIS follows the MYP Language and Literature Curriculum, according to which a level of B2.2 in the Common European Framework of Reference (CEF) 53 is required for good knowledge and skills (grade 8 in report card) in Listening, Speaking, Reading and Writing.
- In grades 5–9, students receive their grades for English Language and Literature according to the above framework, with the exception of the end-of-year report card in grades 6 and 9. In these report cards, the grade given for English is based on the national A1 English assessment criteria. This exception is required by national assessment standards in the curricular transition point.
- National CEF levels required for good knowledge and skills (grade 8 in report card) in grade 6, according to the National Core Curriculum are: Listening A2.1., Speaking A1.3., Reading A2.1., Writing A1.3.
- National CEF levels required for good knowledge and skills (grade 8) in grade 9, according to the National Core Curriculum are: Listening B1.1., Speaking A2.2., Reading B1.1., Writing A2.2.

7.2.8. MYP Assessment Policy

General
Grading and authentic assessment of students is an integral part of learning and a continual process throughout the school year. Assessment strategies and tools have been designed to allow the students to show their understanding through flexible and appropriate application. OIS MYP follows the national assessment requirements based on the Finnish Core Curriculum while using MYP assessment criteria. Each subject group in MYP has different assessment criteria and they are used to assess different tasks.

There are two forms of assessment: summative and formative; summative is more “official” than formative which is constant and more “unofficial”. IB criteria and report cards are part of summative assessment, Wilma marks (e.g. smileys) are formative assessment as well as teachers’ observations about learning. The IB officially requires that we use assessment criteria twice per academic year in each subject.

Students receive a number of points and a description for each assessed criterion. They receive a grade for each subject in their report cards and the grades are mostly based on their achievement in the criteria. Students’ effort (formative assessment: participation during lessons, homework etc.) also affects the report card grades (grades 5 – 7). Grades 8 – 9 are part of the final assessment, and so effort (formative
assessment) has a lesser role in assessment. End-of-term assessment means assessing the whole school year in general.

**Subject-specific Assessment Criteria and Other Assessment Tools**
The eight subject groups of the MYP have their own assessment criteria which are fully comparable with national assessment criteria. Each subject has four criteria with a scale of 0 – 8. Assessment is based on the skill levels described by these criteria and the results of tests, projects and assignments are given as points which contain descriptions of the level which the student has reached in each criterion.

The skill levels are compatible with the traditional Finnish national numeric scale of 4–10. Before each assessment task, teachers give students written goals and criteria describing what the assessment will be based on. Students know exactly what they need to focus on. In addition to set tasks (eg. tests, essays, projects and presentations), assessment is based on discussions, self-evaluation, activeness during lessons, and completion of homework. The Assessment Criteria with the maximum points in MYP grades 5–9 are shown in the table below (OIS reserves the right to make any necessary amendments to this table).

<table>
<thead>
<tr>
<th>Language and Literature</th>
<th>English, Finnish Mother Tongue</th>
<th>Grades 5–9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A: Analysing</td>
<td>0–8</td>
</tr>
<tr>
<td></td>
<td>B: Organizing</td>
<td>0–8</td>
</tr>
<tr>
<td></td>
<td>C: Producing text</td>
<td>0–8</td>
</tr>
<tr>
<td></td>
<td>D: Using language</td>
<td>0–8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language Acquisition</th>
<th>Finnish S2</th>
<th>Grades 5–9</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Comprehending spoken and visual text</td>
<td>0–8</td>
<td></td>
</tr>
<tr>
<td>B: Comprehending written and visual text</td>
<td>0–8</td>
<td></td>
</tr>
<tr>
<td>C: Communicating</td>
<td>0–8</td>
<td></td>
</tr>
<tr>
<td>D: Using language</td>
<td>0–8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th></th>
<th>Grades 5–9</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Knowing and understanding</td>
<td>0–8</td>
<td></td>
</tr>
<tr>
<td>B: Investigating patterns</td>
<td>0–8</td>
<td></td>
</tr>
<tr>
<td>C: Communicating</td>
<td>0–8</td>
<td></td>
</tr>
<tr>
<td>D: Applying mathematics in real-world contexts</td>
<td>0–8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individuals and Societies</th>
<th>Religion, Ethics, Geography, History/Civics, Health Education (gr 8 – 9)</th>
<th>Grades 5–9</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Knowing and understanding</td>
<td>0–8</td>
<td></td>
</tr>
<tr>
<td>B: Investigating</td>
<td>0–8</td>
<td></td>
</tr>
<tr>
<td>C: Communicating</td>
<td>0–8</td>
<td></td>
</tr>
<tr>
<td>D: Thinking critically</td>
<td>0–8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sciences</th>
<th>Biology, Physics/Chemistry</th>
<th>Grades 5–9</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Knowing and understanding</td>
<td>0–8</td>
<td></td>
</tr>
<tr>
<td>B: Inquiring and designing</td>
<td>0–8</td>
<td></td>
</tr>
<tr>
<td>Physical and Health Education</td>
<td>Arts</td>
<td>Design</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>Music, Visual Art, Drama</strong></td>
<td><strong>Textile Work, Technical Work,</strong></td>
</tr>
<tr>
<td></td>
<td>Grades 5–9</td>
<td>Grades 5–9</td>
</tr>
<tr>
<td></td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>A: Knowing and understanding</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>B: Developing skills</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>C: Thinking creatively</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>D: Responding</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>A: Knowing and understanding</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>B: Planning for performance</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>C: Applying and performing</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>D: Reflecting and improving</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>A: Knowing and understanding</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>B: Developing ideas</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>C: Creating the solution</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>D: Evaluating</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>A: Inquiring and analysing</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>B: Developing ideas</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>C: Creating the solution</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>D: Evaluating</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>A: Inquiring and analysing</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>B: Developing ideas</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>C: Creating the solution</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>D: Evaluating</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>A: Disciplinary grounding</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>B: Synthesizing and applying</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>C: Communicating</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>D: Reflecting</td>
<td>Grades 5–9</td>
<td></td>
</tr>
<tr>
<td>68</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Teachers create assessment tasks based on subject based criteria. While assessing students’ work teachers give the points for the criterion that they have chosen to assess the task with. Assessment tasks are not graded, but the points describe the level of the student’s achievement in each criterion. Parents are informed about their child’s progress through Wilma. The points do not indicate the grade in the report card but they give feedback on where the student is doing well and where they need to improve. The numerical grade for the report card is defined by using grade boundaries which are based on the national scale.

At OIS, no separate grades for effort are given in report cards. Effort is included in the subject grades. Report card grades are given using the national scale of 4–10, as these numbers are nationally used, for example, in the Joint Application (yhteishaku) at the end of grade 9. The descriptions for the scale of 4–10 can be found below.

In the assessment of Language and Literature - English, OIS uses the Common European Framework of Reference for Languages (CEF) together with MYP assessment criteria. The framework assessment is an attachment to MYP report cards and it describes the levels for good performance (grade 8) in the report card.

Below is an example of a teacher’s record of an imaginary class 7C student “Johnny McDonald” and his achievements in English during the autumn term. It is easy to see why Johnny deserves a 9 for English in his report card. If Johnny continues his good work in the spring term, the teacher might give him 10.

Johnny McDonald 7C Autumn term 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of work</th>
<th>Criterion A: Analysing (max. 8)</th>
<th>Criterion B: Organizing (max. 8)</th>
<th>Criterion C: Producing text (max. 8)</th>
<th>Criterion D: Using language (max. 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>Creative story about a bully</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td>The Hound of the Baskervilles – book review</td>
<td>7</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>Detective story</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>Oral (Power Point) Presentation on animals in literature</td>
<td>8</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>Climate change – a movie review</td>
<td>7</td>
<td>7</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Pedagogical average</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Total points = 27/32

27 = 9

Grade Boundaries: (Table of descriptor points equivalent to Finnish report card grades)

<table>
<thead>
<tr>
<th>Total points</th>
<th>Number in report card</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 – 32</td>
<td>10</td>
</tr>
<tr>
<td>26 – 29</td>
<td>9</td>
</tr>
<tr>
<td>21 – 25</td>
<td>8</td>
</tr>
<tr>
<td>16 – 20</td>
<td>7</td>
</tr>
<tr>
<td>11 – 15</td>
<td>6</td>
</tr>
<tr>
<td>6 – 10</td>
<td>5</td>
</tr>
<tr>
<td>0 – 5</td>
<td>4</td>
</tr>
</tbody>
</table>
Students’ grades in report cards are not based on a mathematical average which is transformed to a Finnish number using the table of points – teachers use a “pedagogical average” based on their professional judgment.

**Parent-Teacher-Student Conferences**
- Parent-teacher-student conferences take place twice per academic year.
- Gr 5 parent-teacher-student conferences replace the mid-term report cards in December; *Wilma* reports are shown to parents and discussions are based on the content of student portfolios; spring term conferences take place in March – April.
- Gr 6-9 parent-teacher-conferences take place in November and March-April; *Wilma* reports are shown to parents and discussions are based on the content of student portfolios in spring term.
- Gr 9 parent-teacher conferences take place in November and February; *Wilma* reports are shown to parents and discussions are based on the content of the student portfolios in spring term.
- Personal Learning Plans are used in all parent-teacher-student conferences for documenting general, intensified and special support given by school and for documenting agreements between home and school.
- *Wilma* report is included in the student’s portfolio that is shown in the parent-teacher-student conference. The *Wilma* report is a summary of student’s achievements in subjects and it replaces the previously used evaluation forms.
- OIS is looking forward to developing *Wilma* to make self-evaluation possible for students.

**Portfolio**
While attending Parent-Teacher-Student Conferences, parents will be able to view their student’s portfolio including assessed projects, tests and self-evaluation pages, such as “My Self Portrait”. OIS MYP Student Portfolios are a combination of international and national elements. These Student Portfolios are the first of its kind for Middle Year students in Oulu and in IBMYP schools in Finland. On viewing the portfolio, parents will receive a holistic picture of their child’s learning during parent-teacher conference. Portfolios may be taken home if parents are not able to attend the conference.

The MYP Student Portfolio includes the following:

**Autumn term**
- My Self Portrait (page done by students)
- Portfolio Checklist and My Choice of Work page
- One chosen and reflected piece of work from each subject (other pieces of work can also be added to the portfolio)
- *Wilma* report

**Spring term**
- *Wilma* report
- One chosen and reflected piece of work from each subject (other pieces of work can also be added to the portfolio)
- IB Learner Profile Self-Assessment Sheet
**Behaviour Assessment in Grades 5 – 9**

MYP students are assessed according to behaviour criteria. The behavior of grade 5 students is assessed numerically in the end-of-term report card. Grade six students will receive a numerical behavior assessment both in the mid- and end-of-term report card. The behaviour of grade 7 – 9 students is assessed numerically using the criteria below.

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Scale</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| Exemplary  | 10    | • is considerate of others and the learning environment and shows a positive example to peers and in the learning environment  
• acts constructively for the best of the group and school community in different situations  
• takes initiative in the school community |
| Excellent  | 9     | • is considerate of others and the learning environment  
• acts responsibly in the school community according to the agreed rules and instructions  
• is kind and helpful and strives to build a positive working atmosphere |
| Good       | 8     | • behaves appropriately according to the situation  
• follows school rules most of the time  
• usually demonstrates good manners  
• is able to solve conflict situations independently  
• is able to work in a group |
| Satisfactory| 7     | • behaves appropriately in different situations most of the time  
• knows and accepts the school rules  
• is able to solve conflict situations with guidance  
• is able to work in a group with support |
| Mediocre   | 6     | • often shows indifference towards other members of the community, to school work and the school environment  
• breaks school rules repeatedly  
• creates a negative atmosphere through their attitude and behaviour  
• needs constant guidance and advice about behaviour |
| Poor       | 5     | • shows extremely indifferent behaviour towards other members of the community, to school work and the school environment  
• requires special measures to guarantee learning |
| Very poor  | 4     | • behaviour is totally inappropriate for the normal school environment |
Report Cards

These will be given at the end of Autumn and Spring Terms. The form and the content of the cards include MYP elements but they follow the regulations of the National Board of Education. The National assessment scale of 4 – 10 is used in the report cards. The language of the Report Cards is English. Below are the grade descriptors of both the IB and the City of Oulu.

If the student is unable to attend the last school day of the term, it is possible to have the report card posted home if they bring a stamped self-addressed envelope to their teacher in advance.

**IB Grade Descriptors,** (from MYP Principles to Practice, IBO 2014, p 93)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1</td>
<td>Produces work of very limited quality. Conveys many significant misunderstandings or lacks understanding of most concepts and contexts. Very rarely demonstrates critical or creative thinking. Very inflexible, rarely using knowledge or skills.</td>
</tr>
<tr>
<td>Grade 2</td>
<td>Produces work of limited quality. Expresses misunderstandings or significant gaps in understanding for many concepts and contexts. Infrequently demonstrates critical or creative thinking. Generally inflexible in the use of knowledge and skills, infrequently applying knowledge and skills.</td>
</tr>
<tr>
<td>Grade 3</td>
<td>Produces work of an acceptable quality. Communicates basic understanding of many concepts and contexts, with occasionally significant misunderstandings or gaps. Begins to demonstrate some basic critical and creative thinking. Is often inflexible in the use of knowledge and skills, requiring support even in familiar classroom situations.</td>
</tr>
<tr>
<td>Grade 4</td>
<td>Produces good-quality work. Communicates basic understanding of most concepts and contexts with few misunderstandings and minor gaps. Often demonstrates basic critical and creative thinking. Uses knowledge and skills with some flexibility in familiar classroom situations, but requires support in unfamiliar situations.</td>
</tr>
<tr>
<td>Grade 5</td>
<td>Produces generally high-quality work. Communicates secure understanding of concepts and contexts. Demonstrates critical and creative thinking, sometimes with sophistication. Uses knowledge and skills in familiar classroom and real-world situations and, with support, some unfamiliar real-world situations.</td>
</tr>
<tr>
<td>Grade 6</td>
<td>Produces high-quality, occasionally innovative work. Communicates extensive understanding of concepts and contexts. Demonstrates critical and creative thinking, frequently with sophistication. Uses knowledge and skills in familiar and unfamiliar classroom and real-world situations, often with independence.</td>
</tr>
<tr>
<td>Grade 7</td>
<td>Produces high-quality, frequently innovative work. Communicates comprehensive, nuanced understanding of concepts and contexts. Consistently demonstrates sophisticated critical and creative thinking. Frequently transfers knowledge and skills with independence and expertise in a variety of complex classroom and real-world situations.</td>
</tr>
</tbody>
</table>
Oulu City Schools’ Grade Descriptors, OIS Curriculum *Roots and Wings*, p. 77

<table>
<thead>
<tr>
<th>Grade</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 exemplary</td>
<td>Student demonstrates a thorough understanding of the required knowledge and skills. Able to work independently and in groups, to apply knowledge into practice, creative expression and problem solving. Works towards the achievement of the objectives and shows special interest towards the subject.</td>
</tr>
<tr>
<td>9 excellent</td>
<td>Student demonstrates a better understanding of the required knowledge and skills than in the description of grade 8. Able to apply knowledge into practice, shows eagerness to achieve the set objectives and has the required working skills.</td>
</tr>
<tr>
<td>8 good</td>
<td>The objectives for each subject have been described grade-specifically in the local curriculum. The objectives describe good (8) knowledge and skills. In addition, the Board of Education has provided specified descriptions of good knowledge and skills for different subjects for certain transition stages. The descriptions of good knowledge and skills are attached to the local curriculum. The student with good knowledge and skills has a good general understanding of the key objectives of the subject and strives to use the required working methods. The underachievement of some criteria may be compensated by an overachievement of some other criteria levels.</td>
</tr>
<tr>
<td>7 satisfactory</td>
<td>Student demonstrates knowledge and skills in several sectors of the subject. May have difficulties. Working skills are somewhat limited and needs support occasionally.</td>
</tr>
<tr>
<td>6 fair</td>
<td>Limited achievement of the objectives. Guidance and supportive measures are often required</td>
</tr>
<tr>
<td>5 adequate</td>
<td>Student has difficulty achieving the set objectives. Working skills are very limited. Need of constant guidance and supportive measures.</td>
</tr>
<tr>
<td>4 failed</td>
<td>Minimal achievement of the objectives, despite supportive measures and offered opportunities to demonstrate knowledge and skills. Student will not be able to achieve the objectives in the subject in the next year level.</td>
</tr>
</tbody>
</table>

Grade 5 and 6 students’ attitudes and study skills are assessed in a separate attachment.

The behaviour of grade 7 and 8 students is assessed numerically. In the autumn term, grade 7 – 9 students receive a grade for Physics and Chemistry, and a grade for either Biology or Geography depending on which subject was taught. In the spring term, they receive a grade for both, i.e. both Physics/Chemistry and Biology/Geography.

In the spring term of grade 9, students receive separate grades for History and Civics. Grade 9 students are assessed according to Finnish National Assessment Criteria and they receive their Final Report Cards both in English and Finnish. Students will get an attachment about English assessment criteria with their end-of-term report cards. English is assessed in grades 5 – 9 according to MYP Language and Literature criterion and the European Language Framework. National CEF levels required for good knowledge and skills (grade 8 in report card) in grade 6, according to the National Core Curriculum are: Listening A2.1., Speaking A1.3., Reading A2.1., Writing A1.3. National CEF levels required for good knowledge and skills (grade 8) in grade 9, according to the National Core Curriculum are: Listening B1.1., Speaking A2.2., Reading B1.1., Writing A2.2.
Assessment of Second Language Learners and Immigrant Students
S2 students receive a written evaluation if they have studied less than one year of the Finnish language, and a numeral assessment if they have more than one year (supportive evaluation).
ESL students receive a written evaluation if they have less than one year of Language and Literature English studies, and numeral assessment if more than one year.
If an immigrant student has been at OIS for such a short time that numerical evaluation is not possible for the mid-term or end-of-term report card; “H” (pass) and written assessment evaluation is used.

Monitoring of Assessment
IB Monitoring of assessment takes place every five years prior to the evaluation visit that IB does at our school. This means sending IB a set of samples of work done by gr 9 students. The purpose of the monitoring of assessment process is for the IB to give advice to schools about assessment. This does not affect students’ report card grades in any way. The creative piece of work (eg. Personal Project, Visual Art and Media samples) have usually been accompanied with a Student Claim of Exclusive Copyright.
Grade 9 is involved in monitoring of assessment prior to MYP evaluation visit; other MYP grades only when monitoring of assessment is done for advice.

In the case of monitoring of assessment taking place (next time in Jan/Feb 2015), at parent-teacher-student conferences parents will be given an IB booklet “General regulations: Middle Years Programme”. The MYP coordinator recommends that parents read Article 4: Use of student materials submitted to the IB Organization. The document may be accessed also through the following link:

http://www.ibo.org/documentlibrary/regs_ibworldschools/documents/mypgenregs.PDF

Personal Project
In the final year (grade 9) of the MYP, all students must complete a Personal Project. The Personal Project is closely linked to the Global Contexts and Approaches to Learning, and allows each student to research, explore and develop a project based on their own interest. This extended piece of work is effective preparation for both the Theory of Knowledge (TOK) and the extended essay in the IB, and for larger research papers. All steps of the process must be captured in a process journal. The Personal Project is assessed using the Personal Project Criteria. If the student fails to complete the Personal Project then he/she has not successfully completed the Middle Years Programme and thus will not receive the MYP Certificate.

7.2.9. Optional Subjects

The implementation of the IBMYP programme has an impact on the selection of optional courses at OIS as the number of compulsory subject lesson hours is determined by the IB. Some of our optional courses are organized in cooperation with Myllytulli School. For, further information about optional subjects, please contact the Student Counsellor.

If you have questions regarding the MYP offered at our school, please contact our MYP Coordinator: marja.peedo@eduouka.fi or +358-50-5915 761.
### APPENDIX 1: OIS Lesson Distribution 2019-20

<table>
<thead>
<tr>
<th>Subject /Gr.</th>
<th>G1</th>
<th>G2</th>
<th>G3</th>
<th>G4</th>
<th>G5</th>
<th>G6</th>
<th>G7</th>
<th>G8</th>
<th>G9</th>
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<tbody>
<tr>
<td>FMT</td>
<td>6</td>
<td>6</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>3</td>
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<tr>
<td>EN A1</td>
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<tr>
<td>Fr/Ger/Spa A2</td>
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<tr>
<td>Math</td>
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<tr>
<td>Bio/Geo</td>
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<td>Che/Phy</td>
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<td>Home Economics</td>
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<td>Health Educ.</td>
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<td>Student Couns.</td>
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<tr>
<td>Optionals 6h/week (incl. A2 lang.)</td>
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<tr>
<td>Optional art lessons if not A2</td>
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<td>6</td>
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<tr>
<td>Homeroom</td>
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</tbody>
</table>

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Please drive all the way to the drop-off point:

- **PYP ENTRANCE**
- **MYP ENTRANCE**
- **IB DIPLOMA ENTRANCE**
- **Dining Hall**
- **School Nurse**
- **Afternoon Care**
- **Sp Ed**
- **Caretaker**
- **Library**
- **Learning Hub**
- **Art 9A**
- **Technical Work**
- **Textile Work**
- **School Assistants**
- **Student Counsellor, PYP & MYP Coordinators**
- **BIKE RACKS**

**APENDIX 2: Campus Map**
Responsibility
Respect
Community
Joy of Learning

Postal Address
Oulu International School
Kasarmintie 4
90130 Oulu
Finland

Queries and information
ois-info@eduouka.fi
www.ouka.fi/ois
www.facebook.com/ouluinternationalschool