

Purpose and application of the rules of order

The purpose of the rules of order is to promote order within the school, the unhindered progress of studies as well as the safety and comfort of the school community. The school's operations are based on laws and regulations. All members of the school community shall comply with the school's rules of order, laws and regulations and good manners, even if they are not included in the school's rules of order. The school's rules of order shall apply to all school-related activities, including excursions and camps.

In addition to the common rules of order, each unit has its own operating guidelines, which define in more detail, for example, the school grounds, storage areas for bicycles, scooters and mopeds, rules for the school yard, instructions for safe behaviour at break time and information on camera surveillance on school grounds. Furthermore, the schools apply a safe space policy.

Rights and obligations of pupils

Pupils have the right to free basic education, the right to equal treatment, the right to personal liberty and integrity as well as the right to respect for private life. Every member of the school community has the right to work without interference and the right to equal status. Similarly, every member has an obligation to respect and promote the working opportunities of others.

Pupils have the right to education on all school working days and the right to a safe learning environment as well as to other benefits and services as defined by law. Pupils shall behave in a non-bullying and non-discriminatory manner as well as act in a way that does not endanger the physical or mental safety or health of other pupils, the educational community or the learning environment.

Progress of studies, comfort and safety of pupils

1. I shall participate in the lessons, appreciate the work I perform and allow myself and others to work in peace.
2. I shall comply with the instructions and regulations given by the personnel of my school as well as with the daily rhythm and timetable of the school.
3. I shall be considerate and respectful of others. I shall allow everyone to be who they are.
4. No violence or harassment is tolerated at the school: I shall not name-call, bully, intimidate or hurt others.
5. I shall report to an adult of the school if I observe any name-calling, bullying, intimidation or hurtful behaviour.
6. I shall spend break times in the school's break area. I shall not leave school grounds during the school day without the instruction or permission of an adult of the school.



7. I shall dress appropriately and properly for school.
8. I shall participate in school meals and follow table manners.
9. I shall use my phone, computer or mobile device only as instructed by an adult of the school.
10. I shall not have my phone out during lessons but keep it in my bag/backpack or, optionally, in a storage space provided by the school.
11. When the use of a phone/mobile device is permitted in school, I shall ask permission before taking pictures or videos of others. I shall only share and publish pictures or videos for which I have received permission.
12. If I quote text, I shall always cite the source. I shall also mention if I have used artificial intelligence to complete an assignment. I shall not copy other people's text or images without permission.
13. I shall take care of school property, learning materials and my own belongings, and I shall not touch someone else's property without permission.
14. I shall put rubbish in the bin and place things where they belong.
15. I may be held liable for damage to another person or school property. I shall be responsible for cleaning up or organising the things that I have littered or made a mess of.
16. I shall not bring to school objects or substances that are prohibited by law, dangerous or intended to cause damage to property, such as alcohol, tobacco products and electronic tobacco, narcotics, knives, firearms, powerful laser pointers or similar objects or substances. The teachers and the head teacher shall have the right to inspect my belongings. If necessary, the head teacher or teacher may take possession of any object or substance that is disruptive or dangerous.
17. I shall not bring or invite outside persons to the school without the instruction or permission of an adult of the school.

The teacher or head teacher shall report any harassment, bullying, discrimination or violence in the learning environment or on the way to or from school that comes to their attention to the guardian or other legal representative of the suspected pupil and the pupil subjected to such behaviour.

Failure to comply with the rules of order may result in a disciplinary educational discussion or disciplinary action in accordance with Järvenpää's curriculum.

The rules of order are approved by the Education Committee. The rules of order are reviewed regularly and updated as necessary. They are published on the City of Järvenpää's website. The school is responsible for informing guardians about the rules of order and the school-specific operational guidelines. At the beginning of the school year, the school will go through the rules of order and the operating guidelines together with the pupils.

