

General Rules of the European School of Helsinki

Chapter I: General information

Section 1: Name, location and administrator

The name of the School located in Helsinki is the European School of Helsinki. The European School of Helsinki is administered by the Finnish State and it enters into a performance agreement with the National Board of Education annually.

Section 2: The legal basis of the European School of Helsinki

The Act on European Schooling Helsinki (1463/2007) and the Government Decree on European Schooling Helsinki (15/2008) stipulate the educational mission, organisation of the teaching at the school, application and enrolment, rights and duties of the pupil, pupil assessment, support to learning, working time, discipline, school evaluation and school administration of the European School of Helsinki. In addition, the Ministry of Education has issued a decision on the organisation of the teaching at the European School of Helsinki (136/530/2008) and a decree on fees charged to the pupils of the European School of Helsinki (361/2008). The European School of Helsinki meets the need for multilingual teaching for children of families from the European Chemicals Agency, other European Union institutions, families coming to Finland for other fixed-term employment and families returning to Finland by offering high-quality and productive teaching from pre-primary education to upper secondary education. The School's basic task is to comply with the curriculum of European Schools, which leads to a European Baccalaureate (EB) examination.

Section 3: The School's vision

The European School of Helsinki offers its pupils learning conditions in which educated side by side, untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures, it will be borne in upon them as they mature that they belong together. Without ceasing to look to their own lands with love and pride, they will become in mind Europeans, schooled and ready to complete and consolidate the work of their fathers before them, to bring into being a united and thriving Europe.

- In line with the original thought of Jean Monnet -

Chapter II: Administration and staff

Section 4: The Administrative Board

The Administrative Board is responsible for organising and developing the teaching at the School.

The Act and Government Decree on European Schooling Helsinki stipulate the term, composition, secretary, convening, quorum, referral, decision-making and execution of decisions of the Administrative Board, which is appointed by the National Board of Education.

The Administrative Board decides when to convene. In addition, the Administrative Board can be convened by the chairperson, the Director of the School or at least two thirds of the Administrative Board's members.

The Administrative Board's task is to support the Director, who is responsible for the effectiveness of the School, and to perform the following tasks:

1. to process the General Rules of the School (*The Act on European Schooling Helsinki Section 36*)
2. to adopt the School Rules
3. to adopt/process the School's strategies and guidelines concerning its activities and economy
4. to process the School's performance agreement
5. to process the School's annual report
6. to represent the School regarding subsidies, donations or legacies received by the European School of Helsinki, unless otherwise instructed by the donor of the subsidy or donation or the testator
7. to process the School's curricula (*The Act on European Schooling Helsinki Section 6*)
8. to adopt the School's annual plan
9. to adopt the School's pupil welfare plan
10. to approve the Director's missions
11. to grant the Director an over 14-day long discretionary leave of absence
12. to issue a decision on a written warning given to a pupil and the expulsion of a pupil
13. to issue the necessary regulations governing accreditation applications
14. to appoint the pupil welfare group
15. to determine the manner in which the findings of the School's evaluations are published
16. to appoint a teacher hired provisionally or for a minimum of one year
17. to give decisions on claims for rectification in accordance with the Act on European Schooling Helsinki (1463/2007)
18. to issue further regulations concerning the dates by which applications are submitted, the arrangement of the language tests and entrance examinations and other procedures relating to application for enrolment
19. to determine the selection criteria
20. to draw up and execute a plan for protecting the pupils against violence, bullying and harassment, and monitor compliance to and implementation of the plan

In addition, the Administrative Board is responsible for other duties specifically assigned to the Administrative Board.

The first Administrative Board is appointed by the Ministry of Education.

Section 5: The Director of the School

The School has a Director appointed by the National Board of Education. The Director manages, monitors and develops the School and ensures that resources are used effectively and the duties assigned to the School are performed productively.

The Director gives decisions on matters which are not stipulated or assigned to the Administrative Board or another official.

The Deputy Director substitutes for the Director should they be temporarily indisposed or unable to act.

The National Board of Education appoints the Director's substitute.

The Director of the School

1. makes decisions regarding admission
2. makes decisions regarding assessing the applicants' knowledge and skill level by means of a test
3. makes decisions regarding placement into a teaching group and transferring to another teaching group
4. makes decisions regarding substituting a chosen subject or syllabus
5. makes decisions regarding accreditation of prior learning in accordance with the Act on European Schooling Helsinki (1463/2007) Section 19
6. makes decisions regarding special supportive measures for a pupil and the adoption of an individual learning plan
7. appoints teachers hired fixed-term for less than a year and the rest of the personnel
8. notifies the local authority of the municipality in which the child or young person subject to compulsory schooling in Finland resides in accordance with the Act on European Schooling Helsinki (1463/2007)

Section 5: Other personnel

The School staff are in an employment relation with the government. The duties and areas of responsibility of the other personnel are specified in the job descriptions.

Chapter III: The learning institution's working groups

Section 6: The Administrative Group

The Director appoints the Administrative Group.

The Administrative Group is convened and chaired by the Director. The Administrative Group's task is to plan, coordinate and develop the School's functions and process matters important for the School.

IV Chapter IV: Separate regulations

Section 7: Withholding and transferring decisive power

In individual cases the Director can give a decision on a matter which a subordinate would otherwise have given a decision on.

A written instruction given by the Director can transfer the authority otherwise assigned to the Director to another official.

Section 8: Signing the protocols of the Administrative Board

The Administrative Board's chairperson and secretary sign the Administrative Board's protocols.

Chapter V: Coming into force

These General Rules come into force on the first of January 2019. Measures needed to implement these General Rules may be taken before its coming into force.