

**SÄHKÖPOSTI:** [toimisto@kiteenkansanopisto.fi](mailto:toimisto@kiteenkansanopisto.fi)  
[firstname.lastname@kiteenkansanopisto.fi](mailto:firstname.lastname@kiteenkansanopisto.fi)

0400 956 090	Office
040 507 7872	Principal <b>Eeva Nygren</b>
040 351 9393	Vice principal, basic education for adults <b>Mervi Holopainen</b>
050 412 6098	Student care, ICT, biology, sports teacher <b>Pasi Pirinen</b>
040 656 3115	Vocational training <b>Pirjo Ruotsalainen</b>
040 195 6522	Immigrants/Finnish language programs <b>Kaija Jumppanen</b>
040 142 7443	Finnish language teacher <b>Tanja Piili</b>
040 128 7491	Finnish language teacher <b>Niina Koukku</b>
040 128 7646	ICT teacher <b>Alisa Kuzmina</b>
040 013 7506	Study counseling, education teacher <b>Anu Alhainen</b>
040 592 8923	Administrative secretary <b>Päivi Malinen</b>
040 593 7501	Course secretary <b>Minna Ylhäinen</b>
040 546 5337	Evening supervisor <b>Merja Vuorjoki</b> (Mon – Thu 16-21 + WhatsApp), Susanna Lehkonen on Tuesdays
040 500 4474	School assistant <b>Susanna Lehkonen</b>
040 592 8920	Kitchen / <b>Marju Toivanen, Leena Pirinen</b>
040 563 0285	Cleaner <b>Sari Ala</b>

### **Kitchen opening times**

### **Students who stay at the dormitory**

* breakfast	Tuesday – Friday	07.30 – 08.30
* lunch (group timing)	Monday – Friday	11.00 – 12.00
* coffee break	Monday – Thursday	13.45 – 14.00
* dinner	Monday – Thursday	16.00 – 16.30

**HOX! No breakfast on Mondays, no coffee break, no dinner on Fridays**

**If you have a special diet, please inform the kitchen staff about it**

## FREE TIME ROOM

Free time room is open every evening Monday – Thursday until 21.00.  
There is table tennis, billiards/snooker, exercise bike, computers and printer for students

## SAUNA

Wednesdays                      women      17.30-19.00    men 19.00-20.30

Please bring your own towel.

## CLEANING

Students clean their rooms once a week, mainly every Thursday. Everybody cleans/washes also the dishes after using them. Everybody take also turns as dormitory organizers. That means taking care of the kitchen and common room and taking the trash out.

## EVENING SUPERVISOR

Is at the opisto Monday - Thursday 16.00 – 21.00 puh. 040 546 5337(+WhatsApp)  
Mon, Wed, Thu Merja Vuorjoki  
Tuesdays Susanna Lehkonen

## IMPORTANT TIMES (vacations/holidays) 2024-2025

14.-20.10.2024	Autumn break
19.12.2024-31.12.2024	Christmas break
3.-9.3.2025	Winter break
18.4.-21.4.2025	Easter holiday
23.5.2025	Summer vacation starts

## SOME DORMITORY RULES

No alcohol or drugs  
Smoking is prohibited except in designated smoking areas  
Silence 22.00  
Take care of the common areas.  
Cleaning equipment is only for cleaning your own rooms.  
Please be mindful of conserving cleaning products, water, electricity, and other resources.  
Help the others if needed.  
We live here together. So behave like a human being should behave.

## Rules of order in Kitee Evangelical Folk High School

The purpose of the rules is to guarantee safety, peace of mind and comfort for every student and staff member of the college. To be successful, coexistence always requires jointly accepted rules, which are valid throughout the area of Kitee Evangelical Folk High School.  
To increase security, there is also camera surveillance in the college area. The order rules are as follows:

1. The student is responsible for the comfort and study peace of the study facilities and dormitory. Using mental and/or physical violence is prohibited.

2. The dormitory is closed during school holidays. Staying in the dormitory during lessons without a valid reason is considered truancy. To ensure pleasant living, residents clean their rooms once a week. As a rule, adults can also live in the dormitory on weekends.
3. Dormitory doors are kept locked. The code/key must not be given to another person. Minors must arrive at the dormitory at 9:00 p.m. Silence in the dormitory starts at 10:00 p.m. €50 is charged for opening the doors between 21:00 and 07:00.
4. Those living in the dormitory can receive guests in the leisure area from Monday to Thursday from 17:00 to 21:00. Visits at other times are agreed upon with the dormitory counselor/student guardian. Mon – Fri from 09:00 – 17:00 visitors are not allowed to stay in the college area. Each student is responsible for their guests.
5. Smoking (including e-cigarettes) is not allowed on campus except in designated smoking areas
6. Consuming alcohol and other intoxicants on the campus, being under the influence of intoxicants and bringing intoxicants into the area is prohibited. The sale of tobacco, alcohol or other intoxicating substances on the premises of the college is prohibited. The rule also applies to study trips and excursions. Violation of the rule results in immediate expulsion from the dormitory/studies for a specified period of time or in its entirety.
7. The staff must be notified immediately about the damage to the college's property and intentional vandalism. Compensation for the damage will be agreed with the student services manager.
8. Cars and other vehicles are parked in the college's lower parking lot.
9. The use of the mobile phones is allowed during the lesson only with the permission of the teacher. Phones are left at the beginning of the lesson in the place reserved for phones (phone park).
10. If a student has to be absent from teaching or an arranged meeting due to illness or another reason, the teacher or line manager of the class in question must be notified in advance. Leave of absence for one or more days is requested from the teacher in charge. Compensation for absences is agreed upon with the teacher of each subject. Those who live at the college must always notify the community counselor of absences at night.
11. Violation of order rules, unauthorized absences, fraudulent activity, such as cheating/cribbing, or gambling and/or inappropriate behavior will result in disciplinary measures: speaking, written warning, temporary or complete expulsion from the dormitory/training. Violations of the order rules are always reported to the parents/guardians of underage students.