



## **International School Moshi**

### **School Expectations (KG – D2)**

In order for any institution to function properly there needs to be a set of common expectations from all those people who are part of that community. In the case of a school there is a clear expectation that students will commit themselves to work in class and follow the instructions of the member of staff leading the lesson or activity. In turn there is a commitment on the part of the member of staff to prepare the lesson or activity and commit himself or herself to it. There is also an expectation that parents will support the school in these expectations.

At the centre of all school rules is the need for respect:

- a) Respect for oneself;
- b) Respect for others around us;
- c) Respect for the environment that we live in.

Almost all our school rules come down to this simple but very important idea. This is what should guide all student actions. What follows is a list of ISM expectations, the reason for this expectation and the outcome of not meeting this expectation. This list is not intended to be definitive, but rather to highlight some general, as well as some specific expectations that the school has of students. At all times students should be guided by the need for respect and consideration for others, courtesy, co-operation, common sense and the laws of Tanzania.

<b>General Expectations Around the School</b>		
<b>Expectation</b>	<b>Reason</b>	<b>Initial Outcome of failing to meet the expectation</b>
Offensive weapons are not allowed on the campus.	By their very nature they could be dangerous and there is no place for such objects in a school.	This will be reported immediately to a member of the administration who will confiscate the item and consider further disciplinary action.
Students should feel that their property is safe on the campus	It is obvious that theft should not be tolerated in any way.	This is a very serious matter that will lead directly to a disciplinary meeting being called.
Students should respect school property and not damage it in any way.	Vandalism is obviously unacceptable. It shows a lack of respect for the school environment and a lack of respect for others.	This matter will be treated seriously. Students will be required to pay the full cost of any damage and further action, possibly including the calling of a disciplinary committee, will be considered depending on the severity of the vandalism.
Students should not bully, harass or threaten others.	This is central to the idea of respect for others. In order to work well students need to feel free from harassment or bullying.	This matter will be dealt with very seriously and will be reported to a class teacher who will report it to a co-ordinator or Administrator for disciplinary action.
Students will not engage in sexual activity.	Overtly sexual behaviour is not appropriate.	Students will be referred to a disciplinary committee.
Students will not smoke on the school campus or on school trips and boarders may not smoke off campus.	As a responsible institution we should not be encouraging smoking on health grounds. This is also a bad example for younger students who might be influenced to take up smoking.	A member of the administration will be informed. Students will be fined at first but this could lead to more serious action for repeated offenders.
The use of offensive language is forbidden	In a multicultural environment, strong language may be inappropriate and/or offensive. It is important that students appreciate and respect the feelings of others.	Students will be warned on a first offence, and the tutor/boarding parent informed. Subsequent use of inappropriate language may lead to further sanctions.
Students should wear clothing deemed to be appropriate clothing in order not to cause offence.	Clothing that is too revealing or contains inappropriate or rude slogans on it can cause offence to people.	Students will be asked to change the piece of clothing immediately or ensure that whatever causes offence is hidden. A green slip will be sent to the tutor for reference.
Students should not display overt signs of affection which may cause offence in public places.	This can be embarrassing for others. School is a place of work and this is not normally acceptable in a work place situation. On the wider school compound there can be younger children or visitors.	Students will be reminded of the rule by staff. If it is a frequent occurrence then the Head of Campus will talk to the students concerned and may consider other disciplinary action.
All students (including day students) should be familiar with and follow the appropriate curfews for their age group.	Curfews are important as they assist in the student's work habits and restfulness as well as supporting the school's supervision. If students do not comply with curfews, staff cannot guarantee their safety or security.	Students breaking curfews will receive a restriction, and parents will be informed. Repeated occurrences may lead to a disciplinary meeting being called.
Students may not go off campus between the start of school and lunchtime unless they have permission.	It is essential that staff know where students are in case of an emergency, or in case something happens to a student off campus.	Students will be given a detention and in a more serious or repeated case it will lead to a disciplinary committee being called.

<b>General Expectations Around the School (continued)</b>		
<b>Expectation</b>	<b>Reason</b>	<b>Initial Outcome of failing to meet the expectation</b>
Students should use computers, the internet, the library, and other school resources in a responsible manner.	While it is important that students have access to a wide range of information they need to learn how to use that information responsibly, and in manner that doesn't offend or harm others. (Please refer to the school's internet use policy.)	Students will be restricted from using certain school facilities and other disciplinary action may be considered.
Motor vehicles should not be driven around the campus. Only students who have specific permission to bring in a motor vehicle may do so, but must leave it in the designated car park.	Many motor vehicles on the campus can be a dangerous thing. It is important to limit the number of vehicles, as there are many young children who run around the campus.	Students failing to abide by this rule will be reported directly to the administration and disciplinary action considered.
Students will not chew gum in the tuition block.	It is difficult to dispose of gum once it has been chewed. A lot of school furniture is covered in it and it can ruin peoples' clothing if it gets stuck on it. It is inconsiderate to other people.	The first time that it happens, the student will be asked to remove the gum. After that students will be asked to clean the desks in a classroom or will have another appropriate sanction.
Dining hall food should be consumed in the dining hall.	Taking food out of the dining hall can cause a mess outside and also can be unhygienic.	Students will be asked to return to the dining hall to finish eating.
Students should switch off mobile phones in an unauthorised place or at an unauthorised time.	This can be very disturbing for others.	The phone will be confiscated and given to the Head of Campus for a period of up to three days. Repeated failure to comply with this will lead to longer term confiscation.
Students should not use roller blades or skateboards or ride bikes or run in the corridors.	This is potentially very dangerous. It could badly injure anyone stepping out of a classroom.	Students will be warned about the dangers of this. In repeated cases it could lead to the confiscation of the item.
Students should not walk around the campus in bare feet.	There are great health risks associated with walking around without any proper foot wear.	Students will be warned about the dangers of this. In repeated cases it will lead to further disciplinary action.
Students should not wear hats or caps in the dining hall.	It is generally accepted that out door wear should not be worn while eating.	Students will be asked to remove their hat or cap.
Students should not take glass bottles to the tuition area or sports or play area. Bottles taken elsewhere should be returned to the duka	If bottles are left on the ground it looks untidy. Also if they get broken they can cause a safety problem	Bottles may be confiscated or students may be asked to clean up an area around the school.

There are also general expectations in the classroom to ensure that students are able to work effectively.

<b>General Expectations in the Classroom</b>		
<b>Expectation</b>	<b>Reason</b>	<b>Initial Outcome of failing to meet the expectation</b>
Students must attend all lessons and CAS activities that they have signed up for unless they have obtained appropriate permission to miss them.	It is essential that students attend all lessons. It is inconvenient to staff if they have to go over work with students who were not present. CAS activities can be badly disrupted if students fail to turn up and they also have a responsibility to those with whom they are working.	This will be reported directly to the relevant co-ordinator and/or administrator. This will usually result in a detention for a first offence and further disciplinary action including communication with parents may be considered.
Students should meet with staff during Guidance Hour if a time has been agreed in advance.	Guidance Hour is an important opportunity for individual students and staff to meet together. If a student fails to attend a meeting it is very inconvenient, as staff may have lost the opportunity to talk to other students.	Absence from a pre-arranged meeting in Guidance Hour will be treated in the same way as an absence from classes.
Students should not cheat in tests or examinations	This is an important part of self-respect. Each student should value their own work and effort and not have to rely on others. In public examinations cheating would lead to the cancellation of all papers sat. It is important that students appreciate the importance of honesty.	This matter will be treated seriously. The member of staff should inform the coordinator/administrator for disciplinary action. Parents will also normally be informed.
Students will be punctual to class and CAS activities.	It is disrespectful to the class and the teacher who may already have started working and disadvantages the student who is late. A late arrival to class disturbs everybody.	Students will be asked to make up time or work at the convenience of the member of staff. If it happens more than once then a longer detention will be organised by the subject teacher and a green slip sent to the tutor.
Students will complete homework set and meet homework deadlines.	It is an important work skill to be able to meet deadlines and hand in completed pieces of work on time. It can be inconvenient to staff if they receive homework late.	Students will be asked to complete the piece of work and may also be given an extra activity to complete.
Students should work to achieve the most that they can within all classes and activities.	In order for students to get the maximum benefit from their time at ISM students need to ensure that they engage actively in all aspects of school life.	Teachers may ask students to redo an unsatisfactory piece of work or repeat an activity.
Students will bring the necessary equipment to class.	It is important to come properly equipped to class. It is inconvenient to others if other students have to borrow equipment or are unable to do their work.	Students will be warned on a first offence but subsequently will be asked to make up time/work after school.
In case of illness during class time, students must report to the Head of Campus' secretary before going to the nurse.	It is necessary that teachers know where students are during class time and can make the necessary arrangements to care for a student who is ill.	Students will be warned about procedure on a first offence. Further action may be taken on subsequent occasions.

There are also general expectations that the school has of students in the wider community. As students of ISM, student actions outside will reflect on the school as a whole.

<b>General Expectations in the Wider Community</b>		
<b>Expectation</b>	<b>Reason</b>	<b>Initial Outcome of failing to meet the expectation</b>
Students are forbidden from taking illegal drugs.	There are serious social and legal implications here.	Any suggestion of drug use by boarders or by day students on campus or in the company of boarders will be investigated by an administrator. Failure to abide by this expectation will lead to suspension or expulsion.
Day students are not allowed to bring or drink alcohol in school. In addition they should not drink alcohol outside of school in the company of boarders.	When day students are not on the school campus and it is out of school hours they are no longer the direct responsibility of the school. However, if they are drinking alcohol in the company of boarding students they are placing the boarding students in a difficult position whereby they may be tempted to break the school rules.	In the case of alcohol on the school premises this will be reported immediately to an administrator who will consider calling a disciplinary committee. In the case of alcohol outside of the school premises it will be reported to an administrator who will investigate and contact the parents concerned.
All students should act at all times so as not to bring the school into disrepute.	Although the school has no direct responsibility for day students when off campus it is important that they do not take actions that might damage the reputation of the school and thus disadvantage other students.	The outcome will depend on the nature of the event.

There are specific expectations that the school has of boarding students and also behaviour of all students in the boarding environment.

<b>General Expectations in the Boarding House and for Boarders</b>		
<b>Expectation</b>	<b>Reason</b>	<b>Initial Outcome of failing to meet the expectation</b>
Students are forbidden from entering the bedroom, corridors or toilet area of students of the opposite sex.	Parents send their children to the school in the understanding that male and female students only mix in public places. It is not appropriate for students of the opposite sex to be in each other's bedrooms, corridors or toilets. Students also have a right to a measure of privacy.	This should be reported immediately to a member of the administration and could lead to the calling of a disciplinary committee.
Boarding students are not allowed to bring alcohol onto the campus or drink alcohol in or out of school.	We have students of many ages and the needs of the whole school community must be taken into account. Young students can be easily influenced by the actions of older students. We must promote a positive image in the wider community in which we live. If students who are boarders of ISM are seen drinking or behaving badly then this can have a negative impact on the image of the school	This is regarded as a serious offence and will be reported immediately to a senior administrator who will consider calling a disciplinary committee.
Students should not go off campus without permission.	It is essential that staff know where students are in case of an emergency, or in case something happens to a student off campus.	A breach of these expectations by boarding students will lead to a restriction to the room, dorm or campus and in a more serious or repeated case to a disciplinary committee being called.
Students who are ill outside class time must report to the nurse.	It is very important that we ensure that any students who is ill is given appropriate care and treatment. Hence a student who is ill may not stay in the boarding house, but must see the nurse.	A student who is ill but does not report to the nurse, could receive the appropriate punishment for missing an activity or class.

## Notes

- In the case of a breach of expectations by younger students, parents may be contacted first, and administrators or the Head of Campus will use their discretion in the case of older students.
- Individual teachers will have expectations of student behaviour within their classrooms and those expectations will be made clear to those students and will be followed.
- As these expectations can still be open to interpretation it must be up to the school authorities to determine how these are interpreted.
- Whilst boarders are signed out to other families they will be required to follow the same expectations as day students. However, if we are concerned about a boarder's behaviour whilst signed out we will contact their parents.
- Whilst on school trips students should follow all appropriate school expectations; this includes observance of curfews, no alcohol consumption and no smoking as well as any expectations outlined by the trip leader.

## Disciplinary Committee

A meeting of the school's disciplinary committee can be called by any administrator or the Head of Boarding to consider disciplinary action against a student and must be called if the administrator considers that this disciplinary action may result in suspension or expulsion. The CEO, Head of Campus, Head of Secondary or Head of Primary, IB Diploma Coordinator (for IB diploma students) and (in the case of boarders) Head of Boarding are members of this committee. The student's tutor and boarding parent (if applicable) should also attend. Prior to the meeting, the administrator will interview various students concerned in order to obtain the facts of the matter and students will be asked to write a statement detailing these facts and any contributory factors. The committee may, if they wish, invite the student(s) concerned into the meeting in which circumstance the student may ask another student or a teacher (who is not a member of the committee) to accompany them. In the meeting all the relevant facts will be stated and considered including any factors which may have influenced events. The student's circumstances, previous breaches of expectations and other aspects of his/her personal history may also be considered. The committee will then recommend a decision on disciplinary action (if any) to the Head of Campus/CEO who will advise the student and his/her parents or guardians. The decision of the CEO is final, but in the event that a student is expelled from the school, that decision must be ratified by a meeting of the Board's Expulsions Committee.

## Cancellation of Suspensions

In the event that a student is suspended from school for a period not exceeding three days, the student can apply to have that suspension cancelled nine months after the event. The decision to cancel any suspension would be made by the Head of Campus in consultation with the Head of Secondary and Head of Boarding (where appropriate). The suspension can only be cancelled if the student has been continuously enrolled in ISM for the previous nine months, has adhered to ISM's stated expectations of student behaviour, and has therefore not received any restrictions, suspensions or other severe disciplinary sanction in the period since the suspension.

The effect of any cancellation of a suspension would be to ensure that the punishment is not mentioned in any school references or other documents pertaining to the student and that neither the school nor the student would be required to declare that suspension to any subsequent school, college, university or employer. However if the student subsequently acts in a way which is considered a serious breach of disciplinary expectations, the previously cancelled suspension could once more be taken into account when considering further action. Any suspension for longer than three days cannot be cancelled.