



**International School Moshi
Moshi Campus**

**Secondary Students'
Handbook**

2009-2010

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Introduction

This handbook has been produced to guide you through the aims and expectations of our secondary school. It gives you information about what to do in certain situations, what we expect from you as a student and what you can expect from the school.

Our aim in the Secondary School is to give you a rigorous, holistic education that will help you develop the skills, knowledge and study habits that you need to go on to higher education. The learning environment of the school is creative and stimulating. We do not have a long list of rules, but we do have discipline. We expect a high level of personal responsibility, self-motivation, and commitment from students - both in your behaviour and attitudes to others, and in your approach to learning.

ISM has a clear mission and Philosophy and Objectives. You will find it helpful to read the summary of this printed below:

Mission

International School Moshi inspires individuals to be lifelong learners in a global community.

Philosophy and Objectives

We are a vibrant and diverse community of learners of many nationalities. Established by Christian foundations in 1969, we build upon years of experience to offer a fully-accredited, academically rigorous international education for students of ages three to nineteen years. ISM's student-centred approach to learning takes place in a secure environment, which nurtures the needs, challenges the abilities and supports the beliefs of each student with mutual respect to unite rather than divide. Our well-qualified and widely-experienced educators embody a passion for lifelong learning and provide educational opportunities that are relevant and engaging for all.

We are a school in Moshi and Arusha, in Tanzania, in Africa. Our setting between Mount Kilimanjaro and the Serengeti is complemented by a rich, traditional culture and history. The combination of this exceptional locale and our sound curriculum promotes the development of individuals who are perceptive, versatile, qualified and prepared for life in an ever-changing world. We respect and learn from our surroundings while striving to accept responsibility to take action towards making a positive impact in our local community. We enquire into issues of global significance and encourage our learners to discover their own place in the world.

ISM motivates all members of our learning community to become:

INQUIRERS, nurturing natural curiosity and acquiring the skills necessary to conduct purposeful, constructive research.

REFLECTORS, giving thoughtful consideration to our own learning and analysing our personal strengths and weaknesses in a constructive manner.

CRITICAL THINKERS, exercising initiative in applying thinking skills critically and creatively to make sound decisions and to solve complex problems.

COMMUNICATORS, receiving and expressing ideas and information confidently and in a variety of ways.

RISK-TAKERS, approaching unfamiliar situations without anxiety; having the confidence and independence to explore new roles, ideas and strategies; and defending those things in which we believe courageously and articulately.

KNOWLEDGEABLE, spending time exploring issues of global relevance and importance and acquiring a critical mass of significant knowledge.

PRINCIPLED, having a sound grasp of the principles of moral reasoning and demonstrating personal integrity, honesty and a sense of fairness and justice.

WELL-BALANCED, understanding the importance of physical and mental balance and personal well-being.

CARING, showing sensitivity towards the needs and feelings of others and demonstrating a sense of personal commitment to action and service.

OPEN-MINDED, seeking and considering a range of perspectives, and respecting the views, values and traditions of other individuals and cultures

ACCOMPLISHED, attaining personal success in every task we endeavour to achieve, utilising our skills and knowledge to the best of our ability.

COMMITTED, demonstrating a strong sense of perseverance and determination in approaching and completing tasks, always working with excellence and sincerity.

What we expect from you

In order that you can obtain the most from your time at the school, we expect you to

- come to classes on time fully prepared for your lessons and activities
- ensure that the school is a good learning environment by respecting the learning needs of other students
- help to make the school a tidy and pleasant environment in which to work
- work to achieve the most that you can within all classes and activities
- respect the opinions and beliefs of others in the school community
- meet or exceed the guidelines of ISM's student expectations

What you should bring to class:

Bring all the textbooks and stationery that you have been issued with and may need for a particular class. You must bring your own writing implements such as pens and pencils and you will need a ruler, an eraser and a pencil sharpener. For certain classes you may also need mathematical instruments, a pocket English dictionary, coloured pencils or pens. We ask that M1-M3 students bring a simple calculator to school, whilst others need a scientific calculator; Diploma students will need a graphics calculator. TI-84 graphics calculators are strongly recommended and are available to purchase from the school.

What you should wear in school:

ISM has a dress code to convey a message of respectability to our community and reflect the standards that are a part of ISM. We are a school in Tanzania and should be aware of community and cultural expectations regarding student dress both when attending classes and when going off campus.

The following dress code will be expected for students who attend International School Moshi:

1. A smart, collared sleeved shirt OR T-shirt (without inappropriate labels or slogans) or sleeved blouse to cover most of the upper torso, i.e. no exposed midriff or chest, no exposed underwear.
2. Trousers, shorts or skirt. Pants/trousers must be worn around the waist without exposed underwear.
3. Shoes, leather sandals or leather malapas are allowed. No plastic or rubber malapas (flipflops).

What you can expect from us

- We want to help you to achieve the most that you can and to provide you with opportunities and experiences to develop the skills that you will need in adulthood. Sometimes this may mean academically pushing you and/or challenging you to think outside the box.
- We also help you to obtain the best qualifications that you can through your work in school and the examinations that you may take.
- We provide a structured learning environment and guide you to best achieve your maximum success.

The dress code should be followed:

1. Monday to Thursday: 7:30am to 3pm
Friday: 7:30am to 12:35pm

Day students will also be required to follow the dress code when travelling between school and home. Boarding students are expected to follow the dress code for the times stated above.

2. During school field trips or excursions from the school, unless specifically stated otherwise.
3. To various school functions that represent ISM unless other attire is requested.
4. Students are expected to wear a hat when playing outside during PE class, break, recess, and outdoor activities. All students should bring a hat to school and wear it **when playing outside.**

All clothing should be clean, tidy and in good repair.

Clothes, jewellery, make-up or hairstyles which may give offence to those in the community should not be worn. In particular clothes or ornaments which advertise alcohol, cigarettes or drugs or which contain offensive language or pictures should not be worn. Suitable footwear should be worn for all classes and activities e.g. not roller shoes.

For PE you will need a white shirt and plain black shorts and appropriate footwear; a swimming costume or swimming trunks and towel are needed for pool use.

Students who are inappropriately dressed may be asked to change, may be given alternative clothing to wear or may be asked to go home.

The School Day: Mornings

The school day on Mondays to Fridays begins at 07:30 with a registration period in your tutor group room.

Arrival after 7:30 is considered late. Morning classes follow as shown:

07:30 - 07:35	Registration
07:35 - 10:15	Periods 1 – 8
10:15 – 10:35	Break
10:35 – 12:35	Periods 9-14
12:35 – 13:20	Lunch

Each lesson will either be 40 minutes or 1 hour in length. A few Diploma lessons may be 80 minutes long.

The School Day: Afternoons

Every afternoon is different; make sure that you know which activities you are expected to attend and the times of these. If you are not sure, ask your tutor to advise you.

Monday		
13:20 – 14:40	M1-M5	Afternoon classes (M5 -PSAT studies may be held during this time block)
13:20 - 15:00	D1 & D2	Afternoon classes
15:00 - 16:30	All	CAS activities – see the section below on CAS activities
16:30 - 18:00	All	Sports activities - once you are committed to an activity, you are expected to attend regularly.
Tuesday		
13:20 - 14:20	All	Guidance Hour - read the Section below which explains the purpose of Guidance Hour.
14:20 - 15:00	Some	Student Council / School Bank
14:20 - 17:00	Some	A few students may have language classes at this time.
16:30 - 18:00	All	Sports activities
Wednesday		
13:20 - 14:20	M1-M5	Afternoon classes
13:20 – 15:00	D1 & D2	Afternoon classes (SAT studies may be held during this time block)
15:00 - 16:30	All	CAS activities
16:30 - 18:00	All	Sports activities
Thursday		
13:20 – 14:20	M1-M5	Afternoon classes
13:20 - 15:00	D1 & D2	Afternoon classes
15:00 - 16:30	All	CAS activities
16:30 - 18:00	All	Sports activities
Friday		
There are only a few scheduled activities on Friday afternoons. However there may be boarding activities taking place which day students are welcome to join with permission from the boarding parent in charge.		
If you are given a detention on a Friday afternoon, you will be required to attend this. Please be prepared with homework to complete or other assignments. Students should note the location/date/time of the detention with their tutor.		

CAS (Creativity, Action, Service)

You are expected to choose at least one Creative or Service activity to take part in every week and you are encouraged to choose more than one. See the **Sports Activities** below for choosing an action activity.

Diploma students are required to take creative, action and service activities totalling at least three hours per week. Your tutor can give you the full list of CAS activities available and, if you want, can help you to make a choice. Once you have chosen an activity you are expected to attend every week at the right time.

A group of students is elected every year to serve on the CAS Council and helps to plan and organise the CAS programme. If you have any ideas or comments about the CAS programme, please talk to the representative from your tutor group.

Sports Activities

Not all sports activities are compulsory, but you must join at least one activity regularly. All secondary students are expected to participate in one sports activity per term. Diploma students are required to ensure that they participate in a regular supervised sports activity as part of their CAS programme.

Afternoon sports are part of the activity program. These activities are in addition to the PE curriculum and sometimes involve team practice and competitive games against other schools. Sports offered have included volleyball, basketball, soccer, netball, cricket, baseball, badminton, boules, Tae Kwan Do and tennis. The PE kit prescribed by the Sports Coordinator is required to participate in these sports.

The **Swimming Pool** is open for your use every afternoon until 18:00 and at weekends, unless a school activity is taking place there. Before being allowed to use the pool without an adult accompanying you, you will be asked to take a swimming test.

Outdoor Pursuits

ISM offers a varied program of camping and walking trips to, and including, nearby National Parks, Mt. Kilimanjaro and Mt. Meru. Each trip is graded according to difficulty and altitude and each student has the opportunity to join the program, starting with a camping or low level overnight mountain trip. Charges are made for transport, official guides and food. Being situated in this unique area of National Parks and mountains, ISM has very special outdoor opportunities to offer. Watch the O.P. board for details and listen carefully to announcements made by the O.P. Coordinator. Every student is encouraged to take full advantage of the OP Programme, whatever their level of fitness or experience.

Other activities

Individual **Music Lessons** can be arranged for certain instruments. You will need to ask your parents / guardians to pay an additional charge. Arrangements for these lessons can be made with the Music teacher, not during regular tuition times. Students can study for the Associated Board of the Royal Schools of Music exams through this programme, but this is not compulsory.

The **Computer Centre** is open on Mondays to Thursdays from 7:30 - 18:00 and again in the evenings from 18:45 to 21:15. On Friday afternoons it closes at 17:00 but it is open for study on Saturday and Sunday afternoons from 14:00 to 18:00 and on Sunday evenings from 18:45 until 21:15. You are welcome to use it to work when there are no classes or workshops taking place. Access to the Internet is also available **if you have signed your agreement to the school's Internet use policy**. Internet access is limited to work or college related research during tuition and study hall time. **The Internet use policy is available on request from the Head of Campus or by email**. All students are required to get parental permission to be allowed to use the Internet unsupervised. A list of rules regarding the use of computers and the Internet will be handed out to you. Students who violate these rules will be subject to disciplinary measures, which may include the right to Internet use being withdrawn.

The **Library** is open Monday through Thursday from 7:30 - 18:00; on Fridays the library is open from 7:30 – 16:00. You may read or work quietly in there in the afternoons or may borrow books to take home.

The **Sports Store** is open every afternoon until 18:00. If you wish to use any sports equipment, you may borrow it from the store and return it before the store closes. You can also use the tennis, basketball and volleyball courts, the pitches or Karibu Hall for your own sport if they are not being used for a school organised activity.

The **Weights Room** is available for use in the afternoons by arrangement with the Sports Coordinator. No food or drinks, other than water, should be taken into the weights room at anytime.

In between taking part in activities on campus, you are welcome to relax in the **Social Centre** which is open from 12:35 - 13:15 and from 15:00 – 18:00. Sodas and snacks are available, and there are table tennis, pool, darts, and table football games. The news is also available on satellite TV at advertised times in the afternoons.

Tutor Group

In addition to the daily registration meeting, every week there will be a 20 minute tutor period when students meet as a tutor group with the tutor. It may include personal and educational counselling, administrative matters and group activities. All M1-M5 students are issued with a homework diary. For M1-M5 students, it should be signed by your boarding parent/parent/guardian each week and is to be checked by the tutor/subject teacher on a daily basis. Diploma students are encouraged to use a daily organizer of their own or to collect an ISM diary from the HoS or Diploma Coordinator.

Guidance Hour

The time from 13:20 to 14:20 on Tuesdays is reserved for Guidance Hour. This is a good opportunity for you to see one of your teachers or your tutor to get help with class work or to discuss any difficulties you may be having. It is better if you can arrange a time to see a teacher in advance to utilize the hour effectively. One of your teachers or your tutor may also ask you to see them during Guidance Hour. If you have been asked to come at this time, you must make sure that you do so. All students must be in their tutor room at the start of Guidance Hour at 13:20.

Homework

You will be given homework to do on a regular basis and this is an important part of your learning. We will expect you to complete homework assignments on time. You will therefore need to organise your days to make sure that you have enough time to do your homework well. M1-M5 students will receive a homework timetable and diary to help in planning your work.

- M1/M2 students have 1 hour of homework a day plus 1hr 30 mins at the weekend.
- M3 students have 1hr 30mins a day plus 2hr 30 mins at the weekend.
- M4-M5 students have at least 2hr-2hr 30mins a day plus 3hrs on weekends.

It is especially important that you make sure you bring all books back to school that will be needed each day.

Academic Honesty

ISM is committed to academic honesty and will ensure that all secondary students are aware of what this entails. While we trust that all students enrolled in the school will submit work of their own that is appropriately referenced, we feel that it is necessary to give guidelines as to what this means and what the consequences will be if any work does not meet this standard. A detailed policy document, called the ISM Research Guide, will be given out to each student, and students and their parents/guardians will be asked to sign a statement agreeing to abide by these rules.

Student Council

There is one representative from each tutor group who is a member of the Student Council. This council meets every two weeks to discuss how to organise events that will benefit the students as a whole or to talk about issues that are concerning students. If you are concerned about any general aspect of the school, talk to your Student Council representative so that the issue can be raised. You are also welcome to attend meetings of Student Council even if you are not a member.

Inter-house Sports Day

On specified calendar dates, all secondary students will be expected to participate in a variety of sports events that are posted by the Sports Coordinator. Teams participating will be part of a house based on the names/colours of Kibo (blue), Mawenzi (green) or Meru (yellow). Throughout the day's sporting events, athletes will accumulate points for their house by participating in as many events as possible. For a student to excuse themselves from a sport event(s), written permission or an email sent to the Head of Secondary or Sports Coordinator from the parent's or guardian are expected. The student will be allocated to a non-sport role for the day. Students may only be excused from sports events on medical or religious grounds.

Who to see if you need help:

If you have problems with your work or in any classes or activities, it is best to discuss these with the appropriate teacher first. However, your **Tutor** is there to help you and you should see him or her if you are finding it difficult to resolve a problem. For more serious problems, you may also ask for help from the Head of Campus or Head of Secondary.

Sometimes you may have a problem which you do not wish to discuss with any of the teachers above, but you still need help. In such cases you are welcome to see any teacher who you feel confident in talking to, or you may talk to the nurse. The nurse may also be able to advise you if there is a counsellor or another professional available who could help you.

What to do if you are late:

You should be in your tutor group room before 07:30 in the morning. If registration has not yet finished, go to your tutor room and explain to your tutor why you are late.

If you arrive in school after 07:35, go to the Head of Campus or Head of Secondary to register and then go straight to class. **In the next break, find your tutor and explain why you were late.**

Repeated lates will result in a detention or other disciplinary actions.

What to do if you are sick:

Day students: If you are unable to come to classes or any activities because you are sick, you must bring a note from your parents or guardians to explain as soon as you return to school. This note should be given to your tutor or HoS.

Boarders: If you feel ill before classes start you must report to the school nurse who will advise you on treatment and whether or not you should go to your classes or activities. You must bring a note from the nurse to your teacher or HoS.

You should never remain in the boarding house during classes without permission.

If you feel ill during class time, go to your tutor, or the Head of Campus or Head of Secondary, who will ask you to go to see the school nurse.

What to do if you expect to miss classes for another reason:

Day students: If you expect to miss classes for any reason other than illness (for example to attend a family or religious ceremony), please ask your parents or guardians to contact the Head of Secondary **in advance**. Boarders should see their Boarding parent/Head of Secondary who will advise you about what to do. You may not miss classes or activities unless you have the Head of Secondary's or Head of Campus' permission to do so.

Where to keep your belongings

Day students are strongly advised to obtain a locker to keep their books and valuables in. To get your own locker, you should see the main office receptionist, who will ask you to pay a key deposit first.

Lost Property

You are responsible for looking after your own belongings and the school cannot be held responsible if they are lost, damaged or stolen. If you find any item which somebody else has lost, please give it to the main office receptionist. You may also check with her if you have lost anything. **WE STRONGLY ADVISE YOU NOT TO BRING VALUABLE ITEMS TO SCHOOL!**

Mobile Phones and other electronic devices

Mobile phones must be switched off in the classroom block and other buildings during tuition times (7.30-12.35 & 1.20-3.00). After this, they may only be used in places where they will not disturb others or by boarders in their boarding houses (except during study hall time and during the night). The full policy on the use of mobile phones is available on request.

Parents who wish to contact their students during the school day may do so via the school's office.

Students who use mobile phones, MP3 players or other electronic devices between 7:35 and the end of classes and CAS/Sport activities may have them confiscated, and if this becomes a repeat occurrence disciplinary action could be taken.

Headphones

You may not wear personal headphones in the classroom block during tuition hours or they will be confiscated.

Visitors

Students may invite friends and relatives to spend a day in school, or use the school facilities, but only with prior approval (one week's notice required). Approval should be obtained from the Head of Secondary.

Meals and Snacks:

Day students should bring a snack to school to eat during the morning break. If you wish to eat a snack with the boarders, you can buy a weekly ticket from the receptionist in the main office in the week beforehand. The school shop (duka) also sells snacks at break time.

Day students are welcome to eat lunch in the dining hall. Tickets should be bought from the receptionist in the main office the day before. Snacks are also available from the duka at lunch time, or day students may eat a packed lunch, that they have brought from home, in the social centre or other picnic areas. DO NOT eat food in classrooms, on the fields or in Karibu Hall. **Food eaten in the dining hall should be finished before leaving the dining hall.**

- Dispose of all rubbish in bins provided.
- Chewing gum is not allowed on the campus.
- Sodas are not permitted in the tuition blocks.

Going off the school's campus

Once you have arrived for morning school, we do not expect you to leave the school campus until lunch time. If you need to leave the campus for a special reason, you must first obtain permission from the Head of Secondary.

D1 & D2 Diploma day students who have a study period after 11:35 in the morning, or during afternoon classes, may go home to study. Before going home, please sign out with the Head of Campus or the Head of Secondary or the main office receptionist. If you need to go anywhere else, you must first get permission from the Head of Secondary. Otherwise all Diploma students are expected to be on campus during any study periods (including afternoon classes) and the diploma study room next to the library is provided for work at such times.

Day students may leave campus in between afternoon activities (but not during class time), provided the student has their parent's or guardian's permission to do so. Boarders need permission from their boarding parent.

Going to the Boarding Houses

Day students may not go to the Boarding Houses before or during morning class time (up to 12:35) or during afternoon lessons (13:20 – 15:00) or Guidance Hour on Tuesdays. As a special exception to this, diploma day students may go to the diploma boarding houses during a study period **to work in the common room** if invited by a diploma boarder. Day students should **not** go to the bedrooms.

Diploma boarders may go to their own rooms to work during study periods. Group work should not take place in bedrooms at any time.

Other boarders **may not** go to the boarding houses during morning or afternoon classes, except to shower and change immediately after a PE or swimming class, or to collect books at long break.

At other times, day students are welcome to visit boarding houses when invited to do so by a boarder. However you may not visit during study hall time and should arrange to leave campus before the curfew time of your year group. Students may not enter the boarding houses, bedrooms or toilet areas of students of the opposite sex at any time.

Day Students remaining on Campus outside tuition hours

During term time

Day students are usually expected to leave campus by dinner time on weeknights (6:15pm), but may return in the evenings if doing one of the following:

- Using the computer centre for work
- Taking part in a supervised school activity
- Doing other types of work or private study by previous arrangement with a teacher
- Visiting boarding students between the end of study hall and curfew time.

At weekends, day students are welcome to use school facilities and are invited to join in some boarding activities. When on campus to use facilities or visit boarders, day students should help to contribute towards the boarding programme as appropriate, and should remember that they are expected to follow all school and boarding rules and the requests of teachers or boarding parents. Day students should only enter and leave the campus by the main gate.

Day students may only enter the boarding houses at the invitation of a student staying there.

All day students must leave the campus before the curfew time for their year group. Day students, if not attending dinner, should not be on campus after dinner time unless specific permission has been given by a teacher or boarding parent.

During holidays

Students may visit the school campus during school holidays to use the following facilities if they are available:

- Computer centre and library (when open)
- Swimming pool
- Sports fields, tennis courts and Karibu Hall
- Other facilities by prior arrangement with a teacher and administrator

In the holidays, all students should leave the campus by 6pm unless visiting someone who lives on campus. Students are expected to behave responsibly when visiting the campus.

Driving to School:

Day students must obtain permission from the Head of Campus before driving themselves or other students to school. This will normally be given if you bring a letter from your parent or guardian and can show that you have a valid and legal Tanzanian driving licence. In accordance with Tanzanian law, no student under the age of 18 may drive a vehicle to school. Vehicles brought to school should be parked in the main car park and may not be driven around the school.

Students may not travel in a vehicle driven by a day student unless they have specific written permission to do so from their parents/guardians and this permission must name the students who are allowed to drive them.

No motor bikes may be brought on to the school campus by any student.

Motorized vehicles driven to school by students and parked outside the main campus, are done so at the student's own risk.

Transportation Behaviour Expectations

When you ride in school transport, whether to and from school or on school trips, you are representing your family and your school, so normal school behaviour is expected, including the following:

- Do not keep the vehicle waiting
- Be respectful to fellow students and drivers
- Speak quietly with others
- Remain seated at all times when the vehicle is in motion
- Remain in the vehicle except when you arrive at your destination
- Keep your hands and feet to yourself
- No stopping en route

Students who violate these rules may be prohibited from riding in the school vehicle and may face disciplinary consequences.

Bicycles on Campus

Students are welcome to ride a bicycle to school but please park bicycles in the bicycle stands located near the main staff room. Bicycles should be locked.

Students should also refrain from riding their bicycle through the classroom tuition blocks at all times. Skateboards should not be used in the tuition block.

Meeting School Expectations and Sanctions

A community like ours can only run well if everyone agrees to co-operate together. We want our school to be a pleasant environment which actively promotes learning. To achieve this we believe that all should behave in a respectful way and therefore our school expectations in what we do and how we behave is based on the principle of respect. We want our school to be a pleasant environment which actively promotes learning, so we do not allow:

- cheating, vandalism, theft, violence, or threatening behaviour
- bullying or other abusive behaviour
- alcoholic drinks on the campus
- smoking or bringing tobacco on the campus
- use or possession of any unauthorised or illegal drugs
- weapons, including pocket knives
- overtly sexual behaviour

Boarders are not allowed to drink alcohol at any time and day students are reminded of the need to respect this rule when meeting boarders off the campus.

If you disregard the school's and community's expectations you can expect an appropriate sanction. This could involve:

- discussing the issue with your tutor, or the Head of Secondary and you may be given a warning;
- being asked to come to school at a particular time to undertake some form of work (e.g. detention);
- asking your parents to come to the school to discuss the difficulties and appropriate sanctions.

In case of serious or repeated disregard of our expectations, you could be:

- restricted from certain activities,
- suspended from school for a fixed period or,
- be expelled from the school.

The school has a detailed set of KG – D2 School Expectations. If there is a serious breach of school rules, Disciplinary Committee hearings are held by the Head of Campus, Head of Secondary, appropriate Boarding Parent if applicable, and Tutor and with the student(s) involved to decide on suitable disciplinary action. Diploma and MYP Coordinators may be involved in these situations.

Other Information

Each section of the secondary school (M1-M5 and Diploma) has a handbook which gives a summary of your curriculum with some details of what you will study during the year. These handbooks also give any special information for students in your class. If you have not seen one of these, please ask the Head of Secondary or MYP/DP Coordinators for a copy.

Boarders will also receive a Boarding Handbook which describes the boarding day and special conditions for boarders. If you want one of these, please ask the Senior Boarding Parent.

For further information or details about ISM Secondary programmes in Moshi Campus please contact the Head of Campus or the Head of Secondary at ISM.