



International School Moshi Arusha Campus

Secondary Students' Handbook

2011-2012

International School Moshi – Arusha Campus
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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 behavior 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.

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.

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 and coloured pencils or pens. We ask that M1 - M3 students bring a simple calculator to school, whilst others need a scientific calculator.

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 labeling or slogans) or sleeved blouse to cover most of the upper torso, i.e. no exposed midriff or chest, no exposed underwear, and no sleeveless shirts.
2. Trousers, shorts or skirt. Pants/trousers must be worn around the waist without exposed underwear.
3. Shoes and socks. Leather sandals or leather malapas are allowed. **No plastic or rubber malapas (flipflops)**. Shoe wear should look smart.
4. **Students are expected to wear a hat when playing outside** during PE class, break, lunch and outdoor extra-curricular activities.

** All students should bring a hat to school and wear it when playing outside. **

The dress code should be followed:

1. During school hours
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

All clothing should be clean, tidy and in good repair. Clothing, jewellery, make-up or hairstyles which may give offense 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 hat, 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 to change.

The School Day:

The school day begins at 07.50 with a registration period in your tutor group room.

Arrival after 7:50 is considered late. Classes follow as shown:

Monday and Wednesday	Tuesday and Thursday	Friday
07.50 – 08.00 Registration	07.50 – 08.00 Registration	07.50 – 08.00 Registration
08.00 – 10.00 Periods 1 - 6	08.00 – 10.00 Periods 1 - 6	08.00 – 10.00 Periods 1 - 6
10.00 – 10.20 Break (20 mins)	10.00 – 10.20 Break (20 mins)	10.00 – 10.20 Break (20 mins)
10.20 – 12.20 Periods 7 - 12	10.20 – 12.20 Periods 7 - 12	10.20 – 12.20 Periods 7 - 12
12.20 – 13.00 Lunch (40 mins)	12.20 – 13.00 Lunch (40 mins)	12.20 – 12.40 Lunch (20 mins)
13.00 – 14.30 Periods 13 - 16	13:00 – 14.30 Periods 13 – 16	12.40 – 14.00 Periods 13 - 16
14.30 – 15.30 Activity period	<i>Dismissal: 14:30</i>	<i>Dismissal: 14:00</i>
<i>Dismissal: 15:30 (after CCA's)</i>		

Co-Curricular Activities (CCA's)

You are strongly encouraged to take part in two activities every week: one sport and one non-sport. You will receive a full list of activities from which to choose. Once you have chosen an activity you will be expected to attend every week at the right time. You may change activities every term, but there may be some activities that will continue throughout the entire year, allowing you to really develop your skills in a certain area (i.e. tennis). If you have any ideas or comments about the activity program, please talk to the Activities Coordinator or your tutor or one of your Student Council representatives.

CCA's are scheduled:

- Monday and Wednesday afternoons (14:30-15:30)
- (sometimes ...) Monday through Thursday during lunch breaks (12:30-13:00)

Sports Activities

Afternoon sports are part of the activities program. These activities are in addition to the PE curriculum and sometimes involve team practice and competitive games against other schools. Sports offered have so far included volleyball, basketball, soccer, netball, cricket, baseball, badminton, boules, Tae Kwan Do and tennis.

Normal PE kit is required to participate in these sports. All secondary students are expected to participate in one sport activity per term.

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 this, whatever their level of fitness or experience.

Individual Music Lessons

Individual music lessons can be arranged for certain instruments during lunch times or after school hours. You will need to ask your parents/guardians to pay an additional charge. Arrangements for these lessons can be made with the Music teacher or with the Umoja Suzuki Music programme. Students can study for the Associated Board of the Royal Schools of Music (ABRSM) exams, but this is not compulsory.

Computer Lab and Internet Use

The Computer Lab will generally be open each day from 8am-4pm. Computers will also be scheduled for use in afternoon activities, and therefore computers may not always be available for individual use. The school is networked and all computers in classrooms and the Library have Internet access. Students may use the Computer Lab and computers in the library at lunch. Access to the Internet is available **if you have signed your agreement to the school's Internet Use Policy** – school computers and Internet use are strictly available for educational use only – not personal surfing or emailing. All students are required to get parental permission to be allowed to use the Internet unsupervised. Personal laptops are not to be used or brought to school without permission from the Head of Secondary. Students who violate these rules will be subject to disciplinary measures, which may include the right to Internet or computer use being withdrawn.

Library

The Library will be open each day from 8am-3pm for research, studying and quiet reading. Secondary students can borrow up to four books per week.

Tutor Group

In addition to the daily registration meeting, every Monday from 8:00 – 8:20 am will be an extended tutor period when students meet as a tutor group with the tutor. It may include personal and educational counseling, administrative matters and group activities. All students are issued with a homework diary which needs to be signed your parent/guardian each week. This will be checked during tutor time.

Guidance

For M4 and M5 students, you have a 40 minute guidance period each week with your mentor supervising this time. The last 40 minutes on Tuesdays, from 13:50 to 14:30, is set aside for Guidance. For M5 students, your mentor is your Personal Project (PP) supervisor. For M4 students, your mentor may change during the year according to who becomes your PP supervisor. Thus, Guidance is an ideal time to discuss progress in your PP. Guidance may also be a good opportunity for you to see one of your other teachers, your tutor or mentor 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, but last-minute meetings may be arranged. Students should report to their mentor at the beginning of Guidance Period.

The mentor is also another person who you can approach if you have anything that you would like to talk to. The mentoring program may also be used as a vehicle to teach and explore other important curriculum areas such as the emotional wellbeing of students and students learning profiles. In this way students will have an opportunity to get to know their mentors in a different setting. Mentors will also supervise students when doing their MYP personal project.

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 organize your days to make sure that you have enough time to do your homework well.

You will be provided with a Homework Diary. Homework diaries should be brought to every class, and they are to be signed at the end of each week by parents/guardians and then by tutors on Monday morning. Replacements for lost Homework Diaries will be provided at a charge of 5,000/-.

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

Homework expectations:

All secondary students are expected to:

- Use your Homework Diary. Record assignments for each class every day, use the diary for planning your work each evening, get the diary signed by parents/guardians each weekend and have your Tutor sign it Monday morning.
- Put in a concentrated time each afternoon/evening on homework. Time spent finding pencils, getting

organized, chatting on the Internet, etc. is not to be counted.

- Be *accomplished by doing your best on assignments.* Teachers may ask students to spend longer on assignments if the work does not reach the expected standard.
- Keep *balanced.* If you have honestly spent (productively!) the time allotted for homework, but have not finished, you may stop and tell the teacher that it took you too long. (Get your parents to sign your homework diary.)
- Plan how to avoid difficulties. Flimsy excuses (“I forgot”) and technical difficulties (“the power went out”) will not be acceptable. Printing must be done before class, students must figure out how to solve problems (such as lost or corrupted disks), backup copies of work should be kept on different computers, etc.
- Be *committed to complete and hand in assignments on time.* This helps with your organization, mental well-being, and learning. Repeatedly late or missing assignments indicate that effective learning is not happening and so we may try to help through teacher/student/parent conferences and/or other strategies.

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 are two representatives from each tutor group who are elected members of the Student Council. The Student Council meets regularly to discuss student concerns and plan events. 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.

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** and your **Mentor** are 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 Secondary Head or the Head of Campus.

Sometimes you may have a problem that you do not wish to discuss with any of the teachers above, but you still need help. In such cases, go to any teacher who you feel comfortable talking to and they will do their best to help you and give you advice. The school 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 by 07:50 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 08.00, go to Reception to register, get a late slip and then go straight to class. In the next break, find your tutor and explain why you were late.

What to do if you are sick:

If you are unable to come to classes or any activities because you are sick, we ask that your parents phone the school. You must bring a note from your parents or guardians as soon as you return to school. This note should be given to your tutor or Head of Secondary.

If you are sick during school you need to get a note from a teacher to go to go see the school nurse.

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

If you expect to miss classes for any reason other than illness (for example to attend a family or religious ceremony or a medical appointment), please ask your parents or guardians to contact the tutor **in advance**. You may not miss classes or activities unless you have permission to do so.

Where to keep your belongings

Students have a lockable locker in which to keep their books. You will have to pay a refundable key deposit of 5,000/-. Students are not encouraged to carry around their backpacks with all their belongings.

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 Head of Secondary or the main office receptionist. **WE STRONGLY ADVISE YOU NOT TO BRING VALUABLE ITEMS TO SCHOOL.**

Mobile phones and other electronic devices

Students are not allowed to use mobile phones or personal listening devices (MP3 players, etc.) during the school day. We do recognize that some students will bring these to use on the drive to/from school. If students bring them to school, they should be turned off and locked in the student's locker during the day. The school will not accept responsibility for the safety of these items.

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 7:50 and the end of classes and CCA's may have them confiscated, and if this becomes a repeat occurrence disciplinary action may be taken.

Visitors

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

Meals and Snacks

Hot meals and snacks can be ordered through the Canteen. Snacks will be on sale at break time. Lunches may be purchased from the Support and Ancillary Staff kitchens, only with parental permission. If you bring your own lunch or snack you will be able to eat in the dining area. **DO NOT** eat food in classrooms, on the fields or on the Hard Court. Dispose of all rubbish in bins provided. The chewing of gum by students is not allowed on the campus.

Going off the school's campus

Once you have arrived for school in the morning, you should not leave the campus until the end of the school day. If you need to leave the campus for a special reason, you must first obtain permission from the Head of Secondary. You are not allowed to leave the campus unaccompanied.

Staying on campus after school hours

Students are expected to leave campus when they are not in classes or in a CCA. Any student who remains on campus after 14:30 should be doing one of the following:

- Taking part in an CCA or other supervised school activity
- Using the computer lab for work
- Doing quiet research in the Library
- Meeting with a teacher

Students who are not following these rules will be asked to leave, and may face disciplinary consequences. At no time should a student be on campus without an adult supervisor (a teacher or sponsor of an activity) and this rule also applies to weekends. Under no circumstances are students allowed to use the swimming pool unsupervised.

Transport

School buildings will be opened by 07.45am. If you are subscribing to the school bus service you will be picked up at approximately 07.00-07.30. Buses will leave school at 14.40 and 15.40. Please wait for the bus or your lift in the appointed areas. Do not delay the departure of buses.

Driving to School:

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 license. 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 another student unless they have specific written permission to do so from the parents/guardians of both the driver and the passenger(s) parents/guardians.

Meeting School Expectations

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. Thus, we do not allow:

- cheating, vandalism, theft, violence, or threatening behavior
- bullying or other abusive behavior
- alcoholic drinks on the campus or during school-organized activities
- smoking or bringing tobacco on the campus or during school-organized activities
- use or possession of any unauthorized or illegal drugs
- weapons, including pocket knives
- overtly sexual behavior

Disregarding the school's and community's expectations may result in a variety of responses such as discussing the issue with your Tutor or Head of Secondary or parent and thus creating an action plan.

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,
- expelled from the school.

The school has a detailed statement on Discipline which you can ask to see. ISM also has a set of EC – M5 School Expectations. If there is a serious breach of school rules, Disciplinary Committee Hearings are held which include the Head of Campus, Head of Secondary, appropriate Tutor, and with the student(s)/teacher(s) involved to decide on suitable disciplinary action.

Other Information

The school has Curriculum Handbooks for secondary students that give 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 Campus or Head of Secondary for a copy.

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

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

Bus Behaviour Expectations

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

- Do not keep the bus waiting in the morning or after school
- Be respectful to fellow students and drivers
- Speak quietly with others
- Remain seated at all times when the vehicle is in motion
- Remain on the bus 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 the bus and may face disciplinary consequences.