



International School Moshi
Arusha Campus

Handbook
for
Secondary Students

August 2007

International School Moshi

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 solid all-round education that will provide you with 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-discipline 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 complimented 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.

School Expectations and Sanctions

A community like ours can only run well if everyone agrees to co-operate. 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 principal of respect. We want our school to be a pleasant environment which actively promotes learning, so we do not allow:

- cheating, vandalism, theft, violence, bullying or threatening behaviour;
- alcoholic drinks on the campus
- smoking or bringing tobacco on the campus
- use or possession of any unauthorised or illegal drugs
- overtly sexual behaviour

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 Head of Secondary and you may be given a warning;
- being asked to stay in school for a lunch time detention to undertake some form of work;
- 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,
- expelled from the school.

The school has a detailed policy statement on Discipline which you can ask to see. If there is a serious breach of school rules, Disciplinary Committee Hearings are held by the Head of Campus, Secondary Head, the Tutor and with the student/s involved to decide on suitable disciplinary action.

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 school on time fully prepared for your classes 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

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.
- 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 your maximum success.

What to do if you are late:

You should be in your tutor group room by 07.55 in the morning. If you are only a few minutes late, 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 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.

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.

What you should wear to class:

There is no school uniform so you may wear clothes that you feel comfortable in. These should be suitable for formal classes and therefore should be clean, tidy and in good repair. The way we dress should show respect for the local Tanzanian culture. Therefore, the following rules should be followed:

- Wearing excessive jewellery, make-up, hairstyles or clothes that may give offence to anybody in the community.
- Skimpy or revealing tops (no bare midriffs or spaghetti straps), or very short shorts and skirts are not appropriate school attire).
- Pants/trousers must be worn around the waist without exposed underwear.
- Clothes or ornaments that advertise alcohol, cigarettes or drugs or which contain offensive language or pictures are not allowed.

- Suitable footwear should be worn for all classes and activities. Flip flops are not appropriate at school.
- For PE and sport activities you will need a white shirt with no logo, or an ISM t-shirt, black or dark blue sports shorts, white socks, hat, water bottle and trainers.
- For sporting events where you represent ISM, you need to wear an ISM T-shirt. Students without the correct PE kit will not be allowed to participate.
- Students are expected to change the PE T-Shirt following PE class, even if they have an afternoon activity. Shirts suitable for PE classes are sold in Reception.

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, a pencil sharpener and a rough book. For certain classes you may also need mathematical instruments, a pocket English dictionary and coloured pencils or pens. For M1 to M3, students should bring a simple calculator to school and for M4 and S5 students, they should bring a scientific calculator.

Where to keep your books and belongings

Students have a lockable locker in which to keep their books. You will have to pay a refundable key deposit of 5 000/-.

Visitors

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

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 be organised to make sure that you have enough time to do your homework well. Make good use of the Homework Diary provided. Homework diaries should be brought to every class. Homework diaries are to be signed at the end of each week by parents/guardians and then by tutors on Monday morning.

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 15mins at the weekend.

M4-S5 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.

Computer and Internet Use

The Computer Room will be open each day from 8am-4pm. Computers will also be scheduled for use in afternoon activities. The Computer Room is networked and 25 computers have Internet access as well as laptops and computers in the library. Students may use the Computer Room and computers in the library at lunch. All students are required to get parental permission to be allowed to use the Internet unsupervised. A list of rules regarding the used of computers and the internet will be handed out to you.

Library

The Library will be open each day from 8am-4pm for research, studying and quiet reading. Secondary students can borrow up to four books per week.

Meals and Snacks

Hot meals and snacks can be ordered through the Canteen. Snacks will be on sale at break time. 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.

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 their parents/guardians of both the driver and the passenger(s) parents guardians.

Bus Behaviour Expectations

When you ride the bus, you are representing your family and your school, so normal school behaviour 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 and ensure there are no loud noises.
- Remain seated at all times.
- Keep your hands and feet to yourself.
- No stopping en route.

If you do not follow these rules then you may not be able to take the bus to and from school.

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 Secondary Head. You are not allowed to leave the campus unaccompanied.

The School Day:

The school day begins at 07.50 with a registration period in your tutor group room. Periods are 20 minutes long and classes may be 40, 60 or 80 minutes in duration.

Monday, Wednesday & Thursday	Tuesday	Monday, Wednesday & Thursday
07.50 – 08.00 Registration	07.50 – 08.00 Registration	07.50 – 08.00 Registration
08.00 – 10.00 Period 1 - 6	08.00 – 10.00 Period 1 - 6	08.00 – 10.00 Period 1 - 6
10.00 – 10.20 Break (20 minutes)	10.00 – 10.20 Break (20 minutes)	10.00 – 10.20 Break (20 minutes)
10.20 – 12..20 Period 7 - 12	10.20 – 12..20 Period 7 - 12	10.20 – 12..20 Period 7 - 12
12.20 – 13.10 Lunch (50 minutes)	12.20 – 12.50 Lunch (30 minutes)	12.20 – 12.40 Lunch (20 minutes)
13.10 – 14.30 Period 13 - 16	12.50 – 14.50 Period 13 - 18	12.40 – 14.00 Period 13 - 16
14.30 – 15.30 Activity period		14.00 – 15.00 Activity period

Extra-Curricular Activities

You are expected to take part in two activities every week. You will receive a full list of activities from which to choose. Previous activity options have included musicals, community service projects, silk-screen printing, different sports and many others. Once you have chosen an activity you will be expected to attend every week. 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 one of your Student Council representatives.

Monday, Wednesday & Friday – Sport and non-sport activities

Mother Tongue Language Programs will be offered at times arranged by the teacher of that language.

Community & Service

All M1 – M4 students as part of the MYP curriculum are required to do Community and Service. S5 students are encouraged to take extra curricular activities that focus on Community and Service. The following definition guides ISM students when engaging in Community and Service:

We at ISMAC believe that community and service starts in the classroom and extends beyond it. We encourage students to participate in the communities in which they live. Our emphasis is on developing community awareness and concern, a sense of responsibility, and the skills and attitudes needed to make an effective contribution to society. We expect our students to become actively involved in service initiatives.

Community and service in ISMAC aims to encourage tolerance and respect by developing:

Sensitivity to the needs of the community and society in general

Awareness of the role of the individual within a community

A willingness and the skills to respond to the needs of others

An altruistic (unselfish) attitude which enriches the life of the student through enhanced insight into different social patterns and ways of life

Sports Activities

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 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. With the continued development of our new campus we have superb facilities for a growing range of sports.

Individual Music Lessons

Individual music lessons can be arranged for certain instruments 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. Students can study for the Associated Board of the Royal Schools of Music exams through this program, but this is not compulsory.

Outdoor Pursuits

ISM offers a varied program of camping and walking trips 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.

Tutor Group/Assembly

In addition to the daily registration meeting, every Monday from 8:00 – 8:20 am will be a 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 diary which needs to be signed your parent/guardian each week. This will be checked during tutor time.

Guidance Period

You will have a 40 minute guidance period each week with your mentor supervising this time. The time from 11.40 – 12.20 on Tuesdays is reserved for a Guidance Period. This is a good opportunity for you to see one of your 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 if not just come to school and wait until the teacher is free. If you have been asked to come at this time, you must make sure that you do so.

Each student is assigned to a staff member who is their mentor. This is another person who you can approach if you have anything that 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.

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. **WE STRONGLY ADVISE YOU NOT TO BRING VALUABLE ITEMS TO SCHOOL.** (Personal listening devices and mobile phones cannot be used during the school day so it is best to leave them at home.) It is very important that you take good care of your property and use the lockers provided. If you find any item that somebody else has lost, please give it to the Receptionist. If you lose something check with the receptionist, class teachers or the Secondary Head.

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.

House Captains and Athletic Council

There will be two house captains for each house. House captains will be elected from the S5 class during the 1st week of school. House captains will assist in the running of sports events, intramural leagues and lead the athletic council. The athletic council will run various events and activities during the school year. Two representatives from M1 to M4 will be elected to the Athletic council.

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.

Other Information

The school has Curriculum Handbooks for secondary students which give a summary of what you will study during the year. If you have not seen one of these, please ask your tutor for a copy.

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