



**International
School Moshi**



Secondary Student's Boarding Handbook

**Moshi Campus
2018/19**



International School Moshi
www.ismoshiarusha.org

Welcome

Welcome to ISM. The purpose of this introduction to boarding at ISM is to give parents and students the basic information necessary to prepare for boarding at the school. We also hope that it gives you some indication of the structure of our residential education programme and who to contact should you feel the need to discuss a matter with us. Our goal is to achieve and promote excellence, help students develop their leadership potential, and create a sense of belonging in our residential environment. If you have any comments or suggestions, please feel free to contact us. Your input is crucial to the success of the programme.

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Introduction:

The Five Pillars

In boarding we also have an ethos that is the foundation of our programme: the “Five Pillars.” Our aim is to create an atmosphere where five concepts—*Community, Respect, Environment, Communication, and Responsibility*—are at the core of everything we do and every choice we enable our students to make. Throughout a student’s time in our programme, they will be encouraged to make links between their academic, residential, and social lives. These also link to the IB learner profile attributes that we aim to inculcate in our boarders. Attributes such as *Balanced, Principled* and *Caring* among others are encouraged.

Medium of Communication

ISM is an English medium school. We therefore expect boarders to use English to communicate as much as possible. We appreciate that as a school located in Tanzania, and with many of our boarders being Tanzanian, the temptation to communicate in Swahili is very strong. But boarders must remember that a good percentage of the ISM community is not fluent in Swahili and must therefore communicate in English.

The Boarding Houses at ISM

At ISM we have accommodation for approximately 150 boarders in 8 boarding houses, which can be found in three different areas around the school. Each house is supervised by a boarding parent with an assistant who are responsible to the Head of Boarding, and the Head of Campus.

Primary:

Kimbilio (*Shelter*) Accommodates 12 children in double rooms with bunk beds.

Kiota (*Nest*) Accommodates 10 children in double rooms with bunk beds.

MYP:

Kivuli (*Shade*). Accommodates 24 students in twelve double self-contained rooms, plus 4 students in single rooms. This dorm houses M1-M5 boys.

Kiongozi (*Leader*) Accommodates 36 students in a combination of self-contained and shared bathroom rooms. This dorm houses girls in M1-M5.

Diploma:

Kijana (*Youth*) Accommodates 34 students in seventeen double self-contained rooms. This dorm houses diploma girls.

Kilele (*Peak*) and **Kipepeo** (*Butterfly*) each have a capacity of 16 diploma boarders, four sharing each room. Students share bathroom and toilets.

Kisiwa (*Island*) Accommodates 30 students in fifteen double self-contained rooms. This dorm houses diploma boys.

General Information

Each boarding house has its own common room furnished with easy chairs, and tables suitable for board games and coffee cups. The students have a kettle, a toaster, a cooker, conventional ovens, and microwave ovens. There are refrigerators in each house. The school supplies fruits, coffee, tea, sugar, milk, margarine, honey, jam, peanut butter, salt and pepper to boarders, as well as cups and cutlery (students are encouraged to bring their own mugs if they are regular coffee/tea drinkers). There are also fruit bowls in every boarding house where students can grab a quick afternoon snack.

All houses have shower facilities with both hot and cold water. The room interiors can be decorated with posters, pictures and photographs of the student's choice (the fronts of doors are common domain and are not to be personalized). We only ask that there are no pictures that may cause offence to fellow students or visitors. If in doubt, your boarding parent will advise you as to what is acceptable. Many students also bring their own rugs and/or floor mats to help brighten up their rooms. Each student is issued a key to his/her room. If, however, the key is misplaced, they will be billed for a replacement. Bed sheets and pillowcases (changed on a weekly basis), insect sprays, and toilet rolls are also provided. We aim to make boarders feel at home in their boarding houses on campus.

Electrical Power

The school power supply is set at 220V AC, so please ensure that any appliance is set for that voltage. All electrical sockets are 3-pin square sockets (UK type). Our large stand-by

generator supplies power to all boarding houses during TANESCO power cuts. The school's electrical technician can check any concern about the suitability or condition of electrical equipment. Voltage regulators and surge protectors are advised for larger electrical devices, as the school cannot be responsible for damage to personal equipment that is the result of a power surge. For reasons of safety, students may not burn bug coils, incense, and open candles, or use heaters, refrigerators, kettles or toasters in their rooms.

Internet Access

All boarding students will have supervised access to the internet in the Computer Centre on weekdays from 8:00am until 05.30pm. There is also Wifi internet connection is available throughout the campus with specific access points in the boarding houses.

M1 students are expected to hand in their electric gadgets ((Laptops, mobile phones) to boarding parents after lights out time.

Daily Routine

The day starts at approximately 6:15am, when boarding parents wake students. This is followed by breakfast, which is served from 6:40am – 07:20am. Boarders must leave the dining hall by 7:20am. There is a brief registration period for all students at 7:30am and classes start at 7:35am. There is a morning break from 10:15am – 10:35am when boarders can get snacks at the dining room. Classes then continue until 12.35pm when a mid-day meal is served. The afternoon programme runs from Monday to Thursday from 1:20pm to 6:00pm. This programme includes some lessons, sports, and a variety of CAS activities.

Our evening meal is served at 6:00pm. Every Wednesday we serve a special meal featuring a menu selected by a different boarding house (additional special meals are served on important occasions throughout the year, such as the end of Ramadan and Christmas). Each evening from Sunday to Thursday, regardless of whether the following day is a public holiday, we have time set aside for study (times given below). This 'Study Hall' is an important part of the daily routine. It is used for doing homework and for general revision. It is a time when we guarantee a quiet and peaceful work environment. It is also an opportunity to receive academic support from the staff on duty, as well as members of the teaching staff who may assist in the evenings.

All students are expected to be present for Study Hall and to be working independently. MYP boarders have their "Study Hall" in specified classrooms. Students may bring their own computer (a computer is required for students in M3-D2). Although there are set times for study hall, students—particularly those in the Diploma Programme who have access to a special study room on campus—will also be required to work independently throughout the week. Thus, we strive to maintain an environment in residential areas that is conducive to study at all times.

There is some free time between the end of study hall and the time that students must return to their boarding house. The social center and Karibu Hall, are open between the end of study hall and curfew. M1 to M3 students are expected to go back to their dorms after study hall. We encourage M1 students, who have an earlier curfew at to read a story book in bed before lights out. The time between curfew and lights out is a quiet time during which students prepare for bed. Each student is required to be in bed with lights out at the times provided below:

Quick Reference Timetables

Meal Times & Study Hall

	SUN	MON to THURS	FRI	SAT
Breakfast	8:45 – 9:45	6:40 – 7:15		8:45 – 9:45
Snack		10:15 – 10:35		
Lunch	1:00 – 1:30 pm	12:35 – 1:20 pm		1:00 – 1:30 pm
Snack	House Fruit Bowls			
Dinner	6:00 – 6:40pm			
Study hall:			There is no official study hall on these days, but we strive to retain an atmosphere that is conducive to study	
M1	7:00 – 8:30 pm			
M2 – M5	7:00 – 8:45 pm			
D 1 – 2	7:00 – 9:15 pm			
Snack	8:45 – 9:15 pm			

Curfew and Lights Out

		SUN to THUR	FRI and SAT
M1	In Room	9:00	10:30
	Lights out	9:30	
M2 – M5	In Room	9:30	10:45
	Lights out	9:45	
D1 – D2	In Dorm	10:00	11:00
	In Room	11:00	

During the weekends the day starts later, and curfews also tend to be later. There are activities tailored to suit all ages and interests, including off-campus trips organized for weekends. Students are strongly encouraged to get involved in the planning and organization these activities. Each boarding parent rotates a duty to oversee the student organized weekend activities.

Packing and Preparing to Come to School

Moshi generally has warm sunny weather, but it also experiences a number of cold, wet days. For most of the year we tend to wear lightweight clothing, but students will be glad to have a sweatshirt or a warm jumper available. Most people wear shorts, jeans, or loose-fitting pants and a T-shirt. Footwear tends to be sports shoes or open sandals. From time to time we have special functions like the Special Boarding Dinner, Sports Award Ceremony, Graduation, etc., so bring some formal clothes. Parents are requested to check that all clothing is appropriate. T-shirts with logos or slogans that might cause offence should not be brought to school and clothing or jewelry that in any way might be associated with the use of drugs and/or alcohol is strictly forbidden. Equipment for the outdoor pursuits programme can be borrowed from the school but it is helpful if you can bring your own. There should be no difficulty in buying toiletries in Moshi, but it is not always possible to get a wide choice of brands.

Packing List

All clothes must be marked with the student's name

Essential

- Underwear
- Socks
- T-shirts
- Trousers
- Jeans
- Shorts (and some for sports)
- Jumper or sweatshirt
- Swimming suit
- Training shoes
- Open sandals
- Formal footwear
- Toiletries
- Towels
- A formal set of clothes
- Padlocks
- Mug
- Blanket/Duvet(s)
- Torch/flashlight
- Dress & Skirts (for girls)

Useful

- Extra sports equipment - maybe
 - Tennis racquet
 - Bike/helmet
 - Running shoes
- Outdoor Equipment
 - Sleeping bag
 - Water bottle
 - Rucksack
 - Rain jacket
 - Walking Boots
 - Gloves and hat
- Pillow (1 is provided)
- Mosquito Net
- Clothes hangers
- Rubber boots for the wet season
- Fan
- Table lamp
- Surge protector & voltage regulator
- Computer (M3 to D2 Students)

Rooming Policy

Boarding parents have a rooming policy, the aim of which is to ensure that our community is unified and achieves a healthy balance. We see it as beneficial for students to room with and interact with students who come from different backgrounds and have diverse interests. This is part of what makes the international experience so unique.

Boarding parents assign rooms, based on information about students. All assignments are approved by the Head of Boarding. Thereafter, rooming changes are not normally allowed for a period of three weeks. This provides students with an opportunity to work through initial challenges and develop a positive and mutually beneficial relationship with their roommate.

Questions or concerns about rooming arrangements should be made directly to the boarding parent who has overall responsibility for your boarding area. Once a room is assigned it is an expectation that student residents will maintain their accommodation with respect to acceptable hygienic standards, and take responsibility for any broken or damaged furniture or hardware therein.

Laundry

Laundry will be collected from each boarding house twice per week and will usually be returned within two days after collection. We expect that all clothing will be marked with the student's name or initials. Failure to do this may result in losses and the school cannot be responsible for the care of unmarked clothing. Individual laundry bags, also marked with name or initials, are provided to each student, who is then responsible for listing the items they enclose for laundering. A laundry book with the guidelines will be provided with the bag.

We try to ensure that great care is taken during the washing process and request that students do not put any items that are very delicate or not dye-fast in the laundry. Washing material is provided in the dorms for those who may wish to wash their own clothes. Ironing is also done by the laundry staff, but each boarding house is equipped with its own iron and ironing board so daily needs can be accommodated.

Student Leadership

In boarding we believe student leaders should be committed to their peers, the best interests of the school, and their own continued growth. To provide opportunities for student leadership and input we have created a leadership network that revolves around three principle bodies: Boarding Council, Food Council, and the Activities Council. Regular 'Boarding House' meetings provide each student with an opportunity to play a larger role in the life of the boarding community.

Boarding Council

The boarding programme is committed to student participation in decision making, as well as to facilitating effective communication with students in our residential programme. Boarding Council has been established to help us achieve these objectives. It is the most prestigious and hence important organ of student leadership in the boarding community. Each boarding house appoints a representative to the Council, which meets approximately once every 2-3 weeks. The Boarding House Representative plays a central role in the life of the programme. It is their responsibility to act as a leader and role model for other

boarders, both in and outside of their house. They must also be good listeners, as they must be able to voice the concerns and ideas of others at Boarding Council.

In ISM boarding we presently appoint a Head Boy and a Head Girl from the D2 class for a year.

Food Council

Food quality is a high priority at ISM. We believe students should have a strong voice in the preparation of meals and organisation of meal service at ISM. The Food Council's primary role is to inform and advise the Catering Team as to the needs and desires of the boarding community. Each house will have one representative.

Activities Council

The role of this body is to plan weekend events, and liaise with the boarding team regarding items of interest to the boarding community. Each house will have a representative on this committee.

Boarding House Meetings

Boarding Houses have regular meetings where house specific business is discussed. These are also opportunities for students to raise issues they wish to have brought up by their respective representatives in any of the aforementioned forums. Their boarding parent(s) also attends these meetings.

Town Hall Meetings

Periodically during the year there will be opportunities for representatives from the Boarding Council, Head boy / Head girl, or Head of Boarding to report back to the entire boarding community. These meetings are often held in the dining hall.

What Can Students do on Campus When They Have Free Time?

There are many facilities available to students:

- The swimming pool - open every afternoon and on weekends
- Two tennis courts - open at all times, but sometimes booked for tennis coaching
- Basketball courts - again available when not booked for coaching
- Volleyball courts
- Football pitches
- The indoor sports hall-Karibu Hall
- Fitness center
- Stables (Private arrangement)
- Playground
- Music practice rooms (with arrangement)
- Games areas (Table tennis, pool, air hockey, foosball)
- Board games
- Cycling (Must have helmets)
- Social Center
- Boarding Common Rooms
- Library
- Computer center

Sports equipment may be signed out from the Physical Education (PE) storeroom.

There are many CAS activities that students can join, and we hope that all can find something that is of interest. The activities on offer may change from term to term depending on demand.

Many students may wish to take advantage of the Outdoor Pursuits programme that organizes weekend trips on Mt. Kilimanjaro and Mt. Meru as well as other visits to National Parks, and trekking areas as well as mountain biking trips. Students are asked for a contribution towards the cost of such trips, and parents will be informed if their kids sign up about the cost, so they may have input. The cost of the trips vary depending on distance, duration and age.

Social Center

The social center consists of a semi-split space with one side being a café and the other as a comfortable seating area and television room. The social center is quite cozy and attractive, and boarders can spend their free time there, including weekends. Our television service, which is only available at limited times, provides us with a wide range of channels, from educational programming and cartoons to sports.

School Shop (Duka)

The school shop or *duka* is located inside the social center. It is stocked with stationery, batteries, telephone cards, and other basic school supplies. It is also a full café which offers a wide variety of drinks, snacks and meals. This has proved to be a very popular facility and is open for student use from Monday to Friday between the hours of 10:15am to 6:00pm. The shop is also open on weekends from 11:00am to 6.00pm.

School Bank

At ISM we have a bank just for boarders. The purpose of the School Bank is to help students safely and effectively manage their pocket money. Students are strongly advised to deposit ALL money (pocket money, money for school trips, travel or airport taxes, etc.) in the School Bank. The school cannot assume responsibility for lost money that has not been deposited in the School Bank.

The bank is open twice a week and at the beginning of the quarter so as to give students ample opportunity to access funds.

Catering

The kitchen at ISM prepares three full meals and two light snacks per day. The menus are varied and are a mixture of several cultural styles. The kitchen operates a rotating menu but is willing to make changes to this should any special requests be made (e.g. cultural, religious, or dietary). Students are expected to indicate any special dietary needs they have so we can do our best to accommodate them. Requests for changes to menus or meal times for religious festivals such as Ramadan should be made to the Head of Boarding well in advance. Vegetarian dishes are served at all meals. Students are expected to attend all meals and adhere to all dining hall rules (i.e. hats are not to be worn in the dining hall, no sports shoes and cell phones are not to be used). Weekly special meals are also an important feature of our service. We believe that students should be allowed to set the menu at least once a week. This provides a good opportunity for boarders to bond with

their peers and boarding parent. We also allow students, through Food Council to play a larger role in planning weekend meals. Meals honoring special occasions such as the end of Ramadan, Christmas, and Easter are also an integral part of our service.

Religion

Students are encouraged to practice their own religions. Transport for groups of students is available to places of worship in Moshi town. For new students arriving who have no contact with people from their own religion the school can help in making any such contacts. The key is communication. Communicate your religious needs to us and we will strive to accommodate you. Your boarding parent should be your first point of contact. They will convey your needs to the Head of Boarding.

If You Are Sick

If you are not well enough to be in classes or activities, you must go to the school nurse and **not remain in the boarding house**. If you feel unwell during tuition time, tell your subject teacher, the School Secretary, or an administrator, to get a pass to the nurse.

Medical Care

The school nurse lives on campus and supervises the Health Centre. She is on call twenty-four hours a day. There is a school doctor who is available on call when required. More serious medical problems may be dealt with through one of the local clinics or hospitals, Jaffery Clinic, Kilimanjaro Christian Medical Centre, or Kilimanjaro Hospital. There is a limited dental service in Moshi but travel to Arusha or elsewhere may sometimes be necessary. We have an optical service available in Moshi where spectacles can be repaired, and lenses can be manufactured. There is no service locally that can deal with contact lenses. Students who wear glasses are advised to bring a spare set if possible and also to bring their prescription.

Students are not allowed to have medicines or malarial prophylactics in their rooms and must give any medication to their boarding parent. In special cases, such as diabetics, when students are experienced in the treatment process they may, after discussion with the school nurse, retain a suitable quantity of medication in their room. We request detailed instructions from parents on how to deal with any special medical problems. If necessary, we can supply the students with malarial prophylactics. The school uses an electronic system to catalog visits to the school nurse. The Head of Boarding and Head of Campus are informed of each visit.

A medical form **MUST** be completed for each student giving as much detail as possible. Several copies of this form will be made and held by (i) the school nurse (ii) the Head of Campus and (iii) the student's boarding parent.

In the event of a serious medical emergency we will do everything in our power to contact parents or guardians. We will also inform any person nominated as the student's local contact. In the event that we are unable to contact parents, we will seek medical advice and accept treatment for your child as needed. Boarding fees include the cost of treatment by the school nurse or school doctor, but parents are advised to take health insurance to cover any additional medical costs.

Parental Consent Form (PC Form)

Before being admitted into boarding, a Parental Consent Form must be completed and submitted by each boarder's parents. The Parental Consent Form enables parents to determine the privileges students will be allowed while boarding at ISM. It also aids the Boarding team in making informed decisions with respect to boarders. At all times we try to take into consideration the safety aspect of any request. For example, walking from school to Moshi town can be a hazardous journey as there are no sidewalks on sections of the road and drivers drive fast and often without due care and attention. We do not allow our younger students to walk to town. Nevertheless, the Parental Consent Form is an opportunity for parents to determine what opportunities and privileges they wish to allow students for the duration of their stay at ISM. We have attempted to make the parental consent form as clear as possible, but should you be unsure of the context of any question please consult the boarding team when you come to register or write to the Head of Boarding for clarification. **Boarders without a completed PC-form will not be allowed to go off campus at any time.** Also, PC forms must be completed at the start of every year.

School Trips Outside Moshi

As part of the parental consent form, parents are requested to give permission for students to join school-organized trips within or outside Tanzania. These could include sports or cultural trips. It is common on some trips for students to be accommodated with the families of the host students where a member of the ISM teaching staff will not directly supervise them. Of course, teachers always accompany such trips and are responsible for the students in their care. When students take part in school trips, the Boarding staff sign the following consent statement on the parent's behalf:

*"I hereby give my permission for this student to go on the school trip to _____.
I understand that while every effort will be made to ensure the safety and health of students during the trip, the School cannot accept responsibility for injury or ill-health either during or after the trip. I understand that it may be necessary for the accompanying staff to administer first aid or basic medication to my child in the event of illness or severe discomfort or to seek medical assistance from a professionally qualified person. I undertake to inform the staff member leading the trip of any illness which my child may suffer from before the trip or of any dietary restrictions or of any reason which may affect my child's ability to participate in certain activities during the trip. I will advise the trip leader of any medication that my child will take with them and the prescribed dosage. I understand that the School cannot be held responsible for any loss of or damage to my child's property during the trip and that insurance in the event of any illness, injury, loss or damage to property is my own responsibility."*

Invitations off campus for the weekend

Some students return home to Arusha for the weekends. Parents may give their son or daughter permission to do so - without being regularly consulted - on the PC Form. Students may also be given an invitation to spend the weekend with a friend and their family. This is something that we encourage as it can give a much-needed break from the routine of boarding life. Before a student can leave for the weekend the parent and host family must contact the boarding parent by email or in person so that we can be confident of the invitation. This invitation must have a contact phone number for the host family and may be confirmed by phone as well. It is of great help to us for catering and activity planning to know how many students will be away from campus at the weekend and for this

reason we ask that invitations be made by the Thursday evening preceding the weekend. The supervision of students during their visit needs to be of a similar degree to that offered by the school so that our commitment to the parents of those students is still upheld. The school reserves the right to withdraw permission for a student to accept weekend invitations if we feel that adequate supervision will not be provided. Furthermore, when signing out for the weekend, whether to a friend or to home, it is expected that students will return to campus by 6:00pm on Sunday evening to be present for dinner, study hall and important meetings such as house meetings.

Going off campus during the day

There will be specific times during the week when students in M5-D2 boarders will be able to go off campus to limited locations. When leaving campus, the student must first let his/her boarding parent know where he/she is going and whom he/she is going with. If granted permission to leave campus he/she must register his/her name, the place they are visiting and their expected time of return with the member of the boarding team on duty. By following this procedure, we hope to ensure safety and be able to locate someone easily in the event of an emergency. Students should be aware that unauthorized absence from the campus will be regarded as a serious matter. When leaving campus students must be in groups of three, and can only sign out twice from Monday to Thursday, and on weekends

There are certain nearby shops that students are allowed to visit if permission is given; however, there are also several local establishments that we do not allow students to frequent.

M1 to M4 students are not allowed to sign out at all, unless they are signed out by parents.

Town Trips

The school organizes trips to Moshi town once a week, on Friday afternoon. The M1-M4 boarders are supervised by a boarding parent on duty and are not allowed to go anywhere on their own. M5-D2 students are dropped at a specific point in town and are picked after one and a half hours from the same spot. They are not supervised but are required to walk around in groups of 3 or more. The boarding parent on duty keeps a register of those who go to town. Students will only be allowed to go for Town trip if their parent consent form allows them to.

Visitors

Visitors are always welcome at the school, but we ask that where possible visiting during class times or study hall is avoided. **All visitors must first be introduced to the Boarding parent on duty and are not allowed to enter any dorm unless with permission from the boarding parent.** Any visitor who have come to see a student for the day, should be off campus by 6.30pm, unless the boarding parent has allowed him/her to stay longer. In the interest of student safety, we try to remain vigilant at all times, checking on any strangers who are on or around campus. Parents or guardians are, likewise, most welcome to speak with the boarding staff, the Head of Boarding, the Head of Campus or any member of the teaching staff at any time should they be available. The Head of Boarding or Head of Campus will arrange any interviews requested. It is helpful, however, to make an appointment in advance if you wish to assure the individual(s) you would like to see are available.

When visiting ISM, parents are more than welcome to join us for meals. We are also willing to help organize accommodation in the Moshi area. Day students are welcome to visit boarders and join in certain boarding activities with the permission of the boarding parent but should not visit during study hall and should normally leave campus before 6.00pm. When on campus, day students are expected to adhere to all boarding regulations.

Visiting Each Other

MYP Boarders can visit their friends on the verandas outside the boarding houses. Diploma boarders may visit other diploma common rooms. Boarders in the diploma dorms are not allowed to enter the MYP-dorms, or vice versa, without permission from the boarding parent first. Students are not permitted to invite any member of the opposite sex bedroom.

Accommodation During the Holidays

We cannot accommodate students during the holidays. We therefore request that parents ensure suitable arrangements have been made for their children at these times and that we are kept informed of all travel arrangements. If you are outside of the country and will have challenges with this talk to the Head of Boarding early. They may be able to help connect you with someone who can help.

Communication

Parents are requested to advise the school of any special requests or any changes to the parental consent form that they wish to make during the school year. In particular, it is essential that we are advised of the need for a student to leave school early at the end of a quarter or return late at the beginning of the quarter (though we do not recommend this, as it is highly disruptive to teaching and learning in the school). It is easiest to contact the school by e-mail on the address/numbers given in the back of this handbook.

In addition, the school can be contacted by telephone during office hours (7:30am – 5:00pm Monday to Friday).

Boarding parents strive to communicate regularly with parents, and the parent's first point of contact on residential matters should always be their child's boarding parent. The Head of Boarding may also be contacted at any time. The Head of Campus keeps members of the community informed of developments in boarding through his regular newsletters. The expectation is that communication between boarding and home will be fluid.

Air Travel Arrangements

The nearest international airport to Moshi is the Kilimanjaro International Airport (KIA) situated about 45 minutes by car from the school. We will send a car for any student arriving by air provided parents/guardians give us full flight details well in advance. There will be no charge for bringing students to/from Kilimanjaro airport (KIA) on days the administration has announced are travel days. If boarders need to go to/from KIA on other days, the transport cost is \$60. When in Moshi it is very easy to find a taxi that will drive you to school. We do not provide transportation to flights into Arusha airport as it is a 2-hour drive away. We do not charge for boarders' transport to/from Moshi town.

The Head of Boarding can assist in booking and confirming travel arrangements for students. It is of great assistance if students arrive at school with a return air ticket, but if this arrangement is not possible, please arrange to send an e-ticket to the Head of Boarding for your child's travel. Please note that all foreign travel must be paid in foreign currency. Airport tax is usually included in the price of the airline ticket.

If we have been informed of their travel arrangements, the school takes responsibility for students on their arrival at the airport. On returning home the school relinquishes that responsibility once students have boarded the plane.

Passports and Visas

Please advise us well in advance if you anticipate any difficulties with passports or visas needed for travel. It is the responsibility of each family to assure the appropriate travel documentation is in place prior to travel. Passports, yellow fever vaccination certificates and air tickets should be given to the Head of Boarding for safekeeping while students are in residence.

Residence Permits

Non-Tanzanian students require a student residence permit. The school can obtain these on behalf of parents/students upon request. The school charges US\$300 for under 18 and \$400 for an 18-year-old, which includes the actual cost and the preparation costs. For new arrivals in Tanzania, you are advised to acquire a visitor's entry permit on first arrival; the school will subsequently process the application for a residence permit, which may take a while to obtain. The visitor's visa is \$50 for most non-East-African nationalities, and \$100 for American citizens

School ID Card

Students will be issued with a school ID as soon as their picture is taken. This ID is valid for use on domestic air travels. Should a student lose their ID a new one will be issued after paying fee of Tsh 10,000.

School Rules

Students come from different cultural and religious backgrounds, bringing with them a variety of expectations. Boarding life is different from home life. Here you will be living in a community and sharing facilities. This requires one to develop tolerance, show empathy, and be flexible. In such a setting there needs to be a clear set of expectations. Self-discipline and respectful manners are, likewise, extremely important. It must also be understood that the boarding parent is responsible for a number of teenagers and it is their obligation to ensure that the boundaries are clear and understood by all. In any community, there are consequences for crossing the established boundaries and ISM is no different. However, we believe healthy boundaries (rules) encourage responsibility and respect for each other. The Secondary Student Handbook outlines our general expectations and students will also receive a booklet of school expectations. Some additional boarding rules follow. Many of the rules stated here have evolved to solve situations that have developed in the past. Consequently, there might be changes in the rules during the school year in cases we have not yet foreseen or any misconduct not listed in the documents mentioned above.

Dress code

Our dress code aims to convey a message of respectability to our community and reflect the standards that are part of ISM. Considering we are a school in Tanzania, we should be aware of community and cultural expectations regarding the boarders' dress, both within the campus and when going off campus. All clothing must be clean, tidy and in good condition.

Note that we expect:

- That skirts and shorts should be of reasonable length
- No exposed chest
- No exposed underwear eg bra straps
- Clothes will not have offensive images/words
- No hats/hoods in the dining hall

“*Poa*”-system

Together with their academic reports, boarding students at International School Moshi also receive a report mark and comment on their interactions as boarders. The grade reflects the student's commitment in boarding, how the student takes responsibility in boarding by following the rules and regulations of the boarding community. A student's attitude towards other students and staff is especially emphasized. In order to issue a proper grade International School Moshi uses a system of *poa* (Swahili for *cool/good*).

A boarding parent may issue *poas* (positive points) for any positive and unexpected action a student makes on own initiative that reflects maturity, kindness towards a fellow student, a staff member or otherwise to the benefit of the school and not for personal gain. The number of *poa*-points issued will be determined in a boarding parent meeting. A given number of students with most *poas* at the end of the semester will be given a special reward in acknowledgement of their excellent behaviour in boarding.

When a boarder shows inappropriate actions he/she will be confronted with this then and there and issued a certain number of negative points, or *doas* (Swahili for *stain*) according to the seriousness in the offence. Any *poas* will reduce the number of *doas* a student may

have achieved so far. Through this system students will get a most fair assessment of identical offences made.

See the separate attachment about the *Poa*-system for details.

Music

Students can play music during their free time; however, they are not allowed to do so in the boarding house during study hall or during any other times set aside for study (e.g. exam periods). It should be remembered that others might not share one person's taste in music, so the volume must be kept down. Earphones are strongly encouraged and must be used if students wish to play music at certain times. Music that may cause offence should not be brought to school.

Smoking

No student, teacher or visitor is permitted to smoke on campus (boarding students are, furthermore, also not permitted to smoke off-campus). Any breaking of this rule will result in the student paying a smoking fine and/or other form of punishment. Likewise, activities such as burning insect coils and incense are not permitted inside boarding houses for safety reasons.

Use of ugoro (unprocessed tobacco)

No student, teacher or visitor is permitted to use ugoro. Any breaking of this by a student may result in action being taken against them.

Alcohol

The use, association with or possession of alcohol by boarders on or off-campus is not permitted. Any breaking of this may result in suspension from the school, and possibly expulsion. ISM also reserves the right to test any student at any time for the presence of alcohol without having to inform parents first.

Narcotic Drugs

The use of narcotic drugs is illegal in Tanzania and is not permitted. ISM has a zero-tolerance policy with respect to illegal drugs. This means that at ISM, any use of, possession of or relevant association with illegal drugs will result in a recommendation to expel the student from school. ISM also reserves the right to test any student at any time for the use of drugs without having to inform parents first.

Vehicles

In the interest of safety, no student is allowed to bring a motorized vehicle to school while he or she is a boarder. Furthermore, boarding students are not allowed to ride on the back of a motorcycle, in a tuk-tuk or any form of open vehicle. Students may accept lifts in cars only if it is stated clearly in their parental consent form. Likewise, boarders may only ride in vehicles driven by another student if the name of that student is recorded on their parental consent form.

Fire Drills/ Fire Escapes & Lockdown

Fire drills take place regularly and your boarding parent will instruct you upon arrival as to the appropriate procedures in the event of a fire (this information will also be clearly posted

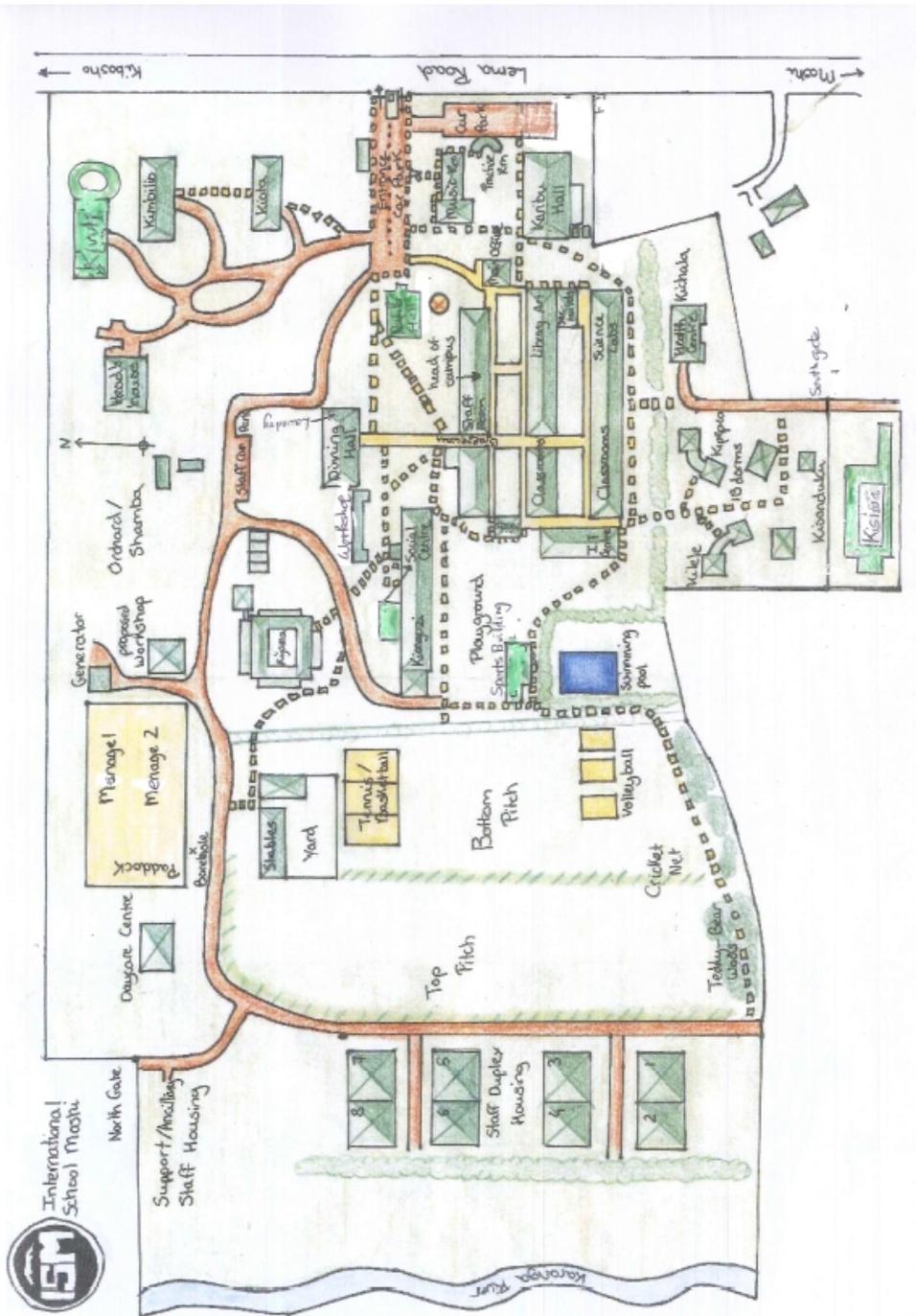
in your boarding house). Each room with an interior hall is equipped with a fire escape window. The seal of this window must not be broken unless there is a fire or a drill. Breaking this seal in any other circumstance may result in disciplinary action and payment of a fine.

Students in boarding are also taken through a lockdown procedure in the event of a threat that requires that students keep safe.

Conclusion

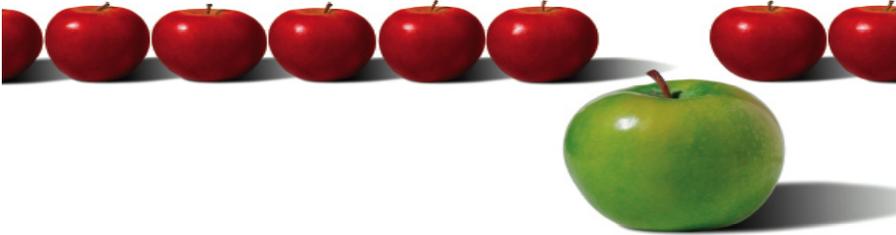
We firmly believe that boarding at ISM provides students with an educational opportunity that further broadens the richness of their ISM experience. It is a home away from home. Thus, we encourage them to bring an open mind, and a willingness to learn from their new community and share experiences.

Welcome, Karibu!





**International
School Moshi**



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