



**International
School Moshi**

Secondary Student's Boarding Handbook

2017-18



International School Moshi
www.ismoshi.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.

*Bob Cofer
Head of Campus
International School Moshi
bobcofer@ed.ismoshi.com*

*Rosemary Bango
Head of Boarding
International School Moshi
rosemarybango@ed.ismoshi.com*

Table of contents:

	Page:
Boarding	
The five pillars/Learner profile	4
Boarding houses	4
Electrical power / Internet access	5
Daily Routine	5
Quick Reference Timetables	6
Rooming Policy	7
Packing and Preparing to Come to School	8
Laundry	8
Student Leadership	8
Boarding Council	8
What Can Students do on Campus When They Have Free Time?	9
Social Centre, School Bank, School Shop	10
Catering	11
Religion	11
Sickness & Medical Care	11
Parental Consent Form (PC Form)	12
School Trips Outside Moshi	12
Invitations off campus for the weekend	13
Going off campus during the day	13
Town Trips	13
Visitors	14
Visiting Each Other	14
Accommodation during the Holidays	14
Communication	14
Medium of communication	15
Air Travel Arrangements	15
Passports and Visas	16
Residence Permits	16
School ID Cards	16
School Rules	16
Dress code	16
Poa/Doa-system	17
Music	17
Smoking	17
Alcohol / Drugs / Ugoro	18
Vehicles	18
Fire Drills & Fire Escapes	18
Conclusion	18
Map of campus	19

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. All new boarders will be asked to write an application essay to boarding to go with the school application.

The Boarding Houses at ISM

At ISM we have accommodation for approximately 180 boarders in 8 boarding houses, which can be found in three different areas: The Primary Area, The Secondary Girls Area, and The Secondary Boys Area. Each area 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*) can house 12 children in double rooms with bunk beds. It also has a relief room for the assistant boarding parent.

Kiota (*Nest*) has room for 10 children.

Boys:

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

Kilele (*Peak*) and **Kipepeo** (*Butterfly*) each have a capacity of 17 diploma boys, most rooms are double rooms. Students share bathroom and toilets

Kisiwa (*Island*) is a new house which will be occupied from August 2017. It accommodates 32 students in sixteen double self-contained rooms. This dorm houses diploma boys.

Girls:

Kijana (*Youth*) has 17 student rooms with space for 34 diploma girls, whilst

Kiongozi (*Leader*) can accommodate up to 36 girls in M1-M5.

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). A wi-fi connection to the school network is available in all rooms, and personal internet access is optionally available in bedrooms as long as the

parents give permission. Note that all students have free internet access in the Computer Centre and Library.

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 personalised). 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 7:30am until 8:30pm and at specified times at weekends. Internet access is also available in student bedrooms, but this cannot be supervised and is not recommended for younger students. However, this can be provided, and is only allowed upon parental consent. The school has a wireless internet connection available in all rooms

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 06.15, when boarding parents wake students. This is followed by breakfast, which is served from 06.40 – 07.20. Boarders must leave the dining hall by 7.20am. There is a brief registration period for all students at 07.30 and classes start at 07.35. There is a morning break from 10.15 – 10.35 when boarders can get snacks at the dining room. Classes then continue until 12.35 when a mid-day meal is served. The afternoon programme runs from Monday to Thursday from 13.20 to 18.00. This programme includes some lessons, sports, and a variety of CAS activities. There are also fruit bowls in every boarding house where students can grab a quick afternoon snack.

Our evening meal is served at 18.00. 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 on a voluntary basis.

All students are expected to be present for Study Hall and to be working independently. There is a computer room available to students at this time and during the day. Students may bring their own computer (a computer is encouraged for students in M3,M4,M5, D1 & 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. Dorms will be locked during class time.

There is some free time between the end of study hall and the time that students must return to their boarding house. The social centre and Karibu Hall, are open between the end of study hall and curfew. M1 to M3 students are not allowed out of the dorm 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:

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 organised for weekends. Students are strongly encouraged to get involved in the planning and organisation these activities. Each boarding parent rotates a duty to organise weekend activities.

Quick Reference Timetables

Meal Times & Study Hall

	SUN	MON to THURS	FRI	SAT
Breakfast	08.45 – 09.45	06.40 – 7.15		08.45-09.45
Snack		10.15 – 10.35		
Lunch	13.00 – 13.30	12.35 – 13.20		13.00 – 13.30
Snack	House Fruit Bowls			
Dinner	18.00 – 18.40			
Study hall M1 M2 – M5 D 1 – 2	19.00-20.30 19:00 – 20:45 19.00– 21.15	19,00-20.30 19:00 – 20:45 19.00 – 21.15	There is no official study hall on these days, but we strive to retain an atmosphere that is conducive to study	
Snack	20.45---21.30			

Curfew and Lights Out

	SUN to THUR	FRI and SAT	
M1	In Room	21:00	22:30
	Lights out	21:30	
M2 – M5	In Room	21:30	22:45
	Lights out	21:45	
D1 – D2	In Dorm	22:00	23:00
	In Room	23:00	24:00

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 jeans, or loose fitting pants and a T-shirt. Footwear tends to be training shoes or open sandals. From time to time we have special functions like the 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 jewellery 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.

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, although boarders may request roommates. 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 room-mate.

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.

Packing List

All clothes must be marked with the student's name

Essential

- Underwear
- Socks
- T-shirts
- Trousers
- Jeans
- Shorts (black 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 & Skirt (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 (M4,M5,D1&D2 Students)

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 Diploma 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 assist and advise the boarding team as to the needs of the boarding community with respect to activities: weekend planning, special events, etc. 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 sports 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
- Fitness centre
- Stables
- Playground

- Music practice rooms (with arrangement)
- Pool tables
- Board games
- Table tennis
- Hopscotch area
- Cycling (Must have helmets)

Sports equipment may be signed out from the Physical Education (PE) storeroom. For the times when a rest from sport is needed, students may make use of the library and computer room (hours vary, but are posted in the vicinity of these facilities).

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 organises weekend trips on Mt. Kilimanjaro and Mt. Meru as well as other visits to National Parks, and trekking areas. Since students are asked for a contribution towards the cost of such trips, those intending to participate should bring extra funds to school for this purpose. The cost of the trips vary depending on distance, duration and age. There are different rates for Tanzanian nationals and for foreigners.

Social Centre

The social centre consists of a large room used as a television and video room. The social centre was refurbished this year, and is quite cosy and attractive; boarders can spend their free time there. The video room is used during tuition time, but is also available for boarders during the weekend. If students have any favourite movies that they would be willing to let others view, they are encouraged to bring them. There is satellite television available in the video room as well. Our service provides us with a wide range of channels, from educational programming and cartoons to sports.

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.

School Shop (Duka)

The school shop or *duka* is located inside the social centre. It is stocked with stationery, batteries, telephone cards, and other basic schools supplies. It also offers a wide selection of fruits, sandwiches, biscuits, sweets, cold sodas, fruit juices, ice creams, and other speciality items. This has proved to be a very popular facility and is open for student use from Monday to Friday between the hours of 10:15 to 18:00. The shop is also open on weekends from 11.00am to 6.00pm.

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 that they have so we can do our utmost 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 - who manages the catering facility - 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 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 honouring special occasions such as the end of Ramadan, Christmas, and Easter are also an integral part of our service.

Religion

Students are encouraged to practise 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 **do not remain in the boarding house**. If you feel unwell during tuition time, tell your subject teacher, the School Secretary, or an administrator, and then go straight 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. The school keeps a supply of disposable needles and syringes and utmost care is taken when any injections are administered. 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. Each day the Head of Boarding is given a report

detailing any visits students have made to the school nurse or doctor. This information is available upon request.

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 all in our power to contact parents or guardians. We will also inform any person nominated as the student's local guardian/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 with no PC-form will not be allowed to go off campus at any time.** Also, PC forms have to be renewed every year in order to be fully updated.

School Trips Outside Moshi

As part of the parental consent form, parents are requested to give permission for students to join school-organised 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 host family must contact the boarding parent by letter, phone, or in person so that we can be confident of the invitation. 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 18.00 on Sunday evening, as this time is used for house meetings, residential life activities, boarding council forums, and a variety of other important house activities.

Going off campus during the day

There will be specific times during the week when students in M5-D2 will be able to go off campus. 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 unauthorised absence from the campus will be regarded as a serious matter. 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. When leaving campus students must be in groups of three, and can only sign out twice from Monday to Thursday, and on weekends M1 to M4 students are not allowed to sign out.

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 expected 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 this.

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 organise 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

Boarders can visit their friends on the verandas outside the boarding houses. Any outside visitor to any boarding house must first be introduced to the boarding parent. 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 a any member of the opposite sex into their dorm or bedroom nor are students allowed to enter the boarding house of those of the opposite sex.

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.

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 (07.30 – 17.00 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 also keeps members of the community informed of developments in boarding through his regular newsletters. Each boarding parent will send out an update to parents each quarter on the life in his/her boarding house. The expectation is that communication between boarding and home will be fluid.

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 close to half 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. This will improve their fluency in spoken English.

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. Other rates apply for transport to/from Arusha airport. We do not charge for boarders' transport to/from Moshi town airport.

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.

Some international airlines offer a discount to students on all flights between school and home. To gain this concession it is necessary to acquire a completed copy of the concession form which can be sent to parents by the school on request; please advise us of the airline and expected flight dates. Students will also need a valid school student identity card, which we provide.

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 fee is currently **US\$250** for a two-year permit, plus an agent fee of Tsh200,000/. 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 nationalities, but \$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 a fee of TSh10.000/=

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 (knuckle 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 assessment and evaluation on their behaviour as boarders. A grade in behaviour 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 behaviour towards other students, staff and the grounds is especially emphasized. In order to issue a proper grade in behaviour 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 behaviour 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.

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 narcotic 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 motorised 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 your 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 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.

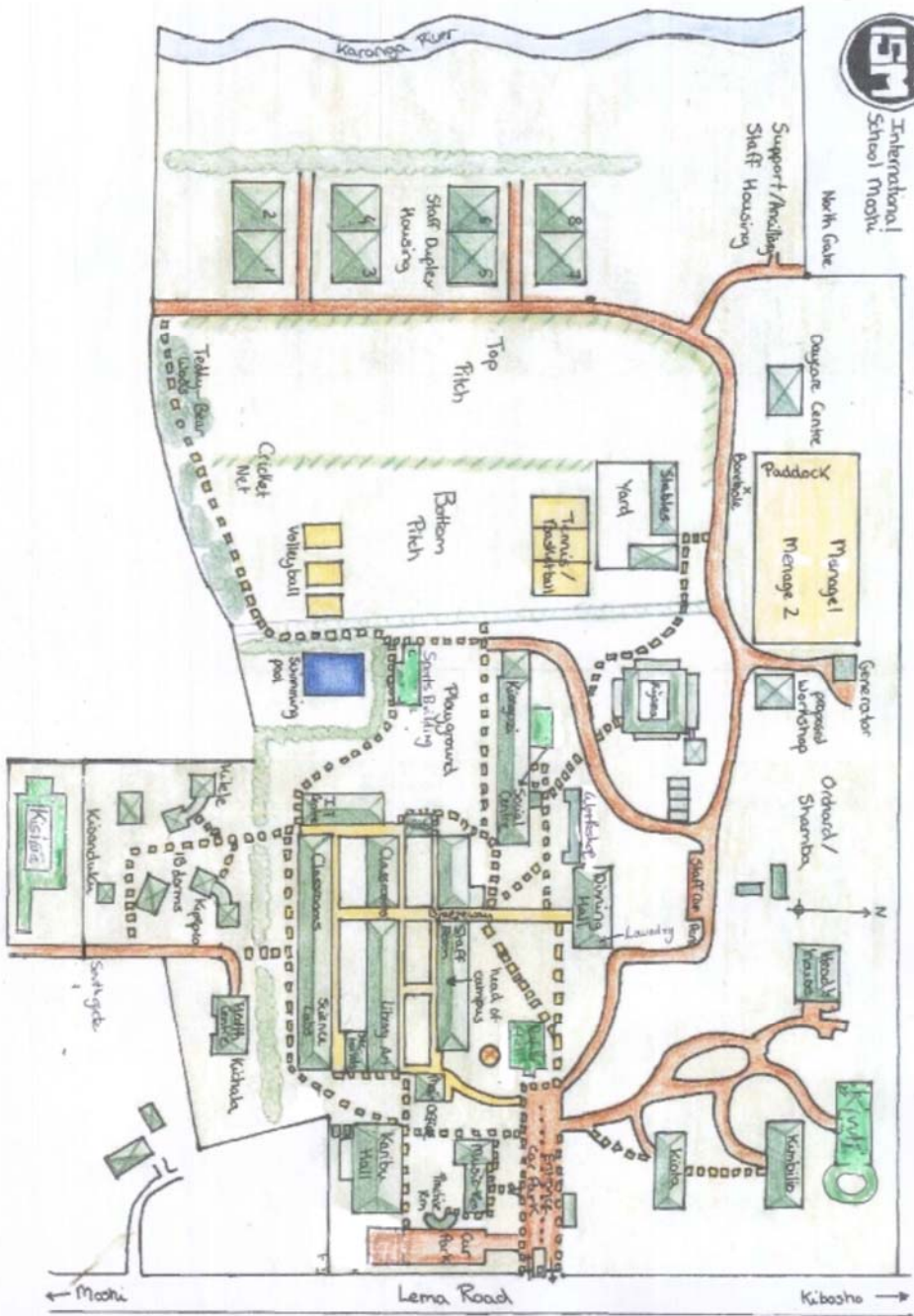
Conclusion

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!

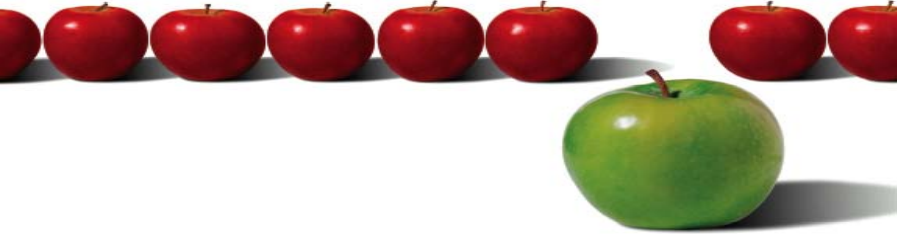


International School Mochi





**International
School Moshi**



**International School Moshi,
P.O. Box 733,
Moshi, Kilimanjaro, Tanzania.**

Tel: +255-27- 275 5004, 275 5005, 275 1850

Fax: +255-27-275 2877

E-mail: school@ed.ismoshi.com

Website: <http://www.ed.ismoshi.com>

**Head of Boarding: Rosemary Bango
rosemarybango@ed.ismoshi.com
+255 689 772346**

**Head of Campus: Bob Cofer
bobcofer@ed.ismoshi.com
+255 762 326385**