



**International  
School Moshi**

## Secondary Student's Handbook

**Moshi Campus  
2017/18**



International School Moshi  
[www.ismoshiarusha.org](http://www.ismoshiarusha.org)

# ISM Moshi Campus - Handbook for Secondary Students 2017-2018

## 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. Both parents and students are encouraged to read this handbook as a guideline of our expectations on Moshi campus.

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

## ISM Philosophy of Education

Learning is a life-long process nurtured through an education that is inspirational in nature, holistic in perspective, global in context and responsible in practice.

## ISM Beliefs

We believe that the following statements define and promote personal excellence in all facets of education, the pursuit of which is the expectation for all.

- Learning takes place in a safe, collaborative and caring environment
- An education that is inspirational in nature emphasises inquiry, relevance, creativity, and reflection
- Holistic learning encompasses the development of social, emotional, cognitive and physical dispositions
- Holistic learning explores the links between different subjects and connects experiences within and outside the classroom
- Education in a global context promotes an appreciation and understanding of multiple perspectives and interdependence of individuals, societies and environments
- Being responsible involves having attitudes and undertaking actions that are socially and ethically sound.
- Being responsible entails prudent use of resources, and mindful application of knowledge

## ISM Mission

International School Moshi provides a world-class education through a challenging international curriculum in a dynamic environment. We are committed to developing balanced global citizens who are empowered to act responsibly in a complex world.

## ISM Definition of Internationally-Minded People

Internationally-minded people

- Are curious about the world and different cultures.
- Strive to learn about the values, beliefs and practices of their own culture so that they can better understand those found in their host country and elsewhere.
- Seek to understand how personal values, beliefs and practices impact one's own and others' contexts for learning and interacting in settings such as social, occupational, and educational.
- Demonstrate the values of the IB Learner Profile.
- Are influenced, but not confined, by the cultures of their upbringing.
- Recognise that many values, beliefs and practices are universal.
- Recognise and reflect on their place in an increasingly interdependent, globalised world.
- Recognise and critically engage with multiple perspectives.
- Bridge cultures and act to create a more peaceful and sustainable world.

## IB Learner Profile

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**, a **courageous person** who approaches 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

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### What we expect from you

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

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

### What you can expect from us

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

### Who looks out for you

- **Your Tutor** – each year group has their own tutor who meets with the class every day for registration. This teacher is committed to your well-being, there for advice and support, he/she will also follow-up on any issues arising from your daily school-life
- **Subject Teachers**- all your teachers aim to give you the best chances to succeed in their subject, what you put in you will get out, be pro-active and join in lessons, seek advice when you don't understand
- **Coordinators** – the Curriculum Coordinators are there to advise on your subjects and programme  
MYP: davidochieng@ed.ismoshi.com and DP: rickfitzpatrick@ed.ismoshi.com
- **CAS Coordinator** – Mr Hemmens organises the CAS Programme: anthonyhemmens@ed.ismoshi.com
- **Sports Coordinator** – Mr Hibbard organises all the after-school sports: scotthibbard@ed.ismoshi.com
- **School Counselor** – Mr Kileo is an experienced socio-emotional Counselor and available for ongoing support
- **Head of Secondary** – Mr Cofer is responsible for the whole of the secondary school and is always happy to talk through any issues and celebrate your successes!

### *ISM is committed to providing a safe, collaborative and caring environment.*

Our highest priority is protecting the students in our care.

We demonstrate this through the operations of each campus, the recruitment of all adults working with/around the students in our care and the physical environment of each campus.

If you, as a student, have a concern, you are encouraged to confide in one of the Designated Child Protection Officers at our school. Please ask if you do not who our DCPOs are.

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### Dress Code Guidelines

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

The following dress code will be expected for students who attend ISM Moshi and is based on the principle that you will look **smart for school**:

- Smart, collared shirt
- T-shirt or Polo-shirt
- Long or short Sleeved blouse
- Trousers, shorts, skirt (shorts/skirts at least halfway to knee)
- Shoes: trainers, sandals or closed toe shoes
- During cold weather: jumpers, cardigans



***Look in the mirror in the morning and ask yourself – do I look smart for school, ready to work?***

*No exposed midriff or chest*

*No exposed underwear (eg. Bra-straps/boxer shorts should not be revealed at any time)*

*No exposed shoulders*

*No mini-skirts or mini-shorts*

*No Board shorts (beachwear)*

*No flip flops (smart leather is permitted, however rubber/plastic/dirty or shabby thongs are not)*

*No offensive images or words*

*No Hats or Hoods up in the tuition block or dining room*

*Leggings may be worn appropriately ie. No short tops; students may wear leggings with long tops/dresses*

*No outdoor jackets worn during lessons*

*No extravagant hairstyles or colours eg. No Mohican haircuts, shaved in letters/designs*

All clothing should be clean, tidy and in good repair. Clothes, jewellery, make-up or hairstyles, which may give offense in the community, should not be worn. In particular clothes or accessories that advertise alcohol, drugs or cigarettes, which contain offensive language or pictures are not appropriate. Suitable footwear should be worn for all activities in class or outside. The Head of Campus has the final word if an issue arises over the dress code.

#### **The dress code should be followed:**

1. Monday – Thursday: 07.30 – 15.00
2. Friday: 07.30 – 12.35
3. To various school functions unless other attire is requested.
4. Students are encouraged to wear a hat when playing outside during PE class, break, recess and outdoor activities.
5. Day students will also be required to follow the dress code when travelling between school and home.



**Students who are inappropriately dressed will be asked to change or may be given alternative clothing to wear or may be asked to go home. A three-strike rule applies to students who disrespect the dress code. Three strikes = detention.**

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### What you should bring to each and every class:

- Textbooks (if issued by teacher)
- Stationery (Exercise books/folder as issued by teacher)
- Pen, pencils, ruler, eraser, pencil sharpener
- M3-M5, D1 & D2 students require a laptop  
*Specifications are at the end of this doc*
- M1-2 may use a laptop in class (not compulsory)

### For certain classes you will also need:

- Coloured pencils
- Mathematical instruments
- M1-M4 : simple calculator
- M5-D2: Graphic calculator  
(TI-84 calculator available to purchase from school)



### PE Kit:

You are expected to bring this to **every** lesson and change back into your normal clothes at the end of the lesson. If you have PE before break you may wear the PE kit beforehand. If you have PE at the beginning of the day, please come to school dressed in your PE clothes.

- House T-shirt (Meru – yellow, Mawenzi – green, Kibo – blue) or any ISM Sports T-shirt
- Sports Shorts or pants
- Cross Trainers (proper sports shoes with laces)
- Sunhat
- Swimming lessons – swimsuit, towel, goggles, flip flops
- Water bottle
- Towel in wet/muddy weather
- Wind/rain jacket during the wet season



*House T-shirts, Leopard T-shirts (for any inter-school sports events) and swimming hats can be purchased at reception.*

### Inappropriate PE Kit will follow the three-strike rule = detention



### Language Guidelines

We are an English medium school and as such our language of communication and instruction is English. We have a high regard for Mother Tongue languages and understand that there may be times when speaking in your home language is appropriate. However, at all times be respectful of those around you, if someone is not able to understand the language spoken then English should be spoken as the medium of communication, this applies in class, around the tuition block, on the sports field, in the dining-room or on a school trip.

### The Curriculum – MYP & DP

Each section of the secondary school (M1-M5 and Diploma) has a handbook which gives a summary of your curriculum with some details of what you will study during the year. These documents also give any special information for students in your class. If you have not seen one of these, you can look on the website for a copy or please talk to the MYP or DP Coordinator.

Boarders will also receive a Boarding Handbook which describes the boarding day and special conditions for boarders. If you want one of these, please ask the Head of Boarding or check the school website.

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**ManageBac** – The school uses an online learning platform for reports, assessment and attendance. Parents and students can view the curriculum being taught and the grades given for both formative and summative assessments. This programme also allows students to use an online calendar that shows all their assignments and deadlines as well as submit their work to teachers via ManageBac.

### Reports

Reports (interim report or full reports) are issued via ManageBac as a softcopy PDF  
Achievement Grades are based on the IB grading system: 1-7

- Q1: M1-D1 Interim report, D2 Full report
- Q2: M1-D1 Full report, D2 Interim report
- Q3: M1-D1 Interim report, D2 Full report
- Q4: M1-D1 Full report

### Parent-teacher Consultations

These are an opportunity for parents to meet all subject teachers. They take place in Karibu Hall after every end of quarter assembly from 10.35-12.00 on the last day of each quarter. Students are welcome to meet the teachers with their parents.

### The School Day: Mornings

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

**Arrival after 7:30 is considered late.** (*Three lates = detention*) ***Aim to be at class by 07.25***

You will be issued with a time-table that shows what classes you have on each day.

Morning classes follow as shown:

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

Each lesson will either be 40 minutes or 1 hour in length. (*Three lates or a missed class = detention*)

Certain Diploma lessons will be 80 minutes long.

If a teacher has not arrived at class on time, please check as soon as possible with the Head of Secondary whether there is a cover teacher/cover work.

### The School Day: Afternoons

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

#### Monday

13:20 - 15:00	M1 – D2	Afternoon classes
15:00 - 16:30	All	CAS activities – see the section below on CAS activities
16:30 - 18:00	All	Sports activities - once you are committed to an activity, you are expected to attend regularly. <i>Missing a CAS or Sports session = detention</i> <i>A medical note is required for any absence</i>

#### Tuesday

13:20 - 14:20	All	Guidance Hour
14:20 - 15:00		Occasional Meetings
14:20 - 17:00	Some	A few students may have language classes at this time.
15:00 – 16:30	All	CAS activities
16:30 - 18:00	All	Sports activities



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### Wednesday

13:20 – 15:00	M1 - D2	Afternoon classes
15:00 - 16:30	All	CAS activities
16:30 - 18:00	All	Sports activities

### Thursday

13:20 - 15:00	M1 - D2	Afternoon classes
15:00 - 16:30	All	CAS activities
16:30 - 18:00	All	Sports activities

### Friday

There are only a few scheduled activities on Friday afternoons. However, there may be boarding activities taking place which day students are welcome to join with permission from the boarding parent in charge. Student Council and the School Bank will have designated meeting times.

**Students need to take note of these times or other special announcements on the Breezeway whiteboard.**

If you are given a detention or academic catch-up session on a Friday afternoon, you will be required to attend this at 1.20 pm. Please be prepared with homework to complete or other assignments. Students should note the location/date/time of the detention/catch-up.



### CAS (Creativity, Action, Service) Activities

You are expected to choose at least one Creative activity and one Sports activity to take part in every week and you are encouraged to choose more than one. Diploma students must also choose one Service activity to take part in every week. M4 & M5 must also do one service activity per year. D2 students are expected to take CAS activities in Quarter 3, but are exempted in Quarter 4.

Your CAS Coordinator can give you the full list of CAS activities available and, if you want, can help you to make a choice.

All Secondary students sign up for CAS activities via the Google sign up form which is sent to your school email at the beginning of each semester. You can only change an activity if you have permission from the CAS Coordinator. You cannot drop an activity without permission. All CAS activities are reported on in the semester report.

M1-M5 work together in each tutor group to organise a collaborative Service through Action activity. This is an essential element of the MYP and should be a sustainable project that is contributed to by the whole tutor group.

M1-M5 students need to write up their CAS activities in their CAS reflections via ManageBac. D1 & D2 students have a CAS portfolio via ManageBac. The reflections are a requirement of the IB and should be completed after each quarter or once the activity is completed.

**Once you have chosen an activity you are expected to attend every week at the right time! Be committed! Missing a CAS will result in a detention if you don't have a valid reason or medical note.**

### Fund-raising guidelines

Any students/groups wishing to fund-raise for a cause of their choice need to write a letter/email to Campus Management and request permission. This proposal should include the following: Type of event/ date/ location/people involved/details about the cause or charity organisation. Campus management reserves the right to deny a request if they feel there are not enough details or the date clashes with other events.





## Sports Activities

### SPORTS AT ISM - HOME OF THE LEOPARDS

All students must sign up for at least 1 sports club/team per semester. Sign-ups take place at the beginning of every semester via the Google sign up form that is sent to the student's ed.ismoshi account.

Students must attend their sport every practice, otherwise a detention will be given. If students are unable to attend due to illness, they must themselves find the coach before practice begins, and let them know. If students are unable to practice due to injury, they should still attend. They can participate in other ways such as refereeing, or helping out.

Most sports run from 4:30-6:00pm from Monday to Thursday. Some sports train at other or additional times. Students must come on time. Three "lates" to practice will also equal a detention. If students are participating in a CAS that runs late, he/she may need to make a different sporting commitment.

Students should come for sports dressed in appropriate sports clothing that is needed for that sport. For example, Football – shin guards, cleats. Basketball – shoes with good ankle support.

Students who are selected to represent the ISM team in games, competitions and tournaments must be prepared to be committed for the entire season; both in time and with financial commitments. Students will only be selected for teams if they attend practice regularly, are at the appropriate skill level, and are in the appropriate age group.

**Missing a sports activity without a medical note will result in an automatic detention.**

**Proper and appropriate sports clothing is required to participate in these sports.**

If you attend a Sports event off campus you will need to wear the ISM Leopards green T-shirt, available from reception.

### Inter-house Sports Days

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

### Outdoor Pursuits Programme

ISM offers a varied program of camping and walking trips to, and including, nearby National Parks, Mt. Kilimanjaro and Mt. Meru. Each trip is graded according to difficulty and altitude and each student has the opportunity to join the program, starting with a camping or low level overnight mountain trip. Charges are made for transport, official guides and food. Being situated in this unique area of National Parks and mountains, ISM has very special outdoor opportunities to offer. Watch the O.P. board for details and listen carefully to announcements made by the O.P. Coordinator, Mr Isaac Foya. Every student is encouraged to take full advantage of the OP Programme, whatever their level of fitness or experience. If you need to borrow equipment from the OP store then a refundable deposit of TSh 10,000 is required. Sign-ups for OP take place via a Google form which is sent at the beginning of the semester to your school email.

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### Other activities



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



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



The **IT Centre** is open on Mondays to Thursdays from 7:30 - 18:00 and again in the evenings from 18:30 to 20:30. On Friday afternoons it closes at 17:00 but it is open for study on Sunday afternoon from 14:00 to 20:30. You are welcome to use it to work when there are no classes or workshops are taking place. Access to the Internet is also available. Internet access is limited to work or college related research during tuition and study hall time. All students are required to get parental permission to be allowed to use the Internet unsupervised. **The Student Technology Use Guidelines** are at the end of this document. Students who violate these guidelines will be subject to disciplinary measures, which may include the right to Internet use being withdrawn.



The **Library** is open Monday to Thursday from 7:30 - 18:00; on Fridays, the library is open from 7:30 – 16:00. You may read or work quietly in there in the afternoons or may borrow books to take home. If a book is a lost then a replacement fee (including shipping costs) will be issued and students will not be able to borrow a book until this is paid.

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

The **Fitness Room** is available for use in the afternoons for students in M4-D2, by arrangement with the Sports Coordinator. No food or drinks, other than water, should be taken into the fitness room at any time.

In between taking part in activities on campus, you are welcome to relax in the **Social Centre** which is open from 12:35 - 13:15 and from 15:00 – 18:00. Drinks and snacks are available and there is access to satellite TV. **The TV may only be switched on after 15.00.**

**Changing Rooms:** all students can change in the changing rooms by the pool for their sports. Please be respectful of other people changing there. Do not leave your belongings in the changing room, they are tidied up once a week and any items found will go to lost property at reception.

### Tutor Group



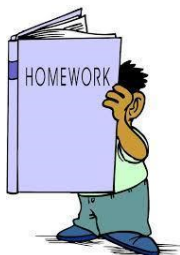
In addition to the daily registration meeting, every week there will be a tutor period when students meet as a tutor group with the tutor. It may include assemblies, personal and educational counselling, administrative matters and group activities. All M1-M5 students are issued with a student planner. For M1-M2 students, it should be signed by your boarding parent/parent/guardian each week and is to be checked by the tutor/subject teacher on a daily basis. Diploma students are encouraged to use a daily organizer of their own or they may use the ISM student planner.

### Guidance Hour

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

### Homework

You will be given homework to do on a regular basis and this is an important part of your learning. Teachers expect you to complete homework assignments on time. You will therefore need to organise your days to make sure that you have enough time to do your homework well. M1-M2 students will receive a homework timetable and student planner to help in planning your work. M3 –D2 will use ManageBac as their calendar for assessments.



- M1-M3 students have 1.5 hours of homework a day plus 2-3 hrs at the weekend.
- M4-M5 students have at least 2hr-2hr 30mins a day plus 3-4 hrs on weekends.
- M5 also have a Personal Project to complete
- DP students work on homework as designated and complete an Extended Essay

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

### Homework expectations:

All secondary students are expected to:

- Use your Student Planner. Record assignments for each class every day, use the diary for planning your work each evening; get the diary signed by parents/guardians each weekend.
- Put in a concentrated time each afternoon/evening on homework. Time spent finding pencils, getting organized, chatting on the Internet, etc. is not to be counted.
- Be accomplished by doing your best on assignments. Teachers may ask students to spend longer on assignments if the work does not reach the expected standard.
- Keep balanced. If you have honestly spent (productively!) the time allotted for homework, but have not finished, you may stop and tell the teacher that it took you too long. (Get your parents to sign your homework diary.)
- Plan how to avoid difficulties. Flimsy excuses (“I forgot”) and technical difficulties (“the power went out”) will not be acceptable. Printing must be done before class, students must figure out how to solve problems (such as lost or corrupted disks), backup copies of work should be kept on different computers, etc.
- Be committed to complete and hand in assignments on time. This helps with your organization, mental well-being, and learning. Repeatedly late or missing assignments indicate that effective learning is not happening and so we may try to help through teacher/student/parent conferences and/or other strategies.
- **Students who have incomplete homework or no homework may be issued a warning or receive a detention to catch up on the work by the teacher for the following day after school or as needed on Friday.**

### ManageBac Expectations for Secondary Students

- ManageBac is checked daily to confirm what work has been assigned
- If you have more than 2 summative assessments on a given day, talk to the teacher that issued the third assessment about alternative times within 24 hours of the assessment being posted.
- If a student knows that he/she will not be in school (excused absence) the day a summative assessment is due, the student will let the teacher know within 24 hours of the assessment being posted. If the student finds out about the absence after the day the assignment is posted, the student will let the teacher know within 24 hours of finding out about the absence.
- Submit, when possible, written assignments via ManageBac to reduce printing and improve sustainability.

### ManageBac Expectations for Secondary Teachers

- Homework assignments should be posted the same day, or before they are assigned in class.
- In-class summative assessment (test) details are posted at least 1 week prior to the testing date.
- Longer term summative assessments (papers, investigations, lab reports) should be posted the same day, or before they are assigned in class and list the due date.
- Teachers have two weeks to grade and return assessments, at that point the grades will be posted in ManageBac and returned in hard or digital copy.

### Academic Honesty – ISM Honour Code



ISM is committed to an honour code that we all adhere to. While we trust that all students enrolled in the school will submit work of their own that is appropriately referenced, we feel that it is necessary to give guidelines as to what this means and what the consequences will be if any work does not meet this standard. A detailed policy document, called the ISM Academic Honesty Policy outlines the expectation and all students will be asked to sign a statement agreeing to abide by the **ISM Honour Code**, see a copy at the back of this Handbook. Students in M4-D2 will be expected to submit their assignments through **turnitin.com** an online, software that can tell the teacher if the student has plagiarised any material.

### Student Council

There is one representative from each tutor group who is a member of the Student Council. This council meets every week to discuss how to organise events that will benefit the students as a whole school or to talk about issues that are concerning students. If you are concerned about any general aspect of the school, talk to your Student Council representative so that the issue can be raised. You are also welcome to attend meetings of Student Council even if you are not a member. The Student Council has an Executive committee of students who are voted into various roles such as President, Vice-president, a Campus Management student Representative, Secretary and Treasurer.

### Spirit Days

On certain specified days the school community may celebrate by dressing up in a certain way. Examples of this are Peace Day (wear blue & white), UN Day (wear your National colours/costume), Book week (dress up as a character), House T-shirt day (wear House colour/T-shirt), or spirit days – when the student council may announce a certain outfit/colour code. These events are only successful if everyone joins in the spirit of the day and enjoys the fun of it. The school dress code still applies, meaning inappropriate clothing/outfits are not suitable.



### Who to see if you need help:

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

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Sometimes you may have a problem which you do not wish to discuss with any of the teachers above, but you still need help. In such cases you are welcome to see any teacher who you feel confident in talking to, or you may talk to the **school counsellor** or the school nurse. Your teacher or the Head of Secondary may also suggest you talk to the counsellor, Mr Kileo and can set up a meeting.



### What to do if you are late:

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

**If you arrive in school after 07:35, go to the Secondary Secretary (Ms Grace) to collect a LATE SLIP.** You will need to show this to your teacher to be allowed into class after 7.35. At the next opportunity (eg. Break) find your tutor and give your tutor the late slip. Repeated lates will result in a detention or other disciplinary action.



### What to do if you are sick:

Day students: If you are unable to come to classes or any activities because you are sick, you must bring a note from your parents or guardians to explain as soon as you return to school. This note should be given to your tutor or Head of Secondary. Alternatively, your parents can call/email the school immediately to inform us why you are absent.

**Boarders:** If you feel ill before classes start you must tell your Boarding Parent who will give you a slip to take to the school nurse who will advise you on treatment and whether or not you should go to your classes or activities. You must bring a note from the nurse to your next teacher or Head of Secondary.

**Boarders and Day Students:** If you feel ill during class time, you must get a medical slip from your teacher or Head of Secondary, who will send you to the school nurse who will decide whether to keep you in the Health Centre or, if you are a day student, call your parents to pick you up. She will then inform someone if you leave the school, either the Head of Campus or Head of Secondary. *Students must not leave the school without permission.*

**Boarding houses are closed during class-time!**

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

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

If for some reason a teacher does not arrive at for the lesson, a student in the class should inform the Head of Secondary or Head of Campus.



### Where to keep your belongings

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

### Lost Property

You are responsible for looking after your own belongings and the school cannot be held responsible if they are lost, damaged or stolen. If you find any item which somebody else has lost, please give it to the main office receptionist. You may also check with Reception if you have lost anything. Often belongings are left in the changing rooms, please avoid this as this is a very public area and items may go missing.

## WE STRONGLY ADVISE YOU NOT TO BRING VALUABLE ITEMS TO SCHOOL!

### Mobile Phones and other electronic devices

**Mobile phones must be switched off in the classroom block and other buildings during tuition times (7.30-12.35 & 1.20-3.00).** This includes in between lessons or on the way to a lesson. After this, they may only be used in places where they will not disturb others or by boarders in their boarding houses (except during study hall time and during the night). The full policy on the use of mobile phones is available on request. Parents who wish to contact their students during the school day may do so via the school's office.



On occasion students may be given permission by the teacher to use their device as a tool for learning, however students, who use iPods, MP3 players or other electronic devices or headphones in classroom academics without the teacher's permission, may have them confiscated and handed to the Head of Secondary. None of these electronic devices are to be worn during CAS/Sport activities; they will be confiscated. If this becomes a repeat occurrence disciplinary action could be taken. *One confiscation – the item will be kept until the end of the school day, second offence – the item will be kept for 2 days.*



Students should **not** walk around the school 'plugged in', this is anti-social behaviour and a health & safety risk. If a teacher sees a student with headphones in their ears or hanging round their neck they may confiscate them to be returned via the Head of Secondary.

### Student Email

Every student is issued with a Google Education Moshi Campus email address which you should use for all your school work. Many teachers post their assignments on Google Classroom and communicate with their class groups through this email system. Once you leave ISM, this email address will be deleted.

Please see the **Student Technology Guidelines** at the back of this document. All students are required to sign a Technology Use Agreement form on entry to the school. We also have an **Email Etiquette**; please read these guidelines carefully and be principled about all the emails you send on school email.

### Visitors

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



### Meals and Snacks:

Day students should bring a snack to school to eat during the morning break. If you wish to eat a snack with the boarders, you can buy a weekly ticket from the receptionist in the main office in the week beforehand. The school shop (duka) also sells snacks at break time. The duka does not sell sodas until after 2pm.



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Day students are welcome to eat lunch in the dining hall. Tickets (TSh 6500) should be bought from the receptionist in the main office the day before. Snacks are also available from the duka at lunch time, or day students may eat a packed lunch, that they have brought from home, in the social centre or other picnic areas.

DO NOT eat food in classrooms, on the fields or in Karibu Hall.

### **Food eaten in the dining hall should be finished before leaving the dining hall.**

All electronic equipment such as phones/ipods/tablets should not be used in the dining-hall as we encourage students to step out of the cyber-bubble and socialise at meal/snack time.

### **Please remember:**

- **To dispose of all rubbish in bins provided** (plastic bottles can be placed in the recycling bins)
- **Chewing gum is not allowed on the campus.**
- **Sodas are not permitted in the tuition blocks.**

### **Going off the school's campus**

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

D1 & D2 Diploma day students who have a study period after 12.35, may go home to study. Before going home, please sign out at the main office reception. If you need to go anywhere else, you must have parental permission and inform the Head of Secondary. Otherwise all Diploma students are expected to be on campus during any study periods (including afternoon classes) and the Diploma study room next to the library is provided for work at such times.

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

### **Diploma Study Room Usage**

The Diploma Study room next to the library is for use by DP students when not in tuition classes throughout the day. Furniture in the study room is to be used appropriately. Because it is a study room, the noise in the room should be kept to a minimum. Abusing this privileged workspace area could result in a student being excluded from it.

### **Day students going to the Boarding Houses during term time.**

Day students may not go to the Boarding Houses during class time.

At other times, day students are welcome to visit boarding houses when invited to do so by a boarder. You will need to have permission from the boarding parent on duty. Students may not enter the boarding house, bedrooms or toilet areas of students of the opposite sex at any time.

Day students may only enter the boarding houses at the invitation of a student staying there. They should also have permission from the boarding parent on duty.

### **All Day students are expected to leave campus by 6 pm.**

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



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On certain occasions, school organised events such as a school dance, sports event or dinner may be organised. On these occasions day students may stay on campus after 6pm and join in the event, they must have permission from their parents and will need to acquire a meal ticket if they attend any meals in the dining-hall.

### *During holidays*

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

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

*In the holidays, all students should leave the campus by 6pm unless visiting someone who lives on campus.*

### **School Trips**

Some subject teachers may arrange a day trip where this can enhance the curriculum.

There is one cross-curricular field trip per year for each class in M1 to M5. D1 classes may also have subject-based field trips.

The cost of curriculum trips is covered by the school; however day students will need to pay for food (there is no extra fee for Boarders).

For all trips (school trip/sports trip) a permission slip must be completed by the parent/guardian/boarding parent for the student to attend

D2 students will not be allowed on optional school trips that require them to miss more than 2 days of classes, in the second semester of their D2 year.

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### Driving to School:

**Day students must obtain permission from the Head of Campus before driving themselves or other students to school.** This will normally be given if you bring a letter from your parent or guardian and can show that you have a valid and legal Tanzanian driving licence. Vehicles brought to school should be parked in the main car park and may not be driven around the school.

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

No motor bikes may be brought on to the school campus by any student. Motorized vehicles driven to school by students and parked outside the main campus, are done so at the student's own risk.

### Transportation Behaviour Expectations

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

- Do not keep the vehicle waiting – Arrive on time!
- **All students must wear a seat belt**
- Be respectful to fellow students and drivers
- Speak quietly with others
- Remain seated at all times when the vehicle is in motion
- Remain in the vehicle except when you arrive at your destination
- Keep your hands and feet to yourself
- No stopping en route



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

### Bus/Vehicle Behaviour Essential Agreements

#### Students on the Bus

- will put seat belts on and leave their seat belt on for the whole journey
- will clean up rubbish and not leave it on the bus
- will stay seated at all times
- will not extend any part of the body (or any objects) outside of the bus
- will enter and exit the bus only through the door
- will listen to supervisors and bus driver
- if choosing to listen to music, will do so through personal earphones only
- will not disturb the driver at any point in the journey

#### Teachers / Supervisors:

- will ensure all students are wearing seatbelts at all times
- will report any students who misbehave on the journey
- will ensure the driver is not disturbed whilst driving
- will make sure that the students clear all their rubbish before anyone gets off
- will ensure students are not misbehaving/acting inappropriately
- will act on any misbehaviour with consequence
- agree that they will not take any vehicle on a trip if there are not enough working seatbelts for the number of students on the bus (school buses or hired buses)
- will read/remind the students of the bus agreement at the beginning of each trip

### Meeting School Expectations and Sanctions

A community like ours can only run well if everyone agrees to co-operate together. We want our school to be a pleasant environment, which actively promotes learning. To achieve this we believe that all should behave in a respectful way and therefore our school expectations in what we do and how we behave is based on the principle of respect.

#### We do not allow nor tolerate:

- cheating, vandalism, theft, violence, or threatening behaviour
- bullying (verbal, emotional, or physical) or other abusive behaviour
- alcoholic drinks on the campus
- being under the influence of alcohol or drugs on campus
- smoking or bringing tobacco on the campus
- use or possession of any unauthorised or illegal drugs at the school
- weapons, including pocket knives
- any overtly sexual behaviour (Keep your distance!)



#### What is bullying?

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online, and is linked with aggression. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks and mobile phones, is called cyber bullying. Other types of bullying include relational bullying, physical bullying, and verbal bullying.

#### Possible indicators of bullying:

Verbal abuse, such as name calling and gossiping  
Non-verbal abuse, such as hand signs or text messages  
Emotional abuse, such as threatening, intimidating or humiliating someone  
Exclusion, such as ignoring or isolating someone  
Undermining, by constant criticism or spreading rumours  
Controlling or manipulating someone  
Racial, sexual or homophobic derogatory comments  
Physical assaults, such as hitting and pushing  
Online cyber bullying

#### What is cyber bullying?

Cyber bullying is becoming increasingly common. Unlike other types of bullying, it can happen anytime anywhere – a child can be bullied when you might think they are safe like when they are alone in their bedroom. It can feel like there's no escape. Children may know who's bullying them online or someone using a fake or anonymous account may target them. Cyber bullying negatively impacts children emotionally, psychologically and socially.

#### Indicators of cyber bullying:

Sending threatening or abusive text messages  
Homophobia, racism or sexism  
Making silent, hoax or abusive calls  
Creating and sharing embarrassing images or videos  
'Trolling' - the sending of menacing or upsetting messages on social networks, chat rooms or online games  
Excluding children from online games, activities or friendship groups  
Setting up hate sites or groups about a particular child  
Encouraging young people to self-harm  
Voting for or against someone in an abusive poll  
Creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name  
Sending explicit messages, also known as sexting  
Pressuring children into sending sexual images or engaging in sexual conversations.

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### Consequences for cases of bullying and cyber-bullying may include:

- Meeting with the Head of Secondary/Head of Campus
- Parents informed/invited into school
- Report in the student's school record
- Recommendation to see the Counsellor
- Yellow monitoring card
- Disciplinary Hearing which may lead to suspension

**Foul Language** – we do not tolerate swearing in any language either verbal or written. It is neither respectful of appropriate in any forum at school, in class, after classes, during CAS/Sports, around the campus, in the dorms, or on a school organised trip. If a student is overheard swearing there will be consequences.

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

**If you disregard the school's and community's expectations you can expect an appropriate sanction.**

This could involve:

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

If there is a serious breach of school rules, Disciplinary Committee hearings are held by the Head of Campus, Head of Secondary, appropriate Boarding Parent if applicable, and Tutor and with the student(s) involved to decide on suitable disciplinary action. On these occasions a student is allowed to bring a fellow student to observe & support, however they cannot comment during the proceeding. The DP or MYP Coordinators may also be invited to the hearing.

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.

### Bicycles on Campus



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

Until 5pm, students should also refrain from riding their bicycle or use a skateboard through the classroom tuition blocks.

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### Fire Drills and Lockdown drills

We will run **Fire Drills** every semester. Should you hear the siren (a repetitive piercing sound) then please make your way silently to the sports field where the register will be taken.

In the unlikely event of an intruder on campus, we will announce the **Lockdown** over the PA system with the announced code words. In this case you need to shut yourself into the nearest classroom, if you can lock the door and hide so that no one can see or hear you. Do not leave your hiding space until an administrator gives you the all clear via the code word. At the end of the lockdown you should return to your tutor room for a register call. The lockdown drill will be practised once a semester.

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

Head of Secondary/Campus bobcofer@ed.ismoshi.com

# ISM Moshi Campus - Handbook for Secondary Students 2017-2018

## Student Technology Use Guidelines at ISM - Moshi Campus

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Computer use policies are essentially contracts between the school, staff, the student and the parent. They outline what members of the school community can and cannot do using school technology, including the use of personal computers or wired/wireless devices to access the school's Internet and network resources. In order to achieve a computer network that is both efficient and safe for all its users (staff and students) a number of important guidelines must be followed. ISM reserves the right to determine appropriate use and may restrict individual access or impose general limitations on network and/or internet use.

### Home Folders and network security:

Each user will be allocated an individual home folder on the file server where school documents can be saved. Personal documents should be saved on personal external USB sticks or hard drives – not on the file server nor on individual school computers. The school will limit the size of individual folders and reserves the right to monitor the contents of folders.

Each user undertakes not to reveal his/her password to another user, and to log off after each use.

Users may not save or install any programs on the server or on school computers, or save personal programs, music or video files unless this is required for an approved school-related activity. Students must obtain permission from a teacher before installing programs on school computers.

### Computer Work Areas (IT Centre, Library, etc)

All school computers, technology and work areas should be treated with respect and care.

- In the IT Centre, do not use a computer in a room where a class is in session without the teacher's permission
- Print out only school related work unless you have made arrangements to pay the printing cost
- Print double sided or on recycled paper whenever possible, and with black ink only – colour only when necessary
- Print only single copies of work when necessary. If more copies are needed, these should be photocopied. If the work can be submitted/circulated/stored digitally, then printing may not be necessary at all.

### Email and Communications

Google Docs for Education accounts will be issued to students from P6 to D2. These accounts are intended for academic use at ISM and will be deleted upon a student's exit from the school.

Other communication systems, such as social network sites, chat rooms or chat software, internet telephony, may similarly not be accessed during lesson times or study hall.

### Email Etiquette:

- Use greetings; (for example, Dear Miss/Ms./Mrs./Mr. \_\_\_\_\_)
- Use formal language: Language that is appropriate to the matter, and language you would normally use to address your teachers.
- Keep it concise and clear. A brief and clear email is always best.
- Use formal English language:
  - No slang, inappropriate language or abbreviations
  - Address teachers respectfully as you would using spoken language
  - Don't use texting acronyms like "TTYL" and/or "BRB".
  - Spell out the words in the email. (That is, write 'you' not 'u'.)
  - Do not use CAPITALIZED letters. Gives out a tone of anger.
- Do not expect the teacher or fellow student to reply immediately after receiving the e-mail. Some teachers may not reply on a weekend
- Keep the subject of the e-mail polite and clear

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### Use of Personal Computers/Devices on the School Network

Students and staff may access the school network on their personal computers or devices. By doing so, each user agrees to follow all terms of this computer use policy.

In addition each user undertakes to ensure that his/her personal computer/device is effectively protected against viruses and other intrusions.

### Internet Access

The educational value of appropriate information on the Internet is substantial. However, the Internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value. Among other things, there is information, which may be judged as inaccurate, abusive, profane, sexually oriented or illegal. International School of Moshi (ISM) wishes to support students in responsible use of the Internet and does not condone or permit the use of such material. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Internet access through school computers at ISM is available to students in supervised areas such as the IT Centre or Library. However, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Secondary students may only access the internet on personal computers or devices with specific parental consent and on payment of any charges set by the school. The school is unable to provide any supervision or monitoring of internet access on personal computers or devices. Additionally, parents must discuss with their children their own expectations for their child's internet use. The use of Internet is a privilege, not a right. Inappropriate use, including any violation of the following conditions and rules, may result in removal of the privilege.

- All computers/devices accessing the internet through the school network must first be registered with the school.
- All communication must use appropriate language and be polite
- Users may not download, copy or store copyright materials such as music or video files without the necessary permission
- Users must respect bandwidth limitations and therefore not download or upload large files or utilise streaming audio or video at times of high demand.
- Users may not access, download, copy or store material regarded as pornographic or material which is illegal.
- Users undertake to respect any limitation on internet use imposed by the school, such as limitations on times when social networking or games sites may be accessed.

### General

Any user who identifies a problem with a computer or the network in general should notify the supervising teacher or IT Centre staff.

Users undertake not to misuse any usernames, passwords, IP or machine addresses, not to attempt to circumvent or bypass any security measures or other restrictions imposed on network users by the school, and not to attempt to vandalise any computer or device through either digital or physical means.

Activity that is considered cyberbullying will result in disciplinary action.

The school reserves the right to search any computer or device on the school campus, whether school-owned or personal, which school personnel believe may have been used in contravention of this policy. All students bringing devices on to campus are obliged to cooperate fully in such a search if it is required. This also applies to the school's ed.ismoshi.com google domain.

The school will impose sanctions, suspension of privileges or more severe disciplinary measures on users for inappropriate use of IT equipment, internet access and/or network use. This will also apply to users on personal computers or devices.



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The school website is designed to promote and inform all about ISM. If you are uncomfortable with your image appearing on the school website, you should inform the IT Teacher or IT staff.

Students are advised to save all important school work in more than one place in case of loss or corruption. Such places could include personal computers or hard drives, USB memory sticks, the school's file server, or email to a personal account.

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*Reviewed April 2016*

*You will be asked to sign the following at the beginning of the school year/on entry to ISM Secondary.*

### Technology Use Agreement - ISM Moshi Campus

Please complete and return this form to the Head of Secondary.

As a student of ISM, I agree to follow the policies outlined in the *Student Technology Use Guidelines at ISM - Moshi Campus*. I understand that improper use of technology that violates these guidelines will result in disciplinary action.

Student Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_/201

### Student Laptop Specification Requirements 2017

It is highly recommended that students invest in a laptop that meets the minimum specifications below. Android tablets, iPads, Chromebooks, and Windows RT laptops are not capable of running software required by some courses.

**All M3 - D2 students are required to have a laptop as a learning tool in all classes.**

#### Minimum Requirements:

- **Operating System**
  - Windows 7 or higher **OR**
  - Mac OS X 10.6.1 or higher
- **Software**
  - Microsoft Office 2010 or higher
  - Anti-virus (with regularly updated files)
- **Battery**
  - On purchase: 4-5 hour battery life
- **Wireless network connectivity**



### ISM Honour Code

#### Statement of Values

ISM is an IB World School committed to the three IB programmes, PYP, MYP and DP. Throughout our school community we strive to conform to the IB Learner Profile attributes with particular focus on being principled. “We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.” (*IB 2013*)

As members of the ISM community we commit ourselves to ensuring all academic work is produced with integrity and will not incur any infraction of academic honesty, such as:

- plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own;
- copying: taking work of another student, with or without his or her knowledge and submitting it as one's own;
- exam cheating: communicating with another candidate during an exam, bringing unauthorised material into an exam room, or consulting such material during an exam in order to gain an unfair advantage;
- duplication: submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved;
- falsifying data: creating or altering data which have not been collected in an appropriate way;
- collusion: helping another student to be academically dishonest;
- misrepresentation of other people's ideas by pretending they are our own.

We will follow the guidelines described in the academic honesty policy at all times and action will be taken as necessary as outlined in this policy.

Our commitment to uphold the ISM Honour code creates an atmosphere of trust and respect. This leaves students free to pursue their intellectual and creative journeys.

Affirmation of Integrity for ISM students:

I agree to the ISM honour code and will follow and will ensure that all aspects of my academic work conform to the guidelines.

Signed: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_