



# **MOROGORO INTERNATIONAL SCHOOL**

RESPECT. INTEGRITY. RESPONSIBILITY.

## **SECONDARY PARENT HANDBOOK**

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A guide to our school, values,  
and community.



# Morogoro International School

## Secondary School Handbook

Dear MIS Parents and Guardians,

Welcome to a new academic year at Morogoro International School! We trust you are excited and ready to contribute to the success of our students and the MIS community.

We hope this handbook provides you with useful and informative guidance, helping you prepare for your time here while offering a glimpse of our campus and community. MIS brings together students, parents, staff, and others from a variety of nationalities, cultures, and experiences, and there is a strong sense of connection to the school that you will feel as you spend time with us.

This handbook, revised every year, covers various aspects of secondary life for both boarding and day students. We encourage you to familiarize yourself with its contents, as it should answer the most frequently asked questions. Please don't hesitate to reach out to any of the [Senior Leadership Team](#) if you have any further queries.

Your child's success at MIS greatly depends on open communication between home and school. We value your participation and support, and welcome any feedback you may have.

Living in Morogoro and being a part of the MIS community is an opportunity not to be missed. We look forward to working together to provide the best possible learning experiences for our students.

Best wishes for a wonderful year ahead,

Lisa Talley  
Headteacher

## School Guiding Statements

### Mission statement

Empower young people with skills and knowledge to build confidence, take pride in what they do and contribute to the global community.

### Vision

International excellence and a dynamic environment in the heart of Tanzania.

### Core Values

At Morogoro International School, we live and learn together as a diverse community rooted in respect, integrity, and responsibility. By bridging cultures, we nurture an environment where students grow, thrive, and contribute meaningfully to their community, all while understanding and reflecting on their role in an increasingly interconnected and globalised world. The community of parents, staff and children selected our Core Values together.

**Respect** is integral to every aspect of life at MIS. It stems outwards from encouraging all students to respect themselves as individuals and as a part of the community. It includes respecting their peers and also knowing that they will be able to learn in a respectful environment. Respect is also a key thread in our curriculum in all subjects and students are prepared for the outside world by trying to understand and respect the diversity and richness of the international community.

**Integrity** is a vital principle in the way we work at MIS. The ability to do the right thing even when no one is watching is the kind of behaviour we strive to engrain in our students. We believe that being able to make a mistake and learn from it is one of the most crucial lessons that we can teach to our pupils and they are therefore expected to act with integrity on a daily basis. We regularly reinforce the importance of integrity as it feeds into our other core values of respect and responsibility.

At MIS, we have the privilege of welcoming children as toddlers and often saying farewell to them on the verge of adulthood. Preparing our students to act responsibly is a key element of this journey. This relates to the many moral decisions students will have to make throughout their schooling and to the people they aspire to be outside of school. Understanding their role as young people in a developing country like Tanzania is very important to us and underpins the behaviour and practices we encourage within school.

## School Overview

Morogoro International School is a not-for-profit, parent-owned, day and boarding school offering a Cambridge international education programme for students aged 2 to 19 years. It is one of the oldest international schools in Tanzania.

Morogoro International School opened its doors within the grounds of Sokoine University of Agriculture in 1976. The school relocated to its current site on the outskirts of Morogoro, along the Dodoma road, in 1992. Initially a primary school serving a predominantly expatriate clientele, the International School of Morogoro, as it was formerly known, expanded into secondary education in

2005, with its first cohort of IGCSE students sitting exams in 2010. In 2015, the school began offering AS/A-levels, and we now have a well-established Sixth Form program.



## **Cambridge International Curriculum**

Morogoro International School offers the **Secondary Cambridge International Education programme** for students aged 11 to 19, providing a globally recognised and academically rigorous pathway.

### **Lower Secondary – Key Stage 3 (Years 7-9)**

Starting in Year 7, our secondary programme emphasises inquiry-based learning and global perspectives to prepare students for future challenges. Cambridge Lower Secondary, designed for students aged 11 to 14, lays a strong foundation for IGCSE by offering a structured yet flexible curriculum allowing us to tailor learning to fit MIS's unique context, culture, and values.

With subject coverage in English, Math, Science, Geography, History, Swahili, French, Computer Science, Business Studies, Art and PE. Students receive a broad and balanced education that nurtures creativity, critical thinking, and well-being; with IGCSE Option choices made in Year 9.

### **IGCSE – Key Stage 4 (Years 10 & 11)**

In Years 10 and 11, students follow a two-year course leading to the International General Certificate of Secondary Education (IGCSE). This globally recognised qualification is equivalent to the GCSE in England and caters to an international student body.

Cambridge IGCSE, typically for students aged 14 to 16, offers flexibility, with MIS students selecting from English Literature, English Language, Math, Additional Math, Biology, Chemistry, Physics, Geography, History, Swahili, French, Computer Science, Business Studies, Economics, Art and PE. Assessment at the end of the two years includes written, oral, coursework, and practical evaluations. As a truly international qualification, IGCSE provides diverse learning pathways, multiple subject choices, and varied assessment methods to suit individual strengths.

### **AS & A-Levels – Key Stage 5 (Years 12 & 13)**

Cambridge Advanced Level is designed for students aged 16 to 19 who seek in-depth subject knowledge and preparation for university. MIS offers Cambridge International AS & A Levels, providing students with a wide selection of subjects and flexible study options – further information is available on request including entry requirements.

Thousands of students worldwide gain admission to top universities through Cambridge AS & A Levels. This programme fosters independent thinking, research skills, and subject mastery. Students may choose to take subjects at AS Level before progressing to the full A Level qualification.

## **Commitment to Student Success**

MIS staff are committed to meeting the needs of all our students by providing an effective instructional program designed to improve students' academic, social, emotional, and physical growth. They support the mission of Morogoro International School, which is to empower young people with the skills and knowledge to build confidence, take pride in what they do, and contribute

to the global community. This is accomplished through the cooperative efforts of educators, support staff, parents, community members, and students themselves.



## **School Fees Payment Policy/Structure**

### **1. General Fee Payment Requirements**

All school fees must be paid in full by the midterm break of the term in which they are due.

Any payment arrangements outside of the standard fee schedule must:

- Be formally requested in writing to the Accounts Office
- Be agreed upon and documented by the Accounts Office
- Be signed by the student's parent or legal guardian
- Be approved and signed by the Headteacher
- No informal or verbal agreements regarding fee payments will be accepted.

### **2. Attendance and Enrollment**

Students may not begin or continue attending lessons unless the required fees for the applicable payment period have been paid according to the school's payment schedule.

Failure to meet payment deadlines may result in:

- Suspension from lessons and school activities
- Loss of access to academic instruction
- Withholding of school reports
- Withholding of transcripts
- Restriction from examinations, including internal, mock and external exams

### **3. Fee Installment Structure**

#### Nursery to Year 10

For students in Nursery through Year 10:

- Annual school fees are invoiced per term
- Each term's fees are divided into three installments
- All term fees must be fully paid by midterm break of that term
- Exam Years (Years 11, 12, and 13/14 as applicable)
- For students in exam years:

Fees are payable in two installments

All fees for Terms 1 and 2 must be fully settled by midterm break of Term 2

#### Exam Years (Years 11, 12, and 13/14 as applicable)

For students in exam years:

- Fees are payable in two instalments
- All fees for Terms 1 and 2 must be fully settled by midterm break of Term 2

Failure to complete fee payments by this deadline may result in students being unable to:

- Sit mock examinations
- Receive academic feedback
- Access coursework support
- Register for or sit official Cambridge International Examinations

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#### **4. Cambridge International Examination Policy**

As an authorized Cambridge International examination center, the school retains full rights over:

- Student registration
- Exam entry
- Access to examinations

In accordance with Cambridge International regulations:

- The school controls registration and access to external examinations
- Students with unpaid fees may be denied entry to Cambridge examinations

Exam access is contingent upon full compliance with school financial obligations

#### **5. Outstanding Fees and Student Placement**

If a student's fees remain unpaid for the duration of one full academic term:

- The student's enrollment status may be reviewed
- The school reserves the right to withdraw the student's place
- The place may be offered to another student on the waiting list who is prepared to meet the school's financial requirements

#### **6. School Rights**

The school reserves the right to enforce this policy in full to maintain financial stability and ensure fairness to all families who meet their obligations. This includes Caution Funds which is used to replace damaged or lost textbooks and/or school equipment or property.

#### **7. Parent/Guardian Responsibility**

By enrolling a student, parents or guardians acknowledge and accept:

- The school's fee payment deadlines
- The consequences of late or non-payment
- The school's authority regarding attendance, reports, examinations, and continued enrollment
- The understanding the full fees must be paid regardless of attendance

## Office Hours and Appointments

The office hours at Morogoro International School are from 7:30 to 16:00 Monday through Friday. Vehicles will only be allowed access to the MIS Campus at these specific times: 7.30 – 8.00, 11.30 – 12.15 and 14.30- 16.00. Please contact our receptionist to schedule any additional appointments.

## Importance of Registration Forms

The school's [registration forms](#) are very important to complete and file with the office as they provide vital information about each student that might be needed in case of an emergency. Parents fill out these forms when a child is enrolled, but they may become out of date as a result of moves, job changes, etc.

If there are changes, we ask parents/guardians to update contact information, inclusive of any relevant health concerns, at the beginning of an academic year. Additionally, we ask parents to inform the office of an emergency contact outside of their mother or father should a child become ill or injured and need to be picked up.

## Reporting Student Accidents/Injuries

1. In the event of an accident that requires a report to be filed, the school employee who either witnessed the accident/injury or is supervising the student at the time of the accident/injury should give all pertinent information to the school secretary and Head of Department immediately.
2. An Incident Report form will be filed and kept on record. Parents will be notified about the incident and informed of the follow-up taken by SLT if needed.
3. Please note: children bump, bruise, and scrape themselves frequently, and we do not consider these events to be necessary for documentation.

## Communication with Parents

Communication between parents and school is vital. Any time you have questions or concerns, please do not hesitate to contact your child's tutor or the applicable member of the [Senior Leadership Team \(SLT\)](#). The school number is (+255 715 794 864). If you prefer, the school receptionist can give you the email addresses for individual staff members, or you can contact your child's teachers privately using WhatsApp during office hours.

## School Communication Methods

The school uses these methods to communicate with MIS families:

- Termly reports.
- Year Group WhatsApp groups.
- Parent Teacher Conferences (PTCs).
- PTA (Parent Teacher Association) and AGM (Annual General Meeting) meetings held school-wide.

## **WhatsApp Group Guidelines**

Our Year group WhatsApp groups have been successful in delivering information quickly and efficiently to our parents but also give parents the opportunity to reach out to tutors. WhatsApp groups are one directional to avoid being used for personal advertising or spam. The group description has useful contact information should parents want to reach out to tutors or key stage heads. If you are a parent and have not been added to the group, please see the Receptionist at school.

## **Parent-Teacher Conferences (PTCs)**

A parent-teacher conference offers the opportunity to speak to all of your child's teachers. We encourage parents to attend every PTC that take place on the last day of each term. This gives parents the opportunity to discuss their child's termly progress in each of their subjects. PTC are usually held between 8am - 12 noon and parents are able to attend at any point during this time, no appointments are necessary.

## **Student Use of Office Phone**

The office phone can be used by students with permission from SLT members. As a way of teaching responsibility, students are not to phone home for forgotten items such as homework, PE kits, or trainers.

## **School Day Schedule Years 7–13**

- We receive children from 7:30
- Registration and Form Time with Tutors at 7:45.
- Break time runs from 9:55-10.15
- Lunch break is from 12:50 to 13:55 (Mon–Thurs)
- End of school: 14:45.
- After School clubs run from 15:00-16:00pm (Mon–Thurs)

Note: The Secondary school day finishes at 12:15 on Fridays.

## **Form Tutors**

At MIS, every student is assigned to a Tutor Group led by two Form Tutors who serves as their first point of contact for guidance and support. These groups provide a sense of belonging and community within the school, ensuring that every student feels valued and supported.

Each morning, students spend time with their tutor group, engaging in a range of activities such as PSHE, administrative check-ins, and group discussions. These sessions also offer opportunities for students to develop essential life skills, build meaningful relationships, and participate in assemblies.

The Form Tutors offer guidance, encouragement, and support to help students navigate academic challenges, personal growth, and overall well-being.

## Attendance at MIS

At MIS, regular attendance and punctuality are essential. Students must attend all school days and be on time for lessons, activities, and events.

### Absences & Permission

- If a student is absent due to illness, parents/guardians should inform the school through the receptionist and tutors by phone and email.
- At MIS we do not condone other forms of absenteeism beyond illness, family bereavement or attending a school planned event as we teach lessons until the end of each term. However we do understand that families may wish to take their child out of school occasionally in order to attend various events (e.g., family or religious events). In this case it is the parent's responsibility to inform their child's Form Tutors of any known absence in advance. Boarding students should inform their Boarding Parent/ Head of Boarding

### Late Arrivals & Attendance Requirements

- Late students should go directly to class and check in with their Form Tutor before 8.10am. If students arrive after this they should go to Reception (before going to lessons) where the school receptionist will record the time they arrived in the register.
- Frequent lateness will be followed up by Tutors.

### Sickness Protocol

- Day students: Parents must notify the school through the receptionist and tutors if a student is sick. If the school nurse advises going home, they must sign out at the office.
- Boarding students: must inform their Boarding Parent and visit the school nurse, who will decide on treatment or rest in the Sick Bay.
- Students unfit for classes should not participate in other school activities that day.

### When to keep your child home from school

- If your child **has a fever** (38C/100F or more), keep them home until it goes away.
- Children with **diarrhea or vomiting** should stay away from school until they have fully recovered.
- If your child has an **infectious disease** such as measles, mumps, chickenpox, conjunctivitis (pink eye), they should not attend school until they have fully recovered.

All absences, including sickness, count toward the attendance policy for progression and graduation.

## House System

At MIS the House system develops teamwork, leadership, and school spirit. Every student is assigned to one of four house teams, each named after a significant Tanzanian landmark:

- Kilimanjaro (Red): Strength and endurance, inspired by Africa's highest peak.
- Uluguru (Green): The lush beauty of the Uluguru Mountains.
- Ruaha (Yellow): The rich wildlife of Ruaha National Park.
- Victoria (Blue): The vastness and depth of Lake Victoria.

Houses compete in sports, academics, and cultural events, building a strong sense of community. House meetings/activities take place every Friday morning with larger events happening regularly throughout the year such as Sports Day, Interhouse Swimming Gala and the K.O Challenge.

## After School Clubs

We offer a variety of after-school activities that run from 3-4 pm ranging from Art, Birding, Coding and MUN to sports such as Swimming, Basketball, Cross Country, Rugby, Netball, Football, Volleyball, and Ultimate Frisbee. Activities are run or supervised by MIS teachers.

We encourage students to participate in these enrichment experiences; however, commitment is an integral part of the clubs. If students commit themselves to an after-school club, they are expected to attend regularly and be on time with the required kit.

## Student Leadership

At MIS, student leadership plays a vital role in shaping school life. Our Secondary Student Leadership Team is selected through a rigorous process, including written applications, shortlisting, and interviews. This ensures that those chosen are dedicated, responsible, and passionate about making a difference. They meet regularly to discuss student concerns, plan events, and collaborate with school management and committees to enhance student life.

The student leadership team includes a Head Girl, Head Boy, Deputy Heads, Community Prefects, Sports Prefects and House Prefects. Selection takes place at the end of the academic year for the following academic year and leaders run a one year term.

## Teachers and Staff in Supervision

Teachers and staff serve as supervisors during school hours including club time to ensure the safety of your children. Please be respectful of their directions; they are here to help and instruct. If your child is picked up by someone other than you, please relay this information accordingly. Your support is appreciated.

## Supervision Times

Supervision before school does not begin until 7:30. Supervision after school is provided for 15 minutes by a member of staff once the dismissal bell rings (see daily schedule for dismissal times). If you are running late, please be sure to notify your child's tutor or the office reception. It is crucial to pick up your child on time as there will be no supervision outside of school times.

Day students are not allowed to remain on campus after school unless participating in a scheduled activity (e.g. clubs). Linger beyond these activities is not permitted.

## **Classroom Resources**

Students are expected to bring the following materials to every class:

- Textbooks (if issued by the teacher)
- Stationery (exercise books/folder as required by the teacher)
- Basic supplies: pens, pencils, highlighters, ruler, eraser, pencil sharpener, calculator.
- Phones: IGCSE & A-Level students (Year 11-13) may need a phone in certain subjects

For certain subjects, students may also need:

- Coloured pencils
- Mathematical instruments (compass, protractor)
- Calculator: Years 7 to A-Level: Scientific calculator

Students should ensure they have the necessary materials for each lesson to support their learning effectively.

## **Homework Expectations**

In Secondary, homework is an essential part of the learning process, reinforcing concepts taught in class and helping students develop independent study habits. The nature of homework will vary depending on the subject, but all students are expected to complete assignments on time and manage their workload effectively.

### **Time Expectations (Aligned with the Cambridge International Curriculum)**

To ensure a balanced approach to academics and personal well-being, the following time guidelines apply:

- Lower Secondary (Years 7-9): Up to 1 hour of homework per evening
- IGCSE (Years 10-11): Up to 2 hours per evening
- AS/A Level (Years 12-13): Workload varies depending on assignments and deadlines

### **Homework Tips**

To make the most of their homework time, students are expected to:

- Use time effectively – Focus on tasks without distractions (chatting online, searching for materials, etc.).

- Complete assignments to a high standard – Teachers may ask for improvements if work is below expectations.
- Communicate difficulties – If a student struggles despite working productively, they should speak to their teacher the next day.
- Plan ahead – Forgetting assignments or claiming technical issues is not acceptable. Students should save backup copies and print work in advance.
- Submit work on time – Late or missing work disrupts learning and may lead to supervised study sessions or academic warnings.

At MIS, we encourage students to take responsibility for their learning while maintaining a healthy balance between academics, extracurricular activities, and personal well-being.

## **School Emails**

As soon as students join MIS they are provided with a school email account *@mis.co.tz*, which is used for academic communication. Students are expected to check their emails regularly for important updates from teachers.

Students must ensure they meet deadlines, and follow digital etiquette when communicating online. Failure to engage with school emails and Google Classroom may result in missed assignments and important information.

## **Pastoral Care**

At MIS, we prioritise emotional well-being through a holistic “Pastoral Care” program rooted in the Cambridge educational system. This approach addresses the social, emotional, and intellectual needs of each student, nurturing genuine concern for others, self-awareness, and self-esteem. Our curriculum is designed to make learning fun and engaging, ensuring a safe, happy, and confident school environment.

## **PSHE (Personal, Social, Health, and Economic Education)**

At MIS, we believe in nurturing well-rounded individuals who are prepared for the complexities of the modern world. Our Personal, Social, Health, and Economic Education (PSHE) program plays a key role in this, helping students develop a global mindset and essential life skills.

Students daily engage in PSHE sessions led by their Form Tutors. These sessions provide a safe space for open discussions, self-reflection, and personal growth. The curriculum is carefully designed by the Pastoral Coordinator to be age-appropriate and culturally sensitive, ensuring that it meets the unique needs of our diverse school community. Through PSHE, students explore topics that foster self-awareness, social responsibility, and emotional well-being, equipping them with the knowledge and skills they need to navigate both school life and the world beyond.

## **School Uniform Policy**

At Morogoro International School (MIS), students are expected to represent the school with pride and maintain a neat and presentable appearance both within and outside the school. Our uniforms reflect the values of respect and responsibility within our community that aligns with local cultural expectations. As a school in Tanzania, we recognize the importance of adhering to community standards both on and off campus. In Tanzania, it is generally expected that clothing covers from shoulders to knees as a minimum.

### **Boys:**

- Branded Polo Shirt: Blue (EY-Y11) Maroon (Y12-13)
- Shorts or Trousers: Khaki (fitted securely at the waist)
- Shoes: Plain Black or Brown leather school shoes (or black trainers with black soles and no prominent logos)
- Socks: Plain black or White, Crew or Mid-calf length
- Sweaters: Plain black or navy blue, V or round neck or hoodie
- Jewellery: Necklaces must be tucked inside and all forms of jewellery must not be a distraction to other students (e.g. earrings should be studs)

#### **Girls:**

- Branded Polo Shirt: Blue (EY-Y11) Maroon (Y12-13)
- Skirt or Trousers: School Plaid Skirt or Pinafore (primary) or Khaki trousers (skirts/pinafores must be knee-length or longer)
- Shoes: Plain Black or Brown leather school shoes (or black trainers with black soles and no prominent logos)
- Socks: Plain black or White, Crew or Mid-calf length
- Sweaters: Plain black/ navy blue, V or round neck or hoodie
- Jewellery: Necklaces must be tucked inside and all forms of jewellery must not be a distraction to other students (eg. earrings should be studs)

Uniform shirts, skirts, pinafores and PE shirts can be purchased from the school receptionist, with samples and price lists available for viewing in the front office. Students are expected to have two or more complete uniform sets in order to ensure they are never without a clean school uniform.

#### **PE Kit:**

We require students to also have the school PE Kit (shirt), which is connected to their house (school team). The PE kit should be brought to school on days when your child's class has PE, though kept in their school bags until it is time to change for that class. Students are required to pair their House PE shirt with plain black athletic shorts or tights.

### **Lockers**

Secondary students may rent a locker to store books and personal belongings. Students can see the Key Stage 3 Pastoral Coordinator about renting a locker. Lockers cost 40,000Tsh/- for the school year. Carrying unnecessary items in backpacks is discouraged, especially valuables. A student's school bag should not exceed 15% of their body weight to prevent strain or injury.

### **Lost Property**

Students are responsible for looking after their own belongings, and the school cannot be held accountable for items that are lost, damaged, or stolen. If a student finds any lost items, they should hand them in to the reception. These found items will be placed in the Lost and Found. If you believe an item is yours, please see the receptionist to claim it.

## **Mobile Phones and other Electronic Devices (Y11-13)**

Only Y11-13 students are allowed mobile phones and other electronic devices to aid them in their studies during their exam years. No other students (Y7-10) are allowed any mobile devices.

**For students allowed Mobile phones:** Mobile phones must be switched off or set to 'silent' during tuition times, including in between lessons or while on the way to a lesson. After class, they may only be used in designated areas where they will not disturb others, or by boarding students in their boarding houses at specified times (see Boarding policy).

Students will also sign the Bring Your Own Device Policy (available on request) at the start of each Academic year.

Parents/Guardians who wish to contact their child during the school day should do so via the school office: 0715 794 864.

Occasionally, students may be given permission by a teacher to use their device for learning purposes. However, students who use devices or headphones in classrooms without a teacher's permission may have them confiscated and handed to the Headteacher. These devices should not be worn during school activities.

Students should not walk around the school 'plugged in' as this is considered anti-social behaviour and a health and safety risk. If a teacher sees a student with headphones in their ears or hanging around their neck, they may confiscate them.

## **Meals and Snacks**

The school is committed to promoting a healthy lifestyle through nutrition. Students are expected to make responsible choices regarding food, consumption, and waste in our shared spaces.

All boarding students are provided with three meals a day in the school's canteen "Moro Munch". Day students may bring their own food to eat during break and lunch times. Additionally, there are options for day students to purchase food and drinks on campus at Moro Munch or PJs, the school tuck shop.

Food should only be eaten in the designated eating areas. The hours of operation for the school canteen Moro Munch and PJs are displayed in the canteen area. Students are not permitted to eat food in classrooms, the library, sports facilities, or on the fields. Headphones are not allowed in Moromunch.

## **No Litter Policy**

At MIS, we take pride in maintaining a clean and healthy environment for everyone. Students are expected to be responsible for their waste and ensure that all litter is disposed of properly in the bins provided around campus. Chewing gum is not allowed on campus. By keeping our school clean, we show respect for our shared spaces and help create a more pleasant environment for all.

## **Student Code of Conduct and Community Expectations**

Positive student conduct is fundamental to the overall success of Morogoro International School (MIS). Without it, students cannot fully benefit from academic opportunities, and the school cannot fulfill its role in providing a meaningful educational experience.

Students are expected to uphold the **rules and values** of the school to the best of their ability, demonstrating **Respect, Responsibility, and Integrity** in all areas of school life.

We ask parents and legal guardians to support their children in understanding and practicing appropriate behavior while at school.

At MIS, good behavior is promoted through fair and consistent positive measures. When concerns arise or incidents of poor behaviour happen, the school will work collaboratively with students, parents, and staff to address any issues through open communication, and if necessary, hold meetings to find constructive solutions and put in place any necessary suitable sanctions.

The Student Code of Conduct and Community Expectations are required to make standards clear. Students who enroll at Morogoro International School (MIS) commit to the pursuit of a healthy lifestyle, one that avoids potential harm to self and others. A harmonious school community is only possible when everyone cooperates and upholds shared values. We strive to create a positive learning environment that promotes both academic success and personal well-being.

To achieve this, all members of our school community must demonstrate:

- Respect for themselves, others, and the school environment
- Responsibility for their actions and the safety of the community
- Integrity in their words, actions, and decision-making, upholding honesty and strong moral principles

## **Prohibited Conduct**

At MIS, we do not allow or tolerate:

- Academic dishonesty, including cheating, plagiarism, or falsification of information
- Acts of vandalism, theft, violence, or threatening behavior
- Bullying (verbal, emotional, cyber, or physical) or any form of abusive behavior
- Possession or consumption of alcohol on school property or during school events
- Being under the influence of alcohol or drugs while on campus or at school activities
- Possession or use of tobacco, vaping products, or related substances on campus
- Possession, use, or distribution of unauthorized or illegal drugs on school property or during school events
- Possession of dangerous weapons, including knives or any object intended to cause harm
- Overtly sexual behavior that disrupts the school environment
- Language or actions that are discriminatory, inflammatory, or offensive
- Reckless behavior that endangers oneself or others

## **Consequences for Violations**

Any violation of these expectations will lead to a disciplinary meeting and may result in serious consequences, including suspension or expulsion from the school.

If a member of staff has reasonable grounds to suspect that a student is in possession of a prohibited item, the student will first be asked to hand it over voluntarily. However, the school reserves the right to search student rooms, lockers, bags, or personal belongings to ensure the safety of the school environment. Any item found that could compromise the welfare of the community may be confiscated, and appropriate action will be taken in line with the school's disciplinary procedures. These measures are in place to maintain a secure and supportive learning environment for all.

## **Bullying and Cyberbullying**

Bullying is any behavior that causes harm—physically, emotionally, or socially. It includes name-calling, hitting, spreading rumors, intimidation, and exclusion. Bullying can happen at school, at home, or online and is often repetitive.

Cyberbullying involves the use of social media, text messages, or other digital platforms to harass, threaten, or humiliate someone. It can occur at any time and may feel inescapable.

### **Indicators of Bullying & Cyberbullying**

- Verbal abuse, threats, or gossip
- Exclusion or social isolation
- Spreading rumors or undermining someone
- Physical harm (hitting, pushing)
- Online harassment, abusive messages, or sharing embarrassing content
- Manipulation or coercion

### **Consequences for Bullying**

- Meeting with school leadership
- Parental involvement
- Record of the incident in student files
- Recommendation for counseling
- Disciplinary action, which may include suspension or expulsion

## **Respectful Language & Conduct**

Discriminatory, abusive, or offensive language—including swearing—is not tolerated at school, in residences, or during school activities. Violations may lead to disciplinary action.

## **Drugs, Alcohol, and Prohibited Substances**

MIS has strict rules regarding alcohol and drug use. By enrolling, students agree to follow these rules:

- Alcohol: Possession or consumption on campus is prohibited. Being intoxicated, on or off campus, may result in disciplinary action including immediate expulsion.
- Drugs: Possession, use, or distribution of illegal drugs may lead to immediate expulsion.
- Tobacco & Vaping: Not allowed on school property and may lead to immediate expulsion.

## **Possession or Bringing of a Weapon**

Bringing or possessing a weapon on school property, at school events, or on school transportation poses a serious risk to students and staff and is strictly prohibited.

A weapon includes, but is not limited to:

- Firearms (loaded, unloaded, operable, inoperable, or replicas)
- Firecrackers or any explosive device
- Knives (switchblades, hunting knives, flip knives)
- Metal knuckles, spiked accessories, or sharp instruments
- Tasers, stun guns, or disabling agents

Any violation will be immediately reported to school authorities, and may result in severe disciplinary action, including expulsion.

## **Disciplinary Process**

Serious breaches of school rules which result in a Disciplinary meeting, which may include the Headteacher and/or other school leaders. Parents will be informed and expected to attend. Outcomes may include:

- Restriction of privileges
- Suspension
- Permanent Expulsion

## **Safeguarding**

MIS is committed to providing a safe, supportive, and caring environment for all students. Our highest priority is the well-being and protection of every child in our care.

We demonstrate this commitment through:

- Ensuring safe and secure school operations
- Thorough recruitment of all adults working with or around students
- Maintaining a safe environment on campus

If a student has any concerns or worries, they are encouraged to speak with one of the Designated Safeguarding Leads (DSLs).

All information regarding child safeguarding at MIS is outlined in the [Safeguarding Policy](#), which is available on the school website.

# Contacts

Website: <https://www.mis.co.tz>

School Office: +255 715 794 864

School Receptionist: [receptionist@mis.co.tz](mailto:receptionist@mis.co.tz)

Headteacher: [headteacher@mis.co.tz](mailto:headteacher@mis.co.tz)

Secondary Head: [anthony.barnett@mis.co.tz](mailto:anthony.barnett@mis.co.tz)

Secondary Assistant Head: [hajira.moore@mis.co.tz](mailto:hajira.moore@mis.co.tz)

Head of Boarding: [caroline.barnett@mis.co.tz](mailto:caroline.barnett@mis.co.tz)

Instagram: <https://www.instagram.com/morogorois>

Facebook: <https://www.facebook.com/morogorois>

YouTube: <https://www.youtube.com/@morogorois>