

**MISSIONARIES
OF THE PRECIOUS BLOOD**

**JOHN MERLINI
SECONDARY SCHOOL**

"EDUCATION FOR SERVICE
IN SOLIDARITY"

**STUDENTS
GUIDEBOOK**

01 JANUARY 2019

STUDENTS GUIDEBOOK 2019

Merlini Secondary School is a day and boarding school that is part of a Catholic Educational Institution that comprises also St. Gaspar Pre and Primary School, founded and owned by the Missionaries of the Precious Blood.

MISSION

The mission of Merlini Secondary School is to provide a quality education and graduate young men and women of any faith with good intellectual capacities and to help them to develop fully their human, intellectual and spiritual talents to achieve a mature personality. Merlini Sec. School gives priority to St. Gaspar Std VII leavers who have graduated with average of A and come from Miyuji - Msalato Wards of Dodoma Municipality.

VISION

The vision of Merlini Sec. School is to develop young men and women to be:

- **Open to Growth.** Committed to always search for new horizons for their own development and the development of others. Learning as a personal obligation for a social commitment.
- **Insightful with Good Judgment** Committed to become able to reflect personally and with others and to assess and evaluate what they learn in the context of today's world.
- **God-fearing.** Discovering that fullness of life is with God and the service of others at the center.
- **Concerned for Justice.** Dedicated to a life of relationship and solidarity with others, recognizing that none is a "stranger" but all are equal and have the same dignity as brothers and sisters.
- **Implementing Mwal. J.K. Nyerere vision:** Education must work for the common good, foster co-operation and promote equality.

HISTORY

The Missionaries of the Precious Blood belong to a missionary Congregation started in Rome, Italy, by St. Gaspar del Bufalo on August 15, 1815. For St. Gaspar, the Blood of Jesus is the source of true life. He wanted his followers to bring this new life to the Church and the Society dedicating themselves to a ministry of solidarity and service to others. Soon the Congregation expanded in different countries of Europe, North and South America and Asia.

The Missionaries of the Precious Blood came to Tanzania in 1966, in Singida Region. From the very beginning, they dedicated themselves to religious and social work opening missions, initiating trade schools, hospital and dispensaries, starting projects of water and agriculture. They now work in different regions of Tanzania and to the initial projects they have added new projects, in the fields of education and communications. John Merlini Secondary School and St. Gaspar Pre and Primary School are part of this development. Both were envisioned and started by Br. Anthony Canterucci, mission director of the Atlantic Province (Canada) of the Missionaries of the Precious Blood.

SAINT GASPAR DEL BUFALO

Gaspar del Bufalo was born in Rome on January 6, 1786. Being still young he dedicated himself to the teaching of the children of the needy and to the service of poor peasants. He became a priest on July 31, 1808. Because of his loyalty to the Church, he was held in jail for five years by Emperor Napoleon. At the fall of Napoleon Pope Pius VII requested him and a group of priests to dedicate themselves to the renewal of the Christian faithful through the preaching of the Word of God. He was filled with a deep devotion to the blood of Christ and in 1815 he founded the Society of the Missionaries of the Precious Blood. His preaching bore fruit of Christian renewal and reconciliation among peoples even in those areas plagued by banditry. With his advice, he inspired and encouraged Maria de Mattias to found the Society of the Sister of the Blood of Christ.

JOHN MERLINI

John Merlini (1795 – 1873), followed St. Gaspar at the heading of the Congregation of the Missionaries of the Precious Blood. When he came to know St. Gaspar he was attracted by his personality and his preaching of the Blood of Christ. For John Merlini the Blood of Christ is the source of dignity for every human person and the pre-eminent sign of the love of God. The persons who met J. Merlini described him as a "sober,

incisive, attracting.” person. His capacity to listen and to know the hearts of people, made him an outstanding and great counselor. In all his ministry he promoted the growth of a multitude of associations that he guided with the goal of renewal of the Church and the good of civil society. .

MOTTO:

The motto of Merlini Secondary School is *education for service in solidarity*.

SCHOOL SONG

It is pleasurable being at this school
John Merlini High School,
with good infrastructure and good personnel,
The Missionaries of the Precious Blood,
they worked for all these to respond to the cry of the Blood.
To prepare fully mature personalities is the mission.
Open to growth, insightful justice, and God’s fear;
with education for common good, to meet education for service in solidarity.
These become our school values.
I shall nurture all these as a student;
for the best future of my life.
This will guide my zealous study,
my health keeping and environment.
God bless my school and myself to fulfill this dream.

SCHOOL PRAYER

Our Father, who art in heaven, Who art in Heaven
Hallowed be thy name, Thy Kingdom come,
Thy will be done on Earth as it is in Heaven.
Give us this day our daily bread,
And forgive us our trespasses,
As we forgive those who trespass against us.
Lead us not into temptation but deliver us from evil.
Amen.

POLICY REGARDING THE PRACTICE OF RELIGION

John Merlini Secondary School is a Catholic school that enrolls students of different religious traditions. The school has a Catholic chaplain available for students and staff. The Lord’s Prayer is prayed every morning during the assembly and at appointed times Mass or other Catholic services and celebrations are observed. As a rule, all students must attend these services irrespective of their religious tradition. The Catholic Church respects the right of conscience relative to faith and nobody will ever be asked, under any circumstances, to change his/her belief.

All students, Catholics and non-Catholics, have to participate fully and respectfully to religious services. God is good to all, so all are invited to reflect on the ways God is good to them, and how they respond to God’s goodness.

Non-Catholic students and their families should note the following:

- Fridays and Saturdays are treated as normal working days, and there is no provision for early dismissal for worship on those days.
- There are no provisions for dietary substitutions at meals.
- Religious holidays will be the ones declared by the government
- Disrespect for the Catholic Church and its worship will be treated as a grave offense.

SCHOOL BOARD

Chairperson – Mr. Constantine Lifulilo;

Secretary- Head Master

Members: Fr. Chesco Msaga (C.PP.S. Provincial Director), Fr. Reginald Mrosso (C.PP.S. Water Project Manager), Fr. Francis Bartoloni (J. Merlini School Manager), Fr. Richard Kungi (St. Gaspar School

Manager), Mrs. Christina Mtolela (Parent), Mr. Hathmani Juma (Parent), Mrs. Juliana T. Mushi (Parent), Mr. Tarcisius Mwalulefu (Delegat), Mr. Daudi Latha (Teacher), REO (Regional Education Officer)

ADMISSION

The school is open to motivated young men and women who are ready to commit themselves to an excellent education for a life of service in solidarity.

A. ACADEMIC PROGRAM

The students should consider nothing more important than their studies. The school challenges them to build habits of inquiry, perseverance, organization and self motivation.

1. Curriculum Offerings

Each weekday has 9 class periods. Saturdays are dedicated to tests. All students are to take History, Civics, Kiswahili, English, Geography, Chemistry, Physics, Biology, and Mathematics, Book-keeping/Commerce, Introduction to Computer Skills, Religion. Upon completion of Form II, each student along with teachers – in consultation with parents – will review his/her academic status to determine the areas of study he/she should concentrate on in Form III-IV.

2. Homework

Homework follows the teaching in class. It gives students the possibility to go deeper into the concepts taught in class and gives teachers the opportunity to better assess the student in his/her understanding. Homework could be written exercises, projects, papers, etc. Each one requires different execution. They are regularly assigned by teachers and time is provided for their completion.

3. Tests - Examinations.

3-4 tests in each subject are assigned each term for a fair progressive assessment of student advancement. Comprehensive examinations are held at the end of each term. At the end of Forms II, IV students take national examinations

4. Marking System

John Merlini Sec. School follows the Government marking system for Ordinary Level Secondary Schools: A = 100-75%; B = 74-65%; C = 64-45%; D = 44-30%; F = 29-0
Parents or guardians will receive reports of their student's progress at regular intervals.

Grades for each term are calculated by averaging the monthly tests and terminal/annual exam.

The grade for the year is calculated by averaging the two terms.

Students must understand that one has to achieve excellence by acquiring the intrinsic motivation to fully develop his personal capacities with the desire to continue this development through life.

5. Academic Probation

1) Students are put on Academic Probation if they receive three or more "D"s, or one "F" on monthly tests or terminal exams, or if their average grade is D. They remain on Academic Probation until their grades improve..

2) Students on Academic Probation are required to meet with the Academic Master and the teacher of the subject they received a "D" or lower grade.

At the meeting student/s and teacher/s in cooperation shall:

- a) Identify the causes of the poor performance and determine which study habits or skills are missing by the student.
- b) Develop an action plan to improve the student performance. These actions may include: remedial classes, retaking of the exam, additional assignments, study group participation, and study habit monitoring.

3) If a student is put on Academic Probation twice during a semester, then the student's parent/guardian must participate in the meeting with the Academic Master and teacher to ensure support for the improvement action plan both at school and at home.

4) Students on Academic Probation are not allowed to participate in any extracurricular activities (school

sport teams, school clubs) until they get themselves off of Academic Probation.

6. Academic Honesty

Personal integrity and honesty are of great importance to reach one's own full potential. Teachers assign assignments during the year: some of them are meant to be done individually, some in groups. Work done individually is signed by the individual student to confirm that the work is his/hers. Work done in group is signed by the members of the group. The work must always be original and never copied. It is allowed and it is encouraged for students to ask for help from other students in order to understand a concept, but it is forbidden for a student to simply copy the work of others.

Academic dishonesty is subject to disciplinary action and has academic consequences. Dishonesty includes:

- Copying or allowing others to copy; putting one's name on another's paper;
- Submitting as own the work or part of the work of others;
- Using teacher manuals, solutions manuals, or answer keys;
- Using a "cheat sheet" or any other unauthorized means of information to answer quiz, test, or examination questions;
- Giving another student the answers for a quiz or test;
- Plagiarizing: taking material of another author from the internet, books, magazines, etc. without making reference of the author by way of citation.
- Tampering with teachers grade records, tests, or other assessments;
- Stealing and/or selling quizzes or tests;

The principal purpose of homework, papers, projects, quizzes, tests, and examinations is for the benefit both of the students to understand and of the teacher to assess the students' understanding. Being dishonest by cheating gives a false reality of what a student understands, and compromises both the integrity of the school and the integrity of the student. .

7. The Use of English

The linguistic medium of instruction and communication at the school is English both for teachers and students. Kiswahili may be used by a student after classes to ask teacher assistance to better understand concepts. The student then should be able to explain them back to the teacher in English.

8. Morning Assembly

School gate opens at 7:00 am. Students are to use the time before the assembly for personal study, to prepare the day classes, or to complete homework. All students participate at the morning assembly at 7:45. In the assembly teachers inspect students attendance and cleanness and students in turn give their morning speeches. The assembly includes the singing of the National and/or School anthems and the reciting of the Lord's Prayer.

9. Meetings and Seminars

All members of Merlini Secondary School, leaders, students, teachers and workers form the school community. It is rightful for them to take the opportunity to meet. The purpose could be to bring forth grievances but above all to assess the development of the mission of the school and the fulfillment of its vision..

Also the students are encouraged to meet in class level or in a general assembly. The Headmaster will schedule a time for it. The minutes of each meeting are to be forwarded to the Headmaster and School Manager for any required action.

The school also provides seminars and workshops for students and staff on relevant topics touching their human, academic and spiritual formation.

10. Community Service

The school motto "education for service in solidarity" expresses its aim to promote in the students the awareness of the world around them, always keeping in mind the well-being of others. Manual work and service to others in need are part of the school syllabus. If requested to give tutorial programs to children of the neighborhood who have particular academic needs.

B. STUDENT BEHAVIOUR

“Do unto others what you want others to do unto you”. These words of Jesus are the root to understand that Merlini Secondary School students are expected to show consideration of others, their ideas and their property having in mind always the wellbeing of the community and of each individual.

Respect of others Every one has the dignity of a child of God.

Each student shall abide to proper behavior towards fellow students, teachers and workers that shows politeness and respect.

The following behavior is handled in a serious manner, including expulsion:

- **Harassment:** the behavior, explicit or implicit, whose intention or effect is to harm or intimidate others; to create a hostile or offensive environment towards another, or to interfere in the work or performance of another
- **Bullying:** the repeated intimidation of others by real or threatened infliction of pain. It may include, but is not limited, to actions such as verbal taunts, name-calling, and put downs, including ethnically-based or gender-based verbal put downs, and extortion of money or possessions
- All actions that endanger or threaten physically, verbally or emotionally any school member including grave disrespect to elders, or insubordination.
- Ethnic, religious, and/or gender-based intolerance
- Fighting, possession of weapons

Respect of property Students have to care the property of the school and its members. Any destruction, sabotage or marking will result in disciplinary action including monetary refund from parents for necessary repair. Vandalism and stealing are cause of serious disciplinary action.

Respect for truth “Truth will make you free”. These words of Jesus commit all students to always be truthful. Insincerity and all forms of fraud, including forgery and impersonation, are not admitted.

Punctuality Students must follow the daily schedule of the school. The school gate opens at 7:00 am. By this time all have to enter the school. No student is admitted at the school after the gate closes at 7:45am.

Cleanliness Students must be clean and smart and always keep the school campus clean and neat. Garbage, like papers, bottles etc. must be thrown in the refuse bins. The use of toilets must take into consideration others using the same toilets.

Silence Silence is required when a teacher is not present in his/her class, during time of personal study, in the labs, the library and study rooms.

Off Limits Students will not enter offices, laboratories or the library when the persons in charge are not present. Students should not wander around on the school campus without a reason and should only use prepared paths.

Leaving school campus. During school hours students are allowed to leave school campus only for serious reasons and with a written authorization provided by the competent authority. They have to come back to school by the time the authorization expires. The only gate to get out of the school is the main gate.

Forbidden substances The use, distribution or selling of mind altering substances or alcohol or tobacco are prohibited.

Forbidden items Students are forbidden to bring the following items onto school campus : weapons (knives, mapanga nk.), food or beverages of any sort (including candy, gums, snacks nk.) , playing or trading cards, cell telephones, mp3 players

Gambling Games that involve payment of money are forbidden.

Sexual activity Engaging in sexual activity in school is cause of serious disciplinary action up to and including expulsion. Displays of affection among students are not allowed. Students, under no circumstance, will enter toilets or changing rooms designated for the opposite gender.

Dress code The school uniform gives a tone of equality and shows that all students have come to school for the same goal of learning. The uniform must be clean and ironed. It is not appropriate to wear a dirty or worn out uniform.

CONSEQUENCES FOR MISBEHAVIOUR

Disciplinary Committee

Four times during the year, the Assistant Headmaster chairs a committee of faculty members to review the disciplinary records of all students who exhibit behavioral problems. The committee reviews the record of each student and makes recommendations. The purpose of this process is to work together with the student to provide a positive framework to improve behavior. Possible results of the committee deliberations include: disciplinary probation, in-school suspension or expulsion.

Disciplinary probation indicates that a student is responsible for a major infraction or is persistent in the same infractions. The student placed on disciplinary probation is restricted in participating in some school activities. Disciplinary probation lasts for 4 weeks. It serves both as a warning to the student to improve his/her behavior and as a structure to support improvement of student behavior. A student placed on disciplinary probation will work with the disciplinary teacher who will help him/her to reflect on the situation and make choices of positive behavior.

In-School Suspension (ISS)

1) In-School Suspension is directed by the Second Master.

2) On a daily basis the Teacher-On-Duty (TOD) is in charge of setting up and monitoring ISS for a student assigned to ISS during his week of responsibility.

a) Duties include: 1) signing the student into and out of ISS, 2) ensuring ISS assignments are ready for the student, 3) monitoring the ISS student and assignments throughout ISS time, 4) coordinating ISS issues or completion with Second Master.

c) TOD will arrange for other staff to cover ISS duties when he/sh has to be away for teaching or performing other duties

d) TOD should check on the ISS student at least hourly to ensure assignments are being completed at a reasonable pace

3) ISS duties will include academic assignments from teachers or physical activities such as cleaning the environment

a) The main focus of ISS is academic, so the majority of the day should be spent on academic assignments that require little or no teacher involvement to complete

b) Academic assignments can include reading, report writing, math problems, assignments from books, etc.

4) Parents will be notified of ISS for every infraction.

5) ISS Rules:

a) Student will start ISS immediately at the moment that is given. ISS will terminate at the moment that the student completes the assigned work. At the end of the school he will leave school grounds directly.

b) Student will not be allowed to leave the ISS section without permission of TOD

c) Student will have all working materials needed to fulfill his/her ISS assignment as arranged by TOD.

d) Student will complete all assignments and follow all rules by the time that is assigned by TOD

6) ISS will be served at the designated desks in the Staff Room or in the Library

7) ISS will be assigned for one or more days, as determined by the Second headmaster on severity or repetition of the infraction.

If the student continues misbehaving the next step is for the Assistant Master to form a Disciplinary Board

composed of 4 teachers chosen by the Mead Master and a teacher chosen by the student as his/her advocate. The Disciplinary Board reviews the case listening to all parties and makes recommendation to the Head Master if further disciplinary measures, up to and including expulsion, are necessary. The Headmaster may accept, reject, or modify the Review Board's recommendations and notifies the parents of the decision.

Expulsion/Withdrawal. Expulsion is the permanent dismissal of a student from the School. Only the School's Board has the authority to expel a student after hearing the case presented by the Disciplinary Committee with authorization of the Head Master. While waiting for the School Board to finalize a case, the student is suspended out of school. Students whom the Disciplinary Committee recommends for expulsion are advised to withdraw voluntarily from the school, so that the only notation on the student's record will be "voluntarily withdrew".

Review at the End of the Year. At the end of the school year, the Head Master, the Academic Master and the Assistant Head Master meet together to review the academic and behavior records of students with the purpose to assess who academically and behaviorally may continue at Merlini Secondary School.

C. ATTENDANCE

All students have to be at school every school day. Absences are designated as authorized and unauthorized.

1. An **authorized absence** is approved by the second head master. In this case, teachers will deliver the student missed tests, accept late assignments and assist him/her to complete an assigned work in a reasonable amount of time.
2. An **unauthorized absence** is not excused and teachers will not deliver missed tests, accept late assignments, or assist with completion of work.

Absence from school: Students who are absent

- more than seven consecutive days without notice are removed from school;
- more than twenty one school days for any reason must repeat school year,
- more than two days because of sickness must present documentation from a medical authority;
- In case of delay reporting to school parents/guardians must provide prior notice of delay and send a signed note indicating the reason for delay.
- Giving false information or forging a signature on a note of communication about an absence is dishonest and will result in disciplinary action.
- Parent/guardian who plans a long absence for their child has to provide prior written notice to the school. The student must consult teachers before the absence and to schedule how to recuperate the lost classes..
- Absences for trips, events and non-school activities are unauthorized.

Absences from Classes.

- Students must complete missed assignments due to authorized absences.
- Sick students report to the matron. When necessary the matron refers them to a doctor and authorizes permission to miss the class.

Absence from a Test Students must be present for all tests. A second opportunity is given only in case of illness, funeral of an immediate relative or other legitimate reason at the discretion of the Second Head Master. An absent student is given a zero for the test. This policy applies to all tests.

Cancelled Classes

- On occasion, a class may be cancelled. In this case, students have to follow the directives given for what they need to do during the class period.
- If a teacher does not arrive to his/her class within five minutes of the scheduled beginning, the class prefect must report the teacher's absence to the Headmaster.

PAYMENT/REFUND

Payment School fees may be paid in one or three installments (January, April and July). Students will be suspended for failing to pay the fees in due time. No student will be admitted to the new year if past fees are still due.

Refunds The school will refund 60% of fees paid to date if the student withdraws within the first four weeks of the commencement of school



*Education for service
In solidarity*