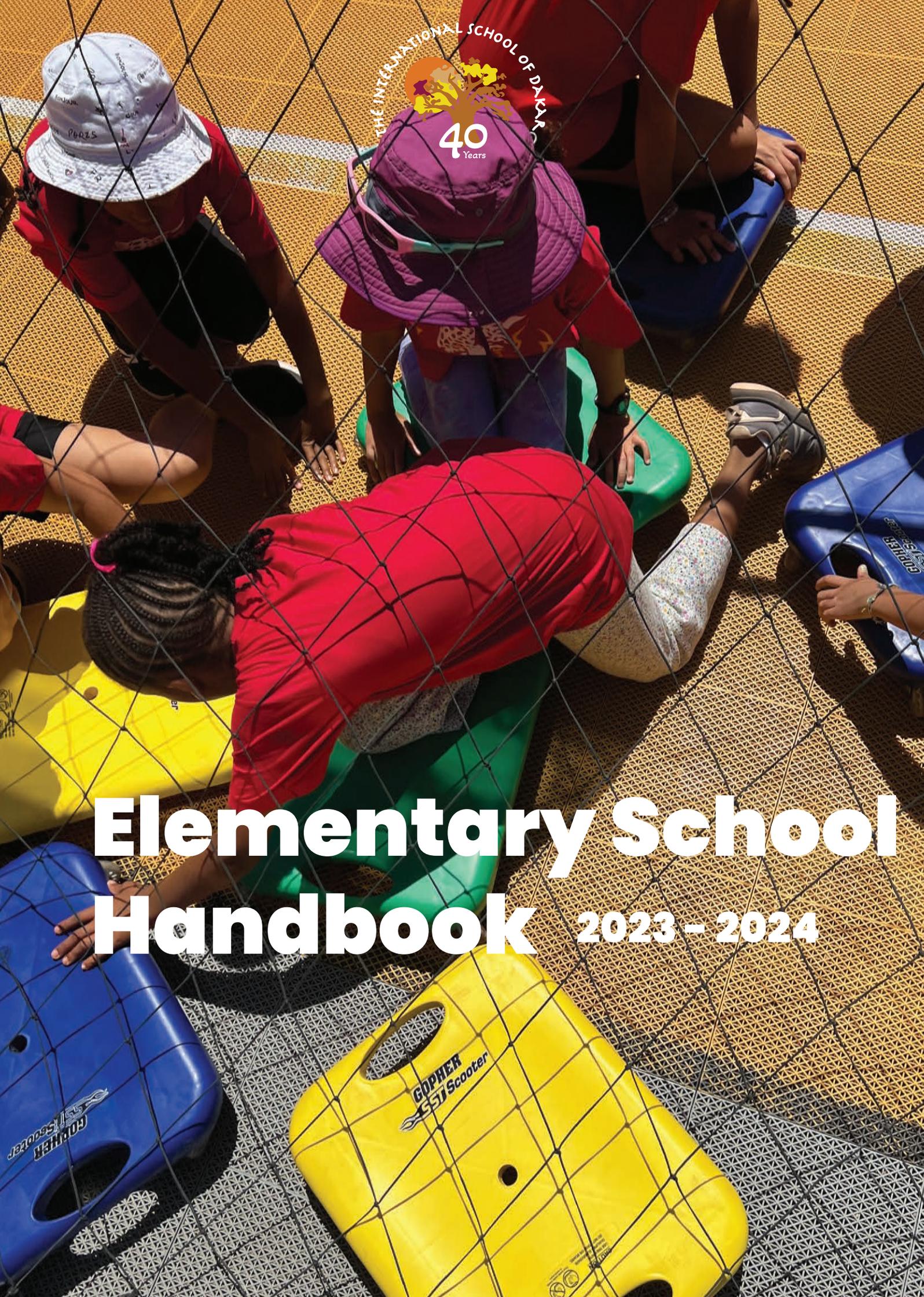


Elementary School Handbook 2023 – 2024



Welcome to ISD!

& Welcome to the Elementary School!

At ISD, we are developing lifelong learners. ISD is an authorized practitioner of the *International Baccalaureate Primary Years Program* (IB PYP).

The PYP supports our mission and CORE values: Creativity, Open-mindedness, Responsibility, and Excellence.

Children in the Elementary School are challenged to aspire to these values through explorations in the IB PYP. We reflect often and celebrate our mission in monthly assemblies.



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Meet the Elementary Leadership



Ms. Frances Lond-Caulk – Elementary Principal

Frances is the Elementary Principal at ISD. She has spent most of her career working in international schools all around the world, having begun her teaching career in the United Kingdom. She is honoured to be part of the team at the International School of Dakar, the fifth international school she has worked at.

Caring for every child in the Elementary School; their personal development: academically, socially and emotionally is a focus for Frances each day at school. Developing community and partnerships with parents are something Frances values, as being key to supporting students on their learning journey.



M. Evan Yates – Elementary Assistant Principal

Evan is excited and honored to join the ISD team as Elementary Assistant Principal. He holds a Bachelor's degree in Elementary Education and a Master's in Educational Policy & Leadership. Mr. Yates has previously served as a principal, assistant principal, and teacher at several schools in the USA. Most recently he held the roles of Learning Coordinator and Professional Learning Designer in Doha, Qatar.

He is passionate about ensuring children achieve their fullest potential. Mr. Yates believes deeply that this is made possible at ISD due to our community's focus on high expectations, quality curriculum, diversity, equity and inclusion.



Ms. Hasna Hussein – PYP Coordinator

Hasna is the PYP coordinator at ISD. She holds an international Bachelors in Teaching and a Masters in Education.

Prior to ISD, she has worked in IB schools in Italy and Spain Hasna's love for teaching is deeply rooted in the Primary Years Programme (PYP) and the core values it embodies. She firmly believes that education goes beyond academics and should instill a sense of global citizenship in young minds.

As the PYP Coordinator, Hasna is committed to nurturing an inclusive and compassionate community where students learn not only to excel academically but also to respect and appreciate diverse cultures, opinions, and perspectives.



Ms. Emefa Atiase – Elementary Office Manager

Emefa Atiase, mostly known as "Ms.Emefa" by the students, is the Elementary School Administrative Assistant with over 20 years of experience working with ISD. Being part of a multi disciplinary team she has gained strong communication and interpersonal skills as well as professional relationships with all members of staff, students and parents.

She will help you find your way around the school so feel free to visit the elementary hub at any time and she will help you with your questions.



ISD School Day

Monday – Friday : 8:10 AM – 3:10 PM

Please drop off students at school **no later than 8:05am.**

Dismissal is at 3:10 pm.

Children are picked up from the front entry to the school. Families are welcome to register for the car pickup system. **The school does not provide a bus service for families.**

ISD middle and high school siblings are not permitted to pick up elementary siblings.

After 3:10pm, Pre-K3 to Grade 5 children may play on campus, but ONLY IF WATCHED BY THEIR OWN PARENT/GUARDIAN.

Students are not permitted to play in any of the building areas after school.

For security and safety reasons, unsupervised students will wait at the reception if they are not picked up on time.

SCHOOL LUNCH AND SNACKS

Students may either bring a lunch from home. Parents are also asked to **send in a healthy, mid-morning snack** (preferably no candy, sodas, or chips please).

Parents can also order lunch from **Delices de Kanaicha, our on-campus food service provider.**

Orders for lunches are made on a weekly or monthly basis by filling out the menu form.

Payment can be made on campus at Delices de Kanaicha.

CLASS SIZE

ISD has three classes at every grade level from Grade 1 to 5. We have two kindergarten classes, one Pre-K3 class, and one Pre-K4 class.

Our classes typically serve about 20 students.

What you need to know!

After School Activities (ASA)

ISD offers numerous After School Activities that provide new experiences in academics, sports, and special interests. Activities have included pottery, soccer, chess, dance, photography, robotics, and more.

6-Day Rotation Schedule

ISD follows a 6-day rotation for specials classes. This approach preserves the sequence of specials lessons and reduces the likelihood of repeatedly missing the same specials class. you can request the 6-day rotation schedule to the Elementary Office Manager

Absences/Tardies

We ask that you submit your child's absence via Managebac (our student information system) which will notify their teachers and any other relevant faculty members. If your child arrives after 8:20am, they must be signed in at the front office before going to class.

Dress Code & School Supplies

There is no school uniform. Students should wear comfortable, appropriate clothes. Students are not required to bring any supplies with them. ISD provides school supplies to each child. The cost for this is included in tuition and fees.

Parent Teacher Organization

The PTO is a voluntary service organization made up of parents and teachers who sponsor and manage fundraisers and community-building events. PTO participation not only gives parents the opportunity to learn more about the school environment, but it also offers a quick way to make new friends and learn about the many cultures represented at ISD.

Parent Communication

ISD's school-wide online newsletter, The Jaguar Journal, is emailed to all parents every week in addition to periodic email updates.

ISD has its own app where parents will have access to calendars, directories, and more.

All school events are also posted on the school calendar and are noted in the Jaguar Journal. Teachers email parents to let them know about items that are student or class-specific.

Faculty & Staff

Elementary students at ISD are taught by one grade-level class teacher and several specialist teachers. Special subjects at ISD include Art, Physical Education, Music, ELL, and French. The elementary school has 70 teachers and instructional assistants. Our faculty has experience in over 55 countries. The ISD learning-support team provides additional assistance to a wide range of students.

ISD has a medical team on staff to provide health services for the school community, health promotion activities in and out of the classroom, and serve as a point of contact for parents who have concerns about their children. The office is open daily.

Campus availability

The campus is open for ISD families both after school until 6:00pm and on the weekends from 9:00am to 6:00pm. We have various facilities available for use including our six-lane swimming pool, fitness room, and field. Opening times may vary so be sure to check the ISD website for accurate times.



The logo for ISD (Islamic School of Dar es Salaam) features the letters 'ISD' in a bold, sans-serif font. The 'I' and 'S' are yellow with a dark outline, while the 'D' is dark grey with a yellow outline. The letters are centered on a white background.

Want more information?



Call us on:

+221. 33.825.08.71 - from 08:00am to 5:00pm



Send us an email to the Elementary
School Office Manager:
emefaa@faculty.isd.isn



Visit our website:
www.isdakar.org



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