



Secondary-School Handbook

2023 – 2024



ISD

Welcome to ISD!

& Welcome to Secondary School!

ISD is an IB World School that is authorized to offer the IB Diploma Programme and the IB Middle Years programme.

At ISD, we develop lifelong learners who strive to exemplify the IB learner profile attributes of being : **Caring, Knowledgeable, Thinkers, Open-Minded, Reflective, Inquirers, Principled, Courageous, Communicators and Balanced.**

Our CORE values of : Creativity, Open-mindedness, Responsibility, and Excellence hence reflect this mission.

Students in the IB Primary Years Programme of the Elementary School are also a part of this three IB program structure that serves our CORE mission.

Our mission is celebrated and reflected upon in various monthly community meetings.



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Meet the Secondary Leadership



Ms. Estelle Hughes – Secondary Principal

Estelle Hughes joined ISD as Secondary Principal in August 2022. Her international education experience spans over twenty years in Asia, Africa and Europe, predominantly in IB continuum schools

Estelle's educational philosophy is learner-centered, passion-nurturing and community oriented. She is fully committed to holistic education and Diversity, Equity & inclusion (DEI).



Ms. Alya Bilal – Secondary Assistant Principal Academics

Alya Bilal is the Secondary Assistant Principal Academic here at ISD. This is her first year here in Senegal.

Alya first started teaching internationally in 2008 in Shanghai, China and then moved in 2011 to work at Lahore American School in Pakistan. From 2015 to 2023, she worked at the International School of Tianjin in China. There she taught MYP Humanities as well as MYP and DP English. Additionally, she led the Service Program and was a crucial member of the senior leadership team.



Ms. Alanna Ba – Secondary Assistant Principal Student Life & Leadership

Alanna Ba is the Secondary Assistant Principal Student Life & Leadership at ISD.

She first started her career in West Africa as a Peace Corps Education Volunteer in Burkina Faso in 2015, and has lived and worked in Burkina Faso and Senegal since. Arriving in Senegal in 2017, she spent 6 years at Enko Waca, where she was DP Coordinator, College Counselor, and English A: Literature teacher, before becoming Principal in 2021.



M. Denrol Carayol – MYP Coordinator

Denrol Carayol is the IB MYP Coordinator at ISD. Prior to this, he served as the Head of the Mathematics department at ISD. He is currently in his seventh year at the school. As MYP Coordinator, Denrol oversees all parts of the IB MYP programme from grades 6 – 10.



Ms. Wendy Gifford – DP Coordinator

Wendy Gifford has been the IB Diploma Coordinator at ISD since 2021. She has been teaching overseas since 1990 and has taught in Egypt, El Salvador, Germany, Tanzania, and the Philippines.

Wendy has a wealth of experience in leadership having previously held the position of DP coordinator in two schools as well as Head of Department and Head of Year roles.

Wendy's classroom specialisms are History and Theory of Knowledge.



Ms. Anna Rosenberg – Secondary School Office Manager

Anna Rosenberg is currently the Office Manager for the Secondary School department at ISD since 2017. She is also the Accreditation Coordinator for the school evaluation process 2023–24.

She holds extensive experience within team leadership and management and is committed to promoting quality education for Sustainable Development within changing environments.



ISD School Day

The Secondary School of the International School of Dakar is a positive, supportive, and engaging learning environment where students come together from a variety of backgrounds to acquire knowledge and skills, in order to challenge themselves and create change in the process.

Excellence is a CORE Value expected at ISD and is observed and celebrated in many ways in the secondary school – in our classrooms, on the athletics field, and in our service program. ISD is an International Baccalaureate World School, offering the IB Middle Years Programme in grades 6 –10 as well as the IB Diploma Programme in grades 11 and 12. Together, these two components form the Secondary School Division at ISD.

The Secondary School is further delineated into Middle (grades 6 – 8) and High School (grades 9 – 10) sections for pastoral care

Classes commence at 8:30 AM and end at 3:30 PM from Monday – Friday
Students should be dropped off no later than 8:30am.
Dismissal is at 3:30 pm.

Students are picked up from the front entry of the school. Family members are welcome to register for the car pickup system. The school does not provide a bus service for families.
ISD Secondary School students are not permitted to pick up elementary school siblings.
Students are not permitted to play in any of the building areas after school.

CLASS SIZE

ISD is committed to small class-sizes. There are three sections at each grade level across the secondary school, with a maximum number of 66 students per grade, meaning 22 students per class. Class sizes are however typically smaller at the IB Diploma level (grades 11 and 12).

BLOCK SCHEDULE

ISD's Secondary School follows a block timetable where students attend classes following a 9 day rotation cycle. Students attend 4 classes each day. The timetable can be found on isdakar.org.

What you need to know!

Absences/Tardies

We ask that parents/legal guardians submit your child's absence via Managebac (our student information system) which will notify relevant teachers and faculty members. Parents can also email or call the Secondary office at 33.825.0871 or 33.860.2332 by 8:30am if their child(ren) is to be absent that day. Students who arrive after 8:30am must sign in with the Secondary Office Manager before proceeding to class.

School lunch & snacks

Students may either bring a lunch from home or 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 (on campus). Payment can be made on campus at Delices de Kanaicha.

The Mother Tongue Programme & After School Activities (ASA)

The Secondary School will for the first time offer various activities during the enrichment block of the school timetable and these activities are driven by teacher passions. These will include (but not limited to) cooking club, robotics, a formal mother tongue programme and a host of other activities as well.

Furthermore, quite a few students participate in athletics as members of one or more of our sports teams. ISD follows a three-season schedule and each season lasts 10 to 12 weeks. On offer are : Basketball, Swim, Volleyball and Football. Students must be in good academic and behavioral standing in order to participate. Additionally, ISD offers numerous After School Activities (ASA's) that provide various experiences in academics, sports, and other special interests. Most activities are free, but certain instructors do charge a fee. Activities can include band ensemble, Theatre, Mathcounts, and Model UN.

School Supplies / Laptops

Secondary School students are expected to purchase their own supplies. Secondary School students will need to have a TI-Nspire CX Graphing Calculator by grade 9. The school will maintain a supply that can be sold to students. ISD's 1:1 Laptop Program is in place in our Secondary School. The school will provide a Chromebook to each student in the Secondary School.

Faculty & Staff

ISD currently has 57 teachers and teaching assistants in the Secondary School. Our faculty and staff have teaching experience in over 55 countries. ISD currently has 70 teachers and teaching assistants. In the Secondary School, students have a variety of teachers for their various subjects. Secondary Students have four lessons per day where each lesson runs for 80 mins. ISD has a robust learning support department that meets various needs of our students. Please visit the Learning Support pages of our school website for details on the level of academic support that ISD can provide.

ISD has a nurse on staff to provide health services for the school community. The health clinic is open daily from 8:30am until all school-sponsored sporting events (i.e. ASA's or sports team practices/ games) have ended.

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 for parents to meet new individuals 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. In addition, the Secondary School disseminates information via SchoolsBuddy. ISD runs an app where parents 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 inform them about items that are student or class-specific.

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 football field. Opening times may vary so be sure to check the ISD website for accurate information.

The IB MYP at ISD is a challenging framework that allows students to make practical connections between their studies and the real world.

It is a 5 year inquiry based programme in which students develop core *Approaches to Learning Skills* that will help them tackle the challenges of tomorrow.

Service is also at the heart of the programme which encourages students to be caring, open-minded individuals who can both serve, and learn from others.

The *Personal Project* is the culminating activity of the programme in which MYP 5 / Grade 10 students drive their own inquiry via their various interests and passions.

At ISD, our students embody the underpinned principles of IB programmes by learning to “*challenge, create and change*”.

The subjects offered at MYP level (grades 6 – 10) at ISD are as follows:

- Language and Literature:
 - French and English
- Language Acquisition:
 - English, French and Spanish
- Mathematics
- Arts
- Sciences
- Individuals and Societies
- Design
- PHE (Physical and Health Education)



The various disciplines of the Arts on offer include :

- Music
- Visual Arts
- Theatre

Students at grade 6 level are able to explore three courses of the Arts (Music, Theatre and Visual Arts) and Film is on offer from grade 9.

Students at ISD are able to also study Visual Arts, Theatre or Film at the IB Diploma Level.

Studies in Language and Literature include French & English and students looking to acquire an extra language can study either French, English or Spanish as a Language Acquisition course.

At ISD, we also look to support mother tongue languages by offering a mother tongue programme within the X-block of the current school timetable.

Various other enrichment courses, based on either departmental needs or teacher passions, are also offered within said block.

Such courses include (but not limited to):

- Creative Writing
- Current News
- Maths Club
- Cooking Club
- Touch Rugby
- Robotics etc.

Assessment & Grading

Students are assessed in a variety of ways which include both formative and summative assessments.

Formative assessments are tools used to check for understanding and feedback is appropriately given to help students improve. These assessment tasks are *assessments for learning*.

Summative assessments are given at the end of units of learning in order to evaluate understanding of material. These assessment tasks are *assessments of learning*.

Each subject area assesses four criteria across the school year.

Grades are given on an official IB 1- 7 scale and these are reported twice a year, at each semester.

The International Schools Assessment is also administered once a year at each grade level as a standardized assessment.

Service as Action



Service as Action is a core element of the ISD students' experience.

As a result of their involvement in Service as Action, students will extend their subject learning by taking action on real-world issues.

Service as Action is a collaborative and reciprocal engagement that focuses on developing student growth and fostering an authentic understanding of the needs of others.

Service activities often involve reciprocal actions of learning in order to create genuine connections with local populations.

Personal Project



At MYP 5 / Grade 10 level, ISD students are expected to complete the personal project which is the culminating activity of the MYP programme.

Students drive their own inquiry by choosing projects that are directly derived from their passions or interests.

The personal project formally assesses students' approaches to learning skills for self-management, research, communication, critical and creative thinking, and collaboration.

The project is made up of a process, a product and a reflective report.

1. **Process**—ideas, criteria, developments, challenges, plans, research, possible solutions and progress reports
2. **Product or outcome**—evidence of tangible or intangible results: what the student was aiming to achieve or create
3. **Report**—an account of the project and its impact, to a structure that follows the assessment criteria. The report describes both the process of creating the project and an evaluation of the impact of the process on the student or their learning.

The report is assessed by the supervisor and externally moderated by the IB to ensure a globally consistent standard of excellence. Each project is awarded a final achievement grade.

The IB DP at ISD is a broad based, academically rigorous programme which is recognized by universities and colleges worldwide.

It is a 2-year inquiry-based programme where students further develop core *Approaches to Learning Skills* which will prepare them for higher education and world of work.

As with MYP Service is an important component as are research skills and metacognition. Students study 6 subjects, 3 at Higher Level and 3 at Standard Level. In addition, they take part in the Core which comprises the Extended Essay, Theory of Knowledge and CAS (Creativity, Activity and Service). Students may choose to study IB Courses and study all 6 subjects at Standard Level with Extended Essay and Theory of Knowledge being optional.

All courses offered at Higher Level and Standard Level unless specified as SL.

GROUP	COURSE OPTIONS
1: Language A (Best academic language)	DP English A: Literature DP English A: Lang & Lit DP French A: Lang & Lit *DP Self-Taught A: Lit SL
2: Language B Acquisition language	DP English B DP French B DP French ab initio SL *DP Spanish B SL **DP Pamoja Course - Spanish ab initio SL **DP Pamoja Course - Mandarin ab initio SL
3: Individuals & Societies	DP History DP Economics DP Psychology *DP Environmental Systems and Societies SL **DP Pamoja Course Business Management **DP Pamoja Course Digital Society **DP Pamoja Course Philosophy SL
4: Experimental Sciences	DP Biology DP Chemistry DP Physics *DP Environmental Systems and Societies SL
5: Mathematics	DP Mathematical Applications HL/SL DP Mathematical Analysis HL/SL
6: Arts (Electives)	DP Theatre Arts DP Visual Art DP Film



* These subjects are only available at SL. ESS is transdisciplinary and can be taken in either Group 3 or Group 4 or can count for both.

**Pamoja Courses (online courses taught through Pamoja, an IB accredited organization)

The Core

All full Diploma Programme students will study the Core while students opting for Courses will participate in the CAS Programme and may choose to study Theory of Knowledge and write an Extended Essay.

CAS (Creativity, Activity, Service)

Students engaged in experiences relating to these three concepts and complete a project.

Theory of Knowledge

Students reflect on the nature of knowledge in various disciplines and on how we claim to know what we know.

Extended Essay

Students research and write a 4000-word, self-directed paper in one subject.



ISD

Want more information?



Call us on:

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



Send us an email to the Secondary School
Office Manager: annaro@faculty.isd.isn



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www.isdakar.org



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