



INTERNATIONAL BACCALAUREATE NORTH AMERICA AND
THE CARIBBEAN

**PRIMARY YEARS
PROGRAMME
APPLICATION SUBMISSION GUIDELINES**

2007/08



**INTERNATIONAL BACCALAUREATE NORTH AMERICA
PRIMARY YEARS PROGRAMME**

APPLICATION SUBMISSION GUIDELINES

TABLE OF CONTENTS

WELCOME LETTER	-----	1
APPLICATION FORM PART A	-----	2
APPLICATION FORM PART B	-----	3
PROGRAMME EVALUATION	-----	4
IB CANDIDATE SCHOOLS: A GUIDE TO PUBLICIZING YOUR PLANS	-----	5
IB NORTH AMERICA PRIMARY YEARS PROGRAMME TIMELINE	-----	6
IB NORTH AMERICA PYP SCALE OF FEES	-----	7/8



TO: Interested Primary Years Programme Schools

**FROM: Michael W. Clifton, Primary Years Programme Manager
Lauren M. Dittrich, Primary Years Programme Associate
IB North America**

We welcome your interest in the International Baccalaureate Primary Years Programme (PYP). The PYP strives to assist children in developing an international perspective and to become aware of and sensitive to the points of view of people in other parts of the world.

The documents on this web page were created to guide schools through their exploration and development of the International Baccalaureate's Primary Years Programme. These documents describe the steps taken during the consideration, implementation and application phases. We encourage you to stay in contact with our office and available to provide assistance with any questions or concerns.

Information regarding the International Baccalaureate Organization (IB) and on the Primary Years Programme (PYP) is available on the IB web site, www.ibo.org. The site also features information on IB publications, as well as dates and locations of workshops and conferences.

We strongly advocate the attendance of IB workshops while interested schools consider the PYP. The Level One workshop provides a solid overview of the philosophy and practical application of the programme, as well as further details of the application and authorization process. Workshops serve as an arena for dialogue and the development of relationships with other schools and programmes throughout the IB.

We look forward to working with you. Should you need further information we will be happy to assist you; please do not hesitate to contact us.

Best wishes,

Michael W. Clifton
Primary Years Programme Manager
IB North America
michael.clifton@ibo.org

Lauren M. Dittrich
Primary Years Programme Associate
IB North America
lauren.dittrich@ibo.org

Important Note:

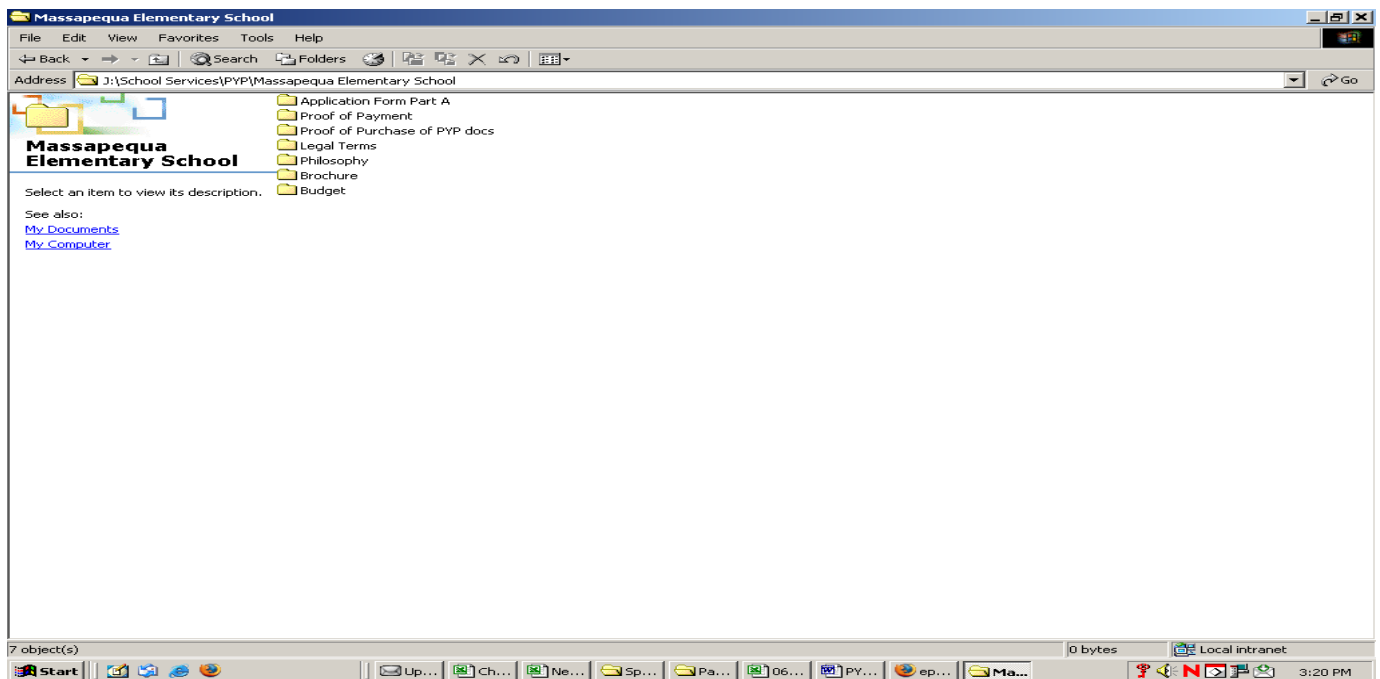
Please be advised that only schools officially authorized by the International Baccalaureate (IB) may use the name, programme designations, and other copyrighted materials. Therefore, as you introduce and discuss the programme throughout your school community, you must ensure that a clear statement, which indicates that your school is not an IB Primary Years Programme until formal authorization, accompanies any reference to the programme. The IB logo is copyrighted and may not be used by schools. It is imperative that interested schools adhere to these regulations.

Application Form Part A

Due: 1 May or 1 November

Please follow these guidelines for submission of the *PYP Application Form Part A*:

- **Send 4 CD-ROM's to IB North America.**
 - Each CD-ROM should contain Application Form Part A and applicable supporting documentation. If you should require a modifiable Microsoft Word version of Application Form Part A please contact Lauren M. Dittrich for more information.
 - The CD-ROM should be developed in accordance with the *Guide To School Application*, which is available for download on the following webpage: <http://www.ibo.org/pyp/become/>
 - Each item on the Application Checklist, which is located on pages 12-14 of the *Guide to School Application*, should be saved on the CD-ROM as it's own separate folder, similar to the following:



- Label the CD-ROM itself using the following format: "SCHOOL NAME, APPLICATION A, DATE"
 - Due to environmental concerns we would like to request that you please refrain from forwarding your CD-ROMS in plastic jewel cases. If possible, please use CD envelopes.
- Send the 4 electronic copies and application fee of US\$4300 to:

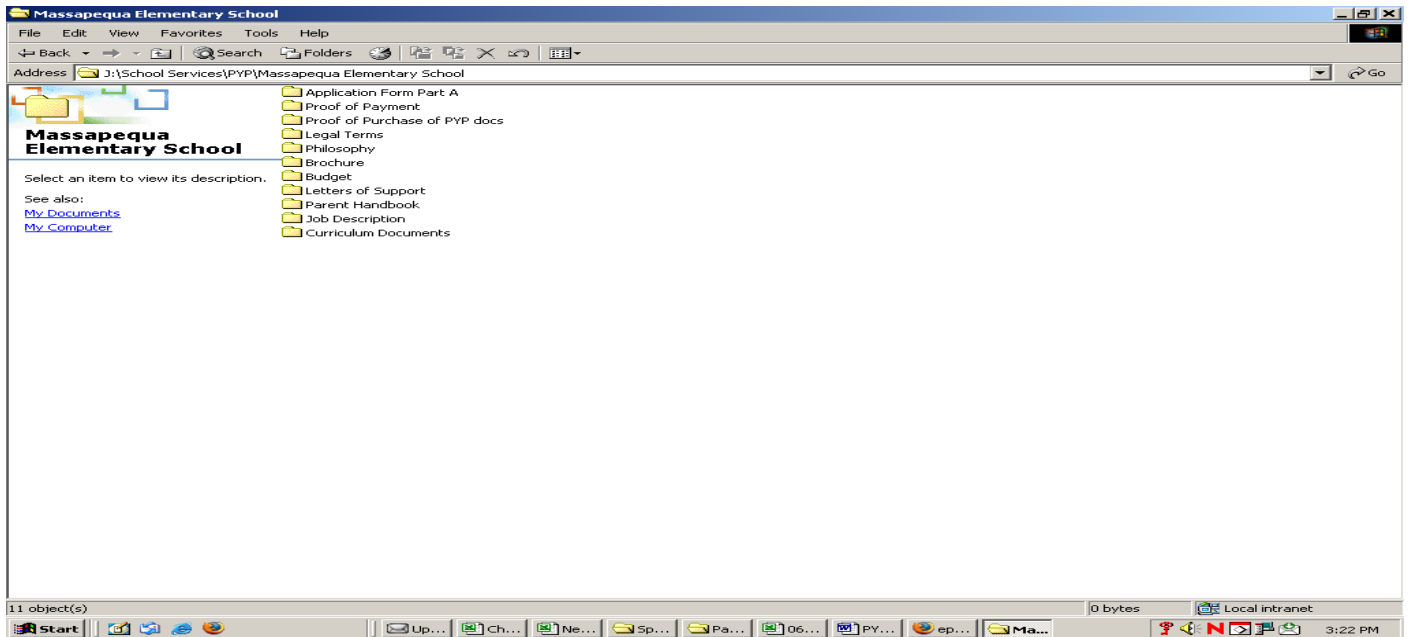
International Baccalaureate North America
ATTN: Primary Years Programme
475 Riverside Drive, Suite 240
New York, NY 10115

Application Form Part B

Due: 1 June or 1 December

Please follow these guidelines for submission of the *PYP Application Form Part B*:

- **Send 4 CD-ROM's to IB North America.**
 - Each CD-ROM should contain Application Form Part B and applicable supporting documentation. If you should require a modifiable Microsoft Word version of Application Form Part B please contact Lauren M. Dittrich for more information.
 - The CD-ROM should be developed in accordance with the *Guide To School Application*, which is available for download on the following webpage: <http://www.ibo.org/pyp/become/>
 - Each item on the Application Checklist, which is located on pages 12-14 of the *Guide to School Application*, should be saved on the CD-ROM as it's own separate folder, similar to the following:



- Label the CD-ROM itself using the following format: "SCHOOL NAME, APPLICATION B, DATE"
 - Due to environmental concerns we would like to request that you please refrain from forwarding your CD-ROMS in plastic jewel cases. If possible, please use CD envelopes.
- Send the 4 CD-ROMS and application fee of US\$4500 to:

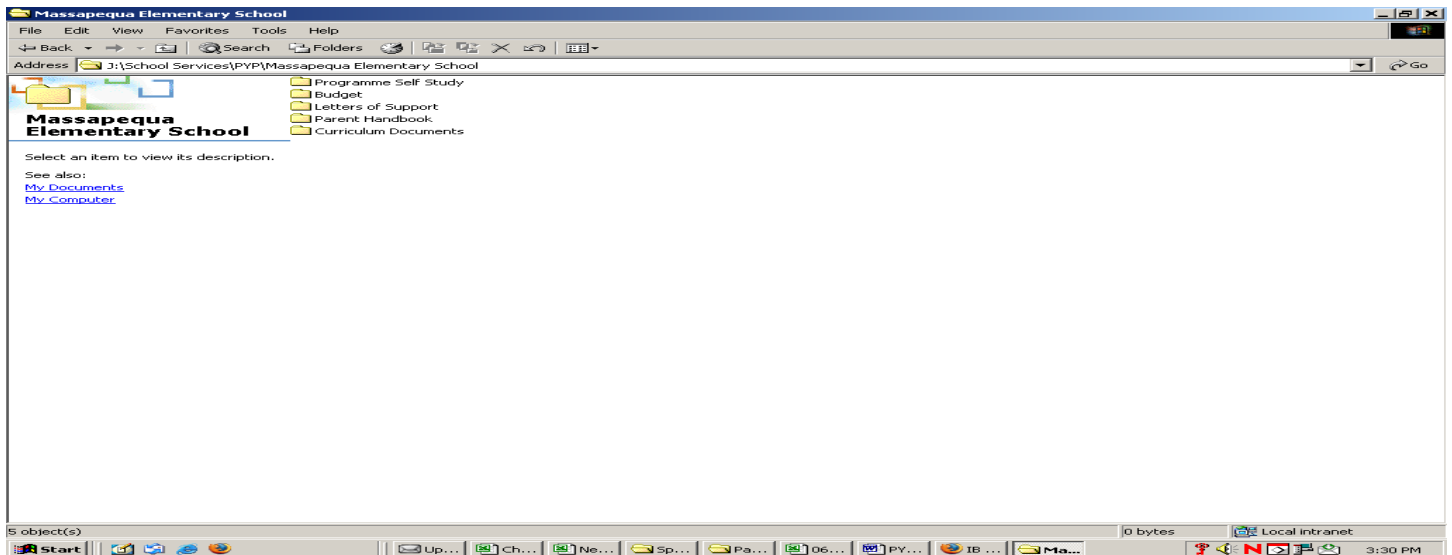
International Baccalaureate North America
ATTN: Primary Years Programme
475 Riverside Drive, Suite 240
New York, NY 10115

Programme Evaluation

Due: 2 months before the date of the evaluation visit

Please follow these guidelines for submission of the *Self Study*.

- **Send 4 CD-ROM's to IB North America.**
 - Each CD-ROM should contain the self study and applicable supporting documentation. If you should require a modifiable Microsoft Word version of Application Form Part B access the Online curriculum centre (OCC).
 - Each requested item should be listed in its own separate folder, similar to the following:



- Label the CD-ROM itself using the following format: "SCHOOL NAME, SELF STUDY, DATE"
 - Due to environmental concerns we would like to request that you please refrain from forwarding your CD-ROMS in plastic jewel cases. If possible, please use CD envelopes.
- Send the 4 CD-ROMS to:

International Baccalaureate North America
ATTN: Primary Years Programme
475 Riverside Drive, Suite 240
New York, NY 10115

IB candidate schools: a guide to publicizing your plans

Congratulations on your decision to apply to become an IB World School. We know that candidate schools are very enthusiastic and eager to keep their school community informed of progress being made in their application.

In order to assist schools with their marketing and communication, the IB recommends using the following text, which can be adapted for school publications, newsletters, brochures, staff advertisements and web sites.

(NAME OF SCHOOL) SEEKS TO BECOME AN IB WORLD SCHOOL

This school wishes to be authorized as an IB World School and join the community of state, private, national and international schools from every region of the world. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that this school believes is important for our students.

Only schools authorized by the International Baccalaureate (IB) as IB World Schools can offer any of its three academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), or the Diploma Programme. This school has become a candidate school and aspires to being an IB World School, offering the [PYP/MYP/Diploma Programme*]. Candidate status gives no guarantee that authorization will be granted.

Schools applying to offer the PYP or MYP must begin implementing these programmes before the school is granted IB World School status. Potential Diploma Programme schools, however, cannot begin teaching the courses until authorization has been granted. A delegation appointed by the IBO will schedule a visit to the school and report on the school's progress and capacity to deliver this programme. If the outcome is positive, the school will be authorized to offer the programme and will attain the status of IB World School.

For further information about the IB and its programmes, visit <http://www.ibo.org>.

*select as appropriate

If you choose to change or adapt this text to your school's needs, it is important that you do not describe your school as being an IB World School or imply that you have already been authorized to teach the IB programme(s) applied for, nor may you use the logos designed for IB World Schools.

There are two documents that you should refer to for information and advice.

1. *Application Procedure for Candidate Schools*. Article 4 concerns misleading statements in school publicity.
2. *IBO Policy and Rules for Use of IBO Intellectual Property*. This provides information on the correct use of IBO trademarks and copyright material, detailing what you can copy and how. For example, you may not use any of the IB's logos and you must acknowledge the IB as the source when you quote directly.

If you have any questions with regard to publicity, please contact your regional office or the communications team at communications@ibo.org.

Finally, we wish you success in your implementation work and look forward to welcoming you as an IB World School.

Timeline and Fees for IB North America

	Consideration Phase	Candidate Phase		Authorization Phase
Goal	Familiarize all stakeholders with PYP, plan for and begin implementation, garner support and make an informed decision to begin authorization process	Continue development of curriculum, phase in instruction, and keep parents informed and involved	IB to make the determination as to whether a school should be authorized as an IB World School	School to operate effectively as an IB World School, as determined by periodic evaluation by IB
Timeline	6 months – 1 year	1-2 years		Continuous process
School Responsibilities	<ul style="list-style-type: none"> Conduct feasibility study strategic planning, identify resource needs and sources, gain support of school community Send staff to Level 1 regional workshops (minimum: administrator, coordinator, one teacher from each grade level, one special area teacher) Begin vertical teaming and development of units of inquiry Complete and submit Part A of Application by May 1st or November 1st Appoint PYP coordinator 	<ul style="list-style-type: none"> Implement strategic plan Update publications Attend Levels 1-3 workshops Work to attain PYP standards Continue curriculum development Complete program of inquiry Develop systems for ongoing discussion and monitoring progress Keep parents informed Optional school visits Complete Part B of Application Submit Part B upon recommendation of PYP advisor Continue all professional development Host authorization visit 		<ul style="list-style-type: none"> Submit work for external monitoring of assessment (optional except in year prior to evaluation) Continue all teacher professional development Prepare for evaluation in three years and again every five years thereafter
IB North America Products and Services	<ul style="list-style-type: none"> Provide workshops through IB-approved subcontractors 	<ul style="list-style-type: none"> Provide IB materials and support Provide Level 1 workshops Provide 2 days and 20 hours of consulting support through a school consultant 	<ul style="list-style-type: none"> Site visit team makes recommendation to Schools Committee, which in turn makes recommendation to Director General Director General makes decision to authorize school 	<ul style="list-style-type: none"> Provide workshops at all levels through IB-approved subcontractors Provide external moderation as requested Conduct evaluation every five years



**IB NORTH AMERICA PRIMARY YEARS PROGRAMME
2007-08 SCALE OF FEES**

	US \$	Canadian \$
Interested schools/ Candidate schools		
<p>APPLICATION PART A FEE This sum must accompany a school's request to become a candidate school. It covers all costs for</p> <ul style="list-style-type: none"> ▪ 2-day consultation visit/ in-school professional development ▪ Services of an advisor for one academic year ▪ Subscription to the Online Curriculum Centre for one year (with access for all teachers) ▪ PYP Coordinator Notes and other program updates 	4300	6400
<p>APPLICATION PART B FEE This sum must accompany a school's request for authorization. It covers all costs for a 2-day authorization visit.</p>	4500	6700
Optional fees		
<p>CONTINUATION FEE FOR CANDIDATE AND APPLICANT SCHOOLS IMPLEMENTING THE PROGRAMME FOR A SECOND YEAR Candidate schools may choose or be advised to implement the programme for a second year. This sum covers the costs for</p> <ul style="list-style-type: none"> ▪ Subscription to the Online Curriculum Centre for one year ▪ Counseling services by the IB North America office ▪ IB North America reserves the right to limit the number of continuations a school may make 	1000	1500
<p>OPTIONAL IB North America RECOGNIZED ON-SITE PROFESSIONAL DEVELOPMENT IB North America mandates that a fee of USD\$300 per day and all related expenses be paid to trainers. In addition a USD\$150 per person commiserate fee must be paid to IB North America. Candidate, applicant and authorized schools may request this service.</p>	BY ARRANGEMENT	

2007-08 SCALE OF FEES (CONTINUED)

Authorized schools		
ANNUAL BASIC FEE This fee is payable by authorized schools and is due 1 September of each academic year. Applicant schools authorized prior to 1 March must also pay the full fee. It includes: <ul style="list-style-type: none">• Copies of all newly developed curriculum and teacher support guides• Subscription to <i>IB World</i> magazine• Subscription to the Online Curriculum Centre (with access for all teachers)	5220	Canadian schools authorized after 1 July 1999 must pay the annual basic fees in US currency.

OTHER COSTS

In addition to the fees for the Application Parts A and B, schools will need to budget funds for the following. The costs will depend on the resources already in place and the size of the proposed program, and will therefore vary from school to school. Most of these costs are also ongoing after authorization.

- Ongoing teacher professional development at IB workshops
- Time to plan for trial implementation (before and during Candidate Phase)
- Regular collaborative planning time for teachers (including specialists)
- IB publications for teachers (see the publications catalogue on the IBO website, www.ibo.org)
- Costs for the position of PYP Coordinator (at least 25% release time is recommended)
- Resources for inquiry, second language teaching and international-mindedness.