

# Rules for IB World Schools: Primary Years Programme



## **Article 1: Scope**

The International Baccalaureate Organization (hereinafter “the IB Organization”) is a foundation that has developed and offers three programmes of international education entitled the “Primary Years Programme” (PYP), the “Middle Years Programme” (MYP) and the “Diploma Programme”. It authorizes schools to offer one or more of these programmes to its students.

An IB World School® is a school that has been authorized by the IB Organization to offer one or more of its programmes.

This document describes the rules that apply to those schools that have been authorized as IB World Schools to offer the PYP.

When used herein the term “legal guardians” encompasses parents and individuals with guardianship of any IB student enrolled in the PYP.

## **Article 2: Acceptance of IB Organization regulations and procedures**

IB World Schools (hereinafter “school(s)”) agree to comply with the *General regulations: Primary Years Programme* and with the procedures as set out in the current *PYP coordinator’s handbook* that governs the administration of the PYP.

## **Article 3: Reference to the IB Organization’s function and its programmes**

- 3.1 The IB Organization is independent from schools. Schools must make it clear to the relevant authorities and legal guardians that:
  - a. the sole responsibility for the implementation and quality of teaching of the PYP rests with the school
  - b. the sole responsibility for any shortcomings in the implementation or quality of teaching of the PYP is borne by the school.
- 3.2 A school is entitled to present itself as an IB World School and to use the “IB World School” logo only in connection with the IB programme(s) that it has been authorized to teach. This right lapses immediately if authorization is withdrawn.

## **Article 4: Responsibilities of the IB Organization**

The IB Organization will allow IB World Schools to deliver the PYP and to use the related materials under the conditions provided in these *Rules for IB World Schools: Primary Years Programme*.

## **Article 5: Responsibilities of schools**

- 5.1 Schools are responsible for ensuring that they can implement the PYP in conformity with the school’s obligations under local and national laws.
- 5.2 Schools are responsible for the quality of teaching of the PYP, and they undertake to hold the IB Organization harmless with regard to any legal action taken by legal guardians as a result of any shortcomings.
- 5.3 Schools must ensure that the PYP is properly funded, is effectively delivered and is administered according to the regulations and procedures of the IB Organization. Each school must appoint a PYP coordinator to administer the programme and give him or her the opportunity to attend training workshops that have been approved by the IB Organization.
- 5.4 Schools must ensure that teachers of the PYP are knowledgeable about the curriculum framework and requirements, including the standards and practices for the implementation of the programme as set out in *Making the PYP happen: A curriculum framework for international primary education*, the current *PYP coordinator’s handbook* and all other PYP supporting materials. To this end, it is the school’s responsibility to obtain all relevant up-to-date PYP supporting materials from the IB Organization and to provide opportunities for teachers of the PYP to attend training workshops that have been approved by the IB Organization.
- 5.5 Schools are responsible for ensuring that legal guardians are properly informed of the curriculum framework, assessment guidelines and requirements of the programme.

- 5.6 When students enter the programme, schools have the duty to supply legal guardians with a copy of the *General regulations: Primary Years Programme*. Schools undertake to hold the IB Organization harmless with regard to any legal action taken by students or their legal guardians in which non-receipt of the *General regulations: Primary Years Programme* constitutes one of the grounds of such action.
- 5.7 Upon students entering the PYP, schools must ask legal guardians for written permission to be able to submit their child's work to the IB Organization if requested. This, in effect, grants the IB Organization a non-exclusive, charge-free, worldwide licence, for the duration of the statutory copyright protection, to reproduce submitted materials in any medium for educational, training and/or promotional purposes relating to the IB Organization's activities, or to those related activities of which it approves. Schools must not submit a child's work if such written permission is not given.
- 5.8 Schools must ensure that all fees are paid in accordance with the scales of fees and timetable for payments currently set by the IB Organization.
- 5.9 For use of the IB Organization's secure online services, notably IBNET, IBIS and the online curriculum centre (OCC), schools must control the allocation and use of usernames and passwords and ensure that teachers are aware of the terms and conditions.

#### **Article 6: Review and evaluation procedures**

- 6.1 Schools must be open to visits from representatives of the IB Organization for reviews of a school's implementation of the PYP. These visits can be made at any time with reasonable advance notice.
- 6.2 A general evaluation of a school's implementation of the PYP, which includes a visit, normally occurs three years after the initial authorization and then at five-year intervals. Schools are expected to conduct a self-study in preparation for this evaluation process.
- 6.3 Schools are expected to have a mechanism in place to respond to the recommendations and, where appropriate, matters to be addressed in the evaluation report.

#### **Article 7: Property and copyright of the IB Organization**

- 7.1 The content of the curriculum and its assessment for all of the IB Organization's academic programmes (PYP, MYP and the Diploma Programme), as well as all materials produced by the IB Organization in any form relating thereto, remain the sole property of the IB Organization and are protected by copyright. Consequently, a school is not entitled to create any courses of its own, **over and above the programme of inquiry within the framework of the PYP**, that are derived from an IB curriculum and/or materials, no matter whether the courses are deemed by the school to be ancillary to or preparatory to an academic programme of the IB Organization.
- 7.2 Furthermore, the IB Organization is the owner of internationally registered trademarks, including its logos and the word devices in its official languages of "International Baccalaureate", "IB World School" and "IB" in various forms. Consequently, a school is not entitled to use the terms "International Baccalaureate" or "IB" (in any language) to identify its own courses and may only make reference to the "International Baccalaureate" or "IB" in relation to its own courses if the school clearly explains in its communications and marketing materials that such courses are not developed or endorsed by the IB Organization.
- 7.3 A school's authorization hereunder encompasses a non-exclusive right to teach the programme and to use the related materials supplied by the IB Organization within the limits and in the form defined in the *Rules and policy for use of the IB's intellectual property* (hereinafter "IB Organization's IP policy"), as updated from time to time. This right is limited to the delivery of the programme within that school alone.
- 7.4 Subject to the conditions of the IB Organization's IP policy, a school's authorization to teach the PYP also encompasses a non-exclusive right to:
  - a. use the "IB World School" logo on its school's stationery, publications, website and non-commercial promotional material in connection with the IB programme it is authorized to offer
  - b. request from the IB Organization and use the IB Organization's graphic of the PYP model

- c. make copies of official programme documentation in part, or whole, for use by their teachers; or post on the school's access-restricted website for their school community the electronic file of such documentation if published by the IB Organization on IBNET, IBIS or the OCC for teaching or information purposes
  - d. make copies of official programme documentation, as above, for use within the school community, including materials prepared by the IB Organization specifically for student use or to inform legal guardians.
- 7.5 Schools must not otherwise reproduce any materials from the IB Organization or use its logos in any form (paper or electronic) without prior written consent from the IB Organization.
- 7.6 All the rights granted in articles 7.3 and 7.4 are granted only for the period of validity of the school's authorization and lapse automatically when the authorization ends.

### **Article 8: Copyright in materials submitted to the IB Organization**

- 8.1 Students retain copyright in all material they produce that, subject to article 5.7, is sent in to the IB Organization from time to time. Schools will generally hold the copyright in lesson sheets, assessment tasks and other materials that have been created by teachers within the terms of their contract of employment.
- 8.2 Where these materials are submitted to the IB Organization, the student and/or the school is thereby deemed to be granting a non-exclusive, charge-free, worldwide licence to the IB Organization, for the duration of the statutory copyright protection, to reproduce submitted materials in any medium for educational, training and/or promotional purposes relating to the IB Organization's activities, or to those related activities of which it approves.
- 8.3 Where materials submitted to the IB Organization contain third-party copyright material, information about the source should be included in the submission to enable the IB Organization, if necessary, to seek permission from the copyright holder to use the material.

### **Article 9: Withdrawal of authorization**

- 9.1 A school's authorization to teach the PYP may be withdrawn if:
- a. a school has breached any of its duties under these rules
  - b. the IB Organization is not satisfied that the school is implementing the programme according to the *Programme standards and practices* document
  - c. the school has failed to observe the requirements for administering the programme as described herein and in the relevant IB Organization documentation
  - d. the school fails to take reasonable steps to protect the IB Organization's intellectual property rights and to prevent any use that is contrary to the IB Organization's IP policy
  - e. fees remain unpaid to the IB Organization despite reminders having been sent
  - f. a school refuses to accept any standard amendment to these *Rules for IB World Schools: Primary Years Programme*, that is, any amendment that is decided by the IB Organization and is applicable to all schools.
- 9.2 In all cases the school will receive written notice that it has six months to remedy the situation, failing which the authorization will be withdrawn.
- 9.3 Any decision to withdraw authorization to teach the PYP is taken by the director general of the IB Organization. The director general's decision is not subject to appeal and will take effect from the beginning of the school year following the decision.

### **Article 10: Termination by schools**

A school may terminate its authorization to teach the PYP by giving six months' notice, to take effect from the beginning of the next school year. Fees remain payable to the IB Organization until the teaching has ended.

**Article 11: Entry into force and duration**

This version of the *Rules for IB World Schools: Primary Years Programme* shall enter into force on 1 September 2007 for PYP schools whose school year begins in August/September or on 1 January 2008 for PYP schools whose school year begins in January/February, and shall remain applicable to all schools until amended.

**Article 12: Governing law**

Swiss law governs these *Rules for IB World Schools: Primary Years Programme* and all other documents relating to authorization to teach the PYP.

**Article 13: Arbitration of disputes**

Any dispute arising from or in connection with these *Rules for IB World Schools: Primary Years Programme* or any other document relating to the authorization to teach the PYP shall be finally settled by one arbitrator in accordance with the *Swiss Rules of International Arbitration* of the Swiss Chambers of Commerce. The seat of the arbitration shall be Geneva, Switzerland. The proceedings shall be confidential and the language of the arbitration shall be English.

Geneva, 1 August 2007

# General regulations: Primary Years Programme

For students and their legal guardians



## **Article 1: Scope**

The International Baccalaureate Organization (hereinafter “the IB Organization”) is a foundation that has developed and offers three programmes of international education entitled the “Primary Years Programme” (PYP), the “Middle Years Programme” (MYP) and the “Diploma Programme”. It authorizes schools to offer one or more of these programmes to its students.

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When used herein the term “legal guardians” encompasses parents and individuals with guardianship of any IB student enrolled in the PYP.

## **Article 2: Role and responsibilities of schools**

- 2.1 The IB Organization has established a curriculum framework and requirements, as well as standards and practices for the implementation of the PYP, which is an inclusive programme aimed at students in the 3–12 age group.
- 2.2 Because the IB Organization is not a teaching institution and does not provide teaching services to students, the PYP is implemented and taught by IB World Schools (hereinafter “school(s)”). The schools are private or state entities, all of which are entirely independent from the IB Organization and solely responsible for the implementation and quality of teaching of the PYP.
- 2.3 The schools are responsible for informing legal guardians regarding the general characteristics of the PYP and how the school implements it.
- 2.4 The IB Organization cannot guarantee that a school will remain capable and willing to implement the PYP. Consequently, the schools bear sole responsibility towards students and legal guardians if a school’s authorization to implement the PYP is withdrawn by the IB Organization or a school decides to terminate its authorization.

## **Article 3: Content and implementation of the programme**

- 3.1 A primary school, or primary section of a school, must offer the PYP as an inclusive programme for all students.
- 3.2 The schools must implement the PYP in conformity with *Making the PYP happen: A curriculum framework for international primary education*, which is the curriculum framework issued by the IB Organization for schools, and the current *PYP coordinator’s handbook*, which is the procedures manual issued by the IB Organization for schools.
- 3.3 The teaching and learning in the PYP are predominantly in the context of transdisciplinary themes and through the pedagogy of inquiry that promotes the construction of meaning by students.
- 3.4 Schools must provide instruction in the learning of a language other than the principal language of instruction of the school from the age of at least seven. Bilingual/dual-language schools are not required to offer a third language to their students.
- 3.5 The schools carry out all teaching and assessment alone without any intervention or supervision from the IB Organization. This includes the assessment of each student’s development in the areas described in the IB learner profile and of each student’s learning as demonstrated during the PYP exhibition in the final year of the programme.
- 3.6 The IB Organization does not award any form of diploma or certificate in connection with the PYP.
- 3.7 Legal guardians must use the school’s PYP coordinator as the intermediary for any communication with the IB Organization.
- 3.8 If legal guardians have any questions regarding the general content (curriculum and philosophy) of the PYP or how a school implements it, they must address themselves to the school’s PYP coordinator.

#### **Article 4: Use of materials produced by students**

- 4.1 Students produce materials in a variety of forms during the course of their schoolwork. These materials (hereinafter “the materials”) include all forms of written work, audio and visual materials and, in certain cases, materials containing images of the students. From time to time, the IB Organization may ask schools for samples of these materials to use for educational, training, and/or promotional purposes relating to the IB Organization’s activities, or to those related activities of which it approves.
- 4.2 Upon students entering the PYP, schools should ask legal guardians to indicate in writing whether they agree to their child’s materials being submitted to the IB Organization from time to time for educational, training and/or promotional purposes relating to the IB Organization’s activities, or to those related activities of which it approves.
- 4.3 By providing written consent to the schools, legal guardians are granting the IB Organization a non-exclusive, charge-free, worldwide licence, for the duration of the statutory copyright protection, to reproduce submitted materials in any medium for the uses outlined in article 4.1.
- 4.4 Where the IB Organization uses these materials, it may modify, translate or otherwise change them to meet particular needs and, in order to protect the identity of the student and of the school, will anonymize them before publication in print or in electronic form.

#### **Article 5: Governing law**

Swiss law governs these *General regulations: Primary Years Programme*.

#### **Article 6: Arbitration**

Any dispute arising from or in connection with these *General regulations: Primary Years Programme* shall be finally settled by one arbitrator in accordance with the *Swiss Rules of International Arbitration* of the Swiss Chambers of Commerce. The seat of the arbitration shall be Geneva, Switzerland. The proceedings shall be confidential and the language of the arbitration shall be English.

#### **Article 7: Entry into force and transitory rules**

This version shall enter into force on 1 September 2007 for PYP schools whose school year begins in August/September or on 1 January 2008 for PYP schools whose school year begins in January/February. The IB Organization may amend these *General regulations: Primary Years Programme* from time to time.

Geneva, 1 August 2007