

IB North America

Middle Years Programme

*Application Process*

# INTERNATIONAL BACCALAUREATE NORTH AMERICA AND THE CARIBBEAN

## MIDDLE YEARS PROGRAMME APPLICATION PROCESS

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**INTERNATIONAL BACCALAUREATE NORTH AMERICA & THE CARIBBEAN  
MIDDLE YEARS PROGRAMME**

**INTRODUCTION**

The IB does not own or manage any schools. Instead, we work with schools around the world (both state and privately funded) that share our commitment to international education. Schools that have been authorized by us to offer one or more of our programmes are known as “IB World Schools”. These schools:

- share the mission and commitment of the IB to quality international education.
- play an active and supporting role in the worldwide community of IB schools.
- share their knowledge and experience in the development of the IB programmes.
- are committed to the professional development of teachers and administrators.

Authorization is granted to schools that successfully complete the application process, wherein schools present detailed plans and evidence that they are prepared to offer the complete Middle Years Programme and have spent at least one full year implementing the programme on a trial basis. The International Baccalaureate North America (IB North America) office is available to counsel schools at during the application process.

The authorization process takes place in the following phases. Unless otherwise indicated, all activities are required.

<b>1. CONSIDERATION PHASE</b>	<b>2. CANDIDATE PHASE</b>		<b>3. AUTHORIZATION PHASE</b>
<b>Application Form Part A</b>	<b>Application Form Part B</b>	<b>Authorization Visit</b>	<b>Evaluation Visit</b>
1 May 2007	1 June 2008	Fall 2008 or Spring 2009	4 years after the date of authorization; every 5 years there after
1 November 2007	1 December 2008	Spring 2009 or Fall 2009	4 years after the date of authorization; every 5 years there after

<b><u>CONSIDERATION PHASE</u></b>	Candidate Phase	Authorization Phase
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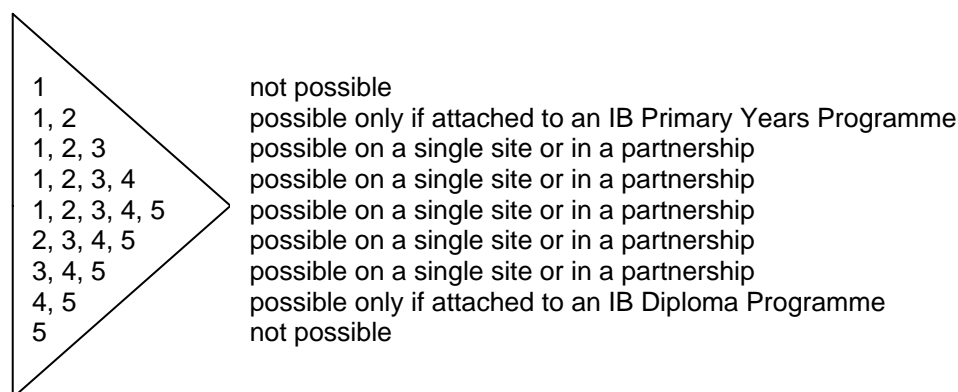
Schools are **INTERESTED SCHOOLS** during this phase.

**Duration:** A minimum of six months to one year

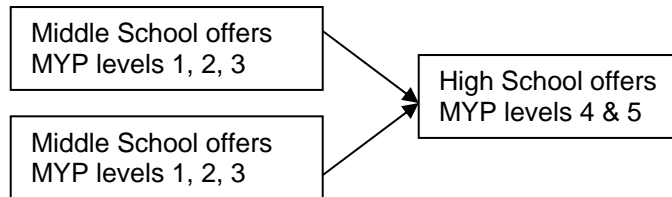
This phase begins with the school's first contact with IB North America and continues through various information gathering and planning activities. If at the end of this phase the school makes an informed decision to pursue the application, then the school submits *Application Form Part A*, for Candidate status.

**Activities during this phase:**

- ✓ Consult with teachers, parents, school board, and local authorities to make an informed decision to seek authorization for the Middle Years Programme
- ✓ Identify a potential Middle Years Programme coordinator
- ✓ Send a core team to IB North America sanctioned Middle Years Programme level 1 workshops; the mandatory level 1 training includes the head(s) of school and coordinator(s) of *all* schools in the partnership and at least one teacher in each of the eight subject groups across the partnerships (i.e. not necessarily a teacher at each school site)
- ✓ Order the following publications from the IB publications department and share them with administration and staff:
  - All eight subject area guides
  - *Areas of Interaction* guide
  - *Implementation and Development of the Programme*
  - *Middle Years Programme Coordinator's Handbook 2007/2008* (published in July 2007)
  - Optional: Teacher support materials, available for each of the eight subject areas
- ✓ Consider the programme flexibility option if there is no feasible way to offer levels 1 – 5 of the programme (for more information please refer to the *Middle Years Programme Coordinator's Handbook*); the following diagram demonstrates the possibility of offering any of the Middle Years Programme levels 1, 2, 3, 4, 5:



- ✓ Consider whether the programme will be offered in a partnership with another school. Please note that partnerships must foster a significant educational continuum. In the North America region, a Middle Years Programme partnership generally includes one high school and one or more feeder middle schools.



- ✓ Develop a three year plan for the introduction and implementation of the Middle Years Programme using the summary of programme requirements outlined in *Implementation and Development of the Programme* and other Middle Years Programme guides which includes the following:
  - A plan to write curriculum which integrates the Areas of Interaction
  - A Middle Years Programme implementation schedule
  - A plan for horizontal and vertical articulation
  - A plan for teacher collaboration and planning time
  - A plan for incorporating the Middle Years Programme curriculum model such that all eight Middle Years Programme subject areas address the Middle Years Programme aims and objectives and are taught each year for a minimum of fifty hours
  - A plan for the release time for the Middle Years Programme coordinator (a minimum of 25% release time is recommended)
  - In multiple site programmes, a plan for coordination between the sites (separate Middle Years Programme coordinators are recommended for each school site)

**Additional information and relevant documentation:**

For more specific information, please consult the following documents located on the IB web site ([www.ibo.org](http://www.ibo.org)):

- *IB North America timeline*
- *IB North America fees*
- *IB guide to school application*
- *IB Middle Years Programme Application Form Part A*

## **SUBMISSION GUIDELINES:**

### **APPLICATION FORM PART A**

**DUE: 1 MAY OR 1 NOVEMBER**

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

- Create 2 CD-ROMs:
  - Each CD-ROM should contain the completed *MYP Application Form Part A* and all applicable supporting documentation (refer to the *Guide to School Application* for a complete list of required supporting documents). If you should require a modifiable Microsoft Word version of *Application Form Part A* please contact Silke Koester 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/myp/become/>
  - All items on the *MYP Application Form Part A Checklist* ( located on pages 14-15 of the *Guide to School Application*) should be saved on the CD-ROM in separate folders
  - Label the CD-ROM using the following format:  
"SCHOOL NAME, MYP *Application A*, MONTH-YEAR"
  - Due to environmental concerns please refrain from forwarding your CD-ROMS in plastic jewel cases. Please use CD envelopes instead.
- Send the 2 CD-ROM's and application A fee of US\$4300 to:

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

Consideration Phase	<b><u>CANDIDATE PHASE</u></b>	Authorization Phase
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Schools are **CANDIDATE SCHOOLS** during this phase.

**Duration:** A minimum of one year

Once IB North America reviews and approves a school's *Middle Years Programme Application Form Part A*, IB North America appoints a trained consultant to guide the school through the implementation process. Candidate schools must implement the programme for at least one full year, though in many cases, they will implement for about two years. During this phase, the school should develop curriculum documents and begin to assemble the *Middle Years Programme Application Form Part B*, which will be submitted to IB North America at the end of this phase.

**Activities during this phase:**

- ✓ Host a two-day visit by an IB North America appointed Middle Years Programme consultant and communicate with the IB North America appointed consultant throughout the school year as necessary (for more information, please refer to the *Middle Years Programme Information for Candidate Schools* document)
- ✓ Continue the implementation of the action/strategic plan
- ✓ Develop a concrete plan for the implementation of the Middle Years Programme
- ✓ Ensure that the programme has been implemented in at least one grade level (usually the level the programme begins) and develop a plan for the implementation of the other Middle Years Programme levels
  - All eight Middle Years Programme subjects must be taught in the level(s) being implemented
- ✓ Establish systems to facilitate and monitor collaboration and communication through steering committees and/or subject area leaders
  - In multiple campus programmes, appoint an Middle Years Programme coordinator at each site to lead the implementation process and/or develop a liaison between the sites
- ✓ Ensure that a core team has been sent to IB North America sanctioned Middle Years Programme level 1 workshops; the mandatory level 1 training includes the head(s) of school and coordinator(s) of *all* schools in the partnership + at least one teacher in each of the eight subject groups across the partnerships (i.e. not necessarily a teacher at each school site)
- ✓ Send teams of teachers to IB North America sanctioned Middle Years Programme level 2 workshops (level 1 training is not a pre-requisite for attendance in level 2 workshops)
- ✓ Establish vertical and horizontal teams for all Middle Years Programme levels and demonstrate collaboration used to develop course outlines
  - Use the Middle Years Programme subject guides and local content requirements to develop course outlines for all years of the programme
  - Develop units of study which use the Areas of Interaction to focus planning and teaching
- ✓ Familiarize key staff members with the Online Curriculum Center (OCC) and regularly access the available resources; the OCC is a password protected IB web site designed to support teachers in the implementation of the IB programmes
- ✓ Provide the most recent Middle Years Programme publications to teachers and administrators, and ensure that they are familiar with the IB Middle Years Programme philosophy and requirements
- ✓ Keep the parents and community informed of the implementation progress

- ✓ Submit *Middle Years Programme Application Form Part B* by 1 June or 1 December
- ✓ Continue sending teams of teachers to IB North America sanctioned Middle Years Programme level 2 and level 3 workshops (level 1 training is not a pre-requisite for attendance in level 2 or level 3 workshops)
- ✓ Continue familiarizing key staff members with the Online Curriculum Center (OCC) and regularly accessing the available resources; the OCC is a password protected IB web site designed to support teachers in the implementation of the IB programmes
- ✓ Host an on-site authorization visit by an IB delegation following which the Director General of the IB communicates the final decision on authorization
  - Visits are organized by IB North America and scheduled between September and November during the fall semester; and between February and April during the spring semester
  - Authorization visit reports are reviewed by the Middle Years Programme regional manager and by the IB North America Middle Years Programme Schools Committee, which meets in January and June of each year
  - IB North America communicates a final recommendation to the Director General of the IB (Geneva, Switzerland)
  - The Director General of the IB communicates to the school one of three possible responses:
    - The school is authorized. In some cases, the school may be required to address certain issues within a specified time period, usually six months to one year.
    - The school is placed in the status of postponement. The school's application is honored for up to two years. The school may submit a response to the specified issues for concern and request a second authorization visit (at the school's own expense).
    - The school is not authorized. The school may submit a new application after two years.
  - The Regional Director of IB North America communicates to the school a list of commendations and recommendations based on the authorization site visiting team's observations during the authorization visit.

**Additional information and relevant documentation:**

For more specific information, please consult the following documents located on the IB web site ([www.ibo.org](http://www.ibo.org)):

- *IB North America timeline*
- *IB North America fees*
- *IB North America MYP Information for candidate schools*
- *IB Application procedure for candidate schools*
- *IB Guide to school application*
- *IB Middle Years Programme Application Form Part B*
- *IB Guide to school authorization visit*
- *IB Rules for authorized schools*
- *IB General regulations*

Additional relevant documentation may be accessed through the Online Curriculum Center (access to this resource is available to Candidate, Applicant, and IB World Schools).

## SUBMISSION GUIDELINES:

### APPLICATION FORM PART B

**DUE: 1 JUNE OR 1 DECEMBER**

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

- Create 4 CD-ROMs:
  - Each CD-ROM should contain the completed *MYP Application Form Part B* and all applicable supporting documentation (refer to the *Guide to School Application* for a complete list of required supporting documents). If you should require a modifiable Microsoft Word version of *Application Form Part B* please contact Silke Koester 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/myp/become/>
  - All items on the *MYP Application Form Part B* Checklist ( located on pages 15-18 of the *Guide to School Application*) should be saved on the CD-ROM in separate folders
  - Label the CD-ROM using the following format:  
"SCHOOL NAME, MYP *Application B*, MONTH-YEAR"
  - Due to environmental concerns please refrain from forwarding your CD-ROMS in plastic jewel cases. Please use CD envelopes instead.
- Send the 4 CD-ROM's and application B fee of US\$4500 to:

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

Consideration Phase	Candidate Phase	<b>AUTHORIZATION PHASE</b>
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Schools are **IB WORLD SCHOOLS** during this phase.

**Duration:** Continuous

All authorized schools undergo a Programme Evaluation, which includes a self-study and an on-site evaluation visit, four years after authorization and every five years thereafter.

**Activities after authorization:**

- ✓ Implement the Middle Years Programme as an authorized school
- ✓ If necessary, submit a report to IB North America in response to matters to be addressed from the authorization
- ✓ Submit works for monitoring of assessment (optional except in the year prior to evaluation)
- ✓ If certificates are desired, submit work for moderation
- ✓ Continue sending teams of teachers to IB North America sanctioned Middle Years Programme level 2 and level 3 workshops (level 1 training is not a pre-requisite for attendance in level 2 or level 3 workshops)
- ✓ Continue familiarizing key staff members with the Online Curriculum Center (OCC) and regularly accessing the available resources
- ✓ Update any changes to the school's contact information directly through the IB Information System (IBIS)
- ✓ Pursue professional development and volunteer opportunities with IB North America (please refer to the "Volunteers" section of the IB web site)

**Additional information and relevant documentation:**

For more specific information, please consult the following documents located on the IB web site ([www.ibo.org](http://www.ibo.org)):

- *IB North America timeline*
- *IB North America fees*
- *IB Rules for authorized schools*
- *IB General regulations*
- *Guide to programme evaluation*
- *Programme evaluation self-study questionnaire*
- *Programme standards and practices*

Additional relevant documentation may be accessed through the Online Curriculum Center (access to this resource is restricted to Candidate, Applicant, and IB World Schools).

## SUBMISSION GUIDELINES:

### PROGRAMME EVALUATION

**DUE: 2 MONTHS BEFORE DATE OF THE EVALUATION VISIT**

Please follow these guidelines for submission of the *MYP Programme Evaluation Self-Study Questionnaire*:

- Create 4 CD-ROMs:
  - Each CD-ROM should contain the completed *MYP Programme Evaluation Self-Study Questionnaire* and all applicable supporting documentation (refer to the *Guide to Programme Evaluation* for a complete list of required supporting documents).
  - The CD-ROM should be developed in accordance with the *Guide to Programme Evaluation* which is available for download on the following webpage:  
<http://www.ibo.org/ibna/educators/mypschoools.cfm#prospective>
  - All items on the *MYP Programme Evaluation Self-Study Questionnaire Checklist* ( located on pages 8-9 of the *Guide to Programme Evaluation*) should be saved on the CD-ROM in separate folders
  - Label the CD-ROM using the following format:  
"SCHOOL NAME, MYP *Self-Study*, MONTH-YEAR"
  - Due to environmental concerns please refrain from forwarding your CD-ROMS in plastic jewel cases. Please use CD envelopes instead.
- Send the 4 CD-ROM's to:

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

**TIMELINE**

	1. CONSIDERATION PHASE	2. CANDIDATE PHASE		3. AUTHORIZATION PHASE
<b>GOAL</b>	To familiarize all stakeholders with MYP, plan for and begin implementation, garner support and make an informed decision to begin authorization process	To continue development of curriculum, phase in instruction, and keep parents informed and involved	To demonstrate readiness for authorization; IBO will make the determination as to whether a school should be authorized	To operate effectively as an IB World School, as determined by periodic IBO evaluation
<b>TIMELINE</b>	Minimum 6 months – 1 year	Minimum 1 year		Continuous process
<b>SCHOOL RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>Conduct feasibility study strategic planning</li> <li>Identify resource needs and sources</li> <li>Gain support from staff, administration, students, and community</li> <li>Send a core team to Level 1 workshop (head of school, IB coordinator, and at least one teacher in each of the eight subject groups)</li> <li>Begin planning for horizontal and vertical articulation</li> <li>Order publications from the IB publications department</li> <li>Develop a three-year plan for the introduction and implementation of the Middle Years Programme</li> </ul> <p><b>Complete and submit <i>MYP Application Form Part A</i> by 1 May or 1 November</b></p>	<ul style="list-style-type: none"> <li>Continue development and implementation of the strategic plan</li> <li>Establish systems to facilitate ongoing discussion and monitor progress</li> <li>Appoint an MYP coordinator at each site</li> <li>Provide the most recent MYP publications to administrators and staff</li> <li>Use the MYP subject guides to develop course outlines and unit plans</li> <li>Develop a plan for the implementation of the areas of interaction</li> <li>Submit <i>MYP Application Form Part B</i> by June 1<sup>st</sup> or December 1<sup>st</sup></li> <li>Host an on-site authorization visit by an IB North America appointed site visiting team</li> </ul> <p><b>Complete and submit <i>MYP Application Form Part B</i> by 1 June or 1 December</b></p>	<ul style="list-style-type: none"> <li>Submit work for external monitoring of assessment (optional except in year prior to evaluation)</li> <li>Continue send teachers to Level 2 and 3 workshops</li> <li>Prepare for evaluation four years after authorization and every five years thereafter</li> </ul>	
<b>IB NORTH AMERICA PRODUCTS AND SERVICES</b>	<ul style="list-style-type: none"> <li>Provide Level 1 workshops</li> <li>Provide IB materials and support</li> </ul>	<ul style="list-style-type: none"> <li>Provide Level 1 workshops</li> <li>Provide 2 days and 20 hours of consulting support through an IB North America appointed MYP consultant</li> <li>Provide IB materials and support</li> </ul>	<ul style="list-style-type: none"> <li>Communicate final recommendation for authorization to Director General</li> <li>Provide IB materials and support</li> </ul>	<ul style="list-style-type: none"> <li>Provide Level 2 and 3 training</li> <li>Conduct an evaluation four years after authorization and every five years thereafter</li> <li>Provide IB materials and support</li> </ul>

**International Baccalaureate North America & the Caribbean  
Middle Years Programme**

**2007-08 SCALE OF FEES**

	<b>US \$</b>	<b>Canadian \$</b>
<p><b>APPLICATION PART A FEE</b> 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"> <li>Reading of the application</li> <li>A two-day consultation visit</li> <li>Services of a consultant for one academic year</li> <li>Subscription to the Online Curriculum Centre for one year (with access for all teachers)</li> <li>IB Middle Years Programme Coordinator notes and other programme updates</li> </ul>	<b>4 300</b>	<b>6 400</b>
<p><b>CONTINUATION FEE (optional)</b>  <b>FOR CANDIDATE SCHOOLS IMPLEMENTING THE PROGRAMME FOR A SECOND YEAR</b> 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"> <li>▪ Subscription to the Online Curriculum Centre for one year</li> <li>▪ Counseling services by the IBNA office</li> </ul>	<b>1 000</b>	<b>1 500</b>
<p><b>APPLICATION PART B FEE</b> This sum must accompany a school's request for authorization. It covers all costs for:</p> <ul style="list-style-type: none"> <li>• Reading of the application</li> <li>• A two-day authorization visit</li> </ul>	<b>4 500</b>	<b>6 700</b>
<p><b>FOR AUTHORIZED SCHOOLS ONLY</b>  <b>ANNUAL FEE</b> 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 covers:</p> <ul style="list-style-type: none"> <li>• Copies of all newly developed curriculum and teacher support guides</li> <li>• Subscription to IB World magazine</li> <li>• Subscription to the Online Curriculum Centre (with access for all teachers)</li> </ul>	<b>5 520</b>	Canadian schools authorized after 1 July 1999 must pay the annual fees in US currency.

**International Baccalaureate North America & the Caribbean  
Middle Years Programme**

**2007-08 SCALE OF FEES**

Please make all payments to: International Baccalaureate North America  
475 Riverside Drive, Suite 240  
New York, NY 10115

For various other special fees for additional services after authorization, please see the *2007/08 MYP Coordinator's Handbook, Section H*.

**OTHER COSTS**

While there are no set fees payable during the consideration phase, schools will need to budget funds for the following expenses. The costs will depend on the resources already in place and the size of the proposed programme, and will therefore vary from school to school. Most of these costs are also ongoing after authorization.

- Teacher training at IB sponsored workshops (see training requirements for more information)
- Collaborative planning time for teachers
- IB publications for teachers (see the publications catalogue on the IB website, [www.ibo.org](http://www.ibo.org))
- Costs for the position of MYP Coordinator (a minimum of 25% release time is recommended)
- Resources for second language teaching and internationalism