

# General regulations: Primary Years Programme



**Primary Years Programme**  
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## Article 1: Scope

- 1.1 International Baccalaureate Organization (hereinafter together with its affiliates “IB Organization”) is a foundation that has developed and offers four programmes of international education: the Primary Years Programme (“PYP”), the Middle Years Programme (“MYP”), the Diploma Programme (“DP”) and the Career-related Programme (“CP”). It authorizes schools (known as IB World Schools and hereinafter “schools”) to offer one or more of these programmes to their students (hereinafter “candidates”).
- 1.2 This document describes the regulations that apply to those schools that have been authorized as IB World Schools to offer the PYP and is intended for schools, students and their legal guardians. When used herein the term “legal guardians” encompasses parents and individuals with guardianship of any student enrolled by the school in the PYP.
- 1.3 The IB Organization has established a curriculum framework, as well as standards, practices and requirements for the implementation of the PYP, which is an inclusive programme aimed at students in the 3–12 age range.
- 1.4 These regulations are intended as guidance for schools about their roles and responsibilities, and as information for students and legal guardians about the IB Organization and the PYP.

## Article 2: Role and responsibilities of schools

- 2.1 In addition to the articles in these *General regulations: Primary Years Programme* (hereinafter “general regulations”), schools must comply with the *Rules for IB World Schools: Primary Years Programme*, available in a separate document.
- 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. The schools are entirely independent from the IB Organization and are solely responsible for the implementation and quality of teaching of the PYP.
- 2.3 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, schools bear sole responsibility towards students and legal guardians if, for any reason, a school’s authorization to implement the PYP is withdrawn by the IB Organization or a school decides to terminate its authorization.
- 2.5 Schools must implement the programme in an inclusive manner, so that all students in all grade/year levels in the school, or in the primary section of a school, are engaged with the PYP.
- 2.6 Schools must implement the PYP in line with conditions stated in the following publications: *Programme standards and practices*, *Making the PYP happen: A curriculum framework for international primary education*, *Making the PYP happen: Pedagogical leadership in a PYP school* and the current *PYP Coordinator’s handbook*, the procedures manual issued by the IB Organization for schools.
- 2.7 Schools must implement teaching and learning in the PYP predominantly in the context of transdisciplinary themes.
- 2.8 Schools must implement teaching and learning in the PYP through the pedagogy of inquiry that promotes the construction of meaning by students.
- 2.9 Schools must provide instruction in the learning of a language other than the principal language of instruction of the school from at least the age of seven.
- 2.10 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

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the IB learner profile and of each student's learning as demonstrated during the PYP exhibition in the final year of the programme.

- 2.11 The IB Organization does not award any form of diploma or certificate of merit in connection with the PYP and permits recognition only of a student's participation in the programme, for which purpose it makes available to schools an optional PYP "Certificate of participation", which they may choose to issue to their students in the final year of the PYP following the exhibition.

### **Article 3: Students and their legal guardian(s)**

Except where provided otherwise in these general regulations, students and their legal guardian(s) must use the school's PYP coordinator as the intermediary for any communication with the IB Organization. If either a student or his/her legal guardian(s) has a question about the general characteristics of the PYP, its administration or how the school implements it, they are advised to raise the matter with the school's PYP coordinator.

### **Article 4: Equal opportunities statement**

It is the practice of the IB Organization to make its programmes available to all students from IB World Schools. No student will be excluded by the IB Organization on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation, political beliefs, disability or any other personal characteristic as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld.

### **Article 5: Property and copyright in materials produced by students**

- 5.1 Students produce materials in a variety of forms during the course of their schoolwork. These materials (hereinafter "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, commercial and/or promotional purposes relating to the IB Organization's activities, or to those related activities of which it approves.
- 5.2 Upon students entering the PYP, schools are expected to 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.
- 5.3 By providing written consent to 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 5.1.
- 5.4 Where the IB Organization uses these materials for purposes other than assessment, it may modify, translate or otherwise change them to meet particular needs and will, in most cases, anonymize them before publication in print or in electronic form. If the purpose of the publication is to focus on work of a particularly high standard, then the student and school may be identified. In such case, the IB Organization shall inform the school beforehand and the school shall inform the student.

### **Article 6: Use of student data**

- a. "Student data" under these *Rules for IB World Schools: Primary Years Programme* is any information or data relating to a student that can identify the student or make the student identifiable, whether by itself or in combination with other information, such as name, address, email addresses, date of birth, phone numbers, financial information, assessment results, materials, image, voice, and/or mental and physical health information.
- b. The IB Organization operates globally and is subject to a variety of legal requirements about personal data, personal information and privacy, so it manages the protection of student data on a global basis. Schools are based all over the world and are subject to data protection and

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- privacy laws and regulations regarding student data in their respective countries. Each school hereby represents and warrants to the IB Organization that it complies with the applicable data protection and privacy laws in its respective country with respect to student data, and will fully cooperate with the IB Organization in complying with any such laws.
- c. The IB Organization shall not be responsible for schools' compliance with any data protection or privacy law applicable to them, and schools undertake to hold the IB Organization harmless with regard to any legal action taken by students, their legal guardians or other third parties with respect to any data protection or privacy law.
  - d. Each school hereby represents and warrants to the IB Organization that any collection, processing and/or sharing of student data with the IB Organization is done in accordance with all data protection and privacy laws that may be applicable to them. To the extent required under data protection or privacy law applicable to them, each school undertakes to seek express consent from students and/or their legal guardians for processing of student data for the purposes listed in article 6.1(f) below.
  - e. Each school hereby undertakes, to the extent required under the applicable law of its respective country, to only use or process the student data as necessary for the purpose for which it was collected as defined in article 6.1(f) below. Each school further hereby undertakes that, to the extent required under applicable law, they have implemented appropriate technical and organizational measures to protect student data against unauthorized or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure, and that they have taken reasonable measures to ensure the reliability of, and compliance by, any employees who have access to student data.
  - f. Student data may be used for the following purposes:
    - to provide PYP support and services for the student and school, including website services and online forums
    - research and statistical analysis related to the IB Organization's mission, including research on assessments and results and the effectiveness of the PYP
    - advertising and promotional purposes for the IB Organization (such as student and/or alumni networks and social media platforms)
    - educational, training, commercial and other compatible purposes
    - to engage in and process transactions with the student or school
    - to fulfill statutory, regulatory, reporting and/or legal obligations.
  - g. To the extent required under data protection or privacy law applicable to them, schools undertake to fully and duly inform, and obtain the consent of, each student and/or their legal guardian, that the schools and/or the IB Organization may transfer student data outside of the country in which it was initially collected and to a country which may not have sufficient and adequate or comparable levels of data protection, in some cases to third parties, for the purposes discussed above. To the extent required under applicable law, the schools shall inform students about third parties to whom their student data may be transferred. With regard to the IB Organization, such third parties include schools, institutions of higher education (such as colleges and universities or governmental authorities, ministries and departments of education, service providers (such as third-party vendors) and other contractors of the IB Organization. Each school shall ensure that any transfers are done in compliance with requirements governing international and onward data transfers. Each school represents and warrants to the IB Organization that any student data transferred to the IB Organization by the school may be further transferred as described above without violating the privacy or data protection rights of any students.

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- h. Students or their legal guardians may inquire as to the nature of the student data processed about him or her by their school to the extent permitted under data protection or privacy law applicable to the student and their respective school. Each school undertakes that a student or their legal guardian may direct their requests to the school in accordance with local legal requirements. In the event that the IB Organization receives a request regarding student data from a student or their legal guardian, each school undertakes to provide the IB Organization with full cooperation and assistance.

#### **Article 7: Governing law**

These general regulations and all other procedures relating to the PYP shall be governed by and construed in accordance with the laws of Switzerland without reference to its conflict of laws or similar provisions that would mandate or permit application of the substantive law of any other jurisdiction.

#### **Article 8: Arbitration**

Any dispute, controversy or claim arising out of, or in relation to, these general regulations, including the interpretation, validity, breach or termination thereof, shall be finally settled by arbitration by the Geneva Chamber of Commerce in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers' Arbitration Institution ("Rules") in force on the date when the notice of arbitration is submitted in accordance with such Rules. The number of arbitrators shall be one, the seat of the arbitration shall be Geneva and the arbitral proceedings shall be conducted in English. The parties hereby agree to use information technology systems and electronic communications to the extent permitted in conducting any arbitral proceedings.

#### **Article 9: Entry into force and transitory rules**

This version of *General regulations: Primary Years Programme* shall enter into force on 1 September 2014 for PYP schools whose school year begins in August/September, or on 1 January 2015 for PYP schools whose school year begins in January/February. The IB Organization may amend these general regulations from time to time.