



International
Baccalaureate

INTERNATIONAL BACCALAUREATE ORGANIZATION

Primary Years Programme

Application form part A
(application for candidate status)

School name:

Incline Elementary School

*Primary Years Programme
Application form part A
(application for candidate status)*

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Notes to the user

1. This *PYP application form part A* should be read in conjunction with:

- *Application procedure for candidate schools*
- *Rules for authorized schools: Primary Years Programme*
- *General regulations: Primary Years Programme*
- *PYP guide to school application*
- *PYP school guide to the authorization visit.*

In addition, it is important that schools consult the following documents:

- *Making the PYP happen*
- *Programme standards and practices*
- *IB learner profile booklet*
- *PYP coordinator's handbook.*

Further information can be found in *School's guide to the primary years programme* (<http://www.ibo.org>).

2. This application form requests information under the following headings.

1. Contact details
2. School information
3. PYP section
4. School's planning and support
5. School site and facilities
6. Teaching personnel
7. PYP coordinator
8. Finance and planning
9. Management of resources
10. Implementation of the programme

3. This document also includes the following additional information and requests for information.

- Application coversheet
- Appendix 1 Classes in the PYP section
- Appendix 2 Organization of teaching time
- Appendix 3 PYP staff training
- Appendix 4 Transdisciplinary units of inquiry (applicable to *PYP application form part B* only)
- Appendix 5 PYP teaching staff and qualifications
- Appendix 6 Proposed PYP implementation budget
- Appendix 7 Action plan for implementing the PYP

4. This *PYP application form part A* and supporting documentation should be sent to the appropriate IBO regional office at the end of the school's first phase of the application process—consideration phase: feasibility study and identification of resources (please refer to articles 8–9 of *Application procedure for candidate schools*), at a time to be determined in consultation with the regional office.

5. The PYP application form part B and supporting documentation should be sent at the end of the school's second phase of the application process—candidate phase: trial implementation period (please refer to articles 9–10 of Application procedure for candidate schools). This trial implementation period must last for at least one year.
6. This application form, and all supporting documentation, must be submitted in one of the IBO's official languages: English, French, Spanish. Translations of official documents should be duly certified.
7. The PYP application forms and appendices should be completed electronically and returned to the appropriate regional office. Please insert your response in the box provided for each question. The box will expand as you type your response. In consultation with the regional office, any supporting documentation should be sent on CD-Rom(s) wherever possible. Where this is not possible, hard copies of the documents should be provided. Please ensure that the school is clearly identified in all correspondence.

Note: Deadlines for submitting applications may vary from region to region. Please check with your regional office for the application deadline that applies to your school. If you are unable or unwilling to provide information for any of the items in this application, please provide an explanation.

APPLICATION COVERSHEET—PART A

To the regional director of the International Baccalaureate Organization (IBO), for permission to implement the Primary Years Programme as a candidate school

Official name of prospective PYP candidate school:

Incline Elementary School

On behalf of the above-named school, I request permission to implement the Primary Years Programme (PYP) of the International Baccalaureate Organization as a candidate school preparing for official authorization. Information about the school is supplied on the attached form and the accompanying documents. The relevant application fee is included.

I confirm that I have read the following documents and agree to abide by the regulations, criteria and conditions stated therein:

- *Application procedure for candidate schools*
- *Rules for authorized schools: Primary Years Programme*
- *General regulations: Primary Years Programme*
- *PYP guide to school application*
- *PYP school guide to the authorization visit.*

I understand that acceptance as a candidate school by the IBO regional office does not guarantee future authorization to offer the PYP. The final decision on the application for authorization is reached by the IBO director general after submission of the *PYP application form part B* and after an authorization visit, by an IBO visiting team, has taken place.

I confirm that the school will not advertise or otherwise imply that it is authorized to offer the PYP unless, and until such time as, the school receives notification of authorization from the IBO director general, Geneva. Should permission to implement the PYP as a candidate school be granted by the regional office, the school will present itself as a candidate school preparing for authorization.

I agree that this electronic application form, whether signed electronically or not, will be understood by the IBO to have been read and endorsed by the head of the prospective candidate school, without a signed hard copy being necessary.

I understand and accept that any dispute arising from, or in connection with, this application or any other document relating to the authorization process shall be finally settled by three arbitrators in accordance with the *Rules of arbitration* of the Chamber of Commerce and Industry of Geneva. The seat of the arbitration shall be Geneva, Switzerland. The proceedings shall be confidential and the language of arbitration shall be English.

I further declare that, to the best of my knowledge, the information given on this form is correct.

Name and title of head of school:

Date:

Principal Kathleen Watty

March 29, 2010

APPLICATION CONDITION

A school must have conducted a feasibility study before submitting an application for candidacy.

Proposed date of commencement of trial implementation phase: *(day-month-year)*

1 CONTACT DETAILS

1a	Name and title of head of school:	<input type="text" value="Kathleen Watty, Principal"/>
1b	Name and title of primary school principal:	<input type="text" value="Kathleen Watty, Principal"/>
1c	Name and title of PYP coordinator:	<input type="text" value="Serena Robb, WCSD Coordinator"/>
1d	Name of school:	<input type="text" value="Incline Elementary School"/>

Legal registered name of school: *(If different from above)*

Postal address:

Street address: *(If different from above)*

Telephone:	<i>(Include country and area codes)</i>	<input type="text" value="1-775-832-4250"/>
Fax:	<i>(Include country and area codes)</i>	<input type="text" value="1-775-832-4255"/>
Web site:		<input type="text" value="http://www.washoecountyschools.org/inclines/"/>
E-mail:	Head of school/primary school principal	<input type="text" value="kwatty@washoe.k12.nv.us"/>
	General for the school	<input type="text" value="www.inclineschools.org"/>
	PYP coordinator	<input type="text" value="srobb@shoe-reno.com"/>

2 SCHOOL INFORMATION

2a Date school was founded: *(State year only)*

2b Legal status of school: *(See note below)* State

Private

Note:

- A **state** school is a government or national school where the employees are government civil servants and are paid by the state either at a local or national level; usually there are **no tuition** (as distinct from examination or other) fees.
- A **private** school is an independent (not-for-profit or for-profit) institution whose teachers are not civil servants and whose main revenue comes from tuition fees; government subsidies may apply in some countries but they are not the major source of income.

2c (i) If “state”, do students pay tuition fees? Yes

No

(ii) If “private”, do IB students in particular receive any government subsidy? Yes

No

2d Type of school: Boys’

Girls’

Coeducational

Boarding

Day

Boarding and day

2e Academic structure: what divisions (for example, pre-primary, primary, middle school and high school) operate in the school, if any?

Name of section	Age range of students	Number of students
Pre-K	3-5 year old	40
K-5	5-10	412
		<i>(add rows as necessary)</i>

2f Total number of students in the PYP section:

2g Age range of students in the PYP section: From to years

2h Total size of whole school: Students Staff

2i Is there entry selection into the school? Yes
No

If "yes", please explain.

2j Does the school offer other IB programmes? Yes
No

If "yes", please specify IBO school codes.

2k Does the school intend to offer other IB programmes? Yes
No

If "yes", please specify which programme(s) and planned dates for introduction.

3 PYP SECTION

3a Number of classes in the PYP section: *Please complete appendix 1.*

3b Organization of teaching time: *Please complete appendix 2.*

3c Nationalities/ethnicities of students: *(Optional)*

Nationalities/ethnicities	Approximate numbers
American Indian/Alaskan Native	3
Hispanic	191
White Pacific Islander	206 1

3d Is the school designated bilingual/trilingual? Yes
 No

(i) If “yes”, what are the languages of instruction?

(ii) If “no”, what is the principal language of instruction?

3e What are the additional languages introduced?

3f At what age is an additional language introduced?

3g What provisions are made for mother-tongue classes?

3h When are mother-tongue classes offered?

(i) During the school day Yes No

(ii) Before/after school

Yes

No

4 SCHOOL'S PLANNING AND SUPPORT

4a How did you first hear about the PYP? *Please be as specific as possible.*

I had heard about the Primary Years Program many years ago when a local charter school was looking into this program. A fellow teacher was explaining the process her school would need to go through to bring the program to her site. It sounded exciting but they were unable to financially even get started with it. I hadn't heard about it again until it was brought up at a meeting focusing on improving student performance while maintaining or increasing our enrolment.

4b List the main reasons for wanting to introduce the PYP.

One of our main reasons for wanting to introduce the PYP is to hold all students to a higher standard of learning as well as empowering them to view themselves as capable and competent learners. We also are excited about the prospect of additional professional development that will help all of us become more gifted educators.

Incline High School currently has a graduation rate of approximately 60%. In 2009 a task force comprised of community members, educators, and administrators met to address this problem. The IB Programme was determined to be the most promising educational reform to address not only the problem of low graduation statistics, but also to meet the needs of our bi-cultural, socio-economically discrepant student population. Since the IB PYP seeks to develop internationally minded thinkers through inquiry learning, we feel that our students will become empowered learners through active participation in the IB curriculum our staff will develop. Additionally, we recognize that by cultivating the ten learner profile attributes in our students, we will be preparing our students to become lifelong learners.

4c Has the governing body made a formal decision to adopt the PYP?

Yes

No

4d Has there been consultation with:

(i) appropriate IBO regional offices?

Yes

No

(ii) teaching staff?

Yes

No

(iii) parents/parent-teacher association?

Yes

No

(iv) local, regional or national educational authorities, where applicable?

Yes

No

(v) other IB World Schools? Yes No

4e Have PYP responsibilities been identified for:

(i) primary school principal? Yes No

(ii) PYP coordinator? Yes No

(iii) year/grade-level coordinators, where appropriate? Yes No

(iv) subject coordinators, where appropriate? Yes No

(v) PYP teachers? Yes No

(vi) library/resource centre staff? Yes No

4f Please indicate the PYP training received by, and planned for:

- (i) **the head of school/primary school principal**
Principal Kathleen Watty has attended Category 1 training for administrators.
- (ii) **the PYP coordinator**
- (iii) **all other teaching staff.**
See appendix 3

Please complete appendix 3.

4g Please indicate how the school intends to facilitate meetings of PYP teachers for horizontal and vertical planning of the teaching of the programme.

The Washoe County School District provides elementary schools with one early student release day per month. Teachers are expected to participate in professional development for 2 ½ hours during these monthly time periods. IES could use every one of these time allocations for horizontal and vertical planning for teaching the IB programme.

We could try to work into our schedule some common planning time (during specials – i.e. P.E.) for teachers to meet.

4h How, and in what time frame, will the school ensure that all teaching staff are trained to deliver the PYP?

Teachers and staff will be completely trained by August 18, 2010.

5 SCHOOL SITE AND FACILITIES

5a Nature of school site: *Please provide a brief description including number of campuses.*

Pre-K through 5th grade newly completed school, 2009, completely self-contained , 2 story building.

5b Are there any of the following special facilities?

(i)	library/media/resource centre	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
(ii)	computer laboratory/centre	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
(iii)	language rooms/facilities	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
(iv)	science/technology rooms	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
(v)	art room	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
(vi)	music room	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
(vii)	theatre/drama studio	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
(viii)	gallery/exhibition space	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
(ix)	gymnasium	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
(x)	sports field	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
(xi)	outdoor education centre	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
(xii)	other (please describe)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

6 TEACHING PERSONNEL

6a (i) Number of full-time PYP teachers:

20

(ii) Number of part-time PYP teachers:

1

6b Number of support specialists: *Please give details.*

8