



IBIS school code: 007069

28 November 2013

Mr. Steve Heckman
Head of School
Highland Middle School
1700 Norris Place
Louisville, KY 40205
UNITED STATES

Ref: Authorization letter

Dear Mr. Steve Heckman,

On behalf of the International Baccalaureate (IB), it is my privilege to inform you that Highland Middle School is to become an authorized IB World School, for a three-year Middle Years Programme (MYP) offering MYP years 1, 2, and 3. Congratulations on your considerable accomplishment.

Enclosed you will find an acceptance form, which is to be signed and returned to the IB by uploading it onto IB Docs. Once this form is received, the school will be added as an authorized school for the MYP on the IB public website and on IBIS, the IB information system. In addition to this letter, a certificate of authorization is being sent to your school.

As an IB World School, you are part of a global community of schools committed to developing knowledgeable, caring young people who will be ready to negotiate their futures successfully and make contributions resulting in a more harmonious and peaceful world. We commend your school's educators, administrators, students and families for their active roles in choosing to offer the MYP. The positive results of this choice will become evident in your community as classes of MYP students graduate and undertake activities that enhance social, cultural and economic environments locally, nationally and, perhaps, internationally.

The IB is committed to the professional development of teachers and looks forward to welcoming your school's MYP faculty members into the IB community of educators, where they will find collaborators and a dynamic global network of professionals committed to best practices in teaching students and in sharing those practices with each other. We invite you and your faculty to make your own contributions as an active member of this community.

Best wishes as you embark on your journey with the MYP. We look forward to working closely with you to realize our shared vision of a better and more peaceful world, achieved through intercultural understanding and respect.

Sincerely yours,

Siva Kumari, Ed.D.
Chief Operating Officer, Schools Division

STATEMENT OF ACCEPTANCE

Highland Middle School

28 November 2013

As a result of our school being authorized as an International Baccalaureate (IB) World School offering the Middle Years Programme (MYP), we confirm having read the rules (as defined below) that are in force at the time of signing this statement of acceptance.

"Rules" refers to the following documentations and regulations that rule the implementation of the IB programme.

- *Programme standards and practices*
- *Middle Years Programme: From principles into practice*
- *Rules for IB World Schools: Middle Years Programme*
- *General regulations: Middle Years Programme*
- *Guide to school authorization: Middle Years Programme*
- *Current MYP Coordinator's Handbook*
- *Rules and policy for use of IB intellectual property* (published at <http://www.ibo.org/copyright/intellectualproperty.cfm>), including the "Trademarks and logos" section, where it states that the terms "IB World School", "IB", "International Baccalaureate" or any combination of the above are not to be incorporated into a school name. Details about the IB visual identity and logo usage can be found at <http://www.ibo.org/communications/schools/index.cfm>.

Such rules, operating rules, directives, memoranda, policies or other requirements may be amended from time to time and accessible on <http://www.ibo.org/become/index.cfm> and on the online curriculum centre (OCC).

We also confirm that:

- we agree to abide by the terms and conditions of the rules that shall operate as the agreement between our school and the IB as to their respective rights and obligations.
- we will pay all applicable IB fees in the assigned currency for our school, which is the **US dollar (USD)**, as published in the current *MYP Coordinator's Handbook*, and within the published timelines.
- more specifically, our school will share and bring the *General regulations: Middle Years Programme*, which can be found on the IB public website (<http://www.ibo.org/become/index.cfm>), to the attention of our MYP students and to their parents or legal guardians, so that they understand and accept their respective rights and obligations.
- the school information as in the operational notes is correct, or corrected information has been attached to this document.

We agree that this statement of acceptance will be understood by the IB to have been read and endorsed by the head of school, the superintendent of school (if applicable) and the chair of the governing body (if applicable).



International Baccalaureate
Baccalauréat International
Bachillerato Internacional

Please keep this page for future reference and share it with the programme coordinator.

1. Your school has been assigned the IB information system (IBIS) school code, noted in the heading of the authorization letter (**007069**), and an online curriculum centre (OCC) code (**50049**). Please include your IBIS school code in all future correspondence with any IB office.
2. As an IB World school, you will have access to IBIS, the IB school information system. We ask that you update school-specific information regularly on IBIS in order to maintain accurate records.
3. According to our records, you have appointed **Mrs. Donna Hepp** as the Middle Years Programme coordinator, through whom all queries and requests for information should be channelled. In addition to carrying responsibilities within the pedagogical leadership of the programme, your coordinator will serve as the intermediary between the IB Organization and your school community. It is the coordinator's responsibility to ensure that messages, correspondence and documents from the IB are passed on in a timely manner to the appropriate persons in the school community, including yourself. Programme-related information is accessed on the OCC via your coordinator and teachers, while school administration-related information will be sent directly to the head of school.
4. Your school's first evaluation will take place five years from now. Please consult the *Programme evaluation guide and self-study questionnaire: Middle Years Programme* for information on the evaluation process. This guide will also inform you of expectations from the IB concerning the development of the programme and requirements with regard to professional development in the period until the first evaluation. Closer to date, the relevant IB office provides information about timelines and procedures for submission of the self-study questionnaire and supporting documents, as well as the date of the evaluation visit, if applicable.
5. The coordinator should contact OCC support at occ@ibo.org to request that the OCC accounts for your candidate school code are transferred to your new OCC code. Once this has been done, your coordinator will be able to manage your school's OCC accounts on IBIS. The OCC is a password-protected site that provides essential support for coordinators and teachers delivering any of the IB programmes. You can download curriculum materials from the OCC or purchase them from the IB store. Please visit the online IB store at <http://store.ibo.org> for further information.
6. As an IB World School, you will receive IB World, a full-colour, feature magazine that provides information on a wide range of activities happening around the IB community.
7. All heads of IB World Schools automatically belong to the Heads Standing Association. Please visit <http://www.ibo.org/informationfor/heads/> to access further information, including the constitution of the association.
8. The IB annual review is a summary of progress made over the year based on a number of key indicators. The latest report can be downloaded from the IB public website at <http://www.ibo.org/facts/annualreview/>.

Name and title of head of school ¹

Steve Heckman, Principal

Signature

Date

[Signature]

12/18/13

Name and title of superintendent of school (if applicable)

Signature

Date

Name and title of chair of the governing body ²

Signature

Date

¹ **Head of school** (director/principal in some systems) is the person who leads and supervises the daily operations of the school, ensuring that the policies of the governing body are put into practice.

² **Governing body** is the duly constituted individual or group that has the ultimate legal authority to make decisions on behalf of the school.

Please confirm your agreement regarding the above by signing this statement of acceptance, scanning it and uploading it onto IB Docs together with any school information that needs to be corrected from the operational notes.