



INTERNATIONAL BACCALAUREATE ORGANIZATION

**Rules for authorized schools:
Primary Years Programme**

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Article 1: Scope

The International Baccalaureate Organization (hereinafter “IBO”) has developed and offers three programmes of international education entitled the “Diploma Programme”, the “Middle Years Programme” and the “Primary Years Programme”.

This document describes the rules that apply to schools that have been authorized to offer the Primary Years Programme (hereinafter “PYP”).

When used herein the term “legal guardians” encompasses parents.

Article 2: Acceptance of IBO regulations and procedures

Authorized schools (hereinafter “schools”) 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 IBO’s function and its programmes

- 3.1 The IBO 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 Schools are entitled to present themselves as an authorized school and to use the “IB World School” logo only in connection with the IB programme(s) they have been authorized to teach. This right lapses immediately if authorization is withdrawn.

Article 4: Responsibilities of the IBO

The IBO will allow authorized schools to deliver the PYP and to use the related materials under the conditions provided in these *Rules for authorized schools: Primary Years Programme*.

Article 5: Responsibilities of authorized schools

- 5.1 Schools are responsible for ensuring 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. Schools, therefore, bear sole responsibility for any shortcomings in the quality of teaching of the PYP, and they undertake to hold the IBO harmless with regard to any legal action taken by legal guardians as a result of such shortcomings. Schools must ensure that the PYP is properly funded, is effectively delivered and is administered according to IBO regulations and procedures. Each school must appoint a PYP coordinator to administer the programme and give him or her the opportunity to attend IBO-approved training workshops.
- 5.3 Schools must ensure that teachers of the PYP are knowledgeable about the curriculum framework, assessment guidelines and requirements, including the standards and practices for the implementation of the programme as set out in *Making the PYP happen*, 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 IBO and to provide opportunities for teachers of the PYP to attend IBO-approved training workshops.

- 5.4 Schools are responsible for ensuring that legal guardians are properly informed of the curriculum framework, assessment guidelines and requirements of the programme.
- 5.5 When students enter the programme, schools have the duty to supply all legal guardians with a copy of the *General regulations: Primary Years Programme* and must do so using a standard form to be countersigned and returned to the school by each guardian, whereby the guardian acknowledges:
 - (a) having received, read, understood and accepted the *General regulations: Primary Years Programme*
and
 - (b) having noted and understood the rules on copyright relating to students' materials submitted to the IBO for assessment as provided under article 3 of the *General regulations: Primary Years Programme*.

Under article 3 of the *General regulations: Primary Years Programme*, students retain copyright over their material but are deemed to grant the IBO a non-exclusive, charge-free, worldwide licence to reproduce the materials under certain conditions. However, they have the right to claim exclusive copyright on their work, which they may choose to do under exceptional circumstances. The school must facilitate this claim on request, in accordance with the procedure described in the current *PYP coordinator's handbook*.

- 5.6 Schools must keep in each student's school record a copy of the signed standard form referred to in paragraph 5.5 and they bear full responsibility for any failure to do so if a guardian later complains about not having been informed of the *General regulations: Primary Years Programme*. Schools undertake to hold the IBO 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 IBO if requested. This, in effect, grants the IBO 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 IBO's activities or 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 current IBO scales of fees and timetable for payments.
- 5.9 For use of the IBO's secure online services, notably IBNET, IBIS and the online curriculum centre, 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 IBO 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 IBO

- 7.1 The content of the curriculum framework of the PYP, as well as all materials produced by the IBO in any form relating thereto, remain the sole property of the IBO and are covered by copyright.
- 7.2 A school's authorization to teach the PYP also encompasses a non-exclusive right to deliver the programme and use the related IBO materials. This right is limited to the delivery of the programme within that school only.
- 7.3 A school's authorization to teach the PYP also encompasses a non-exclusive right to:
 - (a) use the "IB World School" logo on its stationery, publications, web site and non-commercial promotional material
 - (b) request from the IBO and use the IBO's graphic of the PYP model
 - (c) make copies of official programme documentation (as defined and updated from time to time in the *IBO Policy and Rules for Use of IBO Intellectual Property*) in part, or whole, for use by their teachers; or post on the school's access-restricted web site for their school community the electronic file of such documentation if published by the IBO on IBNET, IBIS or on its online curriculum centre for teaching or information purposes
 - (d) make copies of official programme documentation as above, for use within the school community, including IBO materials prepared specifically for student use or to inform legal guardians.
- 7.4 All the rights granted in paragraphs 7.2 and 7.3 are granted only for the period of validity of the school's authorization and lapse automatically when the authorization ends.
- 7.5 Schools must not otherwise reproduce any IBO materials or use its logos in any form (paper or electronic) without prior written consent of the IBO.

Article 8: Copyright on materials submitted to the IBO

- 8.1 Students retain copyright on material they produce that, subject to paragraph 5.6, is sent in to the IBO from time to time. Schools will generally hold the copyright of assessment tasks that have been created by teachers within the terms of their contract of employment.
- 8.2 Where these materials are submitted to the IBO, either together or separately, the student and/or the school is thereby deemed to be granting a non-exclusive, charge-free, worldwide licence to the IBO for the duration of the statutory copyright protection to reproduce the materials in any medium for educational, training and/or promotional purposes relating to the IBO's activities, or to those related activities of which it approves.
- 8.3 Where materials submitted to the IBO contain third-party copyright material, information about the source should be included in the submission to enable the IBO, if necessary, to seek permission from the copyright holder to use it.

Article 9: Withdrawal of authorization

- 9.1 A school's authorization to teach the PYP may be withdrawn if:
- (a) the IBO is not satisfied the school is implementing the programme according to the *Programme standards and practices*
 - (b) the school has failed to observe the requirements for administering the programme as described herein and in the relevant IBO documentation
 - (c) the school fails to take reasonable steps to protect the IBO's intellectual property rights and to prevent any use that is contrary to the *IBO Policy and Rules for Use of IBO Intellectual Property*
 - (d) fees remain unpaid to the IBO despite reminders having been sent
 - (e) a school refuses to accept any standard amendment to these *Rules for authorized schools: Primary Years Programme*, that is, any amendment that is decided by the IBO 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 IBO. 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 IBO until the teaching has ended.

Article 11: Entry into force and duration

This version of the *Rules for authorized schools: Primary Years Programme* shall enter into force on 1 September 2006 for June session schools or 1 January 2007 for December session schools, and shall remain applicable to all authorized schools until amended.

Article 12: Governing law

Swiss law governs these *Rules for authorized 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 authorized 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 May 2006