

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

CANADIAN BILINGUAL SCHOOL OF PARIS

PARIS

FRANCE

NOVEMBER 22-23, 2016

INTRODUCTION

On November 22-23, 2016, a Certification Inspection was completed on Canadian Bilingual School of Paris (CBSP) in Paris, France, termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (B.C.) Education Program have been met, according to the *B.C. Global Education Program – Offshore Schools Certification Agreement*. The Inspection Team (the Team), appointed by the Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement* (the Agreement), consisted of Beverly Pulyk (Chair).

The School's B.C. Program has an enrolment of 41 students, in Kindergarten-Grade 12.

During the visit to the School, the Team reviewed all standards required in the *B.C. Global Education Program – Offshore Schools Certification Agreement* and *Operating Manual* and met with the School's Owner/Operator/B.C. Principal, Offshore School Representative (OSR), B.C. teachers and support staff.

The Owner/Operator, Dr. Hélène H. Leone, is responsible for the B.C. Program. Dr. Leone, a B.C. educator, researcher and innovator, is the founder of the School; she is also the Principal. Additionally, the School offers a pre-school program for children four years of age. There are four children enrolled in the program.

The B.C. Program's vision and mission as noted on the School's website states:

To be a Canadian offshore school in Paris, France that is recognized internationally for its unique bilingual and bicultural academic program, including the pursuit of high performance artistic and athletic goals at the international level. (Vision Statement)



To offer students and their families a uniquely Canadian bilingual and bi-cultural educational experience that goes beyond academic success, where passions are explored and goals are achieved. (Mission Statement)

The special/unique features of this offshore school include being the:

- only Canadian school in Paris at this time.
- approach to bilingual language learning across the curriculum that supports second language learners whether they are English or French.
- dance or sport academy program that supports elite athletes allowing them to balance academics and intense training.
- utilization of the local business community to support the sewing, cuisine and woodworking program offered at a variety of grade levels.

CBSP is to be commended for vision that lead to the opening of a B.C. French/English bilingual school in Paris and for the integrated, across the curriculum, approach of supporting bilingual language learning for both English and French second language learners.

The Team would like to thank Canadian Bilingual School of Paris for its hospitality and cooperation throughout the inspection visit.

The School has satisfactorily addressed requirements contained in the previous inspection report.

Requirement Met Requirement Not Met Not Applicable

Comment:

Even though there were no formal requirements or suggestions noted in last year's report, two informal suggestions were addressed based on conversations that took place during last year's inspection.

CBSP utilizes coaches and community specialists in various areas to work with the children; these people are not employed by the School. Satisfactory criminal record checks are now on file at the School for such individuals.

A decision was made to form a Board of Directors for the School; the Board will provide a third party to address any appeals/grievances/situations that may arise with the Owner/Operator. The Owner/Operator indicated that over the next number of months, the Board's operational structure will be determined.



BUSINESS PLAN

The Owner/Operator has submitted a Business Plan to the B.C. Ministry of Education, confirming the sustainability of the Program.

Requirement Met Requirement Not Met

Comment:

The Business Plan submitted in 2015/16 was reviewed by the Team. Items to note from the Inspection Catalogue that relate to the School/business operations are:

- The current facility offers a capacity of 60 students. A new location is being actively pursued effective September 2018 which would allow the School to increase to the capacity noted in the Business Plan.
- Marketing activities have been successful as the School surpassed the enrolment target established for the start of the 2016/17 school year.

As the School is in its infancy, the Owner/Operator indicated that the Business Plan submitted last year still applies and that the Plan may require some updating when the School is relocated in September of 2018.

OWNERSHIP AND AGREEMENTS / BUILDING AND SAFETY COMPLIANCE 2.0

2.1 The Owner/Operator meets all requirements as set forth in the B.C. Global Education Program Offshore Schools Certification Agreement (The Agreement).

Requirement Met Requirement Not Met

Comment:

The Team confirmed that the Owner/Operator meets the requirements set forth in the Agreement and verified all items noted in Section 2.1 of the Inspection Catalogue. The Team also confirmed the following:

- Dr. Leone recently satisfied the ownership requirements as outlined in Schedule A of the Agreement. It is noted that the Annual Report was submitted the week before the Inspection. The Owner/Operator indicated that the approval to submit the report after the September 30 deadline was granted by the Ministry.
- A letter from the National Ministry of Education, dated July 24, confirms support for the operation of the B.C. Program.
- All public announcements regarding the School meet the criteria outlined in Section 7 of the Agreement.
- The Owner/Operator/Principal is aware of the requirement to report the dismissal, suspension and/or discipline of teachers as required in Section 17 of the Agreement.



2.2 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the B.C. Program.

Requirement Met Requirement Not Met

Comment:

CBSP is located on the third and fourth floor of a private commercial building in central Paris. The 5000 square foot space used by the School was recently renovated to accommodate the layout of the classrooms, offices and bathrooms. The third floor, supporting the primary program, includes four classrooms, staff/work room, student lounge and two bathrooms. The fourth floor houses the administrative assistant office, principal office, staffroom, student lounge, three classrooms and two bathrooms; this is the middle/secondary floor. The School will be expanding to the fifth floor this year; the Principal indicated they are anticipating this to take place by Christmas.

Due to the lack of a designated science lab, virtual labs are being utilized until such time that the School relocates to their new location that will have a regulation science lab. Requirements for such a lab have been provided to the architects in preparation for September 2018.

At this time, each classroom houses its own library books. CBSP bought a site licence for EBSCO, a research data base for student use. The School also purchased membership for each of the students so that they might access the American Library of Paris as needed. There is a library in the plans for the new facility.

Emergency procedures are posted on each floor; there is one meeting the requirements for Paris and one meeting the requirements of a B.C. school. Students understand and practise fire, earthquake and lockdown drills; records indicate such drills have taken place. As the School is small, all staff members are aware of the students with medical alerts. Minor medical issues are dealt with by staff while more serious issues involve contact with parents and transporting the student to the appropriate medical service. Staff members supervise while at school with the exception of students in the Graduation Program; these students are allowed off site at lunch with written parental permission. All other students either bring their own lunch or have lunch provided by the caterers that have a contract with the School.

All students are bussed once a week to a five-acre sporting facility for Physical Education. Students in the primary grades walk to local parks for daily physical activity. It is the intent that the new school location will have an athletic space.

Students in Grades 7 to 12 walk to nearby cooking and sewing facilities for that part of their program. Specialists in the community provide support for these programs.

The facilities at the School were found to be clean and maintained.



A variety of letters required for compliance were on file:

- Building inspection from the police department provided authorization – letter dated January 14, 2016.
- Proof of Insurance for fire, theft, etc. – letter dated August 23, 2016.
- Proof of liability insurance – letter dated September 7, 2016.
- Student Insurance – letter dated October 5, 2016.

The Team confirmed that the School facility is suitable for the operation of the B.C. Program.

ADMINISTRATION 3.0

3.2 Offshore School Representative (OSR) - The Owner/Operator may appoint an individual to act as Offshore School Representative. This individual must be confirmed by the Province and must meet all of the requirements set out in Section 14 of the Agreement.

Requirement Met Requirement Not Met

Comment:

Ms. Susanne Penner, appointed by Dr. Leone (Owner/Operator), began her appointment as the Offshore School Representative in April, 2015. She:

- was selected by Ms. Leone and confirmed by the Ministry in a letter dated March 31, 2015.
- possesses a contract with the Owner/Operator dated April 25, 2015.
- possesses the authority, if requested, to represent and legally bind the Owner/Operator.
- serves as the primary liaison between the Owner/Operator and the Province of B.C.

Ms. Penner's extensive teaching and administrative experience in both B.C. and offshore schools, as well as her experience within the B.C. Ministry of Education provides the knowledge and expertise required for the position. The Team confirmed that Ms. Penner meets all of the qualifications set out in Part II (1-9) of Schedule B of the Agreement.

3.3 The Principal meets the requirements as outlined in Section 3.3 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

Dr. Leone, the Owner/Operator and founder of the School, is the Principal. This is her second year as Owner/Operator/Principal. She has extensive experience as an educator at various levels in B.C.; she also served as a B.C. principal for one year. Her experience with French and



English language development as well as her background in educational research is an asset to her position of principal.

Dr. Leone is responsible for the principal duties as outlined in the Inspection Catalogue.

3.4 The School meets the Administrative Support requirements as outlined in Section 3.4 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The CBSP administrative team consists of:

- a full-time administrative assistant who manages the office.
- a part-time teacher with 50% administrative duties who supports the Principal in overseeing school policies and procedures, providing families and staff with the information required. She also is responsible for the Graduation Program.

The School is in the process of converting to PowerSchool; it is expected to be in full use by Christmas. For the time being, student data is being transmitted manually to the Ministry. The School meets the Internet connectivity as required by the Ministry.

The School installed new cables to maximize internet connectivity. All students and staff have access to the WiFi.

The current Owner/Operator/Principal and OSR have been discussing what future leadership support will be required as the school continues to grow and the demands of both roles (Owner/Operator and Principal) increases.

3.5 The School meets the Student Record requirements as outlined in Section 3.5 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

Student files are housed in the Principal's office and maintained by the administrative assistant. The students' files are filed alphabetically and were found to contain all required documents. Three Permanent Student Records (form 1704) were updated for inclusions during the course of the Inspection. The files are stored in fireproof cabinets.



3.6 The School meets the Teacher Certification requirements as outlined in Section 3.6 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The Team confirmed that Authorized Persons plan, evaluate and provide instruction to the students enrolled in the B.C. Program. The teacher assistant employed at the School has a specialty in the Fine Arts area so teachers are able to access his expertise when planning and instructing.

All but one teacher under the Agreement possess valid and current certification under the B.C. Teacher Regulation Branch (TRB). An extension of a Letter of Permission from the Ministry of Education was requested November 18, 2016, for the one teacher; this was granted on November 22 for the remainder of the 2016/17 school year. A local satisfactory criminal record check is on file for this teacher.

Staff files are housed in the Principal's office. All teacher files include: employment application information, current TRB membership, contract, proof of medical insurance and signed personal information consent form. The terms and conditions of employment are included in the teachers' contracts with the exception of medical coverage (as this a requirement under French law; benefits are also noted in the staff handbook). Proof of medical insurance was evident in teacher files. Criminal record checks were on file for all support staff and contracted persons working with children (example: coaches, chef and sewing instructor).

Policy indicates that teachers are to be evaluated yearly. No evidence indicates teacher evaluations took place last year. The Principal verbally indicated that evaluations will take place this year for all staff. A format for evaluations has been shared with the teachers.

Professional development for teachers includes two to three orientation days and four to five other professional development days throughout the year. Professional development for this year includes implementation of the new curriculum, preparation for the inspection, policy review (i.e., anti-bully, emergency preparedness), interdisciplinary units, collaborative planning and student assessment. Teachers are provided the opportunity to attend international specialist conferences offered in Paris.



EDUCATIONAL PROGRAM 4.0

4.1 The School meets the requirements for curriculum implementation as outlined in Section 4.1 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

C BSP has implemented the redesigned curriculum in Kindergarten through Grade 9 and is implementing the redesigned curriculum in most subjects in the Graduation Program.

Teachers spent time at the start of the year becoming familiar with the redesigned curriculum and developed course overviews/planning documents to include the new language of big ideas, curricular competencies and content. As all classes are multi-graded classrooms, teachers are focussing on the big ideas and common content as much as possible and differentiating assessment based on grade level.

Teachers are aware of the core competencies; posters noting the six core competencies are in each classroom. As it is early in the year, discussions and planning on how to best support students with self-assessment of the core competencies has yet to take place; administration noted that there are plans to do so in the near future.

Teachers were able to share examples of how they are incorporating Aboriginal content into the curriculum.

4.2 The School meets the requirements for English Language Assessment and Acquisition as outlined in Section 4.2 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

C BSP has developed both the English as a Second Language (ESL) and French as Second Language (FSL) assessments for all students in all grades. Students write these assessments prior to the first interim report; the results are shared with the entire faculty. Students are provided ESL and FSL support and adaptations as needed in the classroom. As mentioned previously, the School approaches bilingual language learning across the curriculum.

English language proficiency assessments are conducted throughout the year and reported to parents five times a year, the same time as other subject areas. The School is prepared to develop a language learning plan for students in need of one, with a report being kept in the student's file and reviewed with parents during teacher/parent interviews. Although no student has required one to date, a template is on file.



4.3 The School meets the Course Credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in Section 4.3 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

To date no students have been assigned equivalency and/or challenge credits, though the School has policies in place for when the need arises. There are a small number of students that are taking advantage of the dance and sport academy program. As noted previously, the program supports students who are elite athletes by allowing them to balance academics and intense training. The training students take outside of school can be used for equivalency credits to meet the requirements of the graduation program if necessary.

There are no exempted courses as all courses are taught in English or French (Canada's two official languages).

Two BAA courses (Yearbook 10 and 11) have been developed. The appropriate framework was on file and forwarded to the Ministry of Education at the time of the Inspection.

Commendation:

CBSP is commended for offering the dance and sport academy program so that students may attend school part-time allowing them to balance academics and intense training in their area of interest.

4.4 The School meets the course overview / course planning requirements as outlined in Schedule B Part I (d) of the Agreement; namely, that all B.C. Program courses offered in the School meet or exceed the Ministry learning outcomes / learning standards identified in the Educational Program Guides for each course.

Requirement Met Requirement Not Met

Comment:

Thorough planning by the CBSP teachers for each subject area includes: year-at-a-glance, course overview, weekly or unit plan, and day plans. The year-at-a-glance and course overviews follow a locally developed template. Course overviews include topic, planning for assessment, achievement indicators, big ideas, curricular competencies and content. Grade levels are delineated for the multi-graded classrooms. Unit/week and day plans are based on each teacher's personal style. The planning documents provided evidence that teachers are planning with the redesigned curriculum in mind.

Commendation:

The teachers are to be commended for the level of planning demonstrated in light of the



redesigned curriculum as well as the fact that the School is only in its second year of operation with a number of new teachers.

4.5 The School meets the Instructional Time Allotments requirements as outlined in Section 4.5 of the Inspection Catalogue for Offshore Schools, including the requirements set out in sections 1.1 to 6, with the exception of s. 4(5)(b), of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.

Requirement Met Requirement Not Met

Comment:

The instructional time exceed the required 850 hour minimum; the Team confirmed the time allotments noted in the Inspection Catalogue.

There is evidence that the School is teaching the required areas of study as noted in the Educational Standards Order. The School has opted to teach the health component of the physical education and health curriculum with the career education curriculum. For the most part, Applied Design, Skills and Technologies (ADST) are being addressed via an integrated approach and/or through sewing, cooking, woodworking and yearbook. The Grades 3-6 are completing a six-week sewing unit and later in the year will be completing a six-week woodworking unit. Cooking/Cuisine is being taught once a week throughout the year to Grades 7-12 students. The local business community is being utilized to support the sewing, cuisine and woodworking programs. As all students take French and English language arts, the Grades 5-8 French requirement is easily being met.

There are a sufficient number of courses offered at the Graduation Program for students to graduate. Prior to the year beginning, students in the Graduation Program are asked to submit their preference for courses and based on the number of course requests, the courses to be taught are determined, with teachers being given their assignment accordingly.

As previously noted, English as well as French language development is based on an integrated approach. Students who are struggling in one language or the other are provided additional support appropriate to their needs.

Commendation:

The School is commended for utilizing the local business community to support the sewing, cuisine and woodworking programs.



4.6 The School meets the Assessment Methods requirements as outlined in Section 4.6 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

CBSP has adopted the B.C. Ministry of Education grade and performance standards; these are shared with the parents at the beginning of the year. Evidence indicates that rubrics have been developed and are being utilized across grades and subjects. Each student has an assessment binder which includes all formative and summative assessments as well as marks and personal reflections. These binders are shared with parents at parent/teacher interviews. Assessments are discussed at staff meetings and if there is a concern at any point throughout the year, the parents are advised so that a plan can be put into place to assure that proper support is given to the student.

When it comes to provincial exams, a process is in place to ensure security. Teachers do not invigilate exams for their own subject areas. As the School is in its second year of operation, patterns for provincial exam results do not yet exist. There were no students in Grade 4 or 7 last year, so Foundation Skills Assessment (FSA) results are not applicable to date. There were only three students at the Grade 10 level last year, so the provincial results were reviewed based on what the teachers knew and anticipated for those students.

4.7 The School meets the Learning Resources requirements as outlined in Section 4.7 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The School provides teachers with recommended subject resources. Teachers place their request with the Principal; the Principal reviews the requests with the OSR so that based on the School's philosophy the relevant resources get purchased.

Library resources are slowly being acquired and are currently housed in individual classrooms. Purchases for the library books are in both English and French so that students can access bilingual books. As previously noted, CBSP has entered into a partnership with the American Library of Paris (ALP); students have full access to all that it offers. There are plans to have a designated library at the new location.

All students and staff have access to the internet. A mobile lab is available for student use; there are 20 iPads and 15 laptops. In addition, each teacher has a desktop computer and projector in his/her room.



Commendation:

CBSB is commended for the availability of technology for students and staff.

4.8 The School meets the Student Progress Report requirements as outlined in Section 4.8 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

In all grades, student progress is reported formally to parents five times a year (two interim reports and three term reports). Report cards reflect the bilingual nature of the School. In addition, there are two parent/teacher interviews held throughout the year and one student led conference is held at the end of the year. As previously noted, the assessment binders are shared with parents during parent/teacher conferences.

The School has ongoing communication with parents via weekly emails by teachers and/or the Principal.

POLICY DEVELOPMENT 5.0

5.1 The School meets the Parent / Student Handbook requirements as outlined in Section 5.1 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

A parent/student handbook exists and includes such items as: information on curriculum, academic honesty, assessment, attendance, supervision, uniforms, technology/media acceptable use, reporting abuse, insurance, extra-curricular, daily physical activity log expectations for the senior grades, code of conduct, discipline, etc. The parent/student handbook is introduced at the parent information evening held in early September.

The School policy manual was reviewed for the necessary items to be required. Parents are made aware at the start of the year that a policy manual exists and is housed in the administrative assistant's office for anyone to access.

Parents are provided a print copy of the Appeal and Dispute Resolution Policy at the beginning of the year.



5.2 The School meets the Teacher Handbook requirements as outlined in Section 5.2 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

Teachers are given a copy of the staff handbook at the professional development days that take place in August. Key items in the handbook and policy manual are presented and discussed with staff at that time. The handbook was newly developed last year; the Principal indicated that it will be updated as things change.

The staff handbook is divided into sections with multiple items in each section. The section areas are: hours of work, compensation policies, leave benefits, performance management, school policies and procedures. Required items exist relating to complaint resolution and teacher evaluation. Staff members have access to the complete policy manual housed in the administrative assistant's office.

COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0

6.1 The School meets the Distributed Learning requirements as outlined in Section 18 of The Agreement and Section 6 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met Not Applicable

Comment:

Distributive Learning (DL) is not an option for students at the School; there are no current plans for DL at this time as it does not fit in with the bilingual language learning approach of the School.

CONCLUSION

Commendations

The Inspection Team wishes to recognize the Owner/Operator/Principal and staff of Canadian Bilingual School of Paris for:

- utilizing the local business community to support the sewing, cuisine and woodworking programs as well as offering the Dance and Sport Academy Program so that students may attend school part-time allowing them to balance academics and intense training in their area of interest.



- the level of planning demonstrated in light of the redesigned curriculum as well as the fact that the School is only in its second year of operation with a number of new teachers.
- the availability of technology for students and staff.

SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Director of International Education, the British Columbia Program offered at Canadian Bilingual School of Paris be recognized as a British Columbia Certified Program.

