

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

CANADIAN BILINGUAL SCHOOL OF PARIS

PARIS

REPUBLIC OF FRANCE

FEBRUARY 14 - 15, 2019

## INTRODUCTION

On February 14 – 15, 2019, a certification inspection was completed on the Canadian Bilingual School of Paris in Paris, Republic of France, referred to as the School or CBSP 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 Inspector, appointed by the Executive Director of International Education and Independent Schools, British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement* (the Agreement), was Mr. Edward Noot.

The School's B.C. program has an enrolment of 32 students, in grades kindergarten to grade 12.

During the visit to the School, the Inspector 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 (who is also the head of school/principal), offshore school representative (OSR), chief financial officer and B.C. teachers.

The owner/operator, Dr. Hélène Leone, is responsible for the B.C. program. Her passionate desire for a bilingual Canadian school education has been realized in this program.

The British Columbia program's philosophy, objectives and special features are founded on offering a fully bilingual B.C. program of studies that is taught in both English and French with a strong focus on the bicultural education of its students which will shape the lives of students providing them with the academic, language and cultural skills needed to succeed in a competitive global economy.

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



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

Requirement Met       Requirement Not Met       Not Applicable

Comment:

The only requirement listed in the previous report referenced a teacher certification application that was successfully resolved.

The previous report contains numerous suggestions which have been considered and processed by the principal and OSR. The main suggestion referred to securing the final component of the local government letter of approval and no objection, which has now been issued.

## 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:

A business plan has been developed to outline plans for program growth and sustainability. The School is a vibrant and developing educational enterprise that is excited to be the first B.C. offshore school to offer the Governor General Bronze Academic Medal to a high achieving student.

The plan notes that the School has hired a chief financial officer to oversee the business aspect of the School and director of admissions to seek to increase enrolment. The hiring of these two key staff members is already making a difference in terms of overall operations with a view towards sustainability. The plan celebrates that the School has a positive record of attracting and hiring qualified staff and that they have updated their website and increased social media presence.

As in previous years, the dominant issue for the School remains finding a suitable permanent facility. For this inspection cycle, they are once again located in temporary facilities which are functional but cramped and effectively limit enrolment due to space constraints. It is acknowledged that current enrolment numbers do not allow for program sustainability.

Demand for enrolment remains strong with over 50 new students registered for September 2019; however, the School must find a facility that allows for enrolment growth. After a series of disappointing prospects in the past number of years, the School is on the cusp of



leasing a newly renovated 32,000 square foot building that will accommodate considerable growth in years to come. The lease is in the final stages of approval and the Inspector was able to view the facility during his on-site visit, confirming that this facility will allow the School to grow substantially and move to a strong position of sustainability.

Without an expedient and satisfactory outcome to the facilities conundrum, program sustainability for this vibrant and dynamic B.C. program will remain precarious, at best.

**Commendation:**

The Inspector commends the CBSP for hiring key positions in finance and admissions and for determined and persistent efforts to secure an appropriate facility, one that allows for enrolment growth and financial sustainability.

## **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 Inspector reviewed documents from the Académie Paris, Ministry of Education and Ministry of Advanced Education, République Française, that state:

1. Ecole Canadienne de Paris has been registered for the primary (January 13, 2018) middle and secondary schools (July 7, 2017) without objection in the Ministry's registry of the Académie Paris.
2. The principal of the School is granted the certification for the 5-year practising requirement to be a principal due to her Doctorate in education (June 26, 2017)
3. The students are issued the equivalent of the French PEN number and must be registered in the French educational database.

The Inspector confirms that the owner/operator meets the criteria outlined in section 5, the 11 requirements of schedule "A" of the Certification Agreement and section 2.1 of the inspection catalogue.

The Inspector noted that Section 5.03 of the Agreement and section 2.2 of the annual report indicates that:

*The owner/operator must have on file, and must provide a notarized copy to the Province of British Columbia, at the province's request, written confirmation from the appropriate government entity with paramount responsibility for education in the*



*jurisdiction in which the school is located, that the government entity expressly approves or has no objection to the owner/operator doing the following:*

- i. Operating the school under a certification agreement between the owner/operator and the Province of British Columbia,*
- ii. Delivering the British Columbia educational program to students in K-12 (or applicable grade range) with the intent that students in the Graduation Program will be eligible for a British Columbia graduation certificate upon successful completion, and,*
- iii. Hiring teachers with a certificate of qualification issued by the Teacher Regulation Branch of the Ministry of Education in British Columbia.*

*The letter of approval must be renewed annually unless the letter provides for multi-year approval (up to a maximum of five years).*

The letters on file clearly indicate overall approval and no objection from the appropriate French authority, they do not, however, explicitly contain all of the specific information requested above. The Inspector confirms that they do offer approval and no objection. The Inspector further notes that requiring students to register on the French educational database indicates implicit approval of the B.C. program and curriculum. The letters indicate that the only grounds on which French authorities may object to the program would be on matters of student or teacher safety.

As the School moves into new facilities it is suggested that they seek to acquire letters of approval that fully meet the requirements of the Agreement, including a multi-year approval.

## **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:**

The facilities are temporarily located on the second and third floor of an office building and measure approximately 2500 square feet. The facility has washrooms, 6 small classrooms, a canteen and an enclosed yard. The School has established partnerships with local facilities to offer Physical Education classes.

The Inspector reviewed evidence that the School is in compliance with local safety and health requirements.

Safety plans are comprehensive and well documented and include logged drills for fire, earthquake, lockout, lockdown and evacuation. Each classroom has an emergency manual posted to the door.



### ADMINISTRATION 3.0

**3.1 Offshore school representative (OSR) - The owner/operator must 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:**

The owner/operator appointed an experienced individual to act as offshore school representative (OSR). The OSR meets the requirements set out in the Agreement and has been confirmed by the B.C. MoE as suitable for this position. The OSR contract began in September 2015 and is a continuing contract.

The OSR was on-site for the inspection.

The Team confirms that the OSR is knowledgeable about all aspects of the School's operations and all related aspects of the owner/operator's business operations; particularly the governance, business and administrative functions of the owner/operator's operation of the School and that she is fully aware of her obligation to report critical information relating to changes in the operation of the School or ownership structure that could significantly impact the School's operation.

**3.2 The principal meets the requirements as outlined in section 3.2 of the inspection catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

The principal is the founding principal of CBSP and has provided stable and continuous leadership since the School opened in 2014. She has previous experience in a B.C. independent school, works with a comprehensive job description and meets all requirements outlined in schedule B Part III of the Agreement.

Although the School is small it has allocated some administrative time to two teachers, giving each of them a level of administrative understanding and experience. This decision provides the potential for leadership continuity into the future and provides the School with a team leadership approach to meet the varying leadership responsibilities.

**Commendation:**

The Inspector commends the principal (who is also the owner/operator) for her enduring and passionate commitment to the B.C. program in Paris.



**3.3 The School meets the administrative support requirements as outlined in section 3.3 of the inspection catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

Although the School is small it has established a comprehensive and critical support system.

The School has hired a full-time administrative assistant who performs the functions of a school secretary and executive assistant. The annual report details her responsibilities in this area. The School has purchased PowerSchool software to use as their administrative program and they are committed to installing and using this software as soon as they move into a permanent facility, which will have the necessary computer hardware and network configuration.

The School has also allocated two teachers a portion of administrative time as outlined in section 3.2 of this report.

Since the last report the School has also hired a part time employees in the key areas of finance and admissions. These employees bring expertise and focussed attention to these key areas of administration and allow the Principal to enhance her focus on the educational program. Although these positions are both new the Inspector confirms the value they bring to the School.

**Commendation:**

The School is commended for hiring key personnel in the areas of finance and admissions.

**3.4 The School meets the Student Record requirements as outlined in section 3.4 of the Inspection Catalogue for offshore schools.**

Requirement Met       Requirement Not Met

**Comment:**

The student records are kept in a locked filing cabinet in the administrative work area. The records include all the required items as described in section 3.4 of the annual report, as well as French language assessments. Each record has a check box list of the contents. The permanent student record is in the paper form, with an electronic backup and has medical and legal alerts appropriately marked. The records also include individual education plans (IEPs) for those students who receive additional educational services.

As previously mentioned the School has acquired PowerSchool software to run as their admin support program. The current temporary facilities would require significant wiring



and hardware upgrades and the School is slated to move into a permanent facility prior to the start of the 2019-20 school year.

**3.5 The School meets the teacher certification requirements as outlined in section 3.5 of the inspection catalogue for offshore schools.**

Requirement Met       Requirement Not Met

Comment:

**The Inspector confirms that all authorized persons under *the Agreement* possess valid and current certification under the B.C. Teacher Regulation Branch.**

The Inspector verified that valid French criminal record checks are in place for all non-teaching and non-certified support staff in the B.C. program. B.C.-certified teachers, who have a criminal record check in place through the TRB are also required by French law to have a French criminal record check and these were available for review by the Inspector.

Staff contracts were reviewed and found to address all the required areas. With a strong contingent of foreigners living in Paris, the current B.C. teacher shortage has not yet impacted this school.

CBSP is processing working visas for all certified staff. Three staff are currently in process due to the late date of hiring and the lengthy French approval process. French law allows those in process to be working while the approval is pending. The Inspector reviewed all files to ensure that application has been completed. The School is eager to secure these visas and will confirm approval of all three employees with the Executive Director International Education and Independent Schools of the B.C. MoE.

Teacher files are in order and well maintained.

Requirement:

The School is required to inform the MoE upon successful completion of working visa for three teachers who are currently 'in process'.



## EDUCATIONAL PROGRAM 4.0

### 4.1 The School meets the requirements for curriculum implementation outlined in section 4.1 of the inspection catalogue for offshore schools.

Requirement Met       Requirement Not Met

**Comment:**

The Inspector observed evidence of full implementation of the new curriculum from kindergarten through grade 10. Grade 11 and 12 courses observed are using most aspects of the new curriculum. Big ideas, core competencies and curricular competencies are well articulated in the planning documents for all courses and grade levels. Assessment practices have been updated and are in compliance with expectations.

Many of the pedagogical strategies of the new curriculum were observed. Place based learning, leadership, demonstrations, hands on learning and real-world problem solving are present in some classroom instruction.

All grade 11-12 course overviews are updated to comply with the modernized 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:**

CBSP is a fully bilingual school with instruction in both English and French. To assess the language abilities of its students, it administers both English and French language assessment tests. The English language assessment is administered at the primary, middle and secondary school levels in reading, writing, speaking and Listening. The French assessment, called the French Heritage Language Placement Test (FHLP) is used to place students aged 6 to 11 on a scale based on the Common European Framework of Reference (CEFR). The FHLP test assesses students in literacy, listening, speaking, reading and writing.

The Bilingual nature of the School became fully evident to the Inspector upon witnessing a senior Humanities class during which the teacher and students moved seamlessly between English and French throughout the class.

The School offers language support for students with demonstrated deficiency in either language. In addition to this, they impressively offer a comprehensive suite of learning support that includes academic, social and emotional support. The School is an inclusive environment with active support given so that all students can thrive.



**Commendation:**

The Inspector commends the School for developing a comprehensive system of support for students which includes focused support for language, learning, social and emotional needs.

**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:**

The School follows B.C. equivalency and challenge guidelines but makes limited use of these options. Being a fully bilingual school in a French country they do not offer any course on exempted status as permitted in the Agreement. They currently offer five courses as BAA courses; two in yearbook and three in FSL; all in grades 10 - 12. These courses have all been designed on the updated BAA template and signed off by the Ministry.

**4.4 The School meets the course overview/course planning requirements as outlined in Schedule B Part I, 2. (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:**

Detailed course overviews have been prepared by grade level and subject. They are fully compliant with the modernized curriculum including clear references to the big ideas, core competencies and curricular competencies. The teachers are commended for their work in this area.

Although First Peoples' Principles of Learning are posted in many classrooms they have not yet been included in planning documents. The School is required to update course overviews from kindergarten to grade 10 to include this required element.

The School is encouraged to engage in ongoing professional development to ensure that teachers increasingly view curricular content as the vehicle to enhance student development in the core competencies; increasing the understanding and implementation of authentic inquiry-based learning in line with the expectations of the modernized curriculum. The Inspector recognizes that development in this area is a journey and applauds the staff for progress to date.



The small student population, along with some transience due to diplomatic appointment of parents, and the like, require teachers to constantly adjust and adapt the formal overviews for multi-grade classrooms and for unique learning needs and situations.

**Commendation:**

The Inspector commends the teachers for the extensive efforts made in developing comprehensive updated course overviews.

**Requirement:**

The School is required to update course overviews to include First Peoples' Principles of Learning.

**4.5 The School meets the instructional time allotment 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), 4 (6), 5 (8)(a) and (d) and s. 5.3 of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.**

Requirement Met       Requirement Not Met

**Comment:**

The School exceeds minimum time requirements as outlined in the Educational Standards Order.

The School timetable is a four-block schedule in three terms, each of a 21-week duration. The instructional school day is 5.3 hours and school is in session 167.5 days per school year, resulting in total hours instructional of 887.75.

The School calendar parallels the French public-school system in terms of start and end of terms and the public holidays during each 21-week term.

**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:**

The School uses the B.C. performance standards in its assessment/grading practice. Teachers meet frequently to collaborate and share assessment practice. Report cards are developed from these collaborative meetings and parents are made aware of the performance standards used, and what they mean.



Teachers employ a variety of classroom assessment methods encompassing both formative and summative assessment. Rubrics are used extensively, particularly to provide formative feedback. Rubrics are commonly filed and shared among teachers.

Classroom binders include student self-assessments using standard school-developed rubrics and they are also shared at the collaborative staff meetings to develop the report card content.

Tests, projects, assignments, demonstrations and other appropriate means are employed as summative assessments. Final report cards will include student core competency self assessment.

Provincial exam security protocols are understood and followed.

#### **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 is very small and yet offers the full K -12 curriculum. As such, it is reasonably well resourced with books, novels, classroom libraries, science supplies, computers (roving laptops and iPads) and manipulative material.

A formal library does not yet exist, but classroom libraries in primary grades along with access to the local American Library of Paris currently fills this gap.

The move to a permanent facility will see the establishment of a library/learning commons area.

#### **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:**

CBSP meets the student progress report requirements by issuing five reports to parents annually; two of which are interim progress reports (October and February) and three of which are formal term reports (December, March and June).



The elementary report card has detailed anecdotal comments. The secondary report cards include letter grades and percentages as well as anecdotal comments. All report cards contain comments on 'Effort'.

Parent/teacher conferences are held in October and March with one student-led conference in May.

The Inspector noted that the size of the School allows for ongoing informal interaction and communication with parents. The learning support coordinator also engages with parents on a regular basis regarding IEP development, testing and learning progress updates.

## 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:**

The School has a parent/student handbook which addresses all required areas in sufficient clarity and detail. This handbook contains appropriate information on such topics as the School's statement of purpose and vision, admissions, communicating with parents, use of digital devices, code of conduct and required courses for graduation from the B.C. program.

The dispute resolution policy is in place and is sent home for all parents to read and sign at the beginning of each school 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:**

The teacher handbook is a detailed manual that supplements the teacher contract, containing items of employment (hours of work, pay periods, medical and health benefits, leaves, evaluation policy and process, professional conduct, harassment policies, etc.). It also contains information about the B.C. curriculum and suggested teaching and classroom management strategies.

Teacher and principal evaluation policies are in place and the School is committed to implementing them as set out in policy.



## COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0

<b>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.</b>		
<input type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Not Met	<input checked="" type="checkbox"/> Not Applicable
Comment: School does not offer distributed learning courses.		

## CONCLUSION

### Commendations

**The Inspector wishes to recognize the owner/operator, principal and staff of the Canadian Bilingual School of Paris for:**

- determined and persistent efforts to secure an appropriate facility, one that allows for enrolment growth and financial sustainability;
- the principal's enduring and passionate commitment to the B.C. program in Paris;
- hiring key personnel in finance and admissions;
- developing a comprehensive system of support for students which includes focused support for language, learning, social and emotional needs; and,
- the extensive efforts made by teachers in developing comprehensive course overviews.

### Requirements

**In order to meet the requirements of the *B.C. Global Education Program – Offshore Schools Certification Agreement*, the Inspector requires that by April 30, 2019 the owner/operator provide the Executive Director of International Education and Independent Schools, responsible for B.C. Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following items:**

- The School is required to inform the MoE upon the final acquisition of working visas for three teachers who are currently 'in process' with the French authorities.
- The School is required to update course overviews to include First Peoples' Principles of Learning.



## SUMMATIVE RECOMMENDATION

**The Offshore Inspector recommends to the Executive Director of International Education and Independent Schools that, contingent on responding to the above requirements to the satisfaction of the Executive Director, the British Columbia education program offered at the Canadian Bilingual School of Paris continue to be recognized as a British Columbia certified school.**

