

Friday, May 1, 2009 — Montreal, QC



# Canadian Association of Independent Schools **BEST PRACTICES** conference

**Friday, May 1, 2009**

Lower Canada College  
Montreal, QC

## Conference Agenda

7:45 a.m. – 8:45 a.m.	Registration and Continental Breakfast
8:45 a.m. – 9:00 a.m.	Welcome and Introductions
9:00 a.m. – 10:15 a.m.	Keynote Speaker – Alan November
10:15 a.m. – 10:45 a.m.	Refreshment Break
10:45 a.m. – 12:00 p.m.	Keynote Speaker – Alan November
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:00 p.m.	Workshop A
2:10 p.m. – 3:10 p.m.	Workshop B
3:20 p.m. – 4:20 p.m.	Workshop C
4:20 p.m. – 5:30 p.m.	Networking Wine and Cheese

2009

# Canadian Association of Independent Schools **BEST PRACTICES** Conference

*presents*

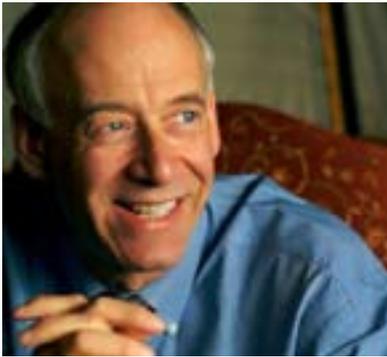
## Keynote Address

**Student as Contributor: Digital Farm**

9:00 a.m. – 10:15 a.m.

**Teaching Zack to Think**

10:45 a.m. - 12:00 p.m.



**Alan November**

**Alan November** is an international leader in education technology. He began his career as an oceanography teacher and dorm counselor at an island reform school for boys in Boston Harbor. He has been director of an alternative high school, computer coordinator, technology consultant, and university lecturer. He has helped schools, governments and industry leaders improve the quality of education through technology. Audiences enjoy Alan's humor and wit as he pushes the boundaries of how to improve teaching and learning. His areas of expertise include planning across curriculum, staff development, new school design, community building and leadership development. He has delivered keynotes and workshops in all fifty states, across Canada, and throughout the UK, Europe, Asia and Central America. Alan was named one of the nation's fifteen most influential thinkers of the decade by Technology and Learning Magazine. In 2001, he was listed one of eight educators to provide leadership into the future by the Eisenhower National Clearinghouse. In 2007 he was selected to speak at the Cisco Public Services Summit during the Nobel Prize Festivities in Stockholm, Sweden. His writing includes numerous articles and best-selling book, *Empowering Students with Technology*. Alan was co-founder of the Stanford Institute for Educational Leadership Through Technology and is most proud of being selected as one of the original five national Christa McAuliffe Educators. Each summer Alan leads the Building Learning Communities summer conference with world-class presenters and international participants. Visit [novemberlearning.com/blc](http://novemberlearning.com/blc) for more details.

## **Student as Contributor: Digital Learning Farm**

Before tractors and combines, 80% of the population was involved in farming and children made a vital contribution to the family with real chores. While technology eventually eroded the meaningful work of children, we have enough technology today to restore the dignity of real work in school. All of our students can use collaborative online tools and research and global communications skills to add value to the learning community.

These contributions include:

- Curriculum Review Team
- Tutorial Creation/Organizing/Design Team
- Global Communication Team
- Official Scribes
- Resource Finders
- Technical Editors

## **Teaching Zack to Think Developing Critical Thinking Skills on the Net**

Too many students are not sure how to separate fact from fiction on the Internet. The Internet can provide any version of the truth to support almost any belief. We can teach students how to read the "grammar" of the Internet and to apply strategies to validate information on a website. This popular workshop provides step-by-step teaching tips that help students and teachers think critically about Internet information.

## Workshop Sessions

## Workshop Sessions A1- A10

1:00 p.m. – 2:00 p.m.

*Please choose only one***A1****CSI-Creative Student Inquiry**Target Audience: **Middle and Senior****Marguerite Comley**, Department Head of Science,

Lower Canada College

**Marc Shefler**, Grade 9 Teacher,

Lower Canada College

**Jamie Suprenant**, Laboratory Technician,

Lower Canada College

For the past three years, we have organized an in house CSI day for our grade 9 students. One of our staff members is killed mysteriously in the building. The students become engaged in solving the murder. Specialists in the field of forensics are invited that day to discuss their specialty. This presentation discusses how we link forensic inquiry to the curriculum, and how to organize an in school "field trip" based on a theme.

**A2****Planning for Success**Target Audience: **Middle and Senior****Theresa Blake**, Department Head of Languages and Culture,

Appleby College

This presentation will provide an overview of strategies that have been used in the Languages and Culture Department at Appleby College to map curriculum. Specifically a backward design principal has been used to consider the elements of Knowledge/Inquiry/Communication and Application - which is common to all subject areas, within second language subject area strands through the consideration of assessment and evaluation tasks.

**A3****"Breathing Life – Education for Earthlings"**Target Audience: **All****James Hay**, Green School Coordinator,  
The Sterling Hall School

"Breathing Life - Education for Earthlings" outlines a path of the deepest re-structuring of our School's curriculum. At The Sterling

Hall School, we are in the middle of a process that seeks to make the realities of our life on Earth stand as the central pivot for all of our interrelated disciplines and grade levels. Consider environmental education that is not described by a single program. Within our Arts and Letters, Sciences, Humanities, Mathematics, Athletics - lay something deeper than "integration", more rewarding than "coverage", and most meaningful. This workshop seeks to uncover the possibilities for sharing the Earthling's responsibility in our every capacity at school.

**A4****The Gallery of Fame (research and biography unit)**Target Audience:- **Middle****Rhona Crossley**, English Humanities teacher,

Glenlyon Norfolk School

**Heather Lapper**, Curriculum coordinator,

teacher/librarian,

Glenlyon Norfolk School

This presentation introduces an integrated unit entitled "The Gallery of Fame". It is a five-week research project where students choose a character in history and then work towards transforming into them.

The focus of this workshop is on sharing how teachers and librarians can create an authentic research project and on providing activities, which empower students to guide their own learning. The following skills will be addressed: inquiry note taking, reflection, website evaluation, citation, and avoiding plagiarism.

**A5****Moving to Catch the Digital Train**Target Audience: **Middle, Senior and Administrators****Alan Dick**, Teacher of sciences and history,  
King's-Edgehill School

In this survey session practical and tested methods of integrating Information and Communication Technology, ICT, into classroom practice for busy classroom teachers will be presented. The applications and hardware resources will include the use of a blog for a course web site, the role of CMS software for

a teacher, and an introduction to some of the ways that a suite of hardware, which includes a PC, an interactive whiteboard and a document camera, could be used by a teacher. The ICT integration ideas will be presented in the context of recent educational research regarding teacher adoption of ICT and the role of ICT in education. The workshop will be of interest to teachers seeking ways to integrate technology into their daily practices as well as tech leaders or administrators who want to promote greater use of technology in the classrooms of their schools.

**A6****Illuminating the English Curriculum with Technology**Target Audience: **Senior and Administrators****Janet Holt**, English Curriculum Leader,  
Southridge School

This workshop will look at how the English department in a senior school environment has integrated technology to improve student learning and engagement in reading, writing, and in the study of literature. The Accelerated Reader program, which allows students to read extensively at their optimum level, will be explained, and examples from resources such as Discovery Education.com and the Folger Shakespeare Library will be explored. We will examine how the use of specific websites, ranging from YouTube to the British Library site can enrich the learning environment. A brief look at the Sony (E-Book) Reader will end the session.

**A7****Evidence of I.T. Use to Enhance Critical Thinking**Target Audience: **All****Brenda Rilling**, Director of Technology,  
Selwyn House School

Despite the large investment in technology that has been made by many schools, one could argue that not every classroom has harnessed the potential of computers and the Internet to enhance learning.

One of the methods of demonstrating to teachers the power of using technology in the classroom is to frame some example activities

within a cognitive process/knowledge grid. This grid combines Bloom's revised taxonomy with different types of knowledge (factual, conceptual, procedural, and metacognitive), and shows examples of computer and Internet activities that fit within each cell of this framework. The workshop is meant to be interactive participants making suggestions for activities for critical thinking tasks that are enhanced by the use of technology. Attendees will be emailed a summary of the presentation with participant suggestions included.

## A8

### Critical Friends Groups: An Effective Approach to Faculty Growth

Target Audience: **All**

**Brian Moore**, English Department Head & Literacy Programs Coordinator,  
Lower Canada College

**Steven Lee**, Middle & High School Teacher,  
Lower Canada College

Imagine a regular meeting time outside school hours that teachers look forward to and volunteer to attend. Imagine an engaging conversation among teachers and administrators about classroom practices. Imagine feasible, site-based and ongoing professional development. Imagine no longer. Critical Friends Groups offer all these incentives and more. Attend this session to learn the FAQs about CFGs and how to start and run a CFG program in your school. You will also engage in a mock CFG to get a taste of the benefits of this highly effective professional growth vehicle.

## A9

### Risk Management and Student Safety for International Service Learning

Target Audience: **All**

**Rob McGuinness**, Director, Intercultural Programs,  
Appleby College

A presentation and workshop on how to assess and manage risk and best practices for schools who want to participate in valuable service learning projects in diverse global locations. Appleby College has been successfully running international service learning projects that see a large proportion of its student body safely engaged in meaningful international service accompanied by a service learning

curriculum. There are many issues that come into safely planning and engaging student groups for international travel to developing communities. This presentation will discuss a number of aspects of assessing the associated risks, preparing groups, training staff, industry standards and resources that can help.

## A10

### Teaching Multiplication Conceptually

Target Audience: **Primary/Junior, Middle and Administrators**

**Lauren Phillips**, Grade 5 Teacher,  
Havergal College

**Jennifer Wyatt**, Grade 4 Teacher,  
Havergal College

In the primary grades, students focus on understanding the operations of addition and subtraction, and begin to explore the concepts of multiplication and division. When students enter the junior grades, the focus of instruction shifts from additive to multiplicative reasoning as students learn to make sense of and use multiplication and division. Consequently, teachers must build on students' early conceptual understanding of quantity, place value, and the operations in order to develop a concrete understanding of multiplication. Best practice strategies will be presented and explored in this hands-on presentation.

## Workshop Sessions B1-B10

2:10 p.m. – 3:10 p.m.  
*Please choose only one*

## B1

### Green School Planning 101

Target Audience: **All**

**Tim Putt**, Assistant Headmaster, Planning and Technology and Head of Summer School,  
Ashbury College

Environmental sustainability planning in schools can be overwhelming. This workshop will explore the lessons learned from building an environmental sustainability plan at Ashbury College in Ottawa, Ontario. Topics will include: green construction; curriculum development; the role of school leadership; student involvement and motivation; and participants will review an easy to use planning process.

What can your school do now?

- Work with leadership to discuss long-

term goals for your school to incorporate environmental sensitivity and education into the school's practices and curriculum.

- Evaluate your curriculum. Are there additional ways to incorporate environmental sensitivity and education into the classroom?
- Evaluate your student activities. Are there other ways to introduce students to environmental studies or sensitivity?
- Evaluate your current and future building projects. Are there feasible ways to incorporate environmentally friendly buildings?
- Evaluate your operational practices (school lunch, etc.) Are there feasible ways to make your practices more environmentally friendly?

## B2

### Making Differentiation Possible in Middle & Senior School

Target Audience: **Middle, Senior and Administrators**

**Laura Malbogat**, Senior School Director,  
Miss Edgar's and Miss Cramp's School

The key principles of differentiation strategies for Middle & Senior School will be shared in a practical and informative manner. Administrators will gain an understanding of how to promote differentiation in their schools. This is a hands on workshop meant to provide the participants with learning they can take back to their schools. Topics covered will include understanding the differences between accommodations, modifications, and differentiation.

## B3

### Technology Integration throughout the Elementary Years

Target Audience: **Primary/Junior and Middle**

**Stacy Marcynuk**, Director of Technology - Curriculum,  
Kingsway College School

**Andrea Fanjoy**, Assistant Head, Academics,  
Kingsway College School

How can technology help your students? Let us count the ways! From core skill development, differentiated instruction, critical thinking and student networking, this session will share some of 'What Works Best', taking you through a wide variety of software, interactive websites and the logistics to make it all happen. Buzz words such as Kidspiration, Inspiration, WordQ, podcasts, and thatquiz are just a few that we

will touch upon. By the end of the session, you will be inspired by the potential and energized with a bag of ideas (a little bit of 'everything') to take back to your school. Join us for an hour of integration adrenaline!

## B4

### Action Research for ICT Integration: How to involve classroom teachers in meaningful professional development

Target Audience: **All**

**Nathalie Lemelin**, Junior School French Teacher and French Programmes Coordinator, Lower Canada College

**Rachel Gendron**, Junior School French Teacher and Assistant Director, Student Life, Lower Canada College

In the twenty-first Century schools need twenty-first century technology (Prensky 2006) then, they also need twenty-first century teachers who cooperate with each other and work towards their own knowledge construction. In this paper, we discuss how a group of K-8 classroom teachers has embarked on an action research to reflect on, analyze and assess their use and integration of technology across the curriculum. We will relate the successes of our collaboration; namely our work within a community of practice (Wenger, 1998, 2000, 2002) and examine areas where we have been able to instill significant changes in our respective practices as well as enhance student learning.

## B5

### Building a Virtual Curriculum: Teaching in a 3D virtual world using Teen SecondLife

Target Audience: **Middle and Senior**

**Christian Auclair**, Computer integration coordinator, Lower Canada College

**Mona Chidiac**, Modern languages department head, Lower Canada College

This workshop will explore Teen SecondLife and its potential for teaching and learning across a spectrum of disciplines. A demonstration of SL's easy-to-use tools for 3D CAD design in science and art, as well as the collaborative advantages of delivering effective lessons in this virtual world, will be reviewed. The actual workshop will be presented within the Teen SecondLife environment, and participants will

be able to observe and interact and with an associate presenter operating within this virtual world. Print materials and video tutorials will be supplied to participants.

## B6

### Myths and Joys of Teaching Physics Online (?)

Target Audience: **Senior**

**Anjali Ahoja**, Curriculum Chair-Science & Technology and Physics Teacher, Appleby College

This session will focus on how to make Physics (or any science) exciting by using technology for teaching and learning. The methods and best practices to teach online or in a hybrid mode will be shared. The myths attached to the "Teaching Physics Online?" question and positive aspects of this style of teaching will be discussed. The presenter will also share ideas for experiments, projects and assignments.

## B7

### Curriculum 2.0 – Making I.T integration relevant and meaningful for the demands of the 21st century

Target Audience: **All**

**Justin Medved**, Technology, Teaching and Learning Specialist, The York School,

As our world changes, so must curriculum if it is to remain a relevant institution whose mission is to prepare our students for the demands of citizenship on the world stage. Every day our pupils read and navigate through a "global electronic library" as well as through the media housed in traditional libraries. They have access to a wealth of information and resources unimaginable even five years ago. Students are able to access, create, design and present information in so many new and exciting ways that educators are having trouble keeping pace. A new literacy has emerged and with it comes a brand new set of skills, responsibilities and challenges. It is time to rethink the role that information technology plays in schools and transition from disconnected entities to partners in learning. This presentation tries to answer some of these questions.

Session resources:

<http://newliteracy.wikispaces.com/>

## B8

### Risk Assessment and Communication

Target Audience: **All**

**Louise Melville**, Duke of Edinburgh's Award Coordinator, St. Clement's School

Risks are inherent in all the off-site activities in which our students participate. Risk assessments are an integral part of managing those risks to our students and parents. This session looks at why and how we assess risk in off-site activities, and how we can communicate those risks effectively to our students, staff and parents. The session will make use of case studies to identify key components of risk assessment and communication.

## B9

### Using Rigour, Relevance and Relationships to Build a Successful Mathematics Program

Target Audience: **Primary/Junior, Middle and Senior**

**Carrie Annable**, Middle School Mathematics Subject Co-ordinator, Hillfield Strathallan College

The "New Three R's: Rigour, Relevance, and Relationships" were introduced by Bill Gates in a 2005 speech. In this workshop, specific examples will be given in which these three components have helped to build a successful Middle School Mathematics Program at Hillfield Strathallan College. Participants will leave with practical examples to use in their own mathematics classes. Although these examples are from the middle school level, many of the ideas presented can be adapted for older or younger grades. Current technology used in mathematics classes will also be discussed. Participants will have a chance to ask questions about building a relevant, rigorous, and enjoyable mathematics program.

## B10

### Come On In—The Water's Fine: Learning to Swim in the Information Age

Target Audience: **All**

**Brad Ovenell-Carter**, Assistant Head of School, Island Pacific School

Based on a year's work with emerging technologies such as wikis, blogs, WikiEducator, Google Apps and Twitter, this presentation and

discussion explores three critical lessons for administrators and teachers looking to exploit Web 2.0: 1.) The read-write web is too new, too fluid—and too fun—to be institutionalized; key decisions on how to use emerging technologies are best left to classroom teachers who should be given room to experiment; 2.) In spite of being labeled digital natives, students see Web 2.0 technologies as toys, not tools; moreover, the collaborative nature of the web is almost completely foreign to them 3.) The web dismantles brick-and-mortar walls and the sense of security they gave; teaching students Web 2.0 also requires giving parents training in return for their active support.

## Workshop Sessions C1-C10

3:20 p.m. – 4:20 p.m.

*Please choose only one*

### C1

#### Learning Through Document Analysis

Target Audience: **Middle and Senior**

**Bob Loiselle**, Department of Social Studies, Albert College

Participants will learn how to support student learning through the skill of historic document analysis. Strategies to help students analyze both written and visual historic documents will be reviewed. These methods are applicable to both Middle School and Senior School learners. The use of SMART Board technology will be employed to support the analysis process. The format for writing a Document Based Essay (DBQ) questions will also be reviewed.

### C2

#### One Stop Shopping - A Digital Curriculum Management System for your Instructional Needs

Target Audience: **All**

**Joanne Jackson**, National Curriculum Specialist, IBM Canada K12 Education

IBM K12 Education will demonstrate a holistic approach to curriculum management, assessment and instruction - helping educators analyze student performance, and identify the resources that effectively guide individualized data-driven instruction. This web-based Curriculum Management System allows

Educators to share, collaborate and design lesson plans that work towards meeting the needs of diverse students as well as support teacher professional development in all areas of instruction. Educators are provided the opportunity to contribute to a system that will share best practices in any subject area and due to its organic nature, allow for constant updates in design and content. These design components allow schools to work towards school improvement plans and instructional strategies at both high and granular levels. By maximizing the web, schools maintain low IT support costs and increases user access, regardless of operating systems. This session would involve a live interactive session.

### C3

#### Learning Without Borders

Target Audience: **All**

**Sharon Peters**, English, Science and Technology Teacher, The Study

Learning Without Borders: Six teachers from CAIS schools across Canada joined Teachers Without Borders teams and travelled to Africa. Discover more about this organization and how these teachers have created meaningful learning exchanges, connections and projects based on their experiences using the technology tools to communicate and collaborate with those in developing nations. Students from Canada have been collaborating with students in Kenya, South Africa, Nepal and the United States in order to learn from each other and share important information to a worldwide audience through video documentaries, podcasts and online spaces.

### C4

#### Podcasting to Promote Inclusiveness

Target Audience: **Middle and Senior**

**Kate Faber**, Middle and Senior School Learning Strategies Teacher, Branksome Hall

**Jillian Strimas**, English Teacher, Branksome Hall

Every year, Branksome Hall hosts the "Leap into Literacy" summer camp for elementary students many of whom are new to Canada. Last summer, using a class set of MacBooks

borrowed through Apple's Digital Learning program, students were able to create their own podcasts. The project allowed students who often feel marginalized in traditional classrooms a sense of empowerment. Using technology in the classroom can establish a safe space where students can create and make decisions. In this presentation, we will discuss the benefits of using technology to promote inclusiveness in the classroom and will share concrete examples of lesson-plan suggestions.

### C5

#### Making the most of your SMARTBoard

Target Audience: **Junior, Middle and Senior**

**Linda Moore**, Senior School Math Teacher, St. Mildred's-Lightbourn School

**Lyndsey Pickering**, Grade 6 Science and Language Arts Teacher,

St. Mildred's-Lightbourn School

**Allison Reynolds**, Senior School Science Teacher,

St. Mildred's-Lightbourn School

**Clare Staszkiel**, Grade 5 Math and Science Teacher,

St. Mildred's-Lightbourn School

This workshop will introduce attendees to general features of the Smartboard and some practical applications for teachers of mathematics and science, including website linking, scientific demonstrations and the use of the Smartboard Recorder to tape lessons. Examples will be drawn from both junior and senior school grades. This session is aimed at teachers with little Smartboard experience, or those who would just like to see what their peers are up to!

### C6

#### Digital Passport

Target Audience: **All**

**George Briggs**, Executive Director, Conference of Independent Schools of Ontario

This session will revisit the rationale for implementing technology in the curriculum as this is critical to preparing learners for the 21st Century. The session will also provide classroom teachers with practical, ready-to-use methodology for any and all grades and subjects, as well as directing teachers to sites where they can connect their students to students in other parts of the world in learning

activities. George Briggs is the former Principal of Trafalgar Castle School. While at Trafalgar, George led the implementation of the school's laptop programme, Grades 6 through 12, ensuring implementation of technology in the curriculum in an appropriate manner. The initiative continues unabated today.

## C7

### Real Success with Virtual Science Fairs

Target Audience: **Middle and Senior**  
**Scott Morrison**, Teacher/Consultant,  
Selwyn House School

The Virtual Science Fair is a competition for students to present a science topic or experiment using web and media technologies. For several years, Selwyn House students have consistently experienced a great deal of success in the competition and with their learning. This workshop presents the tools, processes and structures used to facilitate student success. It covers research and organization methods, collaborative strategies, and multiple presentation technologies, including video and web design. Additionally I will share lessons learned through four years of refinement of the project.

Attendees will receive a listing of resources should they wish to adopt similar projects.

## C8

### Demystifying the "One Legged King Pigeon Pose" of Literacy in the Kindergarten Classroom. Raising the Bar Whilst Having Fun.

Target Audience: **Primary/Junior**  
**Christine Stuart**, Kindergarten Teacher,  
Collingwood School  
**Pauline Ursic**, Kindergarten Teacher,  
Collingwood School

This presentation will use yoga as an analogy to explain the various aspects of creating, maintaining and continuously improving the balance in our Kindergarten Literacy program. We will look at the content, processes and outcomes involved by showing participants ways of:

- Sifting through the wealth of literacy resources to find what works in everyday practice.
- Assessing and evaluating for learning: having the flexibility to overcome tumbles along the way.

- Inspiring our children and sharing their work. We will share our experiences and our work in progress, from the first stretch to the Namaste.

## C9

### The e-Experience: exciting, engaging and effective.

Target Audience: **Senior and Administrators**  
**Kate Neligan**, Learning Strategist,  
Bayview Glen School  
**Julie Smith**, Secondary Science Teacher,  
Bayview Glen School

E-Learning is inspired through E-Leadership, which can be demonstrated on so many levels both within the school community and beyond. E-Leadership does not necessarily have to be virtual: it may be a physical presence in a school, or it may be inspired through various forms of media and technology itself. Regardless of its foundations, E-Leadership is most evident in celebrating Best Practices. After our first term as a tablet school, our staff has put together a collection of our most effective lessons using technology in the classroom. From SmartBoards to laptops to tablets, these lessons demonstrate internal leadership in forging creative and inspiring lessons that exhibit best practices and pedagogy. This session will walk through some of these lessons, tips, and tricks on our most successful practices and lessons, and we hope to inspire both the creation and implementation of forward thinking approaches to the classroom e-experience.

## C10

### Differentiated Assessment

Target Audience: **All**  
**Jason Rogers**, Assistant Principal,  
Rundle College Academy  
**Jamie Burla**, Science Teacher & Head of Junior High,  
Rundle College Academy

As teachers begin to implement and understand differentiated instruction, the next question that is often asked is: How do I assess these differentiated products? The answer to this question comes with an in-depth understanding of all forms and purposes of assessment. This presentation aims to give teachers and administrators a working definition of pre-assessment, formative assessment and

summative assessment. Beyond this, the teachers from Rundle Academy will highlight concrete examples of how they have balanced differentiated assessment and standardized exam discrepancy.

## Open Forum Event PANEL DISCUSSION

### "Are We Moving Too Slowly in Using Technology in Our Schools?"

Despite substantial investment in the broad use of technology in our schools, even that commitment seems to have fallen short of technology's promise of a decade ago.

With the many impediments we know exist in terms of financing, staffing and sustainability, how do we take the exponential next step in the use of technology that may be required for teaching and learning in the 21st Century.

**Thursday, April 30, 2009**  
**Lower Canada College**  
**7:00 p.m. – 9:00 p.m. followed by a wine and cheese reception**

**Tickets: \$20.00**  
**Register at: [www.cais.ca](http://www.cais.ca)**

2009

# Canadian Association of Independent Schools **BEST PRACTICES** Conference

## Conference Location

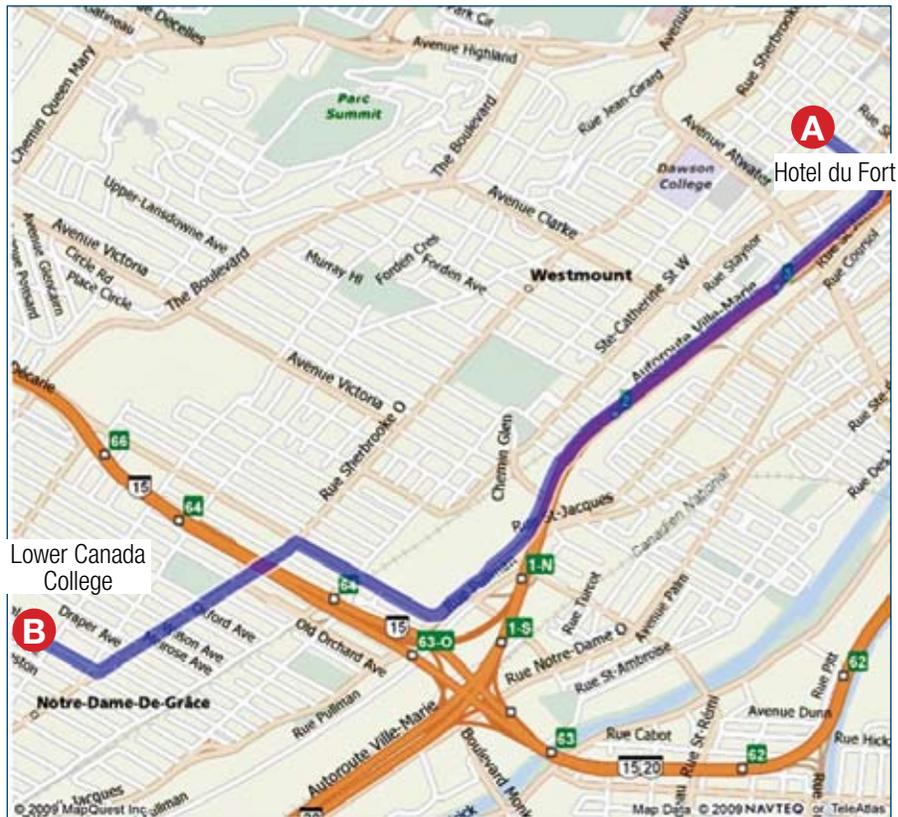
### Conference Venue:

Lower Canada College  
4090 Royal Avenue  
Montreal, QC H4A 2M5

### Accommodation (if needed):

Hotel du Fort  
1390 du Fort Road  
Montreal, QC H3H 2R7  
1 514 938-8333  
1 800 565-6333  
www.hoteldufort.com

Reservations should be made no later than **March 30, 2009**.



This year's conference is sponsored by the Canadian Association of Independent Schools (CAIS) in cooperation with the Canadian Educational Standards Institute (CESI) and the Quebec Association of Independent Schools (QAIS).

### Canadian Association of Independent Schools (CAIS) [www.caiss.ca](http://www.caiss.ca)

The Canadian Association of Independent Schools (CAIS) is an association of independent schools from across Canada dedicated to excellence in leadership, education and educational research, management and governance.

### Canadian Educational Standards Institute (CESI) [www.cesi.edu](http://www.cesi.edu)

The Mission of the Canadian Educational Standards Institute is to promote educational excellence through a rigorous school accreditation process. CESI member schools are corporations with Boards that operate at arm's length from the administration of the school and which maintain high educational and personal standards for their students while providing preparation for higher education.

### Quebec Association of Independent Schools (QAIS) [www.qais.qc.ca](http://www.qais.qc.ca)

The 25 member schools of the Quebec Association of Independent Schools are English Quebec elementary and secondary independent schools licensed in the public interest and guided by the QAIS Principles of Good Practice. Our mission is to promote collaboration, provide services that further educational leadership and advocate independent English language education in Quebec. Schools are non-profit, fiscally sound educational institutions governed by, and responsible to an arm's length Board of Governors.

2009

# Canadian Association of Independent Schools BEST PRACTICES Conference

## REGISTRATION FORM

You may register by fax at (416) 780-9301 using this registration form or online at [www.cais.ca](http://www.cais.ca)

First name \_\_\_\_\_ Last name \_\_\_\_\_

Position/Title \_\_\_\_\_ School \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Daytime telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Teaching level:  Primary/Junior  Middle  Secondary  Administration

Please indicate any special needs or dietary requirements

\_\_\_\_\_  
\_\_\_\_\_

### REGISTRATION FEES:

- \$245 Conference fee per person. Early Bird Conference fee per person (applies to registrations prior to March 31, 2009)
- \$225 Group Conference fee per person (applies to three or more registrants from the same school)
- \$275 Standard Conference fee per person (applicable for registration after March 31, 2009)

*Fees include all workshop sessions, breakfast, refreshments, lunch and the closing wine and cheese reception.*

Method of Payment:  Cheque (payable to CAIS)  Visa/Mastercard

Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name (as it appears on credit card) \_\_\_\_\_

Signature \_\_\_\_\_

If not registering online, please complete this registration form and fax to Sheri Little at (416) 780-9301. Cheques should be mailed to: CAIS at 202-12 Bannockburn Avenue, Toronto, ON M5M 2M8

### CONTACT:

Sheri Little  
phone: (416) 780-1779 | email: [pd@cais.ca](mailto:pd@cais.ca)

### Workshop Session Choices

Please write one topic number in the First and Second Choice columns. To avoid disappointment, please register early as all workshops will be filled on a first come first served basis.

Workshop session	First choice	Second choice
A		
B		
C		

**Please note:** If accommodation is required, reservations for hotel rooms must be made directly with Hotel du Fort, 1390 du Fort Road, Montreal, QC H3H 2R7 ([www.hoteldufort.com](http://www.hoteldufort.com)) no later than **Monday, March 30, 2009**. Hotel contact number: 514 938-8333/1 800 565-6333. We have negotiated a special price for our conference attendees of \$129 plus taxes (standard room) and \$20 for each additional person staying in the room. This discounted rate is valid only until March 30, 2009. Reservations made after this date are subject to availability and possible increased rates. Please mention that you are attending the 2009 CAIS Best Practices Conference to ensure you receive the preferred guestroom rate.