Ontario — Ministry of Education

Private School Inspection Report

The purpose of the Ministry of Education's inspection of a private school is to ascertain whether the instruction in secondary school courses being delivered is in compliance with Ministry of Education requirements. The structure of the courses, the delivery of the curriculum expectations, the assessment and evaluation strategies and the work of the students must be congruent with Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements (OS K-12) 2016, Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010, Ontario Student Record (OSR) Guideline, 2000, Ontario Student Transcript (OST) Manual, 2013, curriculum documents and applicable Policy/Program Memoranda.

The Ministry of Education's inspection report is based on evidence gathered through the review of pre-inspection materials and on-site discussions with the principal and other school staff. Information is also gathered through observations during classroom visits, review of samples of students' work, examination of school policies/procedures, and the examination of school records.

School Information

Name of the School	School BSID Number

Address

Unit Number	Street Number	Street Name	PO Box

City/Town	Province	Postal Code

Website address

Telephone Number	Email Address

☐ Mailing address is same as the above

Mailing Address

Unit Number	Street Number	Street Name	PO Box

City/Town	Province	Postal Code

Principal

Last Name	First Name	Middle Initial

Number of Credit Courses Taught

Grade 9	Grade 10	Grade 11	Grade 12

Total Student Enrolment in Credit Courses

Grade 9	Grade 10	Grade 11	Grade 12

School Description

☐ This school is an on-line school only.

☐ **This is a new school and there was no previous inspection**

Previous Inspection

1. Date of Previous Inspection (yyyy/mm/dd)

Inspecting Supervisory Officer

Last Name	First Name

Current Inspection

1. Date of Current Inspection (yyyy/mm/dd)

Inspecting Supervisory Officer

Last Name	First Name

Section 1 – Follow-up from Previous Inspection Report

Issues - The following Issue(s) was/were identified in the previous inspection report:

Issue(s) from Previous Report	Status	Current Comments
	☐ Addressed ☐ Not Addressed ☐ Does Not Apply	

Recommendations - The following Recommendation(s) was/were identified in the previous inspection report:

Recommendation(s) from Previous Report	Status	Current Comments
	☐ Addressed ☐ Not Addressed ☐ Does Not Apply	

Section 2 – School Policies, Practices and Procedures

Criteria

1. School Course Calendar
The School Course Calendar contains complete, detailed, accurate, and up-to-date information about diploma requirements and the programs and courses offered by the school.
Implementation
☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

2. Community Involvement
The school establishes a procedure for completing the community involvement requirement.
Compliance
☐ Yes   ☐ No   ☐ N/A

2.1. Students are provided with information and forms about the activities that are approved and the activities that are ineligible.
Implementation
☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All   ☐ N/A

2.2. The school indicates on the Ontario Student Transcript (OST) that the student has completed the community involvement requirement.
Implementation
☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All   ☐ N/A

3. Ontario Secondary School Literacy Requirement
The school establishes a procedure for the Ontario Secondary School Literacy Test (OSSLT) to include, if applicable, accommodations, deferrals and exemptions.
Compliance
☐ Yes   ☐ No   ☐ N/A

3.1. The school establishes a procedure for offering the Ontario Secondary School Literacy Course (OSSLC).

Compliance

☐ Yes   ☐ No   ☐ N/A

3.2. The school records the completion of the Provincial Secondary School Literacy Requirement on the Ontario Student Transcript (OST).

Compliance

☐ Yes   ☐ No   ☐ N/A

4. Substitutions
There is an established procedure for the substitution of compulsory courses.

Compliance

☐ Yes   ☐ No

4.1. There is appropriate documentation in the Ontario Student Record (OSR) for substitutions of compulsory courses.

Compliance

☐ N/A

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

4.2. Substitutions are indicated with an "x" on the Ontario Student Transcript (OST).

Compliance

☐ N/A

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

5. Reach Ahead Credits
There is an established procedure for the supervision of elementary students who take secondary "reach ahead" courses.

Compliance

☐ Yes   ☐ No   ☐ N/A

5.1. There is appropriate documentation in the Ontario Student Record (OSR) for elementary students who have reached ahead to take secondary courses.

Compliance

☐ N/A

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

6. Prerequisite
There is an established procedure for waiving prerequisites.

Compliance

☐ Yes   ☐ No   ☐ N/A

6.1. There is appropriate documentation in the Ontario Student Record (OSR) when prerequisites are waived.

Compliance

☐ N/A

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

7. Attendance
There is an established policy regarding student attendance.

Compliance

☐ Yes   ☐ No

7.1. There is an established procedure for recording student absences.

Compliance

☐ Yes   ☐ No

8. PLAR
There is an established procedure for awarding credit equivalencies.

Compliance

☐ Yes   ☐ No

8.1. There is a copy of the equivalency assessment in the Ontario Student Record (OSR).

Compliance

☐ N/A

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

8.2. There is an established procedure for students who wish to challenge courses.

Compliance

☐ Yes ☐ No ☐ N/A

8.3. There is documentation of the challenge process in the Ontario Student Record (OSR).

Compliance

☐ N/A

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

9. Cooperative Education
Cooperative education and work experience programs are developed and implemented in accordance with ministry policy stated in the Ontario Curriculum, Grades 11 and 12: Cooperative Education, 2018.

Compliance

☐ Yes ☐ No ☐ N/A

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

9.1. Do the Personalized Placement Learning Plans contain all the required components as outlined in the Ontario Curriculum, Grades 11 and 12: Cooperative Education, 2018.

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

10. Courses Earned Through Other Means (Alternative Ways of Earning Credits). There is an established procedure for courses earned through the Independent Learning Centre.

Compliance

☐ Yes ☐ No ☐ N/A

10.1.1. There is an established procedure for earning courses through distance education

Compliance

☐ Yes ☐ No ☐ N/A

10.1.2. There is an established procedure for offering courses through independent study.

Compliance

☐ Yes ☐ No ☐ N/A

10.1.3. There is an established procedure for offering courses through private study.

Compliance

☐ Yes ☐ No ☐ N/A

10.2. Records for independent study and/or private study show evidence that student work is assessed and evaluated according to the overall curriculum expectations.

Compliance

☐ N/A

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

10.3. Records for independent study and/or private study show evidence that the scheduled instructional time for courses corresponds to the Outlines of Courses of Study.

Compliance

☐ N/A

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

11. Outlines of Courses of Study

Outlines of the Courses of Study include at least the information as per Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements (OS 5.3.2).

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

11.1. The school retains on file up-to-date copies of the outlines of all of courses of study for courses offered at the school.

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

11.2. Outlines of Courses of Study are available at the school for parents and students to examine.

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

12. Music Certificates

Music Certificates accepted for credit are on file.

Compliance

☐ Yes   ☐ No   ☐ N/A

12.1. Appropriate notation of the credit toward the Ontario Secondary School Diploma (OSSD) is noted on the Ontario Student Transcript(OST).

Compliance

☐ Yes   ☐ No   ☐ N/A

13. Hours for Credits

All full-credit courses are scheduled for a minimum of 110 hours and all half-credit courses are scheduled for a minimum of 55 hours as documented on the school's timetable.

Compliance

☐ Yes   ☐ No

14. Locally Developed Courses

There is documentation of Ministry of Education approval of locally developed courses.

Compliance

☐ Yes   ☐ No   ☐ N/A

15. The school provides report cards that contain the required minimum information as list in Growing Success pg.54-64.

Compliance

☐ Yes   ☐ No   ☐ N/A

15.1. The school issues report cards a minimum of two times a year including at the mid-point of the course and at the completion of the course as outlined in Growing success pg. 53-54.

Compliance

☐ Yes   ☐ No   ☐ N/A

16. The school has a full disclosure policy in the course calendar including the date or point of full disclosure. This is the date that a student may withdraw from a grade 11 or 12 course without having the course recorded on the OST.

Compliance

☐ Yes   ☐ No   ☐ N/A

16.1. A copy of the final report card is provided to the school that holds the OSR of the student if the school does not hold the students OSR. This includes a report for students taking grade 11 or 12 courses that withdraw from a course after the full disclosure date.

Compliance

☐ Yes   ☐ No   ☐ N/A

Section 3 – Classroom Evidence: Instruction of Curriculum Expectations, Assessment and Evaluation of Student Achievement

1. All curriculum expectations set out in the curriculum policy documents are accounted for in instruction through lesson/unit planning. (Growing Success, 2010, page 38)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

2. Evaluation focuses on students' achievement of the overall expectations. A student's achievement of the overall expectations is evaluated on the basis of his/her achievement of related specific expectations. (Growing Success, 2010, page 38)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

3. Student learning is assessed and evaluated in a balanced manner with respect to the four categories of the achievement chart. (Growing Success, 2010, page 17)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

4. Evaluation is based on assessment of learning that provides evidence of student achievement at strategic times throughout the course. (Growing Success, 2010, page 38)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

5. Evidence of student achievement for evaluation is collected over time from three different sources - observations, conversations, and student products. This evidence is taken into account when determining the final grade. (Growing Success, 2010, page 39)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

6. Learning goals clearly identify what students are expected to know and be able to do, in language that students can readily understand. Teachers develop learning goals based on the curriculum expectations. (Growing Success, 2010, pages 28, 29 and 33)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

6.1. The success criteria are used to develop an assessment tool, such as a checklist, a rubric, or an exit card, etc. (Growing Success, 2010, page 33)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

6.2 Assessment and evidence for learning and assessment as learning support students in understanding the learning goals.

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

7. Assessment, evaluation, and reporting are ongoing, varied in nature, administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning. (Growing Success, 2010, page 6)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

8. To the extent possible, the evaluation of learning skills and work habits, apart from any that may be included as part of a curriculum expectation, in a subject or course, are not considered in the determination of a student's grades. (Growing Success, 2010, page 10)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

9. 70 % of the final grade is based on evaluation conducted throughout the course, reflecting the student's most consistent level of achievement throughout the course with special consideration given to more recent evidence of achievement. (Growing Success, 2010, page 41)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

10. 30% of the final grade is based on a final evaluation administered at or toward the end of the course. (Growing Success, 2010, page 41)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

11. 30 % of the grade (final evaluation) is based on evidence from one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content. (Growing Success, 2010, page 41)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

12. The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course. (Growing Success, 2010, page 41)

Implementation

☐ All or Most of the Time   ☐ Sometimes   ☐ Seldom or Not at All

13. The school's policies relating to "Cheating and Plagiarism" are in compliance with Growing Success, 2010, pages 42 and 43.

Compliance

☐ Yes ☐ No

14. The school's policies relating to "Late and Missed Assignments" are in compliance with Growing Success, 2010, pages 43 and 44.

Compliance

☐ Yes ☐ No

Section 4 – School Record Keeping: Ontario Student Record (OSR)

1. The school has a policy on the establishment, maintenance, retention, transfer and disposal of a record in compliance with the Ontario Student Record (OSR) Guideline, 2000.

Compliance

☐ Yes ☐ No

2. The school holds the Ontario Student Record (OSR) as required.

Compliance

☐ Yes ☐ No ☐ N/A

3. The materials in the Ontario Student Record (OSR) are collected and stored in accordance with the policies in the Ontario Student Record (OSR) Guideline, 2000 and the policies established by the school.

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

4. The security of the Ontario Student Record (OSR) is ensured.

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

5. Information is recorded correctly on all sections of the Ontario Student Record (OSR) folder.

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

6. A report card is filed in the Ontario Student Record (OSR) folder for each student who has been enrolled in the school.

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

7. When a Documentation File is required it is kept in the Ontario Student Record (OSR) folder.

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

8. The office index cards are maintained.

Implementation

☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All

9. Where the school maintains the Ontario Student Record (OSR), the school initiates, maintains, issues, and stores an Ontario Student Transcript (OST) for every student enrolled in accordance with the Ontario Student Transcript (OST) Manual, 2013.

Compliance

☐ Yes ☐ No

10. The Ontario Student Transcript (OST) is a cumulative and continuous record of a student's completion of courses.

Compliance

☐ Yes ☐ No ☐ N/A

11. A hard copy of the Ontario Student Transcript (OST) for every student who has retired or graduated is filed in the Ontario Student Record (OSR).

Compliance

☐ Yes ☐ No ☐ N/A

12. There is appropriate documentation of the exemption in each students' Ontario Student Record (OSR). In the case that all students are exempted, the rationale for the exemption is included.

Compliance

☐ Yes ☐ No ☐ N/A

Section 5 – Schools offering On-line Credits

Does the school offer on-line courses or on-line instruction ?

☐ Yes ☐ No ☐ N/A (on-line course not inspected)

Section 6 – Statistical Reporting

The school has submitted all required statistical data as per the legislative requirement under 16(5) of the *Education Act*.

☐ Addressed ☐ Not Addressed ☐ Not Applicable

Authorization to Grant Credits

The principal has authority to grant credits for this school ☐ Yes ☐ No

Section 7 – Summary of Inspection

Issue(s)	Resolutions
Recommendations	

Signature

Inspector's Last Name	Inspector's First Name

Signature	Date of the Report (yyyy/mm/dd)