

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
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Address

Unit Number	Street Number	Street Name	PO Box
City/Town		Province	Postal Code

Website address

Telephone Number	Email Address
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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
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Number of Credit Courses Taught

Grade 9	Grade 10	Grade 11	Grade 12
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Total Student Enrolment in Credit Courses

Grade 9	Grade 10	Grade 11	Grade 12
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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
	<input type="checkbox"/> Addressed <input type="checkbox"/> Not Addressed <input type="checkbox"/> Does Not Apply	

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

Recommendation(s) from Previous Report	Status	Current Comments
	<input type="checkbox"/> Addressed <input type="checkbox"/> Not Addressed <input type="checkbox"/> 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. On-line Graduation Requirement

The school has established a process to address the online graduation requirement outlined in Policy/Program Memorandum 167.

Compliance

Yes No

15.1. The school has documented the opt out process for the on-line graduation requirement in the school's course calendar. In the case that all students are exempted, the rationale for the exemption is included.

Compliance

Yes No

15.2. 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 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).

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

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)