



PRIVATE SCHOOLS NEWSLETTER

SPRING 2018

Reminders

Policy and Procedure: Denial and Revocation of the Authority to Grant Ontario Secondary School Credits - effective as of October 1, 2017

In September 2017, a memo was sent out to all private schools notifying that the “Denial and Revocation of Credit-Granting Authority” policy and procedure listed on pages 28-31 of the *Private Schools Policy and Procedures Manual, 2013* has been replaced by the updated [“Policy and Procedure: Denial and Revocation of the Authority to Grant Ontario Secondary School Credits,”](#) effective as of October 1, 2017.

Ontario School Information System (OnSIS) Updates

In [October 2017](#), a memo was sent to all private schools from the Ontario School Information System (OnSIS) providing direction on submitting statistical data to the Ministry of Education.

As outlined in subsection 16(5) of the Education Act, private schools are required to submit statistical information regarding enrolment, staff and other information as and when required by the Minister. Failure to do so is an offence and may result in a fine upon conviction.

For all OnSIS related matters please contact them directly by email at: ONSIS_SISON@ontario.ca or by telephone at 1-888-275-5934 or 416-212-6366.

Program Planning

In the private school sector, schools that wish to offer credit courses towards the Ontario Secondary School Diploma must comply with ministry requirements, including several ministry policy documents. 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](#) (including the Ontario Curriculum, Grades 9-12: English As a Second Language and English Literacy Development, 2007) and applicable Policy/Program Memoranda.

Considerations for program planning, which are outlined in each curriculum document, are an important area of focus for private school inspections and must be reflected in all courses of study outlines.

Advertising

As outlined in the [Private Schools: Policy and Procedures Manual, 2013](#), private schools must not represent, imply or otherwise advertise that the Ministry has approved, accredited, regulated, licenced or registered them with the Ministry. They may only indicate that they have been issued a Board Student Identification Number (BSID) number and are listed as a private school on the Ministry website, and if applicable, that the school is in the process of obtaining, or has the authority to grant credits toward the OSSD.

Inspection Fee Schedule

A memo was sent to all private schools in May 2017 outlining information about inspection fee changes, effective September 1st, 2017.

The fee schedule for inspections held during the next three school years is as follows:

- September 1, 2017 to August 31, 2018: \$4,989
- September 1, 2018 to August 31, 2019: \$5,928
- September 1, 2019 to August 31, 2020: \$6,866

Ontario Secondary School Literacy Test (OSSLT) Requirements

All students are required to meet the secondary school literacy graduation requirement in order to earn an Ontario Secondary School Diploma (OSSD).

To meet this requirement, students are expected to take and successfully complete the Ontario Secondary School Literacy Test (OSSLT). Students who are not successful in their first attempt at writing the OSSLT will have an opportunity to retake it the following year.

If a student is not successful after having written the OSSLT a second time, an opportunity will be provided to take the Ontario Secondary School Literacy Course (OSSLC).

Principals have the discretion to allow a student to enrol in the OSSLC before he or she has had a second opportunity to write the OSSLT, if the principal determines that it is in the best educational interest of the student.

Being absent on the day of the administering of the OSSLT does not count as an opportunity or an attempt to write the test. Students cannot be directly enrolled in the OSSLC if they fail to take the OSSLT due to an absence.

Deferrals are intended for students who have not yet acquired the reading and writing

skills appropriate for grade 9 and English language learners who have not yet acquired a sufficient level of proficiency in English to be able to participate in the test. Deferrals are granted to students before the test, on an individual basis. A deferral is not considered an opportunity or an attempt to write the OSSLT. Further information regarding the policies and procedures for deferrals is available in [Ontario Schools, Policy and Programs, Kindergarten to Grade 12, 2016](#), the [Education, Quality and Assessment Office-Ontario Secondary School Literacy Test](#) website and the Supporting English Language Learners document.

Special provisions may also be provided for English language learners if the principal deems such provisions to be in the best educational interest of the student.

For information about Education, Quality and Accountability Office (EQAO) quality assurance procedures, please refer to its website which outlines the EQAO Policies and Procedures for the OSSLT.

Ontario Student Records (OSRs)–Retention, Storage and Destruction of Information in the OSR

For students who graduate or retire, components of the Ontario Student Record (OSR) will be retained for either five years or fifty five years as outlined in the OSR guidelines. Schools are reminded to request OSRs for students who are no longer in attendance at another school. When a student transfers to another school, the OSR is to be transferred to the student’s new school according to the procedures outlined in section 6 of the OSR guidelines.

As outlined in the Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016 (OS), diplomas or certificates may be granted at any time during the year to students who have successfully completed the necessary requirements, on the recommendation of the principal. Where a student has completed the requirements through private study, night school or summer school, or e-learning, the diploma or certificate will be issued by the principal of the school that holds the student’s Ontario Student Record and where the final credit is earned.

Private schools that have ceased operating are required to submit all Ontario Student Records (OSRs) in the school’s possession to the Ministry (or to another educational institution upon receipt of a written request), including those for students who have graduated or who no longer attend the school. Each OSR must have an up-to-date and complete Ontario Student Transcript (OST). More information is available in the [OSR Guideline](#).

The destruction of all or any part of the OSR when its retention is no longer required under this guideline will be effected under conditions that ensure the complete and confidential disposal of the record.

Ontario Student Transcript (OST)

The authority to issue an OST lies with the school that maintains the OSR. If a principal of a private school grants a credit and does not hold the OSR, then the result of that

credit must be reported on the final report card and sent to the school maintaining the OSR. The credit will be transferred to the OST at the school where the OSR is maintained as per Section 3.3 of the [OSR Guideline, 2000](#). Private schools are not required to use the Provincial Report Card, but they are required to establish procedures for reporting and communicating student achievement as outlined in the policy document *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010*.

Ontario Education Numbers (OEN)

Inspected private schools are reminded that they are required to use a student's existing OEN for each student enrolled in one or more credit course. Where a student does not already have an OEN, inspected schools are required to assign one to the student.

To initiate the process of assigning OENs to students or to acquire additional information, please contact the OnSIS team directly by e-mail at ONSIS_SISON@ontario.ca or by telephone at 416-212-6366 or toll free at 1-888-275-5934.

Maintaining Student Assessments

In an inspected private school, the principal is responsible for ensuring that the Ontario curriculum is delivered according to Ministry requirements. The principal should also ensure that copies of all evaluations of students, including student portfolios, quizzes, tests, essays, mid-term and final exams are maintained for at least one year. (Pg 23 [Private Schools: Policy and Procedures Manual, 2013](#))

Changes in Private Schools Information

Private schools are responsible for updating their OnSIS records if there is a change in principal or in the school address, phone, email or other contact information. To update information on OnSIS, please contact the OnSIS team directly by e-mail at ONSIS_SISON@ontario.ca or by telephone at 416-212-6366 or toll free at 1-888-275-5934.

After a private school updates the information in OnSIS, the private school must also communicate the updated information to the Private Schools and International Education Unit (PSIE). Please submit the information to PSIE at: FSB.PSIE@ontario.ca

Any changes in ownership of a private school must be communicated to the ministry immediately along with written documentation of the change and contact information for the new owner.

English Language Learners

Ministry-developed resources are designed to support and help teachers, principals, private schools, and other education professionals work effectively in promoting student

achievement. Such documents provide a rich source of practical techniques, research findings, and strategies that can be put to immediate use in the classroom and in the school, whether in publicly funded schools or the private school sector.

To increase the capacity to address the learning needs of English language learners, the ministry has made a number of resources available at www.edu.gov.on.ca.

Additional ministry resources, intended to promote the success of English language learners, are publicly available on www.edugains.ca/newsite/ell/index.html#. These additional resources include Steps to English Proficiency (STEP), which serves as a framework for assessing and monitoring the language acquisition and literacy development of English language learners across the Ontario Curriculum. The following STEP resources are available on EduGAINS:

- STEP- Ongoing Assessment (e.g. [Flow Chart](#), [Steps to English Proficiency](#))
- STEP- Initial Language Assessment (e.g. [User Guide](#), English Language Learners Continua)

Notice To Private Schools Serving Children Under Junior Kindergarten Age

Effective August 31, 2015, the *Child Care and Early Years Act, 2014* (CCEYA) governs child care in Ontario. The CCEYA allows a person to care for a maximum of five children under the age of 13 without a licence, regardless of the number of adults present.

Any private school serving more than five children under 3 years, 8 months of age as of September 1st of each year will also be subject to the restrictions for unlicensed child care set out in the CCEYA and summarized below:

- There can be no more than two children under two years of age;
- A person cannot operate more than one premises where unlicensed child care is provided (a non-inspected private school with multiple locations could only operate one unlicensed child care program); and
- A program which is unlicensed and providing care/supervision to children will have a duty to publicly disclose that the program is not licensed by the Ministry of Education.

More information on the new child care licensing requirements of the *Child Care and Early Years Act, 2014* is available online:

<http://edu.gov.on.ca/childcare/>

The Ministry has also introduced a registry of unlicensed child care violations:

<https://www.earlyyears.edu.gov.on.ca/UnlicencedCCRegistryWeb/public/nonComplianceSearch.xhtml>

Contact Information for Private Schools and International Education Unit

If you have questions or comments about matters related to private schools please contact us through email at FSB.PSIE@ontario.ca

Resources

Ministry Publications and Resources Available Online:

[Curriculum](#) –Here you will find curriculum documents spanning Kindergarten to Grade 12. The achievement charts provide guidelines for assessing students' work. Under Policy & Resource Documents you will find the policies and strategies underpinning the curriculum, the Trillium List of approved textbooks and other publications.

[Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016 \(OS\)](#) sets out the requirements of the Ministry of Education that govern the policies and programs of all publicly funded elementary and secondary English-language schools in Ontario. OS is intended for school and school board administrators, but will also be of interest within the broader educational community.

[Private Elementary and Secondary Schools](#) – Information about Ontario private schools on the Ministry of Education website.

[Ontario Student Transcript \(OST\) Manual 2013](#) – Outlines policies and practices related to the use of OSTs

[Ontario Student Record \(OSR\) Guideline, 2000](#) - Outlines policies and practices related to the use of OSRs

[Growing Success, 2010](#) – Outlines policies and practices related to assessment, evaluation, and reporting in Ontario schools

[Ontario's Renewed Math Strategy Math Resources](#) –Math resources available online.

[EDUGains](#) - A website that houses ministry developed resources to support policies and programs.

[EduSource](#) - A website that houses ministry developed resources to support policies and programs. (French only)

Safe Drinking Water

[Regulation 243/07](#) *Schools, Private Schools and Child Care Centres Safe Drinking*

Water

[Flushing and Sampling for Lead: Rules for schools, private schools and childcare centres to flush plumbing and test drinking water for lead.](#)