Ontario ✸ Ministry of Education

The purpose of the Ministry of Education's International Private School Inspection is to ascertain whether the instruction in secondary school courses is being delivered in compliance with the 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, 2010, Ontario Student Record (OSR) Guideline, 2020, Ontario Student Transcript (OST) Manual 2013, curriculum documents and applicable Policy/Program Memoranda.

The Ministry of Education's International Private School Inspection report is based on evidence gathered through the review of pre-inspection materials and discussions with the principal and other school staff. Information is also gathered through the review of students' work and examination of school policies/procedures.

Update Form

School Information

Name of the School	School BSID #
Columbia International School (Japan)	879061

Address

Unit Number	Street Number	PO Box	Street Name
	153		Matsugo, Tokorozowa

City/Town	Province	Country	Postal Code
Saitiama		Japan	359-0027

Website address
www.columbia-ca.co.jp

Telephone Number	Email Address
011-42-946-1911	principal@columbia-ca.co.jp

Skype Address
barriemccliggott

☑ Mailing address is same as the above

Principal

Last Name	First Name	Middle Initial
McCliggott	Barrie	

Number of Credit Courses Taught

Grade 9	Grade 10	Grade 11	Grade 12
NA	10	11	9

Total Student Enrolment in Credit Courses

Grade 9	Grade 10	Grade 11	Grade 12
NA	20	23	28

Ontario Agent Details

Ontario Agent Name
Patrick Lee

Telephone Number	Email Address
416 493 1742	deliaplee@hotmail.com

Address

Unit Number	Street Number	PO Box	Street Name
	40		Seneca Hill Drive

City/Town	Province	Postal Code
Willowdale	ON	M2J 2W4

School Description

Columbia International School is a K to12 school located west of Tokyo, Japan, in Saitiama. The school offers credit courses to students in grade 10 to 12. As a majority of the students do not speak English as their first language, the school places significant focus on meeting the needs of the ESL learners. The school has a community-orientated

summer program. The school year (September to June) is comprised of four terms. The school was inspected virtually. The following courses were reviewed during the virtual inspection - MCV4U and AVI2O.

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

Previous Inspection

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

2022/02/24

End Date of Previous Inspection (yyyy/mm/dd)

2022/02/24

Inspecting Supervisory Officer

	Last Name	First Name
1.	Sebbane	Zineb

Current Inspection

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

2023/02/27

End Date of Current Inspection (yyyy/mm/dd)

2023/02/27

Inspecting Supervisory Officer

	Last Name	First Name
1.	Sebbane	Zineb

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

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

Recommendations(s) from Previous Report	Status	Current Comments
3.5. The principal is to continue to implement Growing Success by further engaging all teachers in professional development with particular emphasis on evaluation that is based on observations, conversations and student products.	☑ Addressed ☐ Not Addressed ☐ Does Not Apply	Addressed to some extent. See Section 3, recommendation # 5.
3.6.1. The principal will continue to require that teachers enhance their use of success criteria to describe learning and they develop and use assessment tools, such as rubrics and checklists, as effective strategies to further student learning.	☑ Addressed ☐ Not Addressed ☐ Does Not Apply	Addressed to some extent. See Section 3, recommendation # 6.1.
3.6.2. It is recommended that the principal continue to ensure that students are provided with regular opportunities to self and peer assess by encouraging engagement with assessment criteria and reflection of their own performance and that of their peers. Furthermore, students are provided with consistent and specific feedback on their work.	☑ 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

Ministry Recommendation

☐ Yes   ☑ No

2. Community Involvement

The school establishes a procedure for completing the community involvement requirement.

Compliance

☑ Yes   ☐ No   ☐ N/A

Ministry Recommendation

☐ Yes   ☑ No

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

Ministry Recommendation

☐ Yes   ☑ No

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

Ministry Recommendation

☐ Yes   ☑ No

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

Ministry Recommendation

☐ Yes   ☑ No

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

Compliance

☑ Yes   ☐ No   ☐ N/A

Ministry Recommendation

☐ Yes   ☑ No

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

Ministry Recommendation

☐ Yes   ☑ No

4. Substitutions

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

Compliance

☑ Yes   ☐ No

Ministry Recommendation

☐ 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

6. Prerequisite

There is an established procedure for waiving prerequisites.

Compliance

☑ Yes ☐ No ☐ N/A

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes ☑ No

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

Compliance

☑ Yes ☐ No

Ministry Recommendation

☐ Yes ☑ No

8. PLAR

There is an established procedure for awarding credit equivalencies.

Compliance

☑ Yes ☐ No

Ministry Recommendation

☐ 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

Ministry Recommendation

☐ Yes ☑ No

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

Compliance

☑ Yes ☐ No ☐ N/A

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes ☑ No

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

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

10.2. 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 OS 5.3.2.

Implementation

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

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes ☑ No

12. Music Certificates

Music Certificates accepted for credit are on file.

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

Ministry Recommendation

☐ Yes ☑ No

14. Locally Developed Courses

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

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

Ministry Recommendation

☐ Yes ☑ No

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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

Ministry Recommendation

☐ Yes ☑ No

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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

Ministry Recommendation

☐ Yes ☑ No

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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

Ministry Recommendation

☐ Yes ☑ No

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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

Ministry Recommendation

☑ Yes ☐ No

Recommendations

3.5. It is recommended that the principal continue to ensure teachers use triangulation for evaluation purposes, in particular, on the development of pertinent tools that properly document graded observations and conversations.

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6. Learning goals are clearly articulated and linked to success criteria (Growing Success, 2010, pages 28, 29 and 33).

Implementation

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

Ministry Recommendation

☑ Yes ☐ No

Recommendations

3.6. It is recommended that the principal continue to ensure that course content is reviewed to include clear learning goals and success criteria that the student can use from the start of a unit/lesson. Learning goals are brief statements that describe, for students, what they should know, understand, and be able to do by the end of a period of instruction (e.g., a lesson, a cycle of learning, a unit, a course). They represent a subset or cluster of knowledge and skills that students must master in order to successfully achieve the overall expectations.

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, pages 28, 29 and 33).

Implementation

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

Ministry Recommendation

☑ Yes ☐ No

Recommendations

3.6.1. It is recommended that the principal continue working with teachers to ensure that success criteria are clearly articulated and that students can use them to assess their own learning. It is recommended to ensure the use of success criteria to describe learning and the development and the use of assessment tools, such as rubrics and checklists. This will lead to effective strategies that enhance student learning.

6.2 Assessment 'for' learning and assessment 'as' learning supports students in their understanding of how their work meets the success criteria.

Implementation

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

Ministry Recommendation

☑ Yes ☐ No

Recommendations

3.6.2. It is recommended that the principal continue to work with all teachers to ensure self and peer assessment be used to guide and provide opportunities for students to monitor and critically reflect on their learning and identify next steps.

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

Ministry Recommendation

☐ Yes ☑ No

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, pages 10 and 45).

Implementation

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

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes ☑ No

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

Compliance

☑ Yes ☐ No

Ministry Recommendation

☐ Yes ☑ No

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

Compliance

☑ Yes ☐ No

Ministry Recommendation

☐ 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, 2020.

Compliance

☑ Yes ☐ No

Ministry Recommendation

☐ Yes ☑ No

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

Compliance

☑ Yes ☐ No ☐ N/A

Ministry Recommendation

☐ Yes ☑ No

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, 2020 and the policies established by the school.

Implementation

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

Ministry Recommendation

☐ Yes ☑ No

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

Implementation

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

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes ☑ No

8. The office index cards are maintained.

Implementation

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

Ministry Recommendation

☐ Yes ☑ No

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

Ministry Recommendation

☐ Yes   ☑ No

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

Compliance

☑ Yes   ☐ No

Ministry Recommendation

☐ Yes   ☑ No

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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

Ministry Recommendation

☐ Yes   ☑ No

Section 5 – Schools offering On-line Credits

Does the school offer online courses or online instruction?

☐ Yes   ☑ No

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

Next Inspection

Based on the evidence from this inspection, the next inspection is scheduled for:

☑ Next School Year: 2023-2024

Section 7 – School Compliance with Selected Sections of the Agreement with the Ministry of Education

1. Has the school made any significant changes for the current school year.

☐ Yes   ☑ No

Ministry Recommendation

☐ Yes   ☑ No

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2. Does the Principal hold principal qualifications valid in Ontario?

☑ Yes   ☐ No

Ministry Recommendation

☐ Yes   ☑ No

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3. Do at least 80% of the teachers teaching credit courses hold Ontario certificates of qualification?

☑ Yes   ☐ No

Ministry Recommendation

☐ Yes   ☑ No

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4. Is the school using textbooks and other learning materials approved by the Ministry of Education for use in Ontario?

☑ Yes   ☐ No

Ministry Recommendation

☐ Yes   ☑ No

Section 8 – Summary of Inspection

Issue(s)	Resolutions

Recommendations

3.5. It is recommended that the principal continue to ensure teachers use triangulation for evaluation purposes, in particular, on the development of pertinent tools that properly document graded observations and conversations.

3.6. It is recommended that the principal continue to ensure that course content is reviewed to include clear learning goals and success criteria that the student can use from the start of a unit/lesson. Learning goals are brief statements that describe, for students, what they should know, understand, and be able to do by the end of a period of instruction (e.g., a lesson, a cycle of learning, a unit, a course). They represent a subset or cluster of knowledge and skills that students must master in order to successfully achieve the overall expectations.

3.6.1. It is recommended that the principal continue working with teachers to ensure that success criteria are clearly articulated and that students can use them to assess their own learning. It is recommended to ensure the use of success criteria to describe learning and the development and the use of assessment tools, such as rubrics and checklists. This will lead to effective strategies that enhance student learning.

3.6.2. It is recommended that the principal continue to work with all teachers to ensure self and peer assessment be used to guide and provide opportunities for students to monitor and critically reflect on their learning and identify next steps.

Signature

Inspector's Last Name	Inspector's First Name
Sebbane	Zineb

Signature	Date of the Report (yyyy/mm/dd)
	2022/03/02

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