



Ontario

Ministry of Education

**Education Programs in
Care, Treatment, Custody and Corrections**

ISA-4 Monitoring Report

[*name of facility*]

[*date of visit*]

Field Services Branch

September 2003

The purpose of the Ministry of Education's monitoring of Education Programs in Care, Treatment, Custody and Correctional facilities is to:

- Confirm the accuracy of the information submitted to the Ministry; (Application for Grant approval form)
- Evaluate the eligibility of the program for Grant purposes; (Section 19 Guidelines, 1995)
- Establish if the method of calculating the full time equivalent enrolment in such programs is appropriate for determining the PTR
- Determine the expectations for each student and how the program is designed to meet those expectations as identified in the Education Plan/Plan of Care

Facility Name:	Ministry/Agency:
Address:	School Board:
Contact:	Contact:
Telephone:	Telephone:
e-mail:	e-mail:
Previous Education Officer:	Education Officer:
Date(s) of Previous Visit:	Date(s) of Visit:

Pupil-Teacher Ratio on the Agreement:	PTR on approved Application Form:
Type of Facility :	
Dual Diagnosis/Autistic/Aphasic []	Teen-Pregnancies/Teen Moms []
C.A.S. (6 – 16 years) []	Custody Phase I (12-16 years) []
Custody Phase II (16-17 years) []	All other Care and Treatment []
Mental Health []	Health (Medical) []
	Custody -Young Adults []

Recommendation(s) From Last Visit:

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Reporting Procedures:

The Ministry of Education's Monitoring Report is based on the following:

- interviews held with the Principal/Liaison and school and facility staff
- discussions with teachers and visits to the classrooms
- observations and examinations of school documents and records of students' work.

At the end of each monitoring activity a Monitoring Report will be prepared and presented to the District Manager who will forward it to the director of the school board along with a copy for the facility director.

In Attendance at Site of the Monitoring Visit:

Board Staff:

Agency/Facility Staff:

EDU Staff:

Others:

Description of Facility:

Include information related to description of contract with the board, student admission procedures, student transportation, student accommodation (including number of residential beds, number of day student spaces, number of classrooms), duration of program, inception of program, length of stay, waiting lists . . .

Pre-Visit Preparation	Ministry Expectations			Comments
	Yes	No	n/a	
1. Care and Treatment philosophy and program description reviewed				
2. Rationale from Superintendent for liaison/administration staff reviewed				
3. Electronic application file reviewed				
4. Letter sent to Director to confirm monitoring visit				

Site Visitation	Expectations			Comments
	Yes	No	n/a	
Student Curriculum				
• student and teacher timetables available; reflect curriculum taught				
• Ontario curriculum guidelines in use				
• ILC course material used by teacher				
• ILC course evaluated by classroom teacher				
• text books and learning materials up to date and adequate				
• computers in use in the classroom				
• PTR and FTE according to approved application				
• attendance maintained on registers				
Student Assessment and Reporting				
• screening of students' academic level done on or after admission				
• Care/Treatment Plan prepared by Agency and available				
• Education Plan (or IEP) prepared by teacher and available				
• Transition Plan back to school in place prior to demission				
• case conference/IPRC conducted prior to demission				
• school personnel invited to transition meeting				
• part-time transition negotiated				
• OSR maintained and filed (state where) in accordance with OSR Guideline 2000				

	Yes	No	n/a	Comments
Staff				
• teacher given prep time				
• teacher/EA feel safe and secure in work place				
• teaching staff are part of a multi-disciplinary team				
• teacher/E.A. P. D. needs addressed				
• when teacher/EA is absent, agency staff step in				
• supply teacher(s) sent by DSB				
Other Aspects				
• procedures for handling crisis situations in place				
• attention to student health/safety issues evident				
• procedures for withdrawal of student from program in place				
• school board has written policy on the establishment and operation of ISA-4 (Section 19) programs				
• summer school curriculum - gr.7-12 remedial work				
• summer school curriculum - students working toward credit				
Student Attendance	Number	Comments		
• PTR on approved application				
• FTE students on register				
• students present today				
• students present for less than 210 minutes				
• students on modified day				
• average length of stay in facility				
Staff Allocation	Number	Comments		
• teachers				
• educational assistants				
• agency staff working in classroom				
• agency staff available on-call in the facility				
• summer school teachers				

Activities Undertaken To Address Recommendation(s) From Last Visit:

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-
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Recommendation(s):

-
-
-
-

Action Items To Be Addressed Prior To Next Approval:

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-
-

Year of next monitoring visit:
Is follow up required (check mark) √:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Signed By:

Education Officer:

District Manager:

Date: