Lake Union Conference

JUNIOR ACADEMY ANNUAL PROGRESS REPORT/
APPLICATION-REAPPLICATION TO TEACH SECONDARY SUBJECTS

Due by April 20

Adventist Education

Submitted by:

_____

Name of School   Principal

FOR LUC USE ONLY	
School Board Approval	
Superintendent's Approval	
Arrival Date - LUC	
School Application Update	
LUC Approval	

General Instructions for Completing the
JUNIOR ACADEMY PROGRESS REPORT

PREFACE

The annual PROGRESS REPORT is to be used by all Adventist schools offering secondary education in the Lake Union Conference and is to be submitted to the Lake Union Office of Education.

PURPOSE

This **Annual Progress Report** fosters on-going school improvement by holding schools accountable for meeting the standards, while at the same time complying, with the requirements set forth by the North American Division Commission on Accreditation. It is organized around nine school-wide standards, which are essential for quality educational programs. This report holds schools responsible for the progress made in the implementation phase of all school improvement action plans. In addition, this report facilitates a review of the secondary curriculum.

PROCEDURES

Specific instructions for each section of the annual report are attached. The following are general instructions:

1. The report shall be completed by the school principal, reviewed by the conference superintendent, and submitted on/or **before April 20**, directly to the Lake Union Office of Education (LUC).

2. Local conference superintendent provides feedback on Progress Report.

3. Upon notification of the LUC's findings and voted LUCBOE status, the principal shall present Lake Union's response to the local school board.

4. The local board and school administration plan to continue progress.

GENERAL INSTRUCTIONS FOR COMPLETING THE
JUNIONR ACADEMY APPLICATION/Re-APPLICATION

The Junior Academy Application/Re-Application is to be submitted by each junior academy to the local conference office of Education for review, **and to the Lake Union for approval on/or before April 20**.

I. *Enrollment Statistics*

Previous year's enrollment figures reported on the NAD Data Rollup Opening Report.

II. *Teacher Certification*

Information should be supplied for each teacher who is assigned responsibility for one or more classes for grade nine or ten.

Indicate actual teacher certification or endorsement at the time this report is submitted.

III. *Proposed Curriculum and Teaching Load*

This section provides data on the proposed curriculum and teaching load for each teacher.

Specific instructions for completing each column follows:

Teacher	List the name of each teacher who will be assigned teaching responsibilities in grades 9 &10.
Certification	Indicate whether the teacher is certified and has an endorsement. Name the type of certificate/endorsement, and date certification expires. If the teacher is not certified and/or endorsed, in Section VIII on page 5 of this document, please provide an explanation of a **Plan of Action** to ensure teacher(s) receive proper certification and endorsements. (Refer to the Junior Academy Manual for the Basic Standards for the program your school is planning to offer.) If state certified, indicate accordingly.
Grade Level	Under "9th/10th grade classes taught, name the class(es) that will be offered.
Credit	Record the credit value to be granted for the proposed secondary course. (See the Basic Standards for minimums and maximums in your program.)
Minutes/ Period	Provide the number of minutes and periods per week that the proposed secondary class will be in session. (See the Basic Standards for the requirements for the program you plan to offer.)

NOTE: Typically1 credit = 200 minutes per week per year, ½ credit = 100 minutes per week per year, P.E. and Fine Arts excluded. **Since academies do not recognize less than ½ credit per year, it is strongly suggested that offerings**

meet the minimum requirement of ½ credit per year.

Syllabus
Approved   Verify by noting the existence of an approved syllabus.

Approved   Note whether textbook used is NAD approved, or Lake Union
Textbook   approved alternate textbook.

Example: 9/10 Sample Alternation Program

CLASSES OFFERED (Reference Guide)

Grade 9	Minutes per week	Credit per year	Certification	Teacher	Grade 10	Time per week	Credit per year	Certi.
Bible II	200	1	Y	J. Doe	Bible II	200	1	Y
English II	200	1	Y	D. Adams	English II	200	1	Y
Biology	250	1	N	K.O'Keel	Biology	250	1	Y
Algebra I	200	1	Y	J. Adams	Algebra II	200	1	Y
Life Skills	200	1	Y	N. John	Life Skills	200	1	N
Accounting	200	1	Y	S. Patrick	Accounting	200	1	N
Physical Ed	150	.5	Y	E. Jones	Physical Ed	150	.5	Y
Music	100	.5	N	G. Erich	Music	100	.5	N

IV. *Library and /or Media Center* *(This section applies to total school library/media center.)*

A. Reference Materials
   Provide data on the reference materials by supplying information requested for each category (include web-based resource or software).

   Encyclopedias appropriate to grade level. (List titles and copyright dates.)
   Encyclopedia Britannica Online
   Image Quest
   Visual Thesaurus
   Merriam-Webster.com
   Webster's New World Dictionary
   World Atlas (Title and date) Worldatlas.com
   Bible Concordance (Title and date)
   Bible Dictionary (Title and date)
   Three-volume Index to the Writings of E.G. White
      https://whiteestate.org/books/egw-books/

   Ellen G. White books, or online books (List titles)
      Conflict of the Ages Series, Steps to Christ, Ministry of Healing, Child Guidance, Temperance, Gospel Workers, Life Sketches, The Story of Redemption, Councils to Sabbath Workers, Happiness Home, Councils for the Church

B. Periodicals, e-journals

List the school's periodical subscriptions/e-subscriptions which are suitable for student in grades nine and ten. (Discovery, Creation, Popular Science, Current Science, Scholastic Science)

C. Newspapers or e-newsletters. List newspapers (print or electronic) received regularly at the school.

D. General Items

1. Number of titles in the library or virtual library collection.
   _____

2. How are books/e-books classified or made accessible?
   _____

3. Note the amount spent on library/electronic library/media materials during the previous year. _____

4. Approximately what percentage of these library/electronic resource expenditures were spent on materials appropriate for the secondary level?   _____

5. The total budgeted expenditure for books/e-books, electronic literary material (excluding textbooks), and media software for the coming year.   _____

6. List the equipment and materials (other than library equipment and materials) with the cost for each item that were obtained during the previous year which made a major contribution to the secondary classes. (List items above $100.00 only)
   _____

V. *Deviations from Approved Program*

Read carefully the General and Basic Standards, as well a the Curriculum sections of the program you are proposing to offer. If your proposed program deviates in any way from the Union approved program, whether it be course offerings, time schedules, or certification of teacher, (including textbooks), indicate this deviation and give the reason why the program should be approved. (Use additional paper if necessary.)

Deviations from the approved program.

_____

_____

_____

VI. *Alternation Programs*

See the Junior Academy Policy Manual for this type of school. If this program would fill the needs in your school, contact the superintendent for additional particulars.

Only schools applying for a 9-10 alternation program should fill out this section. **Ninth** grade subjects are taught during **odd years**. **Tenth grade** subjects are taught during **even years**. *Fill out this section only if the superintendent approves.*

VII. Include a copy of the school budget with the application.

VIII. For teacher(s) who are not certified and/or endorsed to teach secondary subject(s), provide an explanation of a **<u>Plan of Action</u>** for such teacher(s) to receive proper certification and/or endorsements.

SCHOOL PROFILE SUMMARY REPORT

Progress Report & Junior Academy Application/Reapplication
School Year _____

SCHOOL IDENTIFICATION:

School Name _____   School ID _____

Address   _____   Conference _____

               _____   Superintendent _____

Principal _____   E-mail _____

Please indicate if there will be a principal change for the upcoming year. _____

School type _____   No. of constituent churches _____   Membership _____

ENROLLMENT DATA: *(Current School Year)*

Reference NAD Opening Report Enrollment Numbers for Prior Years & Project Future Enrollment						Percentage of current students from Adventist homes: _____%
3 Years Ago	2 Years Ago	1 Year Ago	Current Year	Projected Next Year	Projected In 2 Years	

PERSONNEL DATA: *(CURRENT SCHOOL YEAR)*

Number of administrative staff (total FTE): _____

Identify # of FTEs in each: Full-time Principal _____ Teaching Principal _____ Vice/Assistant Principal_____

Number of certificated non-administrative teachers (FTE) PreK - 10_____

Number of staff: Full-time _____   Part-time _____

FINANCIAL DATA:

Total Operating Expense (Current Fiscal Year) $_____   Actual Increase (Decrease) of Previous Fiscal Yr. $_____

Total Tuition/Fees Income (as % of all income) $_____   Operating Expense per Student $_____

ACCREDITATION DATA:

Date of prior full evaluation visit _____   Status granted: _____

Date(s) of additional visit(s) _____   Type of visit(s) _____

_____

Principal's Name   Signature   Date

TABLE A: PROGRESS REPORT FOR SCHOOL IMPROVEMENT ACTION PLANS

School: _____   Date of last evaluation: _____

Action Plan – Goal Statement	Major Implementation Activities	Results of Efforts	Barriers to Fulfillment	Current Status
				Date Goal Set: ☐ In progress ☐ Completed ☐ New plan
				Date Goal Set: ☐ In progress ☐ Completed ☐ New plan
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Table B – PROGRESS REPORT on Visiting Committee's Recommendations

Recommendation	School Response	Visiting Team Response
Recommendation # _____	Not Completed: In Progress: Completed: Comments:	Not Completed: In Progress: Completed: Comments:
Recommendation # _____	Not Completed: In Progress: Completed: Comments:	Not Completed: In Progress: Completed: Comments:

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TABLE C   Personnel Assignments & Course Information

Faculty/Staff	Employment Status	Highest Degree	Certification — State	Certification — Denom.	9th/ 10th Grade Classes Taught — Name of Class	Grade	Credit	Junior or Senior Acad. Endorsement?	Class Enroll	Per Week — # of Periods	Per Week — Total Minutes	*Syllabus Approved — Y	*Syllabus Approved — N	Approved NAD Textbook — Y	Approved NAD Textbook — N
Name:	**FT**		State	Cond.											
				Basic											
				Stand.											
	PT		Type	Prof.											
Other Assignments:			Expires on	Expires on											
			Last Conf. Teacher Evaluation Type:	Formal											
				Informal											
			Date of last Teacher Evaluation:												
		Note: (See Lake Union Education Code #1424:12)													
Name:	**FT**		State	Cond.											
				Basic											
				Stand.											
	PT		Type	Prof.											
Other Assignments:			Expires on	Expires on											
			Last Conf. Teacher Evaluation Type:	Formal											
				Informal											
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*Approved by LUC Secondary Director

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			State	Denom.	Name of Class	Grade	Credit			# of Periods	Total Minutes	Y	N	Y	N
Name:				**Cond.**											
	FT		**State**												
				Basic											
				Stand.											
	PT		**Type**												
				Prof.											
Other Assignments:			**Expires on**	**Expires on**											
			Last Conf. Teacher Evaluation Type:	**Formal**											
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			State	Denom.	Name of Class	Grade	Credit			# of Periods	Total Minutes	Y	N	Y	N
Name:				**Cond.**											
	FT		**State**												
				Basic											
				Stand.											
	PT		**Type**												
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