

Columbia Union Office of Education

JUNIOR ACADEMY MANUAL



Adventist Education

A JOURNEY TO EXCELLENCE

**Columbia Union Conference
Office of Education
5427 Twin Knolls Road
Columbia, MD 21045**

August, 2015

Introduction

The purpose of this manual is to provide an overview for the operation of Junior Academies (PreK-9, K-9, 1 – 9, PreK-10, K-10 or 1- 10) in the Columbia Union Conference. It brings together sections of the Columbia Union Conference Education Code and other pertinent information that is relevant to the establishment and governance of a junior academy program within the Columbia Union. A junior academy is hereby defined as any elementary school offering secondary subjects taught by its teachers.

*The Columbia Union Office of Education (CUOE) shall be consulted by any school or conference considering starting a junior academy. The completed initial application to teach secondary subjects must be appropriately processed and submitted to the CUOE by **February 1**, (please refer to the checklist on page 10). The Columbia Union Board of Education (CUBOE) is responsible for reviewing and approving all junior academy intermediate programs.*

PreK – 9; K – 9; or 1 – 9 JUNIOR ACADEMIES 5900 - 5910

5900 PreK - 9, K - 9 or 1- 9 Junior Academies

An elementary program may expand to include grade 9; this will require authorization by the CUBOE, subsequent to an evaluation by a committee appointed by the local conference superintendent that includes representation from the CUOE. The ninth grade curriculum in a PreK - 9, K - 9 or 1- 9 junior academy will be structured as an extension of grades 7-8.

The purposes for adding ninth grade to an approved elementary school may include:

1. An additional year of Adventist education in the community and home environment of the student.
2. Local budgetary considerations.
3. The age and maturity of the students.

5905 Criteria for Operating PreK - 9, K – 9 or 1-9 Junior Academies

When a local conference approves a PreK - 9, K - 9 or 1- 9 junior academy the following criteria must be met:

1. Where a kindergarten is included, a qualified kindergarten teacher will be added. His/her responsibilities are limited to a K through K-2 program. Facilities for the kindergarten are to meet requirements outlined by the NADOE and local governmental agencies. Multi-grade kindergartens must be approved by the local conference board of education.
2. A demonstrated educational need for the ninth grade which is not currently being met by established Adventist schools in the area.
3. An adequate physical plant and equipment, including library, and multimedia materials.
4. A budget that demonstrates sufficient financial support for the ninth grade that does not weaken the overall established program.
5. A projected, continuing enrollment that is adequate for the operation of a K-9 program.
6. No fewer than three properly certificated, full-time teachers in the organization of grades K-9. Teaching assignments will provide equity of teacher load with a maximum ratio of four grades and twenty students per teacher.
7. Classroom space that meets state/local square footage per student requirement.

5910 Multi-grade Classroom with Grades 7-9

In addition to criteria listed in Code 5905, a Grs. 7-9 classroom must meet the following criteria:

1. A minimum of one full-time teacher or FTE is required in a multi grade classroom that includes grade 9. A maximum of three grades (7-9), may be taught by the upper grade teacher with enrollment limited to a maximum of fifteen students (see Code 9100-B for teacher load in grades 1-6).
2. The person assigned ninth-grade teaching responsibilities will hold a valid denominational teaching certificate with an elementary endorsement or secondary endorsement in one or more subjects.
3. The library collection will contain a minimum of 600 volumes (see Code 6300-C), with an appropriate grade-level distribution throughout and an acceptable classification system.
4. The annual library expenditure will be based on the provisions of Code 6300-B. Acquisitions will be made from the following:

- a. Current denominational and secular reference works such as dictionaries, encyclopedias, atlases, Ellen G. White publications, and commentaries (hardcopy, software or on-line access)
 - b. Periodical subscriptions that include appropriate denominational and secular publications (hardcopy and/or digital)
 - c. General library books with efforts made to maintain a balance in the collection (hard copy and/or digital)
 - d. Newspaper(s) (hard copy and/or digital)
 - e. Instructional equipment and materials
5. The following course offerings include required and elective courses (see below). Each school's proposed offerings will be approved annually by the local conference office of education and, upon approval, be submitted to the Certification Review Committee for final approval. Applications must meet requirements regarding teacher load, certification/endorsement(s) status of the lead teacher, and the certification and endorsements of any additional teachers who teach elective courses.
- Religion
 - English I
 - Mathematics
 - Physical Education

Guidelines for electives include:

- a. A maximum of one additional course may be taught by the full-time teacher.
- b. Additional course(s) may be offered if taught by a certificated person other than the regular full-time teacher.
Authorization for elective course(s) will be based on:
 1. Teacher certification including subject endorsements
 2. Total teaching load and assignments in both elementary and secondary grades.
 3. Other assigned duties and responsibilities
 4. School facilities and equipment
 5. Appropriateness of course for the grade level
- c. State requirements must be met when determining the elective(s) to be offered.

PreK-10, K – 10 or 1 – 10 JUNIOR ACADEMIES 6000 – 6999

GENERAL OPERATING POLICIES

6000 Failure to Obtain Permission to Offer Secondary Subjects and Transfer of Credits

Any junior academy that offers secondary subjects without obtaining CUOE approval will be placed on probation and notified that, if proper approval is not obtained before the following year, secondary courses offered by the school will not be recognized or accepted by any secondary school in the Union.

6005 PreK-10, K-10 or 1 - 10 Junior Academy

Within the Adventist educational structure, a junior academy offers an organized educational program that generally includes a combination of the last two years of the elementary level and the first or second years of the secondary level.

Authorization to operate a junior academy is granted by the local conference board of education and approved by the CUBOE.

Initial applications are sent to the CUOE by the local conference superintendent on or before a date established by the CUBOE. The initial application requires an on-site evaluation by a representative committee appointed by the Union Vice President for Education or designee.

After schools receive authorization to operate, principals must submit annual progress reports to the CUOE. If the reports are satisfactory, authorization to operate will be continuous; however, local conferences will evaluate junior academies regularly in harmony with school evaluation criteria.

6010 Criteria for a Junior Academy

A junior academy must meet the following criteria:

1. A demonstrated educational need not currently being met by Adventist schools in the area.
2. Adequate financial support without weakening the elementary school program.
3. Prospective and continuing enrollment adequate for present and future financial and curricular needs of the educational program.
4. An adequate physical plant with appropriate equipment and materials for the grades and courses to be offered.
5. Acceptable financial practices in place, including adequate budget controls.
6. An adequate library collection as stipulated in this Code (see Code 6300).
7. Classroom space that meets state/local square footage per student requirement.
8. An adequate number of certificated teachers for the size and type of school with proper subject-area endorsements valid for the junior academy.
9. An educational program organized to use the teacher's preparation and special skills effectively. The program may be departmentalized in grades 7-10. Teacher assignments to meet special subject-area needs in other grades may be permitted.
10. Course offerings for grades 9 and 10 are to be based on the Union-adopted curriculum (see Code 6105) and approved annually using the procedures outlined in this Code (Code 6100).
11. The credits that a student may earn are based on the provisions of this Code (see Code 6105, 7600).

12. Textbooks will be selected from the NAD approved secondary textbook list.
13. Teacher load will be based on the provisions of Code 9100-C of this Code. Elementary and secondary subjects will be weighted on an equivalency basis in determining teacher load.
14. The school will maintain cumulative student records in accordance with Code 5410. Transcripts will be issued in accordance with Code 6515.
15. The Union-adopted standardized testing program will be followed (see Code 3765, 7625).
16. The semester period system for reporting course credit will be used in grades 9 and 10.
17. Ninth and tenth grade courses must meet the weekly time requirements stated in Code 7600.
18. State requirements will be met when determining electives that are to be offered.
19. Evaluation of the junior academy will be planned in cooperation with the CUOE to ensure Union representation.
20. The school will provide assurance to the local and union conferences offices of education that the above criteria, the specific criteria for the type of school, and the additional specific standards listed in this *Code* are met.

6015 Procedure to Obtain Permission to Teach Secondary Subjects in Junior Academies

1. The initial application to teach a secondary subject is submitted to the union office of education by the local conference office of education by February 1, of the preceding year, using the "Application to Teach Secondary Subjects" form.

All listed signatures must be in place, with the voted actions, or the application is considered invalid.

2. The CUOE will meet routinely to review the applications and assess the status of the junior academy to teach the particular subject. In the event of an appeal Junior Academy Certification Review Committee will be convened.

The committee will be informed by the local conference superintendent, local school board chairperson, and the school principal, in writing, of the school's status and requirements, if any, that must be met before permission to teach said subject is granted.

3. The annual progress report is available online at the Columbia Union website.
4. The completed annual progress report is sent to the local conference office of education by the principal and forwarded to the union office of education by October 1, of the new school year. This annual progress report-takes the place of the Application Update.
5. The CUOE will to review the status of the school in the fall, taking account of the information noted in the annual progress report. In the event of an appeal Junior Academy Certification Review Committee will be convened.

The school can be:

- a. Approved, if certain criteria are met.
- b. Approved, with comments of concern.
- c. Warned, if certain deficiencies specified in the audit are noted.
- d. Not approved, if the serious and/or continued deficiencies are noted.

6. When the "not approved" status is assigned, then Code 6000 is applied:

The school is placed on probation and notified by the union office of education that if proper approval is not obtained before the following year, secondary courses offered by the school will not be recognized or accepted.

7. The union office of education informs, in writing, the local conference office of education, the local school board, and the school principal.

6020 Transfer of Credits from Junior Academies

Senior academies will accept credits earned by students if the junior academy and its program have been approved by the CUOE.

6025 PreK-10, K-10 or 1 - 10 Junior Academy Teacher Load (Code 9100-C)

Six subject preparations per day is the recommended maximum load for a junior academy teacher.

In a departmentalized program, the following elementary subject areas will be considered equivalent with secondary subjects when determining teacher load: Bible, language arts, math, science, and social studies.

Supervisory and co-curricular duties will be assigned by the principal as part of the teacher's professional responsibilities.

PreK-10, K-10 or 1 - 10 JUNIOR ACADEMY CURRICULUM

6100 Authorization of Curriculum

After initial authorization by the CUBOE to offer secondary subjects, the junior academy will be subject to annual review by the local conference office of education for a period of two years and thereafter will be subject to periodic evaluation as scheduled by the conference office of education (see Code 6005, 6010).

6105 Basic Curriculum for 9th and 10th Grades

1. Grade 9
 - Religion
 - English I
 - Earth Science
 - Mathematics (Algebra I recommended) Elective
 - Health, P.E.
2. Grade 10
 - Religion
 - English II
 - Science (Biology recommended)
 - Mathematics (Geometry recommended)
 - Social Science (World History recommended) P.E.
3. Electives to be offered on the following basis:
 - a. Staff qualifications
 - b. School facilities
 - c. Student and community interests and needs

6110 Alternation Schedule

In schools where enrollment size makes it difficult to teach separate classes, junior academies may combine some ninth and tenth grade classes together on the following basis:

1. Odd Year (school year ends with an odd number, *e.g.*, 2001)
 - Religion
 - English I
 - Social Studies (World History)

- *Algebra I
 - *Geometry
 - Science
 - Physical Education
 - Electives
2. Even Year (school year ending with an even number, *e.g.*, 2002)
- Religion
 - English II
 - Science
 - *Algebra I
 - Physical Education
 - Electives

*These subjects must be offered each year.

3. Junior academy principals will consult with the local senior academy principal to ensure that course offerings and textbooks correlate with those of the senior academy.

6115 Large Elementary and Junior Academy Curriculum Committees (see Code 5105)

Local school boards of large elementary and junior academies may appoint curriculum committees to develop and coordinate curriculum in accordance with union and local conference policies. Membership should include board members, teachers, parents, and other constituent members with an interest or expertise in educational matters.

LIBRARIES

6300 Junior Academy Library and Instructional Media Center

1. Library or Instructional Media Center
Junior academies will provide a special library room or instructional media center.
2. Library and Instructional Media Budget
 - a. Each local school board should provide funds for upgrading and maintaining the school library with a minimum budget of
 - b. \$35.00 per student annually for books, periodicals, and media/software. It is recommended that the library fee be included in the registration charges and used exclusively for library acquisitions.
3. Library Accessions
 - a. A school offering the ninth grade will have a minimum of 600 books suitable for students in grades 7 through 9, in addition to reference books. An additional 750 carefully selected titles, or a total of 1,350 books, exclusive of reference works, for grades 9 and 10 are to be provided in schools authorized to offer the tenth grade. Library books should be evenly distributed throughout the subject areas. There should be at least 50 titles suitable for collateral reading in each subject area being taught.
 - b. For economic reasons, the use of suitable paperbacks is permissible.
3. Reference Books

Current dictionaries, encyclopedias, yearbooks, atlases and almanacs are to be provided. Special reference books are to be provided for research and enrichment opportunities in the area of religion including complete sets of Ellen G. White writings or the Ellen G. White computer program of published works, the *Seventh-day Adventist Bible Commentary*, and other religious resource materials. CDS and Internet access for reference and research materials are acceptable alternatives.
4. Periodicals

Annual periodical subscriptions will include both religious and secular publications. Among the journals and magazines that should be included are:

- a. Adventist periodicals and magazines.
 - b. Representative science periodicals.
 - c. News magazines or periodicals.
 - d. Special magazines for girls and boys.
 - e. Periodicals representing the major subject areas.
5. Instructional Media

The following factors will be considered in selecting instructional materials and equipment:

- a. The learning needs of students.
- b. The economic limitations of the school.
- c. The utility and flexibility of the equipment and materials.
- d. The readiness of the staff to incorporate the instructional media materials into the curriculum.
- e. The availability of the equipment to students and staff.
- f. The ease with which the students and staff may learn to use the equipment.

MISCELLANEOUS JUNIOR ACADEMY POLICIES

6500 Applied Arts Courses

Applied arts courses should be offered to ninth grade students where adequate facilities are available. The requirement, however, can be met at the senior academy level.

6505 Grade Reports

Teachers in junior academies will report the final grades, amount of credit earned, and achievement test results on the forms provided through the local conference office of education.

Under no circumstances shall class tardiness be recorded as a class absence.

6510 Griggs International Academy

1. APLE Program (Alternative Programs for Learning Enrichment)

The APLE program is an alternative academic program that allows schools to add to or strengthen their programs by using Griggs courses. The APLE courses are offered within the classroom setting with supervision provided by qualified teachers.

a. Criteria

- i. An educational need that is not being met by an Adventist school in the area.
- ii. Adequate finances to cover the costs of the APLE program.
- iii. Adequate facilities for the APLE program.
- iv. Local school board and staff willingness to work closely with the conference, Union, and the APLE committee in developing and following the program.

b. Procedure

- i. The local school board, recognizing its needs and in consultation with the local conference superintendent, develops its plans and submits an application to the conference K-12 board of education for approval.
- ii. The application then goes to the CUOE for final approval.
- iii. School officials submit the contract and completed forms to Griggs.

2. Extension Class Plan - Griggs International Academy

- a. GRIGGS has developed a teacher-directed program by which a teacher, having less than a minor but at least twelve quarter/nine semester hours of study in a subject area, may teach the course under

direction of GRIGGS. The teacher and the students use the texts recommended by GRIGGS and follow the provided course outline. Under this plan, students submit lesson assignments to the teacher only.

- b. The teacher determines the final grades by averaging the daily work, and the examination scores on the GRIGGS tests.
- c. Costs for this plan are set by GRIGGS (see Code 7215-A for correspondence work).
- d. Some states have stringent limitations on using correspondence for compulsory education. Schools wanting to use this program must consult the local conference superintendent of schools for an exact interpretation of state laws.

6515 Transcripts/Junior Academies

- 1. Transcripts of secondary credits for junior academy students are held and issued by the local conference office of education, not by the junior academy.
- 2. The junior academy will send a completed Student Grades/Credits Report Form to the local conference office of education by February 1 for first semester grades/credits and by July 1 for second semester grades/credits.
- 3. Requests for junior academy transcripts will be processed through the local conference office of education. Transcripts should only be issued after the conference office of education has confirmed proper authorization to teach secondary subjects was obtained for each year by the junior academy.

6520 Child Labor Laws (also #s 33517, 7630)

Any and all student employment that provides financial compensation to the student for labor rendered must fully comply with state and federal labor laws. Where necessary and/or as required by law, school officials will secure employment certificates before students are employed.

6525 Task Force and Volunteer Criminal Background Checks (also #s 3115, 7635, 9850)

Task force workers and volunteers who, in the course of fulfilling job description responsibilities and/or work expectations, and who will have direct and/or indirect contact with students, must be appropriately vetted and undergo a criminal background check (federal and state) before being allowed to assume school-related responsibilities.

6530 Student Supervision (also #s 3545, 5020, 7645)

School personnel are responsible for the supervision, care and safety of students while at school and during all school-sponsored functions, on and off campus. Elementary and junior academy teachers are to be present at school 30 minutes before and after regular school hours. Supervision, as arranged by the principal or head-teacher, must be provided until every child has physically left the school property under supervision of a parent or parent-authorized party. Senior academy educational personnel are required to meet student supervision duties as specifically outlined in each respective job description.

CHECKLISTS TO ACCOMPANY THE APPLICATION FOR JUNIOR ACADEMY STATUS

Met	In progress	Cannot be met	<h1>Essentials</h1>
			1. Statements of philosophy and mission along with school wide goals have been adopted by the school board.
			2. The school constitution has been reviewed and revised to appropriately support the expanded school program.
			3. Policies governing school organization, administration, finance, curriculum, personnel, and school facilities have been reviewed, updated, and adopted and are aligned with the <i>Columbia Union Education Code</i> as well as local conference guidelines.
			4. There is a board approved Five-year Sustainability (Strategic Master) Plan that helps to assure the schools longer term viability and alignment to mission.
			5. There is a board approved Technology Plan.
			6. There is a board approved Safety & School security plan.
			7. The school conducts annual Safety audits.
			8. Procedures have been developed to ensure the safety and confidentiality of student records.
			9. Provisions have been made for keeping records in a locked, fireproof safe or cabinet.
			10. A financial plan has been developed that supports the operation of the school as a junior academy
			11. It has been demonstrated by adequate budget control that financial support for the junior academy will not weaken the existing school program.
			12. A prospective continuing enrollment is adequate to operate and sustain a junior academy program.
			13. A proposed annual budget that adequately portrays income and expenses required for operating a junior academy has been approved by the Conference board of education
			14. The proposed secondary curriculum to be offered includes the required and elective course offerings in the subject areas specified by the <i>Columbia Union Education Code</i> .
			15. The principal is provided sufficient release time from instructional responsibilities during the school day to facilitate administrative functions essential for the school program.

Met	In progress	Cannot be met	<h1>Essentials</h1>
			16. A qualified faculty for the proposed junior academy will be in place with personnel holding valid denominational teaching certification with appropriate endorsements as required for teaching secondary subjects in a junior academy.
			17. All faculty are members of the Seventh-day Adventist church and have the personal and professional qualifications for the assigned positions/responsibilities.
			18. Administrative and teaching loads will be assigned in harmony with the <i>CUC Education Code</i> requirements.
			19. Adequate facilities and equipment needed to implement the junior academy program has been provided.
			20. There is an adequate number of appropriately sized classroom available to accommodate the planned secondary curriculum.
			21. Specialized facilities and equipment for secondary subject areas such as, but not limited to, computer education, music, science, physical education is provided.
			22. An adequate physical plant is being provided with sufficient instructional equipment, library, and multi-media materials.
			23. The curriculum has been approved by the conference office of education.
			24. Application for junior academy status has been completed.
			25. Application for junior academy status has been approved by school board.
			26. Application for junior academy status has been approved by local conference board of education.
			27. On-site visit and approval from both the local conference and union offices of education.

Junior Academy
Application to Teach Secondary Subjects
General Instructions

The application and completed checklist is to be submitted by each eligible school requesting authorization to offer secondary subjects. It is to be sent to the conference Office of Education by January 1. Academic credit will not be granted for secondary subjects taught without prior approval through this application process.

Applications must be reviewed and approved by the local Conference Office of Education and/or K-12 Board prior to being submitted to the Columbia Union Office of Education (CUOE). The application must be received by the CUOE on or before February 1, prior to the school year in which authorization is requested.

January 1	School submits initial application to teach secondary subjects and completed checklist to the <i>Conference Office of Education</i>
February 1	Conference submits initial application for junior academy status and completed checklist with local conference board of education voted approval to the CUOE .
February 28	CUSAC takes action on applications for junior academy status
Spring	CUBOE votes on the CUSAC recommendation.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR JUNIOR ACADEMY STATUS

GENERAL INSTRUCTIONS

This application is to be submitted to the local Conference Office of Education no later than **October 1**, by each eligible school that plans to offer secondary subjects during the coming school year.

Criteria and authorization procedures are listed in the Columbia Union Education Code, and are duplicated in this document, - the Junior Academy Manual.

REMOVE THESE INSTRUCTIONS BEFORE SUBMITTING THE APPLICATION

INSTRUCTIONS FOR EACH SECTION

Complete the blanks as indicated at the top of page 1 of the Application Form. Check the program the school is requesting to offer as voted by the board. Sign and forward the completed document to the conference superintendent at the earliest possible date prior to **October 1**.

I. Enrollment Statistics

Supply enrollment information as requested:

Current year - Report the number of students in attendance as of the date the report is submitted.

Next Year - Provide the projected number of students expected to attend next year.

II. Teacher Certification

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

Obtain the current information from the Columbia Union Conference Registrar's Office or from NAD eCertification. ***The information should state the certificate and endorsements that the teacher actually holds at the time this application is submitted.*** It should also indicate the expiration date and the teachers anticipated certification by August 31.

III. Proposed Individual Teacher Class Load

This section provides data on the proposed curriculum and teaching load for each teacher. Specific instructions for completing each column follow:

Teacher's name: List the name of each teacher who will be assigned teaching responsibilities in grades 7 - 9 or 7 - 10.

Column 1: Under each teacher's name, list each class included in their proposed teaching load. Include all elementary classes, plus the proposed secondary classes.

Column 2: Place a 'yes' or 'no' after each secondary subject to indicate whether

the teacher has a current endorsement in column 2a or an anticipated endorsement by August 31, in column 2b.

- Column 3: Indicate which grade or grades will be enrolled in each subject.
- Column 4: State the projected enrollment for each subject or course.
- Column 5: Indicate whether the proposed secondary course will be one or two semesters.
- Column 6: Give the number of minutes per week that the proposed secondary course will be in session. (See the Basic Standards for the requirements for the program you plan to offer).
- Column 7: Give the credit which is to be granted for the proposed secondary course. (See the Basic Standards for minimums and maximums in your program).

NOTE: This application provides for up to six teachers. If the school has more than six teachers, make additional copies of Section III, page 17, as needed.

IV. Secondary Curriculum Summary

Summarize the secondary subjects being taught and the requested information. Mark 'yes' or 'no' in the new teacher column.

V. Library and Media Center

Schools applying for the first time **MUST** complete all questions in this section. Schools that were approved for the previous school year need not complete section B, C, and D.

VI. Alternation Programs

See instructions in the *Junior Academy Programs* for this type of school. If this program meets the needs in your school, contact the superintendent for additional particulars. Complete this section only if the superintendent approves.

VII. Innovative and Curriculum Modification Programs

See Code 2.19.01 and 2.19.02

VIII. Textbook Audit

See instructions on the textbook audit page and complete the information in each column. It is essential that every textbook being used has been approved.

JUNIOR ACADEMY APPLICATION FOR JUNIOR ACADEMY STATUS

Due in the Columbia Union Conference Office of Education on February 1

Name of School _____

Address: _____

Principal/Head Teacher _____

Conference _____ School year to be implemented _____

Type of Program Requested:

- 7-9 Multi-grade Curriculum
- Standard 9th Grade Curriculum
- Standard 9 & 10 Grade Curriculum
- 9-10 Alternation Curriculum
- Innovative/Alternate

Local School Board Approval

_____ Date _____ Board Chair - Name & Signature

Local Office of Education/Conference Board of Education Approval

_____ Date _____ Superintendent - Name & Signature

All signatures and dates required. Please attach a copy of the voted action from the school board.

I. ENROLLMENT STATISTICS

Number of Students				
Grade	Current Year		Next Year (Year of application)	
	SDA	Non-SDA	SDA	Non-SDA
K-6 Total				
7				
8				
9				
10				

For CUOE use only			
<input type="checkbox"/> Approved	<input type="checkbox"/> Approval Pending	<input type="checkbox"/> Probationary	<input type="checkbox"/> Not Approved
_____ Date	_____ Signature (CUOE Associate or VP for Education)		

SCHOOL PROFILE SUMMARY REPORT

SCHOOL IDENTIFICATION:

School Name: _____ School ID: _____
 Address: _____
 Conference: _____ Union Conference: **COLUMBIA**
 Principal: _____ E-Mail: _____
 School Type: _____ No. of Constituent Churches: _____ Membership: _____

ENROLLMENT DATA: (Current School Year)

Opening Enrollment History and Projected Enrollment Total for ALL Grades					
3 Years Ago	2 Years Ago	1 Year Ago	Current Year	Next Year	In 2 Years

Percentage of Current Students from Adventist Homes: _____%

PERSONNEL DATA: (Current School Year)

Number of Total Staff (FTE): Administrative: _____ Certificated Instructional: _____
 Number of Staff (Head Count) Part-time: _____ Classified/Support Staff: _____

FINANCIAL DATA: (Last Fiscal Year)

Total Operating Expense (Last Fiscal Year): _____ Actual Increase (Decrease): _____
 Total Tuition/Fees Income (as % all income): _____ Operating Expense per Student: _____

ACCREDITATION DATA:

Date of Prior Full Evaluation Visit: _____ Term Granted: _____
 Date of Any Additional Visits: _____ Type of Visit: _____

SIGNATURE:

Completed By: _____ Date: _____

III. PROPOSED CURRICULUM AND TEACHING LOAD

1	2a	2b	3	4	5	6	7
Subjects	Endorsements on Certificate List of Subjects		Grades	Enrollment	Number of Semesters	Minutes per Week	Credit
	Current	Anticipated					

Teacher's Name _____

Teacher's Name _____

Teacher's Name _____

1	2a	2b	3	4	5	6	7
Subjects	Endorsements on Certificate List of Subjects		Grades	Enrollment	Number of Semesters	Minutes per Week	Credit
	Current	Anticipated					

Teacher's Name _____

Teacher's Name _____

Teacher's Name _____

IV.

SECONDARY CURRICULUM SUMMARY

NINTH GRADE

Subject	Teacher	New Teacher	Enrollment	Text & Copyright	*Outline Submitted

TENTH GRADE

Subject	Teacher	New Teacher	Enrollment	Text & Copyright	*Outline Submitted

1. Teacher Schedule: Please attach a complete daily schedule for each teacher teaching secondary subjects
2. List the changes that have been made in response to recommendations and suggestions from the local Conference and Union Office of Education as noted during the preliminary site visit.
3. If there are any deviations from the APPROVED Union Junior Academy Program, list those deviations (including textbooks) and give the reasons why the program should be approved.
4. Please describe how secondary grades and transcripts are stored and issued.

Comment:

A course outline must be completed and kept on file in the school office.

V. LIBRARY AND MEDIA CENTER

A. General Items

1. Number of titles in the library collection _____
2. Are all the books classified under an approved library cataloging systems? _____
3. Amount budgeted for library materials for the current year _____
4. Amount spent on library materials during the current year _____
5. Approximately what percentage of these library expenditures were spent on materials appropriate for the secondary level? _____
6. The total budgeted expenditure for books (excluding textbooks), periodicals and media software for the coming year _____
7. List number of computers available for secondary student use. _____
8. List the equipment and materials (other than library) with the cost for each item that was obtained during the previous year for use in the secondary classes.

Equipment/Materials	Cost

B. Reference Materials

Provide data on the reference materials by supplying information requested for each category.
(Indicate if hard copy, CD ROM or web-based)

1. Encyclopedias appropriate to grade level.

Title	Copyright Date

2. Unabridged Dictionary

Title	Copyright Date

3. World Atlas

4. Bible Concordance

5. Bible Dictionary

6. Three-volume Index to the Writings of E. G. White

Yes _____

No _____

Number of copies _____

7. Ellen G. White books

Title	Title

C. Periodicals

List the school's periodical subscriptions which are suitable for students in grades nine and ten.

Title	Title

D. Newspapers

Give the names of newspapers received regularly at the school.

VI. ALTERNATION PROGRAMS *(Only schools applying for a 9 - 10 alternation program should complete this section)*

Ninth grade subjects are taught during odd years (school year ends in odd number). Tenth grade subjects are taught during even years (school year ends in even number).

20 ____ - 20 ____ (Fill in dates for the coming school year)

Below, list the subjects that will be taught during the coming school year.

20 ____ - 20 ____ (Fill in dates for the second year)

Below, list the subjects that will be taught during the alternate year (next year).

VII. INNOVATIVE AND CURRICULUM MODIFICATION PROGRAMS

The curriculum of the Seventh-day Adventist schools in the North American Division is the responsibility of the union K-12 Board of Education in harmony with the guidelines provided by the North American Division Office of Education. In the Columbia Union Conference, we encourage bona fide pre-approved innovative alternative integrated and curriculum modification programs. The application process for these programs is found in the Columbia Union Code 2.19.01 and 2.19.0

Section C

TEACHER REPORT

Name _____

1. How have you/will you incorporate (d) technology into the subject matter you teach?
2. What methodologies are you currently using in your classroom?
3. How do you assess student learning?
4. Explain how you provide differentiation in learning experiences based on abilities, backgrounds, needs, readiness, interests, and student learning styles.
5. List areas of staff development that would be most beneficial to you.

COURSE OUTLINE

A course outline is required for each secondary subject taught. The course outline must be submitted to the principal, and kept on file in the principal's office. The course outline is to be included with the Annual Junior Academy Progress Report, submitted to the Columbia Union Office of Education by October 1(,) and contain the following elements.

- Course title
- Course description
- Instructor
- Date
- Semester periods
- Length of course - semesters
- Grade level
- Textbook
 - Title
 - Publisher
 - Copyright date
- Course objectives
- Evaluation procedure
- Grading scale
- Course content
- Topic allotted time
- Supplementary materials that will be used to teach the class
- Community or human resources that will be used in teaching the class
- Individual or group projects that will be assigned in the class
- Describe your use of the North American Division Standards for Secondary Subjects in the preparation of this course outline: