

JUNIOR ACADEMY ANNUAL PROGRESS REPORT
&
RE-APPLICATION TO TEACH SECONDARY SUBJECTS

submitted to the
Columbia Union Conference Office of Education



Submitted by:

School

Principal

Date

Administrator Completing Report

PREFACE

This annual report is to be used by all Adventist schools offering secondary education in the Columbia Union Conference and is to be submitted to the Columbia Union Office of Education (CUOE).

PURPOSE

This **Annual Progress Report** fosters on-going school improvement by holding schools accountable for the standards. The report is organized around school-wide standards, which are essential for quality educational programs and are to be met by all Adventist accredited schools. This report holds the schools accountable of the progress made in the implementation phase of all school improvement action plans. In addition, this document is the re-application to teach secondary subjects and facilitates the review of the secondary curriculum.

PROCEDURES

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

1. The report is to be completed by the school principal and submitted to the local conference superintendent by **January 1**.
2. **There is a voted action by the local school board and conference board of education to approve this report before a final copy is submitted.**
3. The report is submitted **on February 1**, to the Columbia Union Office of Education, dross@columbiaunion.net.
4. The Columbia Union Office of Education (CUOE) will report deviations from standards and make recommendations to CUBOE as needed.
5. CUSAC and CUBOE will vote on the report presented by CUOE at its Spring meetings.

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: _____

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: _____

STANDARD FOR THE PHILOSOPHICAL FOUNDATION

Standard: *The mission statement, philosophy, and purpose which give direction to the school's program are developed and approved cooperatively by the school board, administration, and staff and reflect Seventh-day Adventist educational philosophy.*

YES	NO	(Please mark with an X)
		1. The mission, philosophy and purpose of the school are expressed in a written statement and made available to staff, students, parents, and constituents.
		2. The mission, philosophy and purpose of the school are consistent with Seventh-day Adventist beliefs and based on sound educational practice.
		3. The school program purposefully demonstrates a respect for multiculturalism and diversity.
		* Overall, the Philosophical Foundation Standard has been met.

STANDARD FOR SCHOOL COMMUNITY AND CONSTITUENCY

Standard: *The school, community, and constituency are mutually interdependent and cooperative interaction is essential to provide an effective educational program.*

YES	NO	(Please mark with an X)
		4. The school admits students based on procedures that are consistent with its stated mission and purpose.
		5. When determining mission and programs, the school is responsive to community and constituency needs.
		6. The interaction between the school, community, and constituency is one of cooperation
		7. Develops and maintains consistent communication with parents and constituents
		* Overall, the School Community and Constituency Standard has been met.

STANDARD FOR ADMINISTRATION

Standard: *Administrative and professional staffs are adequate in number and with appropriate training to ensure the effective and successful operation of the school.*

YES	NO	<i>(Please mark with an X)</i>
		8. The school board and administration work cooperatively to achieve a successful school program.
		9. The school board plans for and provides resources to ensure that sufficient funds are available for the annual operating budget and capital improvements. Administrators operate the school on a sound financial basis.
		10. Administrators make decisions and facilitate actions that focus the school on school-wide curriculum goals and student achievement.
		11. Administrators support and encourage teachers to utilize innovative instructional strategies that effectively enhance student learning.
		12. Administrators implement a plan for classroom supervision and evaluation of instructional personnel.
		13. Administrators maintain a secure record-keeping system for all school, student, and board information.
		14. Administrators implement the policies and plans that are aligned with conference/union educational policies and the school constitution to meet the needs of students and constituents.
		15. The administrator is regularly evaluated by conference personnel.
		16. Student supervision is provided during school hours and school functions by qualified adults.
		17. Administrators adopt and implement a plan of classroom supervision and evaluation of instructional personnel that fosters professional growth.
		18. Administrators and the school board ensure that the school is in compliance with governmental laws regarding discrimination and employment practices.
		19. Administrators and the school board ensure that the school is in compliance with governmental health and safety requirements.
		* Overall, the Administration Standard has been met.

TABLE A Personnel Assignments

Complete the following table to report the assignment of personnel by FTEs in each area and the employee to student ratio.

Current total student enrollment used to calculate employee to student ratios: _____

Assignment	Total	Ratio
Administration <i>(Principal, Vice-Principal, Business Manager)</i>		
Administrative Services <i>(Development, Recruitment)</i>		
Student Services <i>(Registrar, Deans, Guidance)</i>		
Classroom Teachers		
Instructional Aides		
Library/Media Personnel		
Clerical Personnel		
Plant Services Personnel		
TOTAL		

STANDARD FOR PROFESSIONAL DEVELOPMENT

Standard: *Staff development programs are planned and implemented to enhance the professional development of school personnel—integrating new knowledge, information, and teaching methodologies identified through current research.*

YES	NO	(Please mark with an X)
		20. Instructional personnel have created and implemented a professional development plan.
		21. School personnel have access to current professional materials and resources.
		22. The staff participates in an ongoing program of professional development on both a personal and group basis.
		23. Instructional personnel hold valid denominational certificates, with appropriate subject endorsements.
		* Overall, the Professional Development Standard has been met.

TABLE C Professional Growth Activities

List all professional growth activities that were arranged by the school for the faculty last year.

Date	Activity/Topic	Presenter	Clock Hours

STANDARD FOR CURRICULUM AND INSTRUCTION

Standard: *The curriculum is the core of the school program and reflects the goals of the school to meet the developmental needs of students—spiritual, social, physical, mental, and emotional*

YES	NO	<i>(Please mark with an X)</i>
		24. School-wide curriculum goals reflect the stated mission and philosophy of the school and are aligned with North American Division/Columbia Union standards.
		25. The school's curriculum is evaluated and updated regularly.
		26. The instructional program provides a variety of learning experiences to meet the varying needs, interests, abilities, and learning styles of students.
		27. The curriculum and the instruction incorporate authentic assessment methods for measuring student progress.
		28. Student progress is communicated to parents on a regular and timely basis.
		29. Certificated Instructional Personnel hold valid denominational certificates, with subject endorsements, and governmental certification where required.
		30. Certificated Instructional Personnel teach only those classes for which they have an endorsement.
		31. The North American Division Textbook list is followed in the selection of textbooks.
		32. Teachers develop course outlines based on the North American Division Elementary and Secondary standards.
		* Overall, the Curriculum and Instruction Standard has been met.

STANDARD FOR MEDIA CENTER

Standard: *The media center provides basic resources that support and enrich the educational program.*

YES	NO	(Please mark with an X)
		33. The media center has a sufficient and balanced collection of appropriate library material in both print and electronic forms to support the instructional program.
		34. Personnel provide orientation/instruction in locating and evaluating information sources that support student learning.
		35. The school budget provides funding for library/media acquisitions as specified in the Columbia Union Code #6300B.
		36. Internet access is provided for student usage.
		* Overall, the Media Center Standard has been met.

TABLE D Media Expenditure

Complete the following table to report dollars expended and the calculated per student expenditure. *The minimum expenditure is \$35 per student. (CUOE Code # 6300B)*

	Current Year	1 year ago	2 years ago	3 years ago	Three-Year Average
TOTAL Number of Students					
Library/Media Budget					
Library/Media Expenditures					
Library/Media Expenditures Per Student					
Number of computers available for secondary student use					

General Items

1. List the number of computers available for secondary student use. _____

STANDARD FOR STUDENT ACTIVITIES

Standard: *Student activities, as an integral part of the educational program, are designed to meet the needs, personal interests, and goals of students.*

YES	NO	<i>(Please mark with an X)</i>
		37. Student activities reflect the philosophy and purpose of the school.
		38. Planned activities for students are sufficient in number to meet the needs and interests of students.
		39. Student activities are governed by written school policies.
		40. Witnessing/service activities are integrated throughout the school curriculum.
		41. All student activities are supervised by school-authorized personnel.
		* Overall, the Student Activities Standard has been met.

STANDARD FOR STUDENT SERVICES

Standard: *Student support services are provided to meet the educational needs of students.*

YES	NO	<i>(Please mark with an X)</i>
		42. Guidance and counseling programs meet the needs of students in such areas as academic assistance, career exploration, and personal counseling.
		43. Administrative records include mandated information about student immunizations and physical examinations.
		44. Emergency plans are in place to care for illnesses, injuries, and other catastrophic emergencies.
		45. Plans for student transportation are adequate to meet the needs of the educational program.
		46. School-owned vehicles are operated/maintained in compliance with governmental regulations.
		* Overall, the Student Services Standard has been met.

STANDARD FOR SCHOOL FACILITIES

Standard: *The school campus and facilities are designed, operated, and maintained to achieve the school's mission and purpose.*

YES	NO	<i>(Please mark with an X)</i>
		47. The campus and school buildings are designed to facilitate the administrative, instructional, and co-curricular programs.
		48. The campus and school buildings are attractive, clean, neat, and well maintained.
		49. All school facilities are regularly inspected to ensure that fire, health, and safety regulations are met.
		50. The school facilities are in compliance with denominational and governmental requirements.
		51. The Loss Control Plan includes annual site and building inspections.
		52. The school provides adequate liability insurance for all school property and vehicles.
		53. Maintenance and custodial services provide for systematic maintenance and care of the site, buildings, and equipment.
		* Overall, the School Facilities Standard has been met.

STANDARD FOR INFORMATION TECHNOLOGY

Standard: *The integration of information technology enhances teaching and learning throughout the school program.*

YES	NO	<i>(Please mark with an X)</i>
<input type="checkbox"/>	<input type="checkbox"/>	54. The technology infrastructure and equipment is sufficient to support the school-wide student learning goals and operational needs.
<input type="checkbox"/>	<input type="checkbox"/>	55. Technology is integrated into the instructional program to enhance learning.
<input type="checkbox"/>	<input type="checkbox"/>	54. Technology with appropriate training, is provided to staff and students.
<input type="checkbox"/>	<input type="checkbox"/>	55. The school's annual budget provides funding to maintain and support the available technology resources.
<input type="checkbox"/>	<input type="checkbox"/>	* Overall, the Information Technology Standard has been met.

STANDARD FOR MARKETING

Standard: *A formal marketing plan, including implementation strategies, is developed and deployed to enhance recruitment and retention of students.*

YES	NO	<i>(Please mark with an X)</i>
		56. Marketing activities and strategies included in the school’s marketing plan are consistent with the school’s philosophy and mission statement.
		57. Sufficient human and financial resources are allocated for marketing and development.
		58. Board members, administrators, faculty and staff are periodically in-serviced on marketing plan, goals, and implementation strategies.
		59. Evidence demonstrates that board members, administrators, faculty and staff are actively involved in “personal contact” recruitment.
		60. Various media formats are used to market the school program; all marketing formats and presentations are kept up-to-date, i.e., website.
		61. The school directly market to, and recruits from, local constituent and non-constituent churches annually.
		62. Regular feedback from constituent churches is sought and used to identify school strengths and remedy weaknesses, perceived, and real.
		63. For marketing purposes, methods are in place and used to track progress of currently enrolled students and alumni.
		* Overall, the Marketing Standard has been met.

REPORT ON SCHOOL IMPROVEMENT ACTION PLANS

The annual report of a school’s progress on the implementation of its action plans for school improvement provides accountability to the accrediting agencies, the school board, and the constituency.

Complete **TABLE E and F** on the following pages (*copy and insert additional pages as needed*).

TABLE E: 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: <input type="checkbox"/> In Progress <input type="checkbox"/> New Plan <input type="checkbox"/> Completed
				Date Goal Set: <input type="checkbox"/> In Progress <input type="checkbox"/> New Plan <input type="checkbox"/> Completed
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Table F – PROGRESS REPORT Major Recommendations

Major Recommendation	School Response
Major Recommendation # _____	
Major Recommendation # _____	
Major Recommendation # _____	

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Major Recommendation # _____	
Major Recommendation # _____	
Major Recommendation # _____	

ATTACHMENTS:

Please attach the following:

1. Current class schedule with daily/weekly clock hours.
2. A narrative explanation for any **standard** marked **NO**.
3. **Copy of the school board minutes, with date, showing that the school board has reviewed the school's Major Recommendations and – Action Plans during the last 12 months.**

TABLE B Personnel Assignments & Course Information

Staff	Employment	Degree	Certification		Classes Taught	Endor.	Credit	Class Enroll	Per Week		Approved course Outline	Approved NAD Textbooks
			State	Denom.					Periods	Minutes		
Name:												
Other Assignments:			Employment Status:									
			Instructional Evaluation:									
		<i>NOTE: varying requirements for Instructional Evaluation by Employment Status (CUOE Code #9405)</i>										
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