



Adventist Education

A JOURNEY TO EXCELLENCE

Lake Union Office of Education

JUNIOR ACADEMY MANUAL

**Lake Union Conference
Office of Education
8450 M 139
Berrien Springs, MI 49103**

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Introduction

The purpose of this manual is to provide an overview of guidelines for the operation of Junior Academies (PreK-9, K -9, 1 – 9, PreK-10, K-10 or 1- 10) in the Lake Union Conference. It brings together sections of the Lake Union Conference Education Code and other pertinent information that is relevant to the establishment and governance of a junior academy program within the Lake Union.

*The local school and conference should consult with the Lake Union Office of Education (LUCOE) when considering starting a junior academy. The completed initial application to teach secondary subjects must be appropriately processed and submitted to the LUCOE on or before **April 1**, (please refer to the checklist on pages 31-32). The Lake Union Board of Education (LUCBOE) is responsible for reviewing and approving all junior academy programs.*

JUNIOR ACADEMIES

Authorization to operate a junior academy is granted by the Lake Union Conference Board of Education upon recommendation of the local Conference Board of Education. The designation “junior academy” shall be reserved for those schools which operate an accredited elementary program and the first one or two years at the secondary level (grades 9 and/or 10). This may include a combination classroom in one room of the last two years of the elementary level (Grades 7 and 8), and the first one or two years of the secondary level (Grades 9 and/or 10).

Once authorization has been granted, the local Conference Office of Education shall oversee the activities of the junior academy. Principals must submit annual progress reports and Junior Academy Application to the local Conference Office of Education and to the LUCOE. The Lake Union Office of Education will chair junior academies’ accreditation visits, including mid-cycle visits, in harmony with school accreditation criteria. When a school’s viability is in question, additional conference and/or union visit(s) may be warranted.

At the Lake Union Board of Education in May, approved Junior academies shall receive authorization to operate for one year. The regular accreditation of junior academies shall be planned and executed by the Lake Union Conference Office of Education in harmony with North American Division policy.

The purposes for adding grades 9 and/or 10 to an approved elementary school may include:

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

The Lake Union has three programs for junior academies:

- A. 7th – 9th Multi-grade Program (pp. 13-16)
- B. 9th – 10th Grade Program (pp. 16-19)
- C. 9th – 10th Grade Alternation Program (pp. 19-21)

The local school board in consultation with the Conference Superintendent of Education should study the guidelines for each of these programs and determine which would best fit the specific needs of the school.

CRITERIA FOR OPERATING JUNIOR ACADEMIES

When a local conference approves a junior academy, the following criteria must be met:

1. Where a kindergarten is included, a qualified kindergarten teacher will be in place. Multi-grade kindergartens must be approved by the local Conference Board of Education.
2. A demonstrated educational need for the 9th and/or 10th grade which is not currently being met by established Adventist schools in the area.
3. An adequate physical plant which
 - a. has met state and local fire, safety, and health codes.
 - b. meets state/local square footage per student requirement.
4. A budget that demonstrates sufficient financial support for adding a junior academy that does not weaken the overall established program.
5. Administrative structure guiding budget control, student records, and collection of student accounts.
6. A prospective continuing enrollment adequate for the financial, social and curricular needs of an educational program. The school should have a minimum of three students in grades 9 and/or 10 to operate a 9/10 grade program.
7. No fewer than three properly certificated/endorsed, full-time teachers in the organization of grades K-9 or K-10. Teaching assignments should provide equity of teacher load.
8. Adequate curricular and teaching materials/equipment for the proposed offerings, including the following:
 - a. A minimum of one computer/tablet for every ninth and/or tenth grader. The school will have adequate internet accessibility for student use.
 - b. Appropriate equipment for approved secondary subjects (science, PE, music, etc.).
 - c. Appropriate textbooks, library books, and access to multimedia resources.
9. Departmentalization of the junior academy program should not generally be considered below grade seven in the core subject areas unless the teacher(s) are appropriately endorsed.

10. Six to seven teaching periods will generally constitute a full teaching load for a junior academy teacher. In a departmentalized program, the major elementary subject areas and secondary subjects are to be considered equivalent when determining teacher load. Supervisory, co-curricular duties and elementary classes may be assigned by the school administrator as part of the teacher's professional responsibilities.
11. Student permanent records must be maintained and stored on the school's SIS system. Schools are encouraged to store hard paper copies in a safe location.

FAILURE TO OBTAIN PERMISSION TO OFFER SECONDARY SUBJECTS

Any Junior Academy that offers secondary subjects without obtaining LUCOE approval will jeopardize its junior academy status, and will be notified that, if proper approval is not obtained before the following year, the school's junior academy program will be placed on probationary status.

Initial approval for the establishment of a junior academy or the upgrading of an existing school must be obtained from the Lake Union Conference Board of Education at its spring meeting held the first week in May, previous to the expected year of operation. Authorization to operate a Junior Academy and to teach secondary subjects is outlined in the procedures on the following page:

Procedures for Authorization to Operate a Junior Academy and to Teach Secondary Subjects

1. Local School Board shall consider the feasibility of meeting the criteria outlined in this manual to become a junior academy.
2. A formal vote of the constituency to submit an application to the Conference Office of Education for junior academy status by January 10.
3. Approval of the request by the local Conference Board of Education by February 1.
4. On-site visit of a visiting committee appointed by the Lake Union Conference Office of Education. Recommendations of the visiting committee to be addressed by the school board by March 1.
5. Responses to the Lake Union Conference Visiting Committee's recommendation by April 1.
6. Recommendation made by the Visiting Committee to the Lake Union Board of Education at its May meeting.
7. Final approval to establish a junior academy can only be given by the Lake Union Conference Board of Education.

Procedures for gaining authorization for the re-establishment of a previously approved junior academy shall be determined by the Lake Union Conference Office of Education upon recommendation of the local Conference Board of Education.

A school that has not operated as a junior academy for three consecutive school years, must re-apply to become a junior academy in the Lake Union. Schools that have suspended operation of a junior academy for less than three years must submit a written report based on:

- A. Changes that have taken place at the facilities, physical plant and teaching personnel that may have bearing upon the effective teaching of the secondary subjects for which approval is being sought.
- B. Projected secondary student enrollment (by grades) for the next five years.
- C. Submission of an adequate operating budget for the entire school program.

NOTE: *Application/Re-Application form* may be downloaded from the Lake Union Conference website at www.lakeunion.org.

Annual Re-Application to Operate a Junior Academy & Teach Secondary Subjects

The ***Application to Teach Secondary Subjects*** is to be submitted annually by each eligible school requesting authorization to offer secondary subjects.

1. The Junior Academy Re-Application is to be sent to the local Conference Office of Education by February 1. All listed signatures must be in place, with the voted actions, or the application is considered invalid. Credit will not be granted without prior approval through this application process.
2. The Lake Union Conference Office of Education will review the re-applications and assess the status of the junior academy to teach the particular subject(s). In the event of an appeal, the Certification Review Committee will be convened. The *Re-Application* must be received by the Lake Union Office of Education (LUCOE) on or before April 1, prior to the school year in which authorization is requested. The LUCOE informs, in writing, the conference office of education and school principal of the outcome of the application following the Lake Union Board of Education meeting held in May.

Re-Application Schedule

December 1 - Local school obtains the application to teach secondary subjects from the Lake Union Office of Education website.

February 1 - Approval of the request by the local Conference Board of Education by February 1.

April 1 - Conference Office of Education submits any approved application with any Conference Board of Education recommendation(s), and appropriate signatures to LUCOE, for approval at its May meeting.

NOTE: *Application/Re-Application form* may be downloaded from the Lake Union Conference website at www.lakeunion.org.

December 1	Local school obtains application to teach secondary subjects from Lake Union Office of Education website.
February 1	School submits an application to local Conference Office of Education Conference Board of Education to take appropriate action.
April 1	Conference Office of Education submits application with Conference Board of Education recommendation, and appropriate signatures to Lake Union Office of Education (LUCOE)
August 1	Application update sent to local junior academy by Lake Union Office of Education.
September 1	School submits application/re-application update to Conference Office of Education.
October 15	Local conference submits application/re-application to Lake Union Office of Education.

October 15- November 15	Lake Union Office of Education (in consultation with local Conference Office of Education) recommends status to Lake Union Board of Education
November 15-30	Lake Union Board of Education takes action to authorize recommendations. Schools are informed of the Board's decision.

NOTE: Schools wishing to offer Algebra 1 to 8th grade students, must have prior approval from the local school/local Conference Office of Education/and Lake Union Office of Education. (See p. 26.)

NOTE: *Application/ReApplication* may be downloaded from the Lake Union Conference website at www.lakeunion.org.

ADMINISTRATION AND ORGANIZATION

Once the Lake Union Conference has granted authorization for the establishment, re-establishment, or the upgrading of an existing school to junior academy status, the local Conference Office of Education becomes responsible to oversee the operation of the school. The following serve as standards that should be followed:

1. The local constituency in consultation with the Conference Office of Education, shall establish or amend the school constitution, setting policies and procedures for the school board.
2. A school board shall be elected by the constituency to administer the affairs of the junior academy in harmony with the policies of the Lake Union and local conference.
3. Accurate and complete financial, scholastic, and personnel records must be kept and stored in harmony with Lake Union and local conference policy.
4. The school should establish and maintain an annual budget to adequately service the school operation. Schools should establish policies related to
 - a. monthly statements to the board,
 - b. distributing student statements, as well as
 - c. collecting and receipting funds in harmony with good accounting procedures.
 - d. The financial records shall be audited on an annual basis.
5. It is recommended that the constituent churches pay a subsidy on a twelve-month basis.
6. Grades and Transcripts are to be recorded in the following ways:
 - a. Student grades are to be recorded in the school's designated Student Information System (SIS).
 - b. Official transcripts for 9th/10th grade subjects are to be obtained from the Lake Union Office of Education, P.O. Box 287, Berrien Springs, MI 49103.
7. Schools must maintain a 9th and 10th grade program after the school receives its initial approval to operate a junior academy.

8. Any changes that could affect Junior Academy status should be reported to the Lake Union Conference Office of Education

CURRICULUM AND ACADEMIC POLICIES AND PROCEDURES

1. Each school desiring to teach secondary subjects shall make formal application for each specific subject on an annual basis. If approved by the local Conference Board of Education, applications shall be recommended to the Lake Union Board of Education for authorization. Schools will be classified at one of the following levels:

Approved: All facets of the programs are satisfactory and meet Lake Union Policy.

Conditional: One or more facets of the program do not meet Lake Union policy. The school must show progress in meeting all policies during the current school year.

Probationary: One or more facets of the program do not meet Lake Union Policy. The school has not shown sufficient progress in meeting Lake Union policy during the current school year. Any school receiving a Probationary classification for two consecutive years will automatically become an Unapproved school.

Unapproved: The program is unacceptable. Classes should not be offered. No credit will be recorded by the Lake Union Office of Education.

1. A class that meets for 200 minutes per week (240 minutes for classes with laboratory periods) for a full school year, shall receive one Carnegie Unit of credit. Classes which meet for a shorter period of time shall have the amount of credit prorated. No credit will be offered for classes less than .25 credit per semester. P.E., music, practical arts credit is limited to .5 credits per year unless otherwise approved by Lake Union Office of Education.

Secondary subjects shall be taught with a minimum class period of 40 minutes (exclusive of the time permitted for changing classes). Schools offering classes on a block schedule should ensure that there are 400 minutes of class per two-week block.

2. Care should be taken that courses (or portions of courses) are offered in proper sequence when the course content requires this, e.g. Algebra I before Geometry. Prior approval shall be obtained from the Lake Union Conference Office of Education when students are to be registered in courses (or portions of courses) out of proper sequence.
3. Schools may request permission to offer electives above the normal five (5) units of “core” subjects. Class offerings should follow as closely as possible those offered at the grade level in the local conference academy and be taught by a fully certificated teacher. Authorization for the course/s will be based on the following:

- a. Teacher qualification including subject competency/endorsements
 - b. Total teaching/assignment load in elementary grades
 - c. Teacher's duties and responsibilities in areas other than instruction
 - d. Unless otherwise stated in this manual, electives must receive prior approval from the local Conference Office of Education
 - e. School facilities and equipment
 - f. Student's abilities to carry the additional load
4. At the close of the first and second semesters of the school year, teachers in junior academies shall report to the local Conference Office of Education (through the principal)
 - a. the final letter grade of the secondary subjects taught,
 - b. the length of the class periods,
 - c. the number of class periods per week, and
 - d. the number of weeks of instruction during the semester.
 - e. Ensure that correct academic information is entered in Dashboard
5. Conference Offices of Education shall ensure all junior academy secondary grades are entered in the student's record on the NAD Dashboard by January 31, (first semester) and June 30, (second semester) for processing and permanent storage. Transcripts for junior academy students shall be issued by the Lake Union Conference Office of Education.
6. In exceptional circumstances when a complete curriculum cannot be offered due to lack of certificated/endorsed teacher availability, schools may offer distance education courses from the NAD Commission on Accreditation (NADCOA) approved list of Distance Learning programs. Schools offering courses via distance/online/remote learning education, remain under the authority of the local Conference Office of Education and the Lake Union Office of Education. Approval by the Lake Union Conference Office of Education must be obtained prior to any of these programs being initiated.
7. Teachers shall use the approved textbooks and curriculum standards stipulated by the Lake Union Conference Office of Education and the NAD Office of Education. Junior academies should, as far as possible, follow the textbook selection of the local senior academy.
8. Students who receive a grade of "Incomplete" at the close of a marking period must remove the condition before the close of the next marking period. Failure to do so will result in that grade being recorded as an "F".
9. Schools will participate in the Lake Union Conference Accreditation process.
10. Junior academies shall participate in the Lake Union Conference Standardized Assessment Program. Test results are to be recorded in the student's electronic record in the SIS system, in harmony with local Conference policy.

11. Requests for the transfer of student records shall be handled in harmony with the local conference policy.
12. Since transcripts of credits will be issued by the Lake Union Conference Office of Education, information regarding the withholding of transcripts (for any reason) should be forwarded to the local Conference Superintendent together with the grades. This information will then be passed on to the Lake Union Conference Director of Education for further action. Transcripts will be recorded when junior academies have met the following:
 - a. Adhered to the guidelines for establishing and maintaining a junior academy
 - b. Completed procedures for operating a junior academy
 - c. Received either an 'Approved,' 'Conditional,' or 'Probationary' rating after submitting the Application/Re-Application to Operate a Junior Academy to Teach Secondary Subjects.
13. General policies applicable to the operation and management of elementary schools will also apply to junior academies.
14. All other requirements and procedures for the establishment and operation of junior academies shall be met as specified in the Lake Union and local Conference Education Codes.

ANNUAL PROGRESS REPORTING

1. The annual progress report is included in the Junior Academy Application /Re-Application, and is available on the Lake Union website.
2. The completed annual progress report is provided to the local conference office of education by the principal and is submitted to the LUCOE by April 1 of the current school year. This annual progress report is included with Junior Academy Application/Re-Application and must be completed annually as required in the school's Status of Accreditation Visiting Team Report.
3. The LUCOE will review the status of the school, taking account of the information noted in the Annual Progress Report. In the event of an appeal, the Certification Review Committee will be convened.
4. When the "not approved" status is assigned, the school is placed on probation and notified by the LUCOE that if proper approval is not obtained before the following year, secondary courses offered by the school will not be recognized or accepted.

JUNIOR ACADEMY TEACHER LOAD

Five subject preparations per day and six to seven teaching periods will generally constitute a full teaching load for a junior academy teacher. In a departmentalized program the major/core elementary subject areas and secondary subjects are to be considered equivalent when determining teacher load: Bible, language arts, math, science, and social studies. Supervisory and co-curricular duties will be assigned by the school administrator as part of the teacher's professional responsibilities.

FINANCE

Conference teacher subsidy for the Grades 9/10 teacher shall be based upon a minimum enrollment of students as determined by the local Conference Board of Education. When enrollment is less than the minimum specified, the conference teacher subsidy may be prorated accordingly.

FACULTY

The following guidelines shall be adhered to:

1. A minimum of one full-time, properly certificated teacher, shall be provided for each year of secondary subject level ~~teaching~~ provided at the school. One of these teachers may also serve as principal.
2. The maximum number of students for one teacher shall not exceed the following when more than two grades are combined:
 - a. Grades 1-6: Up to 12 students - no teacher assistant needed
13 to 15 students - half-time assistant recommended
Over 16 students - full-time assistant required
 - b. Grades 7-9/10: Up to 15 students - no teacher assistant needed
16 to 20 students - half-time assistant recommended
Over 20 students - full-time assistant required
3. When the teacher serves as principal, adjustment to the numbers stated in 2. A will be in consultation with the local Conference Superintendent of Education.
4. Supervising and co-curricular duties will be assigned by the administrator as part of the teacher's professional responsibility.

5. In developing teacher assignments, preparation load for elementary and secondary teachers needs to be considered in consultation with the local conference superintendent.

LIBRARY AND INSTRUCTIONAL MEDIA CENTER

Junior academies will provide a special library room/area, or instructional media center.

1. 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 \$50.00 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.
2. Library Accessions
 - a. A school offering the ninth grade will have a minimum of 750 books suitable for students in grades 7 through 10, in addition to reference works. An additional 500 carefully selected titles, or a total of 1,250 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, and available in digital and paper copies.
 - 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, in digital and paper copy, 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. CD's 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 varying interests, 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.

FOUR STANDARD PROGRAMS FOR JUNIOR ACADEMY

Each school must apply for one of these three types of programs and follow the related policies. Local schools or conferences are not to grant credit for any secondary subjects. Credit for 9th and 10th grade courses is granted by the Lake Union.

The 7-9 Multi-grade Classroom

The multi-grade classroom grades 7-9 is one that is organized to include grade 9 in a classroom with grades 7-8. (See page 13.)

Basic Standards

1. A minimum of two full-time teachers is required in the multi-grade 1-9 classroom school. Enrollment in grades 1-6 should not exceed 12, without a teacher assistant. Enrollment in grades 7-9 should not exceed 15 without a teacher assistant. (See p. 10).
2. Each teacher shall hold a valid Seventh-day Adventist teaching certificate and should be endorsed in each area of their teaching assignment. A person with a teaching certificate may be endorsed to teach 9th and 10th grade subjects if he/she has a minimum of 12 semester/18 quarter credits in that subject area, other than P.E. and music. (See note page 14.)
3. The curriculum as selected from the options offered on pages 14 and 15, shall be taught but will be limited to five units of credit plus P.E., music, and practical arts. No laboratory classes are to be offered. Courses may be offered only if the teacher meets certification requirements as enumerated in number 2 above.
4. Only textbooks listed in North American Division Secondary Textbook List are to be used, unless otherwise approved.
5. Students in the ninth grade are expected to spend 200 minutes per week (1 Carnegie Unit) in each class, except P.E., music and practical arts. This time

may be used in instruction, study, or project-based learning. No credit will be granted for less than .25 units of credit per semester. Schools offering classes on a block schedule should ensure that there are 400 minutes of class per two-week block and may be adjusted for block scheduling, while still providing required time for meeting learning standards.

6. The media center shall provide access to a minimum of 750 books/resources, with an appropriate distribution and an approved library cataloging system. The media center shall include 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, instructional and professional publications (paper copy and/or digital)
 - c. General library books each representing the cataloging classifications & genres. (paper copy and/or digital)
 - d. Newspaper(s) (hard copy and/or digital)
 - e. Instructional equipment and materials (tablet/computers, headphones, connectivity, high speed internet access)
 - f. Approved, updated internet firewall security installed

Curriculum

Secondary units of credit will be given for ninth grade work. The seventh, eighth, and ninth grade subjects which may be offered through block scheduling are as follows

Grade 7/8 Subjects

Required

Bible
 Language Arts
 (English, Spelling, Reading)
 Math
 Science/Health
 Social Studies
 Physical Education
 Art/Music
 Practical Arts (Optional)
 Keyboarding (see note #4) *

Grade 9

Required

Religion I
 English I
 Algebra I, Pre-Algebra, or
 Consumer Math
 Physical or Earth Science or
 World History
 Physical Education, 1 year (see
 note #1) * (see note #6) *
 Technology

Optional

Music (see note 2) *
 (see note #6) *
 Elective (see note #5) *
 Practical Arts (see note #3) *
 (see note #6) *

Please Note:

- *1. Physical Education - a maximum of .5 unit of credit per year for Physical Education, the class must meet a minimum of 100 minutes per week
- *2. Music - a maximum of .5 credit shall be allowed for musical organizations which meet 100 minutes a week. No credit is allowed for private lessons.
- *3. Does not meet the requirements for Vocational/Practical/Industrial Arts/Home Economics for a senior academy and will be approved up to .5 unit of credit per year.
- *4. Keyboarding - 30 words per minute competency must be met by the end of the 8th grade year.
- *5. The school may request permission from the Lake Union Office of Education to offer additional courses. Each school's proposed offerings will be approved annually by the local Conference Office of Education. Authorization for each course will be based on the following:
 - a. Teacher qualification including subject competency.
 - b. Teaching load and assignment in elementary grades
 - c. Total assignments
 - d. Duties and responsibilities outside of instruction
 - e. School facilities and equipment
 - f. Ninth-grade students' abilities to handle the additional courses

Suggested Electives:

- 1. Computer Literacy/Applications/Coding
 - 2. Life Skills
 - 3. Vocational/Practical/Industrial Arts
 - 4. Technology
 - 5. Health
 - 6. Woodworking
 - 7. Visual Arts
 - 8. Fine Arts
- *6. Teachers in non-core subject areas may apply for a designated teaching certificate endorsement through the local Conference of Office Education; for example, Physical Education, Music, Industrial/Practical/ Visual/ Vocational Arts

Note: American History cannot be taught at the Junior Academy level.

Note: A minimum of five secondary subjects must be offered. Subjects being taught at the Junior Academy level could be coordinated with the local conference academy.

Note: While the following courses may meet the requirements for a general diploma, they do not qualify for college prep, academic diploma, or enriched diploma: General Science, General Math, Consumer Math, General Business.

Note: Eighth grade students will not receive credit for completing secondary subjects (as outlined in the Lake Union Junior Academy Manual) unless the local Conference Office of Education and Lake Union Office of Education have granted approval prior to the beginning of the course work.

The 9-10 Grade Program

The standard program grades 9 and 10 is one in which grades 9 and 10 are organized as separate units with specific courses offered at each grade level. (See page 18)

Basic Standards

1. A full-time teacher or equivalent is required for each grade taught above the eighth grade. Teachers may departmentalize and exchange classes to meet secondary standards.
2. Each teacher shall hold a valid Seventh-day Adventist teaching certificate and should be endorsed in each area of his/her teaching assignment. A person with a teaching certificate may be endorsed to teach 9th and 10th grade subjects if he/she has a minimum of 12 semester/18 quarter credits in that subject area, other than P.E. and music.
3. The curriculum, as selected from the options offered on the following page, shall be taught, but will be limited to five units of credit plus P.E., music, and Industrial/Practical/Visual/Vocational Arts. Courses may be offered only if the teacher meets certification requirements as noted in number 2 above. When Biology is taught as a 10th grade subject, it must meet the 240 minutes per week requirement which includes a lab. Minutes may be adjusted for block scheduling, while still providing required time for meeting learning standards.
5. Only textbooks listed in the North American Division Secondary Textbook List are to be used unless otherwise approved.
6. Students in the ninth and tenth grade are expected to spend 200 minutes per week (1 Carnegie Unit) in each class, except P.E., music and practical arts. This time may be used in instruction, study, or project based learning. No credit will be granted for less than .25 units of credit per semester. Schools offering classes on a block schedule should ensure that these are 400 minutes of class per two-week block.

7. The library area/media center shall provide access to a minimum of 1250 books/resources, with an appropriate distribution and an approved library cataloging system. The media center shall include 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, instructional and professional publications (paper copy and/or digital)
 - c. General library books each representing the cataloging classifications & genres. (paper copy and/or digital)
 - d. Newspaper(s) (hard copy and/or digital)
 - e. Instructional equipment and materials (tablet/computers, headphones, connectivity, high-speed internet access)
 - f. Approved, updated internet firewall security installed
8. A minimum of \$50.00 per student must be budgeted and spent each year on the items in number seven. Textbook expense cannot be counted. It is recommended that the library fee be included in the registration charges and used exclusively for library acquisitions.
9. Adequate laboratory equipment must be provided to conduct basic experiments indicated by the courses taught.

Curriculum

Grade 9 Subjects-Odd Yr. 2024-25, etc.)

Required

Religion I
 English I
 Algebra (see note #1)*
 World History
 Physical Education-1 year (see note #2)*
 Technology

Optional

Music (see note #3)*
 1 Additional elective (see note #5 & 6)*

Grade 10 Subjects-Even Yr. 2025-26, etc.

Required

Religion II
 English II
 Algebra II or Geometry
 Physical Education-1 year (see note #2)*
 Biology (see note #5)*
 1 Elective (see note #4 and 6)*

Optional

Optional- Music (see note #3)*

Please Note:

- *1. Math – at the 9th grade level only in this Junior Academy program, may offer Pre-Algebra, or Consumer Math, but these courses do not apply towards an academic, college prep, or enriched diploma.
- *2. Physical Education - a maximum of .5 unit of credit for Physical Education, the class must meet a minimum of 100 minutes per week
- *3. Music - a maximum of .5 unit of credit shall be allowed for musical organizations which meet 100 minutes a week. No credit is allowed for private lessons.
- *4. Biology - classes must meet 240 minutes per week which includes lab time.
- *5. Electives - Electives should follow as closely as possible those offered at the grade level in the local conference academy, and be taught by a fully certificated and endorsed teacher. Counsel should be sought from the local Conference Superintendent.

Suggested electives are listed below but are not limited to the following:

- A. Keyboarding
- B. Computers literacy- applications/coding/Web design/Computer programming/Graphic Design
- C. Geography
- D. Life Skills
- E. Vocational
- F. Physical or Earth Science
- G. Modern Language
- H. Health
- I. Practical/Visual/Vocational/Industrial Arts
- *6 Teachers in non-core subject areas may apply for a designated teaching certificate endorsement through the local Conference of Education; for example, Physical Education, Music, Art, Industrial/Practical/Visual/Vocational Arts.

Note: American History cannot be taught at the Junior Academy level.

Note: While the following courses may meet the requirements for a general diploma, they do not qualify for college prep, academic diploma, or enriched diploma, or in some cases, may not qualify for credit: General Science, General Math, Consumer Math, General Business.

Note: A minimum of five secondary subjects must be offered. Subjects being taught at the Junior Academy level could be coordinated with the local conference academy.

Note: Eighth grade students will not receive credit for completing secondary subjects (as outlined in the Lake Union Junior Academy Manual) unless the local Conference Office of

Education and Lake Union Office of Education have granted approval prior to the beginning of the course work.

The 9-10 Grade Alternation Program

The subject alternation program grades 9-10 is one in which grades 9 and 10 are organized as a single unit with designated subjects offered in alternating years. (See page 20).

Basic Standards

1. A minimum of one full-time teacher or equivalent is required for a ninth/tenth grade alternation program. Teachers may departmentalize and exchange classes in order to meet secondary requirements.
2. Each teacher shall hold a valid Seventh-day Adventist teaching certificate and should be endorsed in each area of his/her teaching assignment. A person with a teaching certificate may be endorsed to teach 9th and 10th grade subjects if he/she has a minimum of 12 semester/18 quarter credits in that subject area, other than P.E. and music.
3. The curriculum as selected from the options offered on page XX shall be taught, but will be limited to five units of credit plus P.E., music, and vocational arts. Courses may be offered only if the teacher meets certification requirements as noted in number 2 above. When Biology is taught as a 10th grade subject, it must meet the 240 minutes per week requirement which includes a lab.
4. Only textbooks listed in the North American Division Secondary Textbook List are to be used unless otherwise approved.
5. Students in the ninth and tenth grades are expected to spend 200 minutes per week (1 Carnegie Unit) in each class, except P.E., music, and industrial/practical arts/visual/vocational arts. Minutes may be adjusted for block scheduling, while still providing required time for meeting learning standards. This time may be used in instruction, study, or project-based learning. No credit will be granted for less than .25 units credit per semester. Schools offering classes on a block schedule should ensure that there are 400 minutes of class per two-week block.
6. The library area/media center shall provide access to a minimum of 1250 books/resources, with an appropriate distribution and an approved library cataloging system. The media center shall include 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, instructional and professional publications (paper copy and/or digital)
 - c. General library books each representing the cataloging classifications & genres. (paper copy and/or digital)

- d. Newspaper(s) (hard copy and/or digital)
 - e. Instructional equipment and materials (tablet/computers, headphones, connectivity, high speed internet access)
 - f. Approved, updated internet firewall security installed
7. A minimum of \$50.00 per student must be budgeted and spent each year on the items in number six. Textbook expense cannot be counted. It is recommended that the library/media resources fee be included in the registration charges and used exclusively for library acquisitions.
8. Adequate laboratory equipment must be provided to conduct basic experiments indicated by the courses taught.

It is recommended that Junior Academy principals consult with the local senior academy principal, to ensure that course offerings and textbooks correlate with those of the senior academy.

Curriculum

Grade 9 Subjects

Odd Year (2024-25, etc.)

Required

Religion I
 English I
 Algebra (see note #1)*
 Physical Education-1 year
 World History(see note #2 and 7)*
 Technology

Optional

Optional-Music (see note #3)*
 Optional-1 Additional Elective (see note #4

Grade 10 Subjects

Even Year (2025-26, etc.)

Required

Religion II
 English II
Physical Education – 1 year (See Note #2 and 7)*
1 Elective (see note #5)*
Biology (See note #4 and 7)*
 Geometry or algebra II (see note #6)*

Optional

Music (See note #3 and 7)

Please note:

- *1. Math - may offer Pre-Algebra or Consumer Math.
- *2. Physical Education-a maximum of .5 unit of credit for Physical Education, the class must meet a minimum of 100 minutes per week.
- *3. Music - a maximum of .5 unit of credit shall be allowed for musical organizations which meet 100 minutes a week. No credit is allowed for private lessons.
- *4. Biology classes must meet 240 minutes per week which includes lab time
- *5. Electives - electives should follow as closely as possible those offered at the grade level in the local conference academy, and be taught by a fully certificated and endorsed teacher. Counsel should be sought from the local conference superintendent. Suggested electives are listed below, but are not limited to the following:
 - A. Keyboarding
 - B. Computers literacy / applications/coding Web design/Computer programming/Graphic Design
 - C. Geography
 - D. Life Skills
 - E. Physical or Earth Science
 - F. Modern Language
 - G. Health
 - H. Practical/Visual/Vocational/ Industrial Arts
- *6. It is required that Algebra I be taught prior to Algebra II or Geometry, which would require that Algebra I be taught every year.
- *7. Teachers in non-core subject areas may apply for a designated teaching certificate endorsement through the local Conference of Education; for example, Physical Education, Music, Art, Vocational Arts.

Note: American History cannot be taught at the junior academy level.

Note: Eighth grade students will not receive credit for completing secondary subjects (as outlined in the Lake Union Junior Academy Manual) unless the local Conference Office of Education and Lake Union Office of Education have granted approval **prior to the beginning of the course work.**

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

Authorization of Curriculum

After initial authorization by the LAKE UNION CONFERENCE BOARD OF EDUCATION 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.

Basic Curriculum for 9th and 10th Grades

1. Grade 9
 - Religion I
 - English I
 - Earth Science /Physical Science/or equivalent
 - Mathematics (Algebra I recommended)
 - Health, P.E.
 - Elective
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

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.* 2024-2025)
 - 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.* 2025-2026)
- Religion II
 - English II
 - Science
 - *Algebra I
 - *Geometry
 - Physical Education
 - Electives

*These subjects must be offered each year.

3. It is recommended that Junior Academy principals may consult with the local senior academy principal, to ensure that course offerings and textbooks correlate with those of the senior academy.

Junior Academy Library and Instructional Media Center

1. Library or Instructional Media Center
Junior academies will provide a special library room/area, 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. \$50.00 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 750 books suitable for students in grades 7 through 10, in addition to reference works. An additional 500 carefully selected titles, or a total of 1,250 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, and available in digital and paper copies.
 - b. For economic reasons, the use of suitable paperbacks is permissible.

4. Reference Books

Current dictionaries, encyclopedias, yearbooks, atlases and almanacs are to be provided. Special reference books, in digital and paper copy, 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.

5. 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 varying interests, girls and boys.
- e. Periodicals representing the major subject areas.

6. 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

Applied Arts Courses (Industrial, Practical Visual, Vocational)

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

Grade Reports and Standardized Assessment Results

Teachers in junior academies will report all grades and credits earned for the appropriate areas in their school's SIS. These grades/credits should be entered on the designated SIS on a timely basis. Standardized assessment results should be stored in the designated electronic student record and/or office file.

Griggs International Academy

1. APLE Program (Alternative Programs for Learning Environments)

The APLE program is an alternative academic program that allows schools to add to or strengthen their programs by using a combination of Griggs courses and faculty to enhance their existing programs or assist the school in offering junior academy grade levels. 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 a preliminary application for approval.
- ii. School officials submit the contract and completed forms to Griggs.
- iii. Griggs International Academy will review the application for final approval

c. An APLE facilitator is provided and funded by the local school (see APLE application for qualifications and responsibilities of the facilitator).

http://www.griggs.edu/site/1/docs/GIA_APLE_Info.pdf

d. Costs for this plan are set by Griggs.

Transcripts/Junior Academies

1. Transcripts of secondary credits for junior academy students are held and issued by the Lake Union Education Department Registrar's office, not by the junior academy.
2. Requests for junior academy transcripts will be processed by the Lake Union Registrar.
3. 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.

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 LUCOE.

Child Labor Laws

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.

Task Force and Volunteer Criminal Background Checks

School volunteers 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.

Student Supervision

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.

Eighth Grade Student Taking Algebra 1

Eighth-grade students may take Algebra I as long as the following criteria are met:

1. The course is taught by an endorsed teacher at the Junior Academy.
2. Student's MAP (or Conference/Union standardized supported assessment), test results for 6th and 7th grades. Student's overall performance must reflect (a year-end seventh grade math assessment score of) 85th percentile, or above MAP RIT assessment (or Conference/Union standardized supported assessment), with an average performance of A- in 6th and 7th grade math.
3. Completion of the 7th grade math curriculum with a final grade of "A".

4. A letter of recommendation from the 7th grade teacher that includes a description student's academic abilities, work ethic, motivation, ability to work independently, etc.)
5. A letter from the parent providing justification of their request for student to take Algebra 1
6. Satisfactory performance on an 8th grade Algebra readiness test (contact local academy)

NOTE: the request for 8th grade students to take Algebra I should be approved by the conference superintendent and Lake Union Associate Director of Education at the end of the previous school year for which the request is made, and prior to the beginning of course work.

NOTE: Senior academies in the Lake Union will accept transfer credits for Algebra 1 course taken through this process when course transferred is based on the above criteria:

NOTE: if the student meets the criteria, but the teacher does not hold a minimum junior academy endorsement, consideration may be given to offering the course through GRIGGS. The same application process would be followed.

CHECKLISTS TO ACCOMPANY THE APPLICATION FOR JUNIOR ACADEMY STATUS

Met	In progress	Cannot be met	ESSENTIAL
			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>Lake Union Education Code</i> as well as local conference guidelines.
			4. There is a board approved Three to Five-year Continuous School Improvement Plan (Strategic Master) Plan that helps to assure the schools longer term viability and alignment to mission.
			5. There is a board approved Spiritual Master Plan
			6. There is a board approved Technology Plan.
			7. There is a board approved Safety & School security plan.
			8. The school conducts annual Safety audits.
			9. Procedures have been developed to ensure the safety and confidentiality of student records.
			10. Provisions have been made for keeping records in a locked, fireproof safe or cabinet.
			11. A financial plan has been developed that supports the operation of the school as a junior academy
			12. It has been demonstrated by adequate budget control that financial support for the junior academy will not weaken the existing school program.
			13. A prospective continuing enrollment is adequate to operate and sustain a junior academy program.
			14. 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
			15. The proposed secondary curriculum to be offered includes the required and elective course offerings in the subject areas specified by the <i>Lake Union Education Code</i> .
			16. 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	ESSENTIAL
			17. 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.
			18. All faculty are members of the Seventh-day Adventist church and have the personal and professional qualifications for the assigned positions/responsibilities.
			19. Administrative and teaching loads will be assigned in harmony with the <i>LUC Education Code</i> requirements.
			20. Adequate facilities and equipment needed to implement the junior academy program has been provided.
			21. There is an adequate number of appropriately sized classroom available to accommodate the planned secondary curriculum.
			22. Specialized facilities and equipment for secondary subject areas such as, but not limited to, computer education, music, science, physical education are provided.
			23. An adequate physical plant is being provided with sufficient instructional equipment, library, and multi-media materials.
			24. The curriculum has been approved by the conference office of education.
			25. Application for junior academy status has been completed.
			26. Application for junior academy status has been approved by the local school board.
			27. Application for junior academy status has been approved by local conference board of education.
			28. On-site visit and approval from both the local conference and union offices of education.

VII. INNOVATIVE AND CURRICULUM ENHANCEMENT PROGRAMS

Every effort should be made to provide a robust, engaging Junior Academy Program for students, with attention to innovation, practical learning opportunities and technology infusion/offerings.

The curriculum of the Seventh-day Adventist schools in the North American Division is the responsibility of the union Board of Education in harmony with the guidelines provided by the North American Division Office of Education. In the Lake Union Conference, we encourage bona fide pre-approved robust, innovative, engaging junior academy programs.

VIII. TEXTBOOK AUDIT

COMPLETE *ALL* INFORMATION FOR EVERY TEXTBOOK

[illegible]

If there are any textbooks listed above that are not within the NAD guideline of five years from the copyright date, please explain. Include in your explanation the school's plan for ongoing textbook replacement.

Comment:

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 Lake 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:

Lake Union Conference

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

Due by April 1



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

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 1**, 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 LAKE UNION CONFERENCE BOARD OF EDUCATION 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 JUNIOR ACADEMY APPLICATION/ Re-APPLICATION/PROGRESS REPORT

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 1.**

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:

<u>Teacher</u>	List the name of each teacher who will be assigned teaching responsibilities in grades 9 &10.
<u>Certification</u>	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.
<u>Grade Level</u>	Under "9 th /10 th grade classes taught, name the class(es) that will be offered.
<u>Credit</u>	Record the credit value to be granted for the proposed secondary course. (See the Basic Standards for minimums and maximums in your program.)
<u>Minutes/ Period</u>	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: Typically 1 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 Verify by noting the existence of an approved syllabus.
Approved

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 as 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 **Plan of Action** 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					
3 Years Ago	2 Years Ago	1 Year Ago	Current Year	Projected Next Year	Projected In 2 Years

Percentage of current
students from Adventist
homes: _____%

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
				Date Goal Set: ☐ In progress ☐ Completed ☐ New plan

TABLE A: PROGRESS REPORT FOR SCHOOL IMPROVEMENT ACTION PLANS

School: _____

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TABLE A: PROGRESS REPORT FOR SCHOOL IMPROVEMENT ACTION PLANS

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				Date Goal Set: ☐ In progress ☐ Completed ☐ New plan

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:

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:
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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:

TABLE C Personnel Assignments & Course Information

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

*Approved by LUC Secondary Director

TABLE C Personnel Assignments & Course Information

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

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

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