

JUNIOR ACADEMY APPLICATION

INSTRUCTIONS FOR COMPLETING THE APPLICATION

This application is to be submitted to the local conference Office of Education **by May 1** by each junior academy which will offer secondary subjects during the coming school year.

I. Enrollment Statistics

Previous Year-Use the attendance figures reported on the annual report. (non-seventh-day Adventists are students from non-Adventist homes)

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

Next Year- Provide an estimate of the number of students who may be 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 conference Office of Education. The information should state the certificate and endorsements that the teacher actually holds at the time this report is submitted.

III. Proposed Curriculum and Teaching Load

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

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

Certification- Place a "Yes or "No" to indicate whether the teacher has an endorsement on the denominational teaching certificate for that subject. If "N" in certification column - please indicate the teacher's status plan to become certified in the action plan (See the Basic Standards for the program your school is planning to offer)

Grade- List subjects under grade or grades that will be offered.

Time- Give the number of minutes 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.**

Credit- Give credit which is to be granted for the proposed secondary course.
(See the Basic Standards for minimums and maximums in your program)

Example: Alternate Program **CLASSES OFFERED**

Grade 9	Time per week	Credit per year	Certificate.	Teacher	Grade 10	Time per week	Credit per year	Certification
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	319	1	N	K.O'Keel	Biology	319	1	N
Algebra I	250	1	Y	J. Adams	Algebra II	200	1	Y
Accounting	250	1	Y	S. Smith	Accounting	250	1	N
Physical Ed	150	.5	Y	E. Jones	Physical Ed	150	.5	Y
Choir	102	.5	N	G. Erich	Choir	102	.5	N

IV. Library and Media Center (this section applies to total school library)

A. Reference Materials

Provide data on the reference materials by supplying information requested for each category. (include software)

1. Encyclopedias appropriate to grade level. (List titles and copyright dates)

2. Unabridged Dictionary (Title and date)

3. World Atlas (Title and date)

4. Bible Concordance (Title and date)

5. Bible Dictionary (Title and date)

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

Yes _____ No _____ Number of copies

7. Ellen G. White books (List titles)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

B. Periodicals

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

C. Newspapers

Give the names of newspapers received regularly at the school.

D. General Items

- 1. Number of titles in the library collection. _____
- 2. Are all the books classified under the Dewey Decimal system? _____
- 3. The \$ amount spent on library materials during the previous year. \$ _____
- 4. Approximately what percentage of these library expenditures were Spent on materials appropriate for the secondary level? \$ _____
- 5. The total budgeted expenditure for books (excluding textbooks), Periodicals and media software for the coming year. \$ _____

6. List the equipment and materials (other than library) 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, and 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.)

VI. Alternation Programs

See page 16 of 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**

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

Indicate below the subjects that will be taught during the coming school year.

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

Indicate below the subjects that will be taught during the alternate year.

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

Lake Union Conference
JUNIOR ACADEMY APPLICATION

School Name _____

Address _____

School Phone # _____

Conference _____

School Year _____

For LUCOE use only

School Board Approval _____

Superintendent Approval _____

Arrival Date _____

UPDATE _____

LUCOE Approval _____

Program: Alternate

ENROLLMENT

Enrollment	Grades 1-6	Grade 7	Grade 8	Grade 9	Grade 10	Totals
Present						
Projected						
Actual						

CERTIFICATION

Teachers	Certification	Expiration Date	Endorsements

Note: If "N" in certification column - please indicate the teacher's status plan to become certified in the action plan section.

CLASSES OFFERED

Grade 9	Time	Credit	Cert.	Teacher	Grade 10	Time	Credit	Cert.

Prior Year Library Budget:
Present Year Library Budget:
Past Year Operational Budget:

Prior year Library Budget Spent:
Number of Library Volumes:
Present Year Operating Budget:

PRESENT STATUS:
AREAS OUT OF POLICY:
ACTIONS TAKEN:

Action Plan: Please indicate your intended plan of action to assure that all teachers have proper Certification and endorsements. _____

Comments: Please list any K-8 classes also being taught by Junior Academy personnel, and any other assignments for those staff. _____

Signatures Needed:

SCHOOL BOARD APPROVAL

VOTED Action _____

Date of Action _____ Board Chair Signature _____

CONFERENCE BOARD OF EDUCATION

VOTED Action _____

Date of Action _____ Superintendent Signature _____

FOR LUCOE USE ONLY:

Date of Action _____ Education Director Signature _____