Columbia Union Conference

SENIOR ACADEMY ANNUAL PROGRESS REPORT

Adventist 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.

PURPOSE

This **Annual Progress Report** fosters on-going school improvement by holding schools accountable for the standards. It meets the requirements set forth by the North American Division Commission on Accreditation. 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 report 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 shall be completed by the school principal and submitted **on October 1**, directly to the Columbia Union Office of Education (CUOE).

2. A preliminary report of findings will be provided to each school so that they may respond in writing prior to the CUOE meeting.

3. The CUOE will report deviations from standards to the Columbia Union Board of Education (CUBOE).

4. Upon notification of the CUOE's findings and voted CUBOE status, the principal shall present this response to the school board.

SCHOOL PROFILE SUMMARY REPORT

SCHOOL IDENTIFICATION:

School Name _____   School ID _____

Address   _____   Conference _____

            _____   Superintendent _____

Principal _____   E-mail _____

School Type _____   No. of constituent churches _____   Membership _____

ENROLLMENT DATA: *(Current School Year)*

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

Percentage of current students from Adventist homes: _____%

PERSONNEL DATA: *(CURRENT SCHOOL YEAR)*

Number of Total Staff (FTE) - Administrative _____   Certificated Instructional _____

Number of Certificated Instructional (FTE) K-12 _____   9-12 _____

Number of Staff (Head Count): Full-Time _____   Part-Time _____   Classified/Support Staff _____

FINANCIAL DATA: *(Last Fiscal Year)*

Total Operating Expense (Last Fiscal Year) $_____   Actual Increase (Decrease) $_____

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

ACCREDITATION DATA:

Date of Prior Full Evaluation Visit _____   Term Granted: _____

Date of Any Additional Visits _____   Type of Visit _____ __

Completed By:

_____
Name   Title   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.
		* **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)*
		3. The school admits students based on procedures that are consistent with its stated mission and purpose.
		4. When determining mission and programs, the school is responsive to community and constituency needs.
		* **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	*(Please mark with an X)*
		5. The school board and administration work cooperatively to achieve a successful school program.
		6. The school board plans for and provides resources to ensure that sufficient funds are available for the annual operating budget and capital improvements.
		7. Administrators make decisions and facilitate actions that focus the school on school-wide curriculum goals and student achievement.
		8. Administrators support and encourage teachers to utilize innovative instructional strategies that effectively enhance student learning.
		9. Administrators implement a plan for classroom supervision and evaluation of instructional personnel.
		10. Administrators maintain a secure record-keeping system for all school, student, and board information.
		11. Administrators maintain valid administrators' certificates with proper endorsements. *(Complete TABLE B on Page 17)*
		12. The administrator is systematically evaluated by conference personnel.
		13. Student supervision is provided during school hours and school functions by qualified adults.
		* **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 *(Principal, Vice-Principal, Business Manager)*		
Administrative Services *(Development, Recruitment)*		
Student Services *(Registrar, Deans, Guidance)*		
Classroom Teachers		
Instructional Aides		
Library/Media Personnel		
Clerical Personnel		
Plant Services Personnel		
TOTAL		

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)*
		14. Instructional personnel have created and implemented a professional development plan.
		15. School personnel have access to current professional materials and resources.
		* **Overall, the Professional Development Standard has been met.**

TABLE C   Professional Growth Activities

List all professional growth activities that were <u>arranged by the school</u> 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	*(Please mark with an X)*
		16. School-wide curriculum goals reflect the stated mission and philosophy of the school and are aligned with NAD standards
		17. The school's curriculum is evaluated and updated regularly.
		18. The instructional program provides a variety of learning experiences to meet the varying needs, interests, abilities, and learning styles of students.
		19. The curriculum and the instruction incorporate authentic assessment methods for measuring student progress.
		20. Student progress is communicated to parents on a regular and timely basis.
		* Overall, the Curriculum and Instruction Standard has been met.

STANDARD for the Media Center

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

YES	NO	*(Please mark with an X)*
		21. The media center has a sufficient and balanced collection of appropriate library material in both print and electronic forms to support the instructional program.
		22. Personnel provide orientation/instruction in locating and evaluating information sources that support student learning.
		* 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 # 7300C)*

	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					

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	(Please mark with an X)
		23. Student activities reflect the philosophy and purpose of the school.
		24. Planned activities for students are sufficient in number to meet the needs and interests of students.
		25. Student activities are governed by written school policies.
		* **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	(Please mark with an X)
		26. Guidance and counseling programs meet the needs of students in such areas as academic assistance, career exploration, and personal counseling.
		27. Administrative records include mandated information about student immunizations and physical examinations.
		28. Emergency plans are in place to care for illnesses, injuries, and other catastrophic emergencies.
		29. Plans for student transportation are adequate to meet the needs of the educational program.
		30. 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	*(Please mark with an X)*
		31. The campus and school buildings are designed to facilitate the administrative, instructional, and co-curricular programs.
		32. The campus and school buildings are attractive, clean, neat, and well maintained.
		33. All school facilities are regularly inspected to ensure that fire, health, and safety regulations are met.
		* **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	*(Please mark with an X)*
		34. Technology equipment and software is adequate to support the school's administrative and instructional functions.
		35. Technology is integrated into the instructional program to enhance learning.
		* **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	*(Please mark with an X)*
		36. Marketing activities and strategies included in the school's marketing plan are consistent with the school's philosophy and mission statement.
		37. Sufficient human and financial resources are allocated for marketing and development.
		38. Board members, administrators, faculty and staff are periodically in-serviced on marketing plan, goals, and implementation strategies.
		39. Evidence demonstrates that board members, administrators, faculty and staff are actively involved in "personal contact" recruitment.
		40. Various media formats are used to market the school program; all marketing formats and presentations are kept up-to-date, i.e., website.
		41. The school directly markets to, and recruit(s) from, local constituent and non-constituent churches annually.
		42. Regular feedback from constituent churches is sought and used to identify school strengths and remedy weaknesses, perceived and real.
		43. 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: ☐ In Progress ☐ New Plan ☐ Completed
				Date Goal Set: ☐ In Progress ☐ New Plan ☐ 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 # _____	
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ATTACHMENTS:

Please attach the following in digital format:

1. Current class schedules with daily/weekly clock hours, (K-12 schools need to include elementary schedules).

2. 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:										
NOTE: varying requirements for Instructional Evaluation by Employment Status (CUOE Code #9405)												
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