



Pacific Union Conference
Annual Curriculum and Accreditation Review

(For Senior Academy, Junior Academy, Extension School, Affiliate School and Elementary Schools offering Algebra I)

School: _____

Address: _____

Principal: _____

Registrar: _____

Conference: _____

Curriculum & Course Offerings

§ **Report for 2009-2010**

§ **Proposed Courses for 2010-2011**
(Schools doing an annual review in the spring will provide data for both years.)

NAD/AAA Annual Progress Report

§ **Major Recommendations/
Critical Areas of Growth**

§ **School Improvement Action Plans**

Next Accreditation Visit: _____

Instructions for Each Section of the Report Form

This report is significantly different from previous reports because it *includes the Annual Progress Report* that schools normally submit to the NAD. This report is to be submitted to the Conference Office of Education by each senior academy, junior academy, extension school, affiliate school and elementary school offering Algebra I for high school credit. **The report is to be submitted on or before the date set by the LCOE superintendent of schools or designee.** (See “Secondary Curriculum Review Committee” *Education Code C21-124.*)

TITLE PAGE: Provide the information requested.

SECTION I: ENROLLMENT

Supply enrollment information as requested. If the school is a K-9/K-10/K-12 campus, then submit K-8 enrollment numbers as well.

Current year: Report the number of students in attendance as submitted in the **Opening Report**.

Next two years: Provide an **estimate** of the number of students who may be expected to attend during the next two years based on current enrollment.

SECTION II: CURRICULUM

- A. Indicate the type of program that has been authorized. Elementary schools offering Algebra I for high school credit **must** complete section A4.
- B. Correspondence/Distance Education – List any secondary subjects that are offered as supervised correspondence and/or distance education courses, by one of the teachers at school.
- C. List the courses that do **not** meet the 200-minutes/240-minutes time requirement. The credit for classes receiving less than 5 semester periods of credit must be proportionate to class time.
- D. List each course that is taught by a teacher who does not hold a valid denominational certificate or endorsement. State the basis for the assignment. (Examples: Resignation of former teacher, to relieve overload of regular teacher, or temporary emergency assignment.)
- E. Provide information as to how students are meeting the “Community Service/Service Learning” graduation requirement and how it is being coordinated by the school.
- F. Describe how the “Work Experience” graduation requirement is being met.
- G. A course outline must be on file at the principal’s office or the Conference Office of Education. When a new course is being offered, a course outline must be attached to this document for review by the Curriculum Review Committee.
- H. Indicate the various diplomas offered by the school.

SECTION III: PERSONNEL ASSIGNMENTS AND COURSE INFORMATION

Supply the information as requested for each of the columns A through L.

COLUMN A: List *names* of Secondary Faculty. Indicate other *assignments*. (Examples: Jr. High math, Senior Class sponsor, Hiking Club sponsor, after school supervision, etc.)

COLUMN B: *Teaching Certificate* (“Denom” refers to **denominational certificate**) – Use the symbols below to indicate the type of valid denominational certificate the teacher holds:

B=Basic; **C**=Conditional; **D**=Designated Subjects/Service; **P**=Professional; **S**=Standard

COLUMN C: List *courses taught by each teacher*. (Examples: Religion I, World History, etc.) Course titles, as far as possible, should parallel course listings in curriculum guides.

COLUMN D: *Subject Endorsement* – Indicate “Yes” or “No” to show whether the teacher has a valid subject endorsement for each course taught. (This includes the Conditional and

Designated Subjects/Services Certificate). Verify the endorsement with information obtained from the latest information available from the Local Conference Office of Education.

COLUMN E and F: Indicate courses being taught with a “Yes” or “No” for the current year and projected for next school year. *Schools doing a Fall Curriculum Review may leave column “F” blank.*

COLUMN G: Write “Yes” or “No” to indicate if course outline has been approved by the University of California.

COLUMN H: Indicate the *number of students* currently enrolled in the course.

COLUMN I: Indicate the number of *semesters* each course is taught. Put a “1” if it is a one-semester course and a “2” if it is a two-semester

course. If it is less than a semester indicate the number of weeks the course is offered.

COLUMN J: Indicate the *credit granted* for the course. Use semester periods. (Example: 5 s.p. / 10 s.p.) Credit granted must be consistent with the number of minutes the class has met.

COLUMN K: Give the weekly student-teacher contact time in *minutes*. Do not include break time or passing time. Laboratory courses, such as Biology, require a minimum of 240 minutes per week.

COLUMN L: Indicate “Yes” or “No” if the textbook used for the course is listed in the **current** North American Division *Secondary Textbook List*. Indicate “None” if a textbook is not used for the course. If “No” is listed, please complete the “Textbook Audit” section of this report.

SECTION IV: TEXTBOOK AUDIT

Provide the information requested for each textbook that is not listed in the **current** *Secondary Textbook List*. The “Approval Date” is the date the superintendent of schools or designee, granted approval for the use of each alternative text.

SECTION V: CLASS SCHEDULE

Attach a copy of the current class schedule. If a schedule is published each semester, attach a copy for both semesters. Include a Friday schedule.

- A. Class schedule
- B. For both semesters
- C. Include Friday schedule

NAD/AAA ANNUAL PROGRESS REPORT

Every senior academy accredited by AAA is to complete an annual progress report even if WASC has not requested a progress report.

The policy is:

- § Schools no longer submit an annual progress report to the NAD;
- § The Progress Report will be a part of the annual curriculum and credit review (Pacific Union Protocol);
- § The Progress Report will go through a “peer review” process at the local conference level (Pacific Union Protocol);
- § Schools in conferences that do a Fall Curriculum Review will need to update the Progress Report that was submitted and reviewed in the spring;
- § **Critical Areas of Growth** identified in the AAA-WASC Visiting Committee Report and in the letter from WASC after the full visit may be viewed as synonymous with **Major Recommendations**;
- § It is important to report on the progress that has been made on the adopted **School Improvement Action Plan**; Some conferences may require the school to attach a copy of the school board adopted School Improvement Action Plan;
- § Follow instructions that are included in the Progress Report.

I. ENROLLMENT

(Current year plus projection for two more)

School Year	K-8 <small>(where applicable)</small>	Grade 9	Grade 10	Grade 11	Grade 12	TOTAL Grades 9-12
2009-2010						
2010-2011						
2011-2012						

II. CURRICULUM

A. Type of program authorized: *(Please check appropriate boxes)*

1. Junior Academy

- Multi-grade Classroom Grades 7-9 (*Education Code A14-124*)
- Secondary School Affiliate Program (*Education Code A14-144*)
Senior Academy affiliated with _____
- Standard Program Grade 9 (*Education Code A14-128*)
- Standard Program Grades 9 and 10 (*Education Code A14-132*)
- Subject Alternation Program Grades 9-10 (*Education Code A14-136*)

2. Correspondence Courses/Distance Education

- Griggs University & International Academy (supervised correspondence courses)
- Online Distance Education with _____

3. Senior Academy, Grades 9-12

- Block/modified Schedule
- Intensive Block Schedule
- Traditional Schedule

Extension School, Grades 9-12

- Block/modified Schedule
- Intensive Block Schedule
- Traditional Schedule

4. Elementary School – Offering Algebra I in 8th grade (*Education Code C14-116*)

- (a) Date authorized by conference office of education _____ (b) Total minutes/week _____
- (c) Credits _____ (d) Text used _____
- (e) Teacher _____
- (f) Certificate _____ (g) Endorsement _____

B. Correspondence/Distance Education: *(List any secondary subjects offered as supervised correspondence and/or distance education courses.)*

Title of Course	Institution Offering Course	Date Approved by LCOE or Conference Curriculum/Review Comm.

C. List the courses that do **not** meet the class time requirements as specified in the *Pacific Union Conference Education Code* Sections C20-104, C20-108 (Jr. Academy) and C29-112 (Senior Academy).

Course	Minutes Per Week	Credits Granted	Justification For Credit Granted

D. List secondary subjects taught this year by teachers who do not hold a valid certificate and/or subject-area endorsement.

Subject	Teacher	Lacks Teaching Certificate	Lacks Subject Endorsement	Reason for Assignment	Plans for Teacher to Obtain Certificate and/or Endorsement

E. Describe how students are meeting the “Community Service/Service Learning” graduation requirement, and who is responsible for coordinating this program.

F. Describe how the “Work Experience” graduation requirement is being met.

G. All course outlines have been approved by the school administration (or the local conference office of education for junior academies).

Yes No

If “No” is checked, attach any course outlines that have not been approved.

H. Diploma Offered: ‘ Basic ‘ Advanced/College Prep. ‘ Other _____

III. PERSONNEL ASSIGNMENTS AND COURSE INFORMATION

(A) Secondary Faculty	(B) Certification		(C) Courses Taught	(D) Denom. Endorse- ment	(E) Current Year	(F) Next Year	(G) UC Approved	(H) Current Class Enrollment	(I) 1 or 2 Semesters	(J) Credit	(K) Total Minutes per week	(L) Texts PUC Approved		
	State	Denom.												
Name:														
Other Assignments														
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IV. TEXTBOOK AUDIT

If a "No" has been indicated in column "L" of the *Personnel Assignments and Course Information*, please provide the information requested below.

Grade	Subject	Text and Publisher	Copyright Date	Listed in previous Union Textbook List		If "no", provide date approved by conference
				Yes	No	

V. CLASS SCHEDULE

Attach a copy of the current class schedule. If a schedule is published each semester, attach a copy for **both semesters**. Include a Friday schedule.