

# **Pacific Union Conference Office of Education**

## **Application and Authorization Request For Junior Academy Status**

This application and authorization request for junior academy status is to be submitted by each school requesting initial authorization to offer secondary subjects in grades nine and ten to the Pacific Union Conference Office of Education through the Conference Office of Education.

Applications must be reviewed and approved by the Conference Office of Education and Board of Education prior to being submitted to the Pacific Union Office of Education on or before March 1 of the calendar year in which authorization is requested.

Criteria and procedures are listed in the *Education Code*, Sections 1220 and 2304.

# Application and Authorization Request for Junior Academy Status

The school named below submits the attached Application and Authorization Request  
for the Establishment of a Junior Academy

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

Conference: \_\_\_\_\_ School Year to be Implemented: \_\_\_\_\_

Type of Program:

- \_\_\_\_\_ 1. Multi-grade Classroom Grades 7-9 (*Education Code #1230*)
- \_\_\_\_\_ 2. Standard Program Grade 9 (*Education Code #1232*)
- \_\_\_\_\_ 3. Standard Program Grade 9 and 10 (*Education Code #1234*)
- \_\_\_\_\_ 4. Subject Alternation Grades 9 and 10 (*Education Code #1236*)
- \_\_\_\_\_ 5. APLE Program (Supervised Correspondence Courses)

## RECORD OF ACTIONS TAKEN

### 1. SCHOOL BOARD

Date of Action: \_\_\_\_\_

Action Voted\*: \_\_\_\_\_

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### 2. CONFERENCE BOARD OF EDUCATION

Date of Action: \_\_\_\_\_

Action Voted\*: \_\_\_\_\_

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### 3. ON-SITE VISITING COMMITTEE

Date of Action: \_\_\_\_\_

Action Voted\*: \_\_\_\_\_

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### 4. UNION BOARD OF EDUCATION

Date of Action: \_\_\_\_\_

Action Voted\*: \_\_\_\_\_

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\*The action voted by the respective board or committee should be stated here.

# Application and Authorization Request for Junior Academy Status

**A. IDENTIFYING DATA**

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

Conference: \_\_\_\_\_

Principal: \_\_\_\_\_ Board Chairperson: \_\_\_\_\_

Year of Last Evaluation: \_\_\_\_\_ Current Enrollment: \_\_\_\_\_

**THE CONSTITUENCY**

List each church that is included in the school constituency and provide the data requested.

Name of Church	Membership	Tithe for Last Calendar Year	School Subsidy for This Year	Number of Students in This School	SDA Students <u>Not</u> in This School
<b>TOTAL</b>					

Formula used to determine operating subsidies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. FINANCIAL DATA**

1. Student Charges

a. Tuition

Number of Children in Family	Annual Tuition*					
	Constituent		Non-Constituent		Non-SDA	
	Grades 1-8	Grades 9 & 10	Grades 1-8	Grades 9 & 10	Grades 1-8	Grades 9 & 10
One Child						
Two Children						
Three Children						
Each Additional Child						

\*Grades 1-8 tuition should be the charges for the current school year. Grades 9 and 10 tuition should be the projected tuition charge if authorization is granted to offer the grade(s).

b. Registration Fee

Constituent: \_\_\_\_\_ Non-Constituent: \_\_\_\_\_

Proposed for Grades 9 and 10: \_\_\_\_\_

2. Budget

Attach a copy of the operating budget for the current year.

3. Financial Statement

Attach a copy of the most recent audited financial statement.

**C. ENROLLMENT STATISTICS**

Grade(s)	Number of SDA Students			Number of Non-SDA Students		
	Previous Year	Current Year	Next Year Anticipated	Previous Year	Current Year	Next Year Anticipated
K-Six (Total)						
Seven						
Eight						
Nine						
Ten						





## F. PROPOSED CURRICULUM AND TEACHING LOAD

This section provides data on the proposed curriculum and teaching load for the next two school years. Specific instructions for completing each column follow:

- Column 1** List the name of each teacher who will be assigned teaching responsibilities in grades 7-9 or 7-10 on the numbered lines.
- Column 2** List each class for each teacher which is included in the proposed teaching load. Include all elementary classes, as well as the proposed secondary classes.
- Column 3** Place a "Y" or "N" after each secondary subject to indicate whether the teacher has an endorsement on the denominational teaching certificate for that subject. (Note: An elementary endorsement on a teaching certificate is valid in grades 1-8 in a self-contained classroom. A secondary subject endorsement is valid for that subject in grades 7 and 8 in the departmentalized program.)
- Column 4** Indicate the grade or grades that will be enrolled in each class.
- Column 5** State the projected enrollment for each secondary class.
- Column 6** Indicate the length of the proposed secondary class; i.e. one semester or two semesters.
- Column 7** Give the credit which is to be granted for the proposed secondary course. (See the *Pacific Union Education Code 2250*.)
- Column 8** Give the number of minutes per week that the proposed secondary class will be in session. (See the *Pacific Union Education Code 2406*.)
- Column 9** Fill in the blanks at the top of the column to show the dates for the next two school years.  
  
Place an "X" under the school year(s) in which the class will be taught. (Example: If the class will be taught on alternating years, place an "X" in the column for the school year in which it is to be taught.)













**H. LIBRARY AND MEDIA CENTER**

1. General Items

- a. The number of titles in the library collection suitable for students in grade 9 \_\_\_\_\_ or grades 9 and 10 \_\_\_\_\_
- b. Projected annual expenditures for books, periodicals, and media software per student in grade 9 or grades 9 and 10 \_\_\_\_\_
- c. What is the classification system used to organize the book collection?  
\_\_\_\_\_  
\_\_\_\_\_

2. Library Collection

Indicate the number of volumes in each category.

a. Reference Materials: (000-999)

Provide data on the reference materials by supplying information requested for each category.

- 1. Encyclopedias appropriate to grade level (title and copyright date)

_____	_____
_____	_____
_____	_____

- 2. Unabridged Dictionary (title and date)

_____	_____
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- 3. World Atlas (title and date)

_____	_____
_____	_____

- 4. Current Almanac (title)

_____	_____
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- 5. Bible Concordance (title and date)

_____	_____
_____	_____

- 6. Bible Dictionary (title and date)

_____	_____
_____	_____

- 7. Three-volume index to E. G. White writings

Yes \_\_\_\_\_ No \_\_\_\_\_ Number of copies \_\_\_\_\_

- 8. SDA Yearbook

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

**I. GENERAL WORKS** (Library collection)

Provide data on the book collection. Indicate the number of titles of each of the book categories.

_____	Philosophy	(100-199)
	Psychology	
	Ethics-conduct of life, friendship, success	
_____	Religion	(200-299)
	Bible, commentaries, concordances	
	Bible dictionaries, Bible atlases	
	Christ's life	
	Christian life and devotional books	
	Mission stories	
_____	Social Sciences	(300-399)
	Culture, community, government	
	Communication and transportation	
	Customs, holidays, etiquette	
_____	Language	(400-499)
	Dictionaries	
	World histories	
_____	Natural Science	(500-599)
	General books on nature	
	Mathematics, astronomy	
	Physics and chemistry	
	Earth Science, weather, fossils	
	Biology, botany, animals of all kinds and animal stories	
_____	Applied Science	(600-699)
	Engineering – mechanical, electrical, atomic, automotive, aeronautical, space travel	
	Agriculture, pets, sewing, cooking, child care, carpentry, manufactures, building	
_____	The Arts, Recreation	(700-799)
	Architecture, sculpture, arts and crafts, handicrafts, painting, graphic arts, photography, music, sports and hobbies	
_____	Literature	(800-899)
	Poetry, character building stories	
_____	History, Biography and Travel	(900-999)
	Travel and geography, history, biography	
_____	Ellen G. White books (list titles on the following page)	(w)

Titles of Ellen G. White books (continued)

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b. Periodicals

List the periodical subscriptions which are suitable for students in grades nine and ten.

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c. Newspapers

Give the names of newspapers received regularly at the school.

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