
ANNUAL REPORT

for Elementary Schools

jointly accredited by the North Pacific Union Conference School Commission
on behalf of the **Association of Seventh-day Adventist Schools, Colleges, and
Universities, Inc.** and the **Middle States Association of Colleges and Schools.**



Submitted by:

School

Principal

Date

Signature of Administrator Completing Report

PREFACE

This annual report is to be used by all Adventist elementary schools in the North Pacific Union Conference seeking regional accreditation from the Northwest Association of Accredited Schools. This annual report is submitted to the local conference office of education where it will be reviewed. A status recommendation will be made to the NPUC School Commission, the authorized representative of the denominational and regional accrediting authorities.

PURPOSE

It is the mission of these accrediting associations and the purpose of this report to ensure that schools are on a *Journey to Excellence*. This **Annual Report** fosters on-going school improvement and seeks to hold schools accountable to accepted standards. This annual report is organized by ten school-wide standards essential for quality Adventist education.

PROCEDURE

Specific instructions for each section of the report accompany this document. Following are general instructions.

- 1) The report shall be completed by the school principal and submitted **on or before October 1**.
(Note: Submit to local conference and Oregon Conference Junior Academy reports are due to the Conference by Sept. 21)
- 2) Submission shall include all requested attachments and proof of payment of annual NAAS fee.
- 3) After review of the report the findings and voted status will be communicated by a representative of the NPUC School Commission and the principal shall present the Commission's report to the school board.

STANDARD FOR THE PHILOSOPHICAL FOUNDATION
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Standard: *The mission statement, philosophy, and purpose give direction to the school's program, they are developed and approved cooperatively by the administration, staff, and board, reflecting Seventh-day Adventist educational philosophy.*

YES NO

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.

STANDARD FOR SCHOOL COMMUNITY AND CONSTITUENCY

Standard: *The school, community and constituency are mutually interdependent. Cooperative interaction is essential to providing an effective educational program.*

YES NO

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.

STANDARD FOR ADMINISTRATION

Standard: *Administrative and professional staff should be provided in numbers and with appropriate training to ensure the effective and successful operation of the school.*

YES NO

5. The operating board and school administration work cooperatively to achieve a successful school program.
6. The operating board plans 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. Student supervision is provided during school hours and school functions by qualified adults.

TABLE A Personnel Assignments

First, enter the current opening report student enrollment. Then complete the table by reporting the assignment of personnel by FTEs in each area. The student to personnel ratio will calculate automatically.

Current total student enrollment used to calculate employee to student ratios: _____

Assignment	Total	Ratio
Administration		
Classroom Teachers		
Instructional Aides		
Library/Media Personnel		
Clerical Personnel		
Plant Services Personnel		
TOTAL		

TABLE B Personnel Information

Staff	Employment	Degree	Certification		Grades/Classes Taught	Class Enrollment
			State	Adventist		
Name:						
Other Assignments and Notes:		Employment Status:				
		Instructional Eval:				
Name:						
Other Assignments and Notes:		Employment Status:				
		Instructional Eval:				
Name:						
Other Assignments and Notes:		Employment Status:				
		Instructional Eval:				
Name:						
Other Assignments and Notes:		Employment Status:				
		Instructional Eval:				
Name:						
Other Assignments and Notes:		Employment Status:				
		Instructional Eval:				
Name:						
Other Assignments and Notes:		Employment Status:				
		Instructional Eval:				

NOTE: varying requirements for Instructional Evaluation based on Employment Status (see: NPUC Ed Code #4010 - #4016)

STANDARD FOR STAFF DEVELOPMENT

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

- 12. Instructional personnel have created and implemented a professional development plan.

- 13. School personnel have access to current professional materials and resources.

TABLE C Professional Growth Activities

List professional growth activities that the faculty participated in during the previous school year.

Date	Activity/Topic	Presenter	Teachers Attending	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 needs of students, providing for the spiritual, social, physical, mental, and emotional development of students.*

YES NO

- 14. School-wide curriculum goals reflect the stated mission and philosophy of the school and are aligned with NAD/NPUC standards.

- 15. The instructional program provides a variety of learning experiences to meet the varying needs, interests, abilities and learning styles of students.

- 16. The curriculum and instruction incorporates authentic assessment methods for measuring student progress.
- 17. Student progress is communicated to parents on a regular and timely basis.

STANDARD FOR THE MEDIA CENTER

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

YES NO

- 18. The media center has a sufficient and balanced collection of appropriate library material in both print and electronic forms to support the instructional program.
- 19. Personnel provide orientation/instruction in locating and evaluating information sources that support student learning.

TABLE D Media Expenditure

Complete the following table to report dollars expended and the calculated per student expenditure.

The minimum expenditure is \$30 per student. (NPUC Education Code #5615)

	2008-2009 Current Year	2007-2008	2006-2007	2005-2006	Three-Year Average
TOTAL Number of Students					
Library/Media Budget					
Library/Media Expenditures					
Library/Media Expenditures Per Std					

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 all students.*

YES NO

- 20. Student activities reflect the philosophy and purpose of the school.
- 21. Planned activities are sufficient in number to meet the needs and interests of students.
- 22. Student activities are governed by written policies.

STANDARD FOR STUDENT SERVICES

Standard: *Student support services are provided to ensure that the school is meeting the educational needs of students.*

YES NO

23. Administrative records include mandated information about student immunizations and physical examinations.
24. Emergency plans are in place to care for illnesses, injuries and other catastrophic emergencies.
25. Plans for student transportation are adequate to meet the needs of the educational program and follow governmental regulations.

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

26. The campus and school buildings are designed to facilitate the administrative, instructional, and co-curricular programs.
27. The campus and school buildings are attractive, clean, neat and well-maintained.
28. All school facilities are regularly inspected to ensure that fire, health and safety regulations are met.
29. A copy of the school's safety inspection report has been sent to the local conference.

STANDARD FOR TECHNOLOGY UTILIZATION

Standard: *The integration of information technology enhances teaching and learning throughout the school program.*

YES NO

- 30. Technology equipment and software is adequate to support the school's administrative and instructional functions.
- 31. Technology is integrated into the instructional program to enhance learning.

TABLE E Technology Expenditures

Complete the following chart with actual dollars expended and calculate the per student expenditure.

The minimum expenditure is \$30 per student. (NPUC Education Code #5622)

	2008-2009 Current Year	2007-2008	2006-2007	2005-2006	Three-Year Average
TOTAL Number of Students					
Educational Technology Budget					
Educational Technology Expenditures					
Educational Technology Expenditures Per Std					

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 F** on the following page.

Table F: 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: G In Progress G New Plan G Completed
				Date Goal Set: G In Progress G New Plan G Completed
				Date Goal Set: G In Progress G New Plan G Completed

ATTACHMENTS:

Please remove this page and attach in its place . . .

- 1) a current class schedule showing daily and weekly time allotments,
- 2) a written response to last year's Annual Report findings,
- 3) a narrative explanation for any standard marked **NO**, and
- 4) a copy of the school board minutes showing that the annual report and school improvement action plans have been reviewed.