20____ - 20____
ANNUAL REPORT

of a school's Journey to Excellence submitted to

the North Pacific Union Conference School

Commission

for all schools offering secondary education and jointly accredited by the
the North Pacific Union Conference School Commission on behalf of the
Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc.
and Middle States Association of Colleges and
Schools.

Adventist Education
A JOURNEY TO EXCELLENCE

Middle States Association of Colleges and Schools
Commissions on Elementary and Secondary Schools

Submitted by:

_____   _____
School   Principal

_____   _____
Date   Signature of Administrator Completing Report

This annual report is to be used by all Adventist schools offering secondary education in the North Pacific Union Conference and is to be submitted to the NPUC School Commission as representative of the denominational and regional accrediting authorities.

PURPOSE

The purpose of the NPUC School Commission is to ensure that schools are on a *Journey to Excellence*. This **Annual Report** fosters on-going school improvement by holding schools accountable to standards. The report is organized by school-wide standards which are essential for quality educational programs. These standards are to be met by all Adventist accredited schools. This report also seeks school accountability through a report on the implementation of school's Continuous Improvement Plan. In addition, this report facilitates the review of the secondary curriculum.

PROCEDURES

Specific instructions for each section of the annual report accompany it as a separate document. The following are general instructions.

1) The report shall be completed by the school principal and submitted **on or before October 1.**
   > Academies submit the report directly to the NPUC Office of Education
   > Junior Academies submit the report to their conference Office of Education on/before September 21

2) A preliminary report of findings will be provided to each school so that they may respond in writing prior to the NPUC School Commission's meeting.

3) The NPUC School Commission will report deviations from standards and establish a school status.

4) Upon notification of the NPUC School Commission's findings and voted status, the principal shall present the NPUC School Commission's response to the school board.

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

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 and cooperative interaction is essential to provide 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 are adequate in number with appropriate training to ensure the effective and successful operation of the school.

YES   NO

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.
(See: TABLE *B* on *page 4*.)

12. The administrator is systematically evaluated by conference personnel.

13. Student supervision is provided during school hours and school functions by qualified adults.

14. The administration has submitted an Interschool Sports Plan to the Board for approval.

<u>TABLE A Personnel Assignments</u>

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 Mgr)		1:
Administrative Services (Development, Recruitment)		1:
Student Services (Registrar, Deans, Guidance)		1:
Classroom Teachers		1:
Instructional Aides		1:
Library/Media Personnel		1:
Clerical Personnel		1:
Plant Services Personnel		1:
TOTAL		1:

TABLE B Personnel Assignments & Course Information

Staff	Employment	Degree	Certification State	Certification Denom.	Classes Taught	Endor.	Credit	Class Enroll.	Per Week Periods	Per Week Minutes	Approved Course Outline	Approved NAD Textbks
Name:												
Other Assignments:		*Employment Status:*										
		Instructional Evaluation:										
	NOTE varying requirements for Instructional Evaluation by Employment Status (NPUC Ed Code #4010 - #4016)											
Name:												
Other Assignments:		*Employment Status:*										
		Instructional Evaluation:										
	NOTE varying requirements for Instructional Evaluation by Employment Status (NPUC Ed Code #4010 - #4016)											
Name:												
Other Assignments:		*Employment Status:*										
		Instructional Evaluation:										
	NOTE varying requirements for Instructional Evaluation by Employment Status (NPUC Ed Code #4010 - #4016)											
Name:												
Other Assignments:		*Employment Status:*										
		Instructional Evaluation:										
	NOTE varying requirements for Instructional Evaluation by Employment Status (NPUC Ed Code #4010 - #4016)											

Please complete additional personnel pages as needed.

STANDARD FOR PROFESSIONAL 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

14.   Instructional personnel have created and implemented a professional development plan.

15.   School personnel have access to current professional materials and resources.

TABLE C   Professional Developmemt Activities

List all professional development activities that were arranged by the school for the faculty last year. (Minimum of 6 clock hours)

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

16.   School-wide curriculum goals reflect the stated mission and philosophy of the school and are aligned with NAD/NPUC 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 instruction incorporates authentic assessment methods for measuring student progress.

20.   Student progress is communicated to parents on a regular and timely basis.

STANDARD FOR THE LIBRARY/MEDIA CENTER

Standard: The school provides basic resources that support and enrich the educational program through library and media expenditures.

YES   NO

21.   The school 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.

TABLE D   Library/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 #5610)

	Current Year	Last Year	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

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.

STANDARD FOR STUDENT SERVICES

Standard: Student support services are provided to meet the educational needs of students.

YES   NO

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 organizational and 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

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.

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

YES   NO

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.

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 #5615)

	Current Year	Last Year	2 Years Ago	3 Years Ago	Three-Year Average
TOTAL Number of Students					
Educational Technology Budget					
Educational Technology Expenditures					
Educational Technology Expenditures Per Student					

REPORT ON SCHOOL'S CONTINUOUS IMPROVEMENT PLAN

The annual report of a school's progress on the implementation of its Continuous Improvement Plan 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'S CONTINUOUS IMPROVEMENT PLAN

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

ATTACHMENTS:

Please remove this page and attach the following documents:

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

2) a narrative explanation for any standard marked NO

3) a copy of the school board minutes, with date, showing that the school board has reviewed the school's Continuous Improvement Plan in the last 12 months

4) a copy of the school's Continuous Improvement Plan

5) a progress report on the recommendations from the most recent NAD accreditation visit