

Junior Academy

Manual

Revised January
2003

Lake Union Conference
Office of Education



THE JUNIOR ACADEMY (revised 1/03)

Authorization to operate a junior academy is granted by the Lake Union Conference K-12 Board of Education upon recommendation of the local Conference Board of Education. The designation “junior academy” shall be reserved for those schools which operate an accredited 1-8 program and the first one or two years at the secondary level (grades 9 and/or 10). This may include a combination in one room of the last two years of the elementary level (Grades 7 and 8) and the first one or two years of the secondary level (Grades 9 and/or 10).

Once authorization has been granted, the local Conference Office of Education shall oversee the activities of the junior academy and send progress reports as requested to the Lake Union Conference Office of Education. Contingent upon satisfactory reports, such authorization shall be continuous as long as approved secondary subjects continue to be offered and taught. The regular evaluation of junior academies shall be planned and executed by the Lake Union Conference Office of Education in harmony with North American Division policy.

The Lake Union has four programs for junior academies:

- A. The 7th -9th Multi-grade Classroom
- B. The 9th Grade Program
- C. The 9th -10th Grade Program
- D. The 9th - 10th Grade Alternation Program

The local school board in consultation with the Conference Superintendent of Schools should study the guidelines for each of these programs and determine which would best fit the particular needs of the school.

PROCEDURES FOR OBTAINING AUTHORIZATION FOR A JUNIOR ACADEMY

Initial approval for the establishment of a junior academy or the upgrading of an existing school must be obtained from the Lake Union Conference K-12 Board of Education by the spring previous to the expected year of operation. Authorization is dependent upon the following:

1. Local constituency shall consider their feasibility of meeting the criteria outlined in this manual to become a junior academy.
2. A formal vote of the constituency to submit an application to the local

Conference Office of Education for junior academy status or the upgrading of an existing junior academy program - by February 1.

3. Approval of the request by the local Conference Board of Education.
4. On-site visit and evaluation by a visiting committee appointed by the Lake Union Conference Office of Education. Recommendations of the visiting committee to be addressed by the local constituency.
5. Recommendation made by Visiting Committee to the Lake Union Conference Education Management Team.
6. Final approval to establish a junior academy can only be given by the Lake Union Conference Education Management Team as voted by the Lake Union Conference K-12 Board of Education.

Procedures for gaining authorization for the re-establishment of a previously approved junior academy shall be determined by the Lake Union Conference Office of Education upon recommendation of the local Conference K-12 Board of Education.

A school that has not operated as a junior academy for two consecutive school years, must re-apply to become a junior academy in the Lake Union. Schools that have suspended operation of a junior academy for less than two years must submit a written report based:

- A. Changes that have taken place in the facilities, physical plant and teaching personnel that may have bearing upon the effective teaching of the secondary subjects for which approval is being sought.
- B. Projected secondary student enrollment (by grades) for the next five years.
- C. Submission of an adequate operating budget for the entire school program.

CRITERIA FOR ESTABLISHING A JUNIOR ACADEMY FROM A ELEMENTARY SCHOOL

Schools making application for junior academy status shall meet the following minimum general criteria:

1. A demonstrated educational need not currently met by geographically accessible established schools.
2. An adequate physical plant which has met state and local fire, safety, and health codes; and has equipment for teaching the approved secondary subjects.
3. Demonstrated financial support for secondary course offerings which will not weaken the elementary school program.
4. Administrative structure that is adequate to manage; namely budget control, student records, discipline, collection of student accounts.
5. Secondary subject course offerings must meet the requirements of the Lake Union junior academy curriculum policies and procedures.
6. An adequate teaching staff that is properly endorsed in all areas of the curriculum.
7. Adequate curricular and teaching materials/equipment for the proposed offerings, including the following:
 - A. A minimum of one computer for every three students. The school will have adequate Internet accessibility for student use.

- B. Appropriate science equipment; namely microscopes, balances etc.
8. A prospective continuing enrollment adequate for the financial, social and curricular needs of a strong educational program. The school should have a minimum of three students in grades 9 and/or 10 to operate a 9/10 grade program.
 9. In a program with less than two full time staff for grades 7-10, the following would apply:
 - A. Departmentalization of the junior academy program should not generally be considered below grade seven in the core subject areas except where the teacher(s) are appropriately endorsed.
 - B. Departmentalization in the primary grades (1-4) should not generally be practiced in the core curriculum subjects except where the teacher(s) are appropriately endorsed.
 10. Five subject preparations per day and six to seven teaching periods will generally constitute a full teaching load for a junior academy teacher. In a departmentalized program the major elementary subject areas and secondary subjects are to be considered equivalent when determining teacher load. Supervisory and co-curricular duties will be assigned by the school administrator as part of the teacher's professional responsibilities.
 11. Student permanent records must be maintained and stored in a locked fire proof container: namely file, vault, etc.

ADMINISTRATION AND ORGANIZATION

Once the Lake Union Conference has granted authorization for the establishment, re-establishment, or the upgrading of an existing school to junior academy status, the local Conference Office of Education becomes responsible to oversee the operation of the school. The following serve as standards that should be followed:

1. The local constituency in consultation with the Conference Office of Education, shall establish or amend the school constitution to set policies and procedures for the school board.

of the junior academy in harmony with the policies of the Lake Union and local conference.

3. Accurate and complete financial, scholastic and personnel records must be kept and stored in harmony with Lake Union and local conference policy.
4. The school should establish and maintain an annual budget to adequately service the school operation. Schools should establish policies related to: monthly statements to the board, distributing student statements, collecting and receipting funds in harmony with good accounting procedures. The financial records shall be audited on an annual basis.
5. It is recommended that the constituent churches pay a subsidy on a twelve month basis.
6. Grades and Transcripts: student grades are to be recorded in the School Register. Grades must also be sent to the Lake Union Office of Education by the local Conference Office of Education on Student Progress Report forms that are provided by the Lake Union Office of Education. Official transcripts for 9th/10th grade subjects are to be obtained from the Lake Union Office of Education, P.O. Box C, Berrien Springs, MI 49103.

APPLICATION TO TEACH SECONDARY SUBJECTS

The APPLICATION is to be submitted annually by each eligible school requesting authorization to offer secondary subjects. It is to be sent to the Conference Office of Education by February 1. Credit will not be granted without prior approval through this application process.

Applications must be reviewed and approved by the local Conference Office of Education or K-12 Board prior to being submitted to the Lake Union Office of Education. The APPLICATION must be received by the Lake Union Office of Education on or before April 1, prior to the school year in which authorization is requested.

December 1	Local school receives application to teach secondary subjects from Lake Union Office of Education. Note: Schools desiring to become a junior academy see pages 1, #2.
February 1	School submits application to local Conference Office of Education. Conference K-12 Board of Education to take appropriate action.

April 1	Conference Office of Education submits application, with K-12 recommendation and appropriate signatures to Lake Union Office of Education (LUCOE)
August 1	Application update sent to local junior academy by Lake Union Office of Education
September 1	School submits application update to Conference Office of Education
October 15	Local conference submits application to Lake Union Office of Education
October 15- November 15	Lake Union Office of Education (in consultation with local Conference Office of Education) recommends status to Lake Union K-12 Board of Education
November 15-30	Lake Union K-12 Board of Education takes action to authorize recommendations. Schools are informed of the board's decision.

NOTE: schools wishing to offer secondary credit to 8th grade students, must have prior approval from the local academy/local Conference Office of Education/and Lake Union Office of Education.

NOTE: application and update may be downloaded from the Lake Union Conference web page at WWW.luc.adventist.org.

CURRICULUM AND ACADEMIC POLICIES AND PROCEDURES

- Each school desiring to teach secondary subjects shall make formal application for each specific subject on an annual basis. If approved by the local Conference Board of Education, applications shall be recommended to the Lake Union K-12 Board of Education for authorization. Schools will be classified at one of the following levels:

Approved: all facets of the programs are satisfactory

Conditional: one or more facets of the program do not meet Lake Union policy. The school must show progress in meeting all policies during the current school year.

Probationary: one or more facets of the program do not

shown sufficient progress in meeting Lake Union policy during the current school year. Any school receiving a Probationary classification three consecutive years will automatically become an Unapproved school.

Unapproved: the program is unacceptable. Classes should not be offered. No credit will be recorded by the Lake Union Office of Education.

2. A class which meets for 200 minutes per week (240 minutes for classes with laboratory periods) for a full school year, shall receive one Carnegie Unit of credit. Classes which meet for a shorter period of time shall have the amount of credit prorated. No credit will be offered for classes less than .25 credit per semester. P.E., music, practical arts credit is limited to .5 credits per year unless otherwise approved by Lake Union Office of Education

Secondary subjects shall be taught with a minimum class period of 40 minutes (exclusive of the time permitted for changing classes). Schools offering classes on a block schedule should ensure that there are 400 minutes of class per two week block.

3. Care should be taken that courses (or portions of courses) are offered in proper sequence when the course content requires this, e.g. Algebra I before Geometry. Prior approval shall be obtained from the Lake Union Conference Office of Education when students are to be registered in courses (or portions of courses) out of proper sequence.
4. Schools may request permission to offer electives above the normal five (5) units of “solid” subjects. Class offerings should follow as closely as possible those offered at the grade level in the local conference academy and be taught by a fully certificated teacher. Authorization for the course/s will be based on:
 - A. Teacher qualification including subject competency/endorsements
 - B. Total teaching/assignment load in elementary grades
 - C. Teacher’s duties and responsibilities in areas other than instruction
 - D. Unless otherwise stated in this manual, electives must receive prior approval from the local Conference Office of Education
 - E. School facilities and equipment

F. Student's abilities to carry the material

5. At the close of the first and second semesters of the school year, teachers in junior academies shall report to the local Conference Office of Education (through the principal) the final letter grade of the secondary subjects taught, the length of the class periods, the number of class periods per week, and the number of weeks of instruction during the semester. Forms for this purpose are available from the Lake Union Office of Education or on the Lake Union web page.
6. Conference Offices of Education shall forward all junior academy secondary grades to the Lake Union Conference Office of Education by January 31, (first semester) and June 30, (second semester) for processing and permanent storage. Transcripts for junior academy students shall be issued by the Lake Union Conference Office of Education.
7. In exceptional circumstances when a complete curriculum cannot be offered due to lack of certificated/endorsed teacher availability, schools may offer distance education courses from the NAD approved list. Schools offering courses via distance education, remain under the authority of the local Conference Office of Education and the Lake Union Office of Education. Approval by the Lake Union Conference Office of Education must be obtained prior to any of these programs being initiated.
8. Teachers shall use the approved textbooks and curriculum guides stipulated by the Lake Union Conference Office of Education. Junior academies should, as far as possible, follow the textbook selection of the local senior academy.
9. Students who receive a grade of "Incomplete" at the close of a marking period must remove the condition before the close of the next marking period. Failure to do so will result in that grade being recorded as an "F".
10. Schools will participate in the Lake Union Conference school evaluation program.
11. Junior academies shall participate in the Lake Union Conference Minimum Testing Program. Test results are to be recorded in the student's Cumulative Record Folder.

with local Conference policy.

13. Since transcripts of credits will be issued by the Lake Union Conference Office of Education, information regarding the withholding of transcripts (for any reason) should be forwarded to the local Conference Superintendent of Schools together with the grades. This information will then be passed on to the Lake Union Conference Director of Education for further action. Transcripts will be recorded when junior academies have:
 - A. Related to the guidelines for establishing a junior academy
 - B. Completed procedures for operating a junior academy
 - C. Received either an Approved, Conditional, or Probationary rating after submitting the Application to Teach Secondary Subjects.
14. General policies applicable to the operation and management of elementary schools will also apply to junior academies.
15. All other requirements and procedures for the establishment and operation of junior academies shall be met as specified in the Lake Union and local Conference Education Codes.

FINANCE

Conference teacher subsidy for the Grades 9/10 teacher shall be based upon a minimum enrollment of students as determined by the local Conference Board of Education. When enrollment is less than the minimum specified, the conference teacher subsidy may be prorated accordingly.

FACULTY

The following guidelines shall be adhered to:

1. A minimum of one full-time, properly certificated teacher shall be provided for each year of secondary teaching provided at the school. One of these teachers may also serve as principal.
2. The maximum number of students for one teacher shall not exceed the following when more than two grades are combined:

- A. Grades 1-6: Up to 12 students - no teacher assistant needed
13 to 15 students - half-time assistant recommended
Over 16 students - full-time assistant required
 - B. Grades 7-9/10: Up to 15 students - no teacher assistant needed
16 to 20 students - half-time assistant recommended
Over 20 students - full-time assistant required
3. When the teacher serves as principal, adjustment to the numbers stated in 2. A will be in consultation with the local Conference Superintendent of Education.
 4. Supervising and co-curriculum duties will be assigned by the administrator as part of the teacher's professional responsibility.
 5. In developing teacher assignments, preparation load, for elementary and secondary teachers needs to be considered in consultation with the local conference superintendent.

FOUR STANDARD PROGRAMS FOR JUNIOR ACADEMY

Each school must apply for one of these four types of programs and follow the related policies. Local schools or conferences are not to grant credit for any secondary subjects. Credit for 9th and 10th grade courses is granted by the Lake Union.

The 7-9 Multi-grade Classroom

Basic Standards

1. A minimum of two full-time teachers is required in the multi-grade 1-9 classroom school. Enrollment in grades 1-6 should not exceed 12, without a teacher assistant. Enrollment in grades 7-9 should not exceed 15 without a teacher assistant. (See 2. A above).
2. Each teacher shall hold a valid Seventh-day Adventist teaching certificate and should be endorsed in each area they are teaching. A Standard Elementary Teaching Certificate may cover ninth grade subjects taught in a

(nine semester hours) in each subject area taught other than P.E. and music.
(See note 6)

3. The curriculum as selected from the options offered on pages 10 and 11, shall be taught but will be limited to five units of credit plus P.E., music, and practical arts. No laboratory classes are to be offered. Courses may be offered only if the teacher meets certification requirements as enumerated in number 2 on page 9.
4. Only textbooks listed in the Lake Union Elementary Textbook List and the North American Division Secondary Textbook List are to be used unless otherwise approved.
5. Students in the ninth grade are expected to spend 200 minutes per week (1 Carnegie Unit) in each class, except P.E., music and practical arts. This time may be used in instruction, study, or class projects. No credit will be granted for less than .25 units of credit per semester. Schools offering classes on a block schedule should ensure that there are 400 minutes of class per two week block.
6. The media center shall have a minimum of 750 volumes with an appropriate distribution and an approved library cataloging system. The media center shall include the following:
 - A. Current reference works (unabridged dictionaries, encyclopedias, atlases).
 - B. Periodical subscriptions including devotional, instructional, and professional periodicals
 - C. Books representing each of the cataloging classifications
 - D. Newspaper(s)
 - E. Instructional equipment and materials (computer hardware, software, CD's, DVD's, VCRs, and videos)
 - F. Filtered Internet access for student use.

Curriculum

Secondary units of credit will be given for ninth grade work. The seventh, eighth, and ninth grade subjects which may be offered through block scheduling are:

Grade 7/8 Subjects

Bible
Language Arts
(English, Spelling, Reading)
Math
Science/Health
Social Studies
Physical Education
Art/Music
Practical Arts (Optional)
Keyboarding (note #4)*

Grade 9 Subjects

Required- Religion I
Required- English I
Required-Algebra I, Pre-Algebra,
or Consumer Math
Required-Physical or Earth
Science or World History
Required-Physical Education, 1
year (see note #1)* (see
note #6)*
Required-Technology
Optional-Music (see note 2)*
(see note #6)*
Optional-Elective (see note #5)*
Optional-Practical Arts (see note #3)*
(see note #6)*

Please Note:

- *1. Physical Education - a maximum of .5 unit of credit per year for Physical Education, the class must meet a minimum of 100 minutes per week
- *2. Music - a maximum of .5 credit shall be allowed for musical organizations which meet 100 minutes a week. No credit is allowed for private lessons.
- *3. Does not meet the requirements for Vocational Industrial Arts/Home Economics for a senior academy and will be approved up to .5 unit of credit per year.
- *4. Keyboarding - 30 words per minute competency must be met by the end of the 8th grade year.

*5. The school may request permission from the Lake Union Office of Education to offer additional courses. Authorization for each course will be based on:

- A. Teacher qualification including subject competency.
- B. Teaching load and assignment in elementary grades.
- C. Total assignments.
- D. Duties and responsibilities outside of instruction.
- E. School facilities and equipment.
- F. Ninth grade students' abilities to handle the additional courses.

Suggested Electives:

- 1. Computer Literacy/Computer Applications
- 2. Life Skills
- 3. Vocational
- 4. Technology
- 5. Health

6* Teachers in non-core subject areas may apply for a designated teaching certificate endorsement through the local Conference of Education; for example Physical Education, Music, Art, Vocational Arts.

Note: American History cannot be taught at the Junior Academy level.

Note: A minimum of five secondary subjects must be offered. Subjects being taught at the Junior Academy level should be coordinated with the local conference academy.

Note: The following courses are not recognized as core subjects: General Science, General Math, General Business.

Note: Eighth grade students will not receive credit for completing secondary subjects (as outlined in the Lake Union Junior Academy Manual) unless the local Conference Office of Education and Lake Union Office of Education have granted approval prior to the beginning of the course work.

The 9th Grade Program

Basic Standards

1. A minimum of two full-time teachers is required in the multi-grade 1-9 classroom school. Enrollment in grades 1-6, should not exceed 15. Enrollment in grades 7-9 should not exceed 20. (See page 9).
2. Each teacher shall hold a valid Seventh-day Adventist teaching certificate and should be endorsed in each area they are teaching. A Standard Elementary Teaching Certificate may cover ninth grade subjects taught in a 9th grade classroom provided the teacher has junior academy endorsements (nine semester hours) in each subject area taught other than P. E. And music.
3. The curriculum, as selected from the options offered below and on the following page, shall be taught but will be limited to five units of credit plus P.E., music, and vocational arts. No laboratory classes are to be offered. Courses may be offered only if the teacher meets certification requirements as enumerated in number 2 above.
4. Only textbooks listed in the North American Division Secondary Textbook List are to be used unless otherwise approved.
5. Students in the ninth grade are expected to spend 200 minutes per week (1 Carnegie Unit) in each class, except P.E., music and practical arts. This time may be used in instruction, study, or class projects. No credit will be granted for less than .25 units of credit per semester. Schools offering classes on a block schedule should ensure that there are 400 minutes of class per two week block.
6. The media center shall have a minimum of 750 volumes with an appropriate distribution and an approved library cataloging system. The media center shall include the following:
 - A. Current reference works (unabridged dictionaries, encyclopedias, atlases).
 - B. Periodical subscriptions including devotional, instructional, and professional periodicals.

- C. Books representing each of the cataloging classifications.
 - D. Newspaper(s).
 - E. Instructional equipment and materials (computer hardware, software, CD's, DVD's, Video equipment, and videos).
 - F. Filtered Internet access for student use.
7. A minimum of \$40.00 per student must be budgeted and spent each year on the items in number six. Textbook expense cannot be counted.

Curriculum

Grade 9 Subjects

Required - Religion I

Required - English I

Required - Algebra I, Pre-Algebra, or Consumer Math

Required - Physical Education, 1 year (see notes #1 and #5)*

Required - Physical or Earth Science or World History

Required - Technology

Optional Music (see note #2)*

Optional Elective (see note #4)*

Optional Practical Arts (see note #3)*

Please Note:

- *1. Physical Education - a maximum of .5 credit for Physical Education, the class must meet a minimum of 100 minutes per week
- *3. Music - a maximum of .5 credit shall be allowed for musical organizations which meet 100 minutes a week. No credit is allowed for private lessons.
- *4. Does not meet the requirements for Vocational Industrial Arts/Home Economics for a senior academy and will be approved up to .5 unit per year.
- *5. The school may request permission to offer additional courses and credits. Authorization for each course will be based on:
 - A. Teacher qualification including subject competency.

- B. Teaching load and assignment in elementary grades.
- C. Total assignments.
- D. Duties and responsibilities outside of instruction.
- E. School facilities and equipment.
- F. Ninth grade students' abilities to handle the additional material.

Suggested Electives:

- 1. Computers Literacy/Computer Applications
- 2. Life Skills
- 3. Vocational
- 4. Technology
- 5. Health

6* Teachers in non-core subject areas may apply for a designated teaching certificate endorsement through the local Conference of Education; for example Physical Education, Music, Art, Vocational Arts.

Note: American History cannot be taught at the Junior Academy level.

Note: A minimum of five secondary credits must be offered. Subjects being taught at the junior academy level should be coordinated with the local conference academy.

Note: The following courses are not recognized as core subjects: General Sciences, General Math, General Business.

Note: Eighth grade students will not receive credit for completing secondary subjects (as outlined in the Lake Union Junior Academy Manual) unless the local Conference of Education and Lake Union Office of Education have granted approval prior to the beginning of the course work.

The 9-10 Grade Program

Basic Standards

- 1. A full time teacher or equivalent is required for each grade taught above the eighth grade. Teachers may departmentalize and exchange classes in order to meet secondary standards.

2. Each teacher shall hold a valid Seventh-day Adventist teaching certificate and should be endorsed in each area they are teaching. A Standard Elementary Teaching certificate may cover ninth grade subjects taught in a 9-10 grade classroom provided the teacher has junior academy endorsements (nine semester hours) in each subject taught other than P.E. and music.
3. The curriculum, as selected from the options offered on the following page, shall be taught but will be limited to five units of credit plus P.E., music, and vocational arts. Courses may be offered only if the teacher meets certification requirements as enumerated in number 2 above. When Biology is taught as a 10th grade subject, it must meet the 240 minutes per week requirement which includes a lab.
4. Only textbooks listed in the North American Division Secondary Textbook List are to be used unless otherwise approved.
5. Students in the ninth and tenth grade are expected to spend 200 minutes per week (1 Carnegie Unit) in each class, except P.E., music and practical arts. This time may be used in instruction, study, or class projects. No credit will be granted for less than .25 units of credit per semester. Schools offering classes on a block schedule should ensure that these are 400 minutes of class per two week block.
6. The media center shall have a minimum of 1250 volumes with an appropriate distribution and an approved library cataloging system. The media center shall include the following:
 - A. Current reference works (unabridged dictionaries, encyclopedias, atlases).
 - B. Periodical subscriptions including devotional, instructional, and professional periodicals
 - C. Books representing each of the cataloging classifications
 - D. Newspaper(s).
 - E. Instructional equipment and materials (computer hardware, software, CD's, DVD's, Video equipment, and videos).

F. Filtered Internet access for student use.

7. A minimum of \$40.00 per student must be budgeted and spent each year on the items in number six. Textbook expense cannot be counted.
8. Adequate laboratory equipment must be provided to conduct basic experiments indicated by the courses taught.

Curriculum

Grade 9 Subjects

Required-Religion I
Required-English I
Required-Algebra (see note #1)*
Required-World History
Required-Physical Education-1 year
(see note #2)*
Required-Technology
Optional- Music (see note #3)*
Optional-1 Additional Elective
(see note #5 and 6)*

Grade 10 Subjects

Required-Religion II
Required-English II
Required-Algebra II or Geometry
Required-Physical Education-1 year
(see note #2)*
Required-Biology (see note #5)*
Required-1 Elective
(see note #4 and 6)*
Optional- Music (see note #3)*

Please Note:

- *1. Math- may offer Pre-Algebra, or Consumer Math
- *2. Physical Education - a maximum of .5 unit of credit for Physical Education, the class must meet a minimum of 100 minutes per week
- *3. Music - a maximum of .5 unit of credit shall be allowed for musical organizations which meet 100 minutes a week. No credit is allowed for private lessons.
- *4. Biology - classes must meet 240 minutes per week which includes lab time.
- *5. Electives - Electives should follow as closely as possible those offered at the grade level in the local conference academy, and be taught by a fully certificated and endorsed teacher. Counsel should be sought from the local Conference Superintendent of Schools.

Suggested electives are listed below but are not limited to the following:

- A. Keyboarding
- B. Computers literacy /Computer applications
- E. Vocational
- F. Physical or Earth Science

C. Geography
D. Life Skills

G. Modern Language
H. Health

- 6* Teachers in non-core subject areas may apply for a designated teaching certificate endorsement through the local Conference of Education; for example Physical Education, Music, Art, Vocational Arts.

Note: American History cannot be taught at the Junior Academy level.

Note: Eighth grade students will not receive credit for completing secondary subjects (as outlined in the Lake Union Junior Academy Manual) unless the local Conference Office of Education and Lake Union Office of Education have granted approval prior to the beginning of the course work.

The 9-10 Grade Alternation Program

Basic Standards

1. A minimum of one full-time teacher or equivalent is required for a nine/ten grade alternation program. Teachers may departmentalize and exchange classes in order to meet secondary requirements.
2. Each teacher shall hold a valid Seventh-day Adventist teaching certificate and should be endorsed in each area they are teaching. A Standard Elementary Teaching certificate may cover ninth grade subjects taught in a 9-10 grade classroom provided the teacher has junior academy endorsements (nine semester hours) in each subject area taught other than P.E. and music.
3. The curriculum as selected from the options offered on page 19 shall be taught but will be limited to five units of credit plus P.E., music, and vocational arts. Courses may be offered only if the teacher meets certification requirements as enumerated in number 2 above. When Biology is taught as a 10th grade subject, it must meet the 240 minutes per week requirement which includes a lab.
4. Only textbooks listed in the North American Division Secondary Textbook List are to be used unless otherwise approved.

5. Students in the ninth and tenth grades are expected to spend 200 minutes per week (1 Carnegie Unit) in each class, except P.E., music and practical arts. This time may be used in instruction, study, or class projects. No credit will be granted for less than .25 units credit per semester. Schools offering classes on a block schedule should ensure that there are 400 minutes of class per two week block.
6. The media center shall have a minimum of 1250 volumes with an appropriate distribution and an approved library cataloging system. The media center shall include the following:
 - A. Current reference works (unabridged dictionaries, encyclopedias, atlases).
 - B. Periodical subscriptions including devotional, instructional, and professional periodicals.
 - C. Books representing each of the cataloging classifications.
 - D. Newspaper(s).
 - E. Instructional equipment and materials (computer hardware, software, CD's, DVD's, Video equipment, and videos).
 - F. Filtered Internet access for student use.
7. A minimum of \$40.00 per student must be budgeted and spent each year on the items in number six. Textbook expense cannot be counted.
8. Adequate laboratory equipment must be provided to conduct basic experiments indicated by the courses taught.

Curriculum

Odd Year (2000-01,
etc.) Grade 9 Subjects

Required-Religion I
Required-English I
Required-Algebra (see note#1)*
Required-Physical Education-1 year

(see note #2 and 7)*
Required-World History
Required-Technology
Optional-Music (see note #3)*
Optional-1 Additional Elective
(see note #4)*

Even Year (2001-02, etc.)

Grade 10 Subjects

Required-Religion II

Required-English II

Required-Physical Education-1 year

(see note #2 and 7)* Required-1

Elective (see note #5)* Required-

Biology (see note #4 and 7)* Required-

Geometry or Algebra II (see note #6)*

Optional-Music (see note #3 and 7)*

Please note:

- *1. Math - may offer Pre-Algebra or Consumer Math.
- *2. Physical Education-a maximum of .5 unit of credit for Physical Education, the class must meet a minimum of 100 minutes per week.
- *3. Music - a maximum of .5 unit of credit shall be allowed for musical organizations which meet 100 minutes a week. No credit is allowed for private lessons.
- *4. Biology classes must meet 240 minutes per week which includes lab time
- *5. Electives - electives should follow as closely as possible those offered at the grade level in the local conference academy, and be taught by a fully certificated and endorsed teacher. Counsel should be sought from the local conference superintendent of schools.
Suggested electives are listed below but are not limited to the following:

- | | |
|--|------------------------------|
| A. Keyboarding | E. Vocational |
| B. Computers literacy /Computer applications | F. Physical or Earth Science |
| C. Geography | G. Modern Language |
| D. Life Skills | H. Health |

- *6. It is required that Algebra I be taught prior to Algebra II or Geometry, which would require that Algebra I be taught every year.
- *7. Teachers in non-core subject areas may apply for a designated teaching certificate endorsement through the local Conference of Education; for example Physical

Education, Music, Art, Vocational Arts.

Note: American History cannot be taught at the junior academy level.

Note: Eighth grade students will not receive credit for completing secondary subjects (as outlined in the Lake Union Junior Academy Manual) unless the local Conference Office of Education and Lake Union Office of Education have granted approval prior to the beginning of the course work.

Lake Union Junior Academy Policy Up-Dates

1. A. Eighth grade students may take Algebra I as long as the following criteria are met:
 - the course is taught by an endorsed teacher at the Junior Academy.
 - a year end seventh grade math test score of 85% or above on the Iowa Test of Basic Skills
 - completion of the 7th grade math curriculum with a final grade of “A”.
 - a letter of recommendation from the 7th grade teacher.
 - satisfactory performance on an 8th grade Algebra readiness test (contact local academy)
 - NOTE: the request for 8th grade students to take Algebra I should be approved by the conference superintendent and lake Union Associate Director of Education prior to the beginning of course work.

- B. Senior academies may consider allowing 8th grade students in constituent elementary schools to take Algebra I for academy credit based on the following criteria:
 - the course be taught by an elementary teacher holding a junior academy endorsement in mathematics.
 - a year end seventh grade math test score of 85% or above on the Iowa Test of Basic Skills
 - completion of the 7th grade math curriculum with a final grade of “A”.
 - a letter of recommendation from the 7th grade teacher.
 - satisfactory performance on an 8th grade Algebra readiness test (contact local academy).
 - the senior academy registrar would transcribe credit for the course.
 - NOTE: if the student meets the criteria, but the teacher does not hold a minimum junior academy endorsement, consideration may be given to offering the course through Home Study International. The same application process would be followed.