

**2016–17 SOUTH CAROLINA DEPARTMENT OF EDUCATION
MONITORING INSTRUMENT – DESK AUDIT**

CAREER AND TECHNOLOGY CENTERS

DISTRICT/SCHOOL: _____ **DATE OF REVIEW:** _____

REVIEWER: _____ **ACCREDITATION STATUS:** _____

DESK AUDIT		
LEGISLATION	COMPLIANT	COMMENTS
PERSONNEL		
1. Each school, with grades 9–12, is staffed with a <u>full-time</u> properly certified principal/director. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
2. The assistant principal/director and/or curriculum coordinator, media specialist, and guidance counselor are properly certified. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
3. All teachers are properly certified for the courses taught and must meet the applicable certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification. [R43-50, R43-205, §59-25-20, Every Student Succeeds Act, Pub. L. No. 114-95, 129 STAT 1845] (<i>Provisos 1.90 suspends HQ Educator requirement for 2016–17 aligned to No Child Left Behind.</i>)	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
4. Any career specialist providing classroom instruction must be properly certified. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
5. Each school-to-work transition coordinator must be certified or meet all other regulatory requirements. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
CURRICULUM AND INSTRUCTION		
6. Uniform Grading Policy is properly used in the computation of Carnegie units and applied correctly to all activity course codes including honors, dual credit, Advanced Placement, etc. [§59-5-68]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

DESK AUDIT		
LEGISLATION	COMPLIANT	COMMENTS
7. A school may award credit for a college course that students in grades 9–12 take under the district’s dual credit arrangement. A three-semester-hour college course transfers as one unit of credit. [R43-234]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
8. Locally designed CATE courses for CATE credit are approved by the South Carolina Department of Education CATE Office or through the CATE innovative course application process.	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
OPERATIONS AND PROCEDURES		
9. A class period is defined as a minimum of fifty (50) minutes or an accumulation of the equivalency of 120 hours required for a Carnegie Unit of Credit. [R43-172]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
10. No teacher is permitted to teach more than fifteen hundred (1,500) minutes weekly. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> WAIVER	
11. Teachers are not assigned more than four (4) preparations daily. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET <input type="checkbox"/> WAIVER	
13. A staff development program has been implemented that meets national professional development standards, provides participants the knowledge and skills necessary to implement the strategies. [R43-261]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
14. Each school shall conduct at least one emergency drill within the first month of school. [R43-166, §59-63-910]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
15. All schools shall conduct fire drills at least once each month. [§59-63-910]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
16. A five-year school renewal plan, which is annually updated, must be submitted to, reviewed by, and approved by the local board of trustees. [§59-20-60, §59-18-1310, §59-139-5 et seq., R43-261]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

DESK AUDIT

LEGISLATION	COMPLIANT	COMMENTS
<p>17. All school days missed because of snow, extreme weather conditions, or other disruptions requiring schools to close must be made up. All school districts shall designate annually at least three days within their school calendars to be used as make up days in the event of these occurrences. If those designated days have been used or are no longer available, the local school board of trustees may lengthen the hours of school operation by no less than one hour per day for the total number of hours missed, operate schools on Saturday, or may waive up to three days. A waiver granted by the local board of trustees may only be authorized by a majority vote of the local school board, and may not be granted until the school has made up three full days, or the equivalent number of hours.</p> <p>The State Board of Education may waive the requirements of making up days beyond the three days forgiven by the local school district, not to exceed three additional days. The State Department annually before July first shall provide the General Assembly with a detailed report of information from each district listing the number of days missed and the reason, regardless of whether any were missed; days made up; and days waived. [§59-1-425]</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
<p>18. The statutory school term is one hundred ninety (190) days annually and shall consist of a minimum of one hundred eighty (180) days of instruction. The remaining days are utilized for the preparation for opening of school, staff development, planning, and parent conferences. [§59-1-425]</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
<p>19. The instructional day for secondary students is at least six hours a day or its equivalent weekly, excluding lunch periods. [R43-234, §59-1-425]</p>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

OTHER		
LEGISLATION	COMPLIANT	COMMENTS
	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	