2022–23 SOUTH CAROLINA DEPARTMENT OF EDUCATION (SCDE)

**CONSOLIDATED STATE MONITORING TOOL**

**Office of Federal and State Accountability**

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| **SCHOOL DISTRICT:** Click or tap here to enter text. |
| **DATE OF REVIEW:** Click or tap to enter a date. |
| **REVIEWER:** Click or tap here to enter text. |

**STATE INDICATOR/PROGRAM KEY**

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| District OfficeDistrict Office | Early ChildhoodEarly Childhood | ElementaryElementary |
| Middle SchoolMiddle School | High SchoolHigh School | Career and Technology EducationCareer and Technology Education |

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| **PERSONNEL** | | | | | | |
| **INDICATOR** | **LEGISLATION** | | **DISTRICT DOCUMENTATION** | **SCDE DOCUMENTATION** | **COMPLIANCE** | |
| District Office | 1. | A superintendent is employed and properly certified. [R. 43-161, §59-13-20] | Certification documentation of the superintendent | SC Educator |  | **MET**  **NOT MET** |
| District Office | 2. | All school board members have completed an orientation program in the powers, duties, and responsibilities of a board member. [§59-19- 45] | Local board of trustees  orientation dates |  |  | **MET**  **NOT MET** |
| District Office Early Childhood Elementary  Middle School High School Career and Technology Education | 3. | The Board of Trustees and the superintendent shall employ and discharge all employees. Each individual  employed in an instructional, classroom teaching  position or who serves in a position designed for the  support of the instructional program in a public  school of this state, must hold an appropriate South  Carolina teaching credential. [R. 43-50, R. 43-205,  §59-25-20, §59- 19-90(2), Every Student Succeeds Act, Pub. L. No. 114-95, 129 STAT 1845]  Personnel employed as administrative assistants, supervisors, and consultants having responsibilities for supervising instructional programs and student services must hold a master’s degree and be certified in their area of primary responsibility or must earn a minimum of six semester hours annually toward appropriate licensure. [R. 43-205]  Each person employed as a school nurse holds a  current license issued by the State Board of Nursing  as a professional registered nurse or as a licensed  practical nurse working under the supervision of a  professional registered nurse. [R. 43-205, R. 43-50] | Document of all school personnel with title, certifications, and instructional area  Copy of the nurse’s name and state license number | SC Educator  Labor Licensing and Regulation  data |  | **MET**  **NOT MET** |
| **CURRICULUM AND INSTRUCTION** | | | | | | |
| **INDICATOR** | **LEGISLATION** | | **DISTRICT DOCUMENTATION** | **SCDE DOCUMENTATION** | **COMPLIANCE** | |
| District Office | 4. | Each district superintendent must verify the accuracy of course records for students. [R. 43-234] | Archived student transcripts  for the preceding year’s  winter, spring, and summer  graduates |  |  | **MET**  **NOT MET** |
| District Office | 5. | All secondary schools offer a college preparatory program. [§59-5-65] | Course catalog  Master schedule(s) |  |  | **MET**  **NOT MET** |
| District Office | 6. | To award credit for courses in a proficiency-based system, the school district must provide a plan of implementation and the board policy for credit recovery must be posted on the district’s Website.  [R. 43-234] | If applicable, link to Credit Recovery Policy on the district’s website | Current Proficiency Application |  | **MET**  **NOT MET** |
| Middle School High School Career and Technology Education | 7. | 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] | Archived student transcripts for the preceding year’s winter, spring, and summer graduates |  |  | **MET**  **NOT MET** |
| Early Childhood Elementary Middle School  High School Career and Technology Education | 8. | The school has met all applicable student- teacher ratios.  All school districts must report the student-teacher  ratio for every classroom to the SCDE at the  forty-fifth and one hundred and thirty-fifth day mark.  [Provisos 1.24 and 1A.14] |  | Office of Research and Data Analysis’s student-teacher ratio data |  | **MET**  **NOT MET** |
| Early Childhood | 9. | The maximum 3-year old and 4-year old class size shall not exceed 20:1. [R. 43-264.1] | Documentation of class sizes for 4-year old classes  If applicable, documentation of class sizes for 3-year old classes |  |  | **MET**  **NOT MET** |
| Early Childhood Elementary | 10. | Instruction is provided for all required subjects as  outlined by the Defined Program, Grades K-5.  [R. 43-231, §59-1-425(E), §59-29-55, §59-32-30,  §59-10-10] | Master schedule(s)  For subjects not listed on the Master Schedule(s), provide additional documentation on the following:   1. Age-appropriate drug and   alcohol education   1. Black history 2. Visual and performing arts 3. World language 4. Comprehensive health |  |  | **MET**  **NOT MET** |
| Middle School | 11. | Instruction is provided for all required subjects as  outlined by the Defined Program, Grades 6-8.  [R. 43-232, §59-29-10, §59-29-55] | Master schedule(s)  For subjects not listed on the Master Schedule(s), provide additional documentation on the following:   1. Age-appropriate drug and   alcohol education   1. Black history 2. World language 3. Comprehensive health |  |  | **MET**  **NOT MET** |
| Middle School | 12. | In seventh or eighth grade, students (approved by the  principal and parents) may take courses for high  school credit. The high school courses offered can be  any high school course offered in the 9– 12 sections of  the *Activity Coding System for the Student Information*  *System* except for Physical Education and Health.  [R. 43-232] | Master schedule(s)  Correct activity codes  assigned to high school  courses |  |  | **MET**  **NOT MET** |
| Early Childhood Elementary Middle School  High School Career and Technology Education | 13. | Students receive age-appropriate instruction in sexual abuse and assault awareness and prevention.  [§59-32-20] | Describe how Erin’s Law  (Act 293) is implemented |  |  | **MET**  **NOT MET** |
| ● | 14. | Students receive instruction in comprehensive health education for a minimum of 250 minutes for at least nine weeks annually. [§59-32-30, R. 43-232] | A master schedule showing  the equivalent of a minimum  of 250 minutes  PowerSchool must show the  correct activity code for  health. Acceptable codes are  1401, 1440, 2401, 2440, and  2460. |  |  | **MET**  **NOT MET** |
| Middle School | 15. | At least one elective in an occupational or  exploratory subject must be scheduled. Programs  should include concepts in areas of digital literacy,  computing systems, networks and the internet, and  data and analysis. [R. 43-232] | Master schedule(s) |  |  | **MET**  **NOT MET** |
| Middle School | 16. | Locally designed innovative elective courses, not included in the *Activity Coding System*, must be approved by the local school board. [R. 43-232]  Locally designed elective courses must be approved by the local Board of Trustees. No more than two units may be awarded to a student for release-time classes in religious instruction. | Provide a list of local board approved courses with documentation of the approval dates |  |  | **MET**  **NOT MET** |
| Middle School High School | 17. | All students must be provided guidance, career  awareness programs and activities that assist students  in developing and fulfilling their individual  graduation plans (IGPs). [R. 43-232, §59-59-100,  §59-59- 140] | Individual Graduation Plans | Completion Report provided by  the Office of CTE-STS |  | **MET**  **NOT MET** |
| High School | 18. | Instruction is provided for all required subject areas  as outlined by the Defined Program, Grades 9–12.  [R. 43- 234, Proviso 1.101] | Master schedule(s)  For subjects not listed on the Master Schedule, provide additional documentation on the following:   1. Age-appropriate drug and   alcohol education   1. Black history 2. Comprehensive health |  |  | **MET**  **NOT MET** |
| High School | 19. | A school may award credit for locally designed  subject area core courses when aligned to the state  standards and approved by the local Board of  Trustees and State Superintendent. [R. 43-234] | Provide a list of local board approved courses with documentation of the approval dates | Approved Innovative Course Application(s) |  | **MET**  **NOT MET** |
| District Office High School | 20. | All secondary schools whose organizational  structure includes grades 11 or 12 shall offer an AP  course(s). [R. 43-258.1] | Master schedule(s) |  |  | **MET**  **NOT MET** |
| High School Career and Technology Education | 21. | A school may award credit for a college course that  students in grades 9–12 take under the district’s dual  credit arrangement. [R. 43-234] | Archived student transcripts for the preceding year’s winter, spring, and summer graduates  Articulation agreement(s)  or Memorandum of Understanding |  |  | **MET**  **NOT MET** |
| Career and Technology Education | 22. | Locally designed CTE courses for CTE credit are  approved by the SCDE’s Office of CTE or through  the CTE innovative course application process.  [R. 43-234] |  | The Office of CTE’s list of  approved courses |  | **MET**  **NOT MET** |
| High School | 23. | Schools implement a comprehensive health education  curriculum in which students receive instruction in all  required topics including CPR instruction, use of an  Automated External Defibrillator (AED) plus 750  minutes of reproductive health and pregnancy  prevention. [R. 43-238, §59-32-30] | Master schedule(s) and  additional evidence to show  topics are being taught and  how 750 minutes of  reproductive health is being  met  PowerSchool must show the  correct activity code for  health. Acceptable codes are  3401, 3402, and 3403.  Additional support  documents:   1. Course syllabi 2. Curriculum guides 3. Website links |  |  | **MET**  **NOT MET** |
| **OPERATIONS AND PROCEDURES** | | | | | | |
| **INCIDATOR** |  | **LEGISLATION** | **DISTRICT DOCUMENTATION** | **SCDE DOCUMENTATION** | **COMPLAINCE** | |
| District Office | 24. | District website must utilize language translation accessibility or provide equal access for all information [Title VI of the CRA of 1954, EEOA of 1974, WCAG] | District website’s translation feature |  |  | **MET**  **NOT MET** |
| District Office | 25. | School districts shall place a notice of a regularly  scheduled school board meeting on its website  twenty-four hours in advance of such meeting. The  notice shall include the date, time, and agenda for the  board meeting. The school district shall place the  minutes of the board meeting on their website within  ten days of the next regularly scheduled board  meeting. [Proviso 1.22] | URL link to the district’s  website for the Board of  Trustees  URL link to meeting dates,  time, agendas, and minutes  of the meetings |  |  | **MET**  **NOT MET** |
| District Office | 26. | Each school district must provide (a) the names  and addresses of every sex offender who resides  within one thousand feet of a school bus stop  within the school district to the parents or  guardians of a student who boards or disembarks  a school bus at a stop, or (b) the hyperlink to the  sex offender registry website on the school  district’s website for the purpose of gathering this  information. [§23-3-535(F)(1)(a-b)] | URL link to the Sex  Offender Registry website or  corresponding documentation |  |  | **MET**  **NOT MET** |
| District Office | 27. | Each local school district must prominently post on the district’s website and make available for public viewing and downloading the most recent version of the school district’s policy manual and administrative rule manual. [Proviso 1.29] | URL link to the district’s policy manual and administrative rule manual |  |  | **MET**  **NOT MET** |
| District Office | 28. | Each school district board of trustees shall provide a program of staff development for all educational personnel. [§59-20-60] | Staff development plan to include:   1. Session Title(s)/Topic(s) 2. Facilitator(s) 3. Projected Date(s) 4. Participants |  |  | **MET**  **NOT MET** |
| District Office Early Childhood Elementary  Middle School High School Career and Technology Education | 29. | A staff development program has been implemented that meets national professional development standards and provides participants the knowledge and skills necessary to implement the strategies. Coordination of funding is from local, state, federal, and private sources. [R. 43-261, §59-20-60] | Staff development plan to include:   1. Session Title(s)/Topic(s) 2. Facilitator(s) 3. Projected Date(s) 4. Participants |  |  | **MET**  **NOT MET** |
| District Office Early Childhood Elementary  Middle School High School Career and Technology Education | 30. | 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]  Of the ten days above, three days must be used for collegial professional development based upon the educational standards. No more than two days may be used for preparation of opening of schools and the remaining five days may be used for teacher planning, academic plans, and parent conferences. [§59-1-425, §59-18- 300] |  | Current academic calendar |  | **MET**  **NOT MET** |
| District Office Early Childhood Elementary  Middle School High School Career and Technology Education | 31. | 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. [R. 43-234, §59-1-425] |  | Current academic calendar which includes all inclement weather days |  | **MET**  **NOT MET** |
| District Office | 32. | The district board of trustees makes its annual fiscal  report available to the general public. [§59-20-60] | URL link to the district’s  annual fiscal report |  |  | **MET**  **NOT MET** |
| District Office | 33. | Financial resources are to be allocated, expended, and accounted for in accordance with accounting practices specified in the Financial Accounting Handbook, Funding Manual, and the Pupil and Staff Accountability Manual. [R. 43-172, Proviso 1.29] | URL link to the district’s  annual fiscal report |  |  | **MET**  **NOT MET** |
| District Office | 34. | School districts must maintain a transaction register that includes a complete record of all funds expended over one hundred dollars, from whatever source, for whatever purpose. The register must be prominently posted on the district’s website and made available for public viewing and downloading. [Proviso 1.24] | URL link to the district’s financial transaction register |  |  | **MET**  **NOT MET** |
| District Office | 35. | School districts must report the amount of funds spent on administrative costs, as defined by In$ight in the prior fiscal year and post the report on the district’s website. (Proviso 1.24) | URL link to the district’s  annual fiscal report |  |  | **MET**  **NOT MET** |
| District Office | 36. | Each school district must maintain accurate student data according to a pupil accounting system as prescribed by SCDE. [R. 43-234] | 45 Day Count from PowerSchool |  |  | **MET**  **NOT MET** |
| District Office | 37. | District policies have been developed pertaining to student participation in interscholastic competition and are in accordance with regulatory and statutory  requirements. [R. 43-244.1, §59-63-100] | Copy of district policy or URL link |  |  | **MET**  **NOT MET** |
| District Office | 38. | The school district shall develop guidelines and procedures regarding the identification and management of suspected concussions in student athletes per statutory requirements. [§59-63-75] | Copy of district policy or URL link |  |  | **MET**  **NOT MET** |
| District Office | 39. | An emergency and disaster plan has been designed to provide for the protection and welfare of students in the event of any disaster (tornado, hurricane, fire, etc.). [R. 43-166] | District’s Emergency and Disaster Plan |  |  | **MET**  **NOT MET** |
| Early Childhood Elementary Middle School  High School Career and Technology Education | 40. | Within each school year, schools must conduct at least  two fire drills, two active shooter/intruder drills, and  two severe weather/earthquake drills with at least one  of each drill conducted each semester.  [R. 43-166, §59-63-910] | Document one fire, emergency, and active shooter drill for the current or preceding semester |  |  | **MET**  **NOT MET** |
| District Office Early Childhood Elementary  Middle School High School Career and Technology Education | 41. | The annual report card for each primary, elementary,  middle, and high school, and the district must be  posted on each school and/or district website.  [§59-18-900] | URL link to school and/or district website with current Report Card |  |  | **MET**  **NOT MET** |
| Middle School High School Career and Technology Education | 42. | The instructional day for secondary students is at  least six hours a day or its equivalent weekly,  excluding lunch periods. [R. 43-232, R. 43-234, §59-1-425] | Bell schedules with beginning and ending times for all periods |  |  | **MET**  **NOT MET** |
| Early Childhood | 43. | The child development classroom program shall be  operative five days a week (or the equivalent) for at  least 2 ½ hours of instructional time, exclusive of  breakfast, lunch, and transportation. [R. 43-264.1] | Master schedule(s) for all teachers by name, grade level, and subject areas  Bell schedule(s) including start and end times |  |  | **MET**  **NOT MET** |
| Early Childhood | 44. | The kindergarten school day must be at least six  hours including lunch, or its weekly equivalent.  [R.43-231] | Master schedule(s) for all teachers by name, grade level, and subject areas  Bell schedule(s) including start and end times |  |  | **MET**  **NOT MET** |
| Career and Technology Education High School | 45. | A class period is defined as a minimum of 50 minutes  or an accumulation of the equivalency of 120 hours  required for a Carnegie unit of credit. [R. 43-172,  R. 43-234] | Bell schedules with beginning and ending times for all periods |  |  | **MET**  **NOT MET** |
| Career and Technology Education High School | 46. | No teacher is permitted to teach more than fifteen hundred minutes weekly. [R. 43- 205] | Master schedule(s)  Bell schedule(s) |  |  | **MET**  **NOT MET** |
| Career and Technology Education High School | 47. | Teachers are not assigned more than four preparations daily. [R. 43-205] | Master schedule(s)  Bell schedule(s) |  |  | **MET**  **NOT MET** |