

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

**MIDDLE SCHOOL**

**DISTRICT/SCHOOL:** \_\_\_\_\_ **DATE OF REVIEW:** \_\_\_\_\_

**REVIEWER:** \_\_\_\_\_ **ACCREDITATION STATUS:** \_\_\_\_\_

<b>DESK AUDIT</b>		
<b>LEGISLATION</b>	<b>COMPLIANT</b>	<b>COMMENTS</b>
<b>PERSONNEL</b>		
1. The principal, assistant principal and/or curriculum coordinator, media specialist, and guidance counselor are properly certified. [R43-205]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
2. 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"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
3. 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 who is working under the supervision of a professional registered nurse. [R43-205]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
<b>CURRICULUM AND INSTRUCTION</b>		
4. Instruction is provided for all required subjects as outlined by the Defined Program, Grades 6–8: English language arts, mathematics, science, social studies, health and safety, physical education, foreign language, and visual <u>and</u> performing arts. Instruction is also provided in environmental education, age-appropriate drug and alcohol education, and black history. [R43-232]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	

**DESK AUDIT**

<b>LEGISLATION</b>	<b>COMPLIANT</b>	<b>COMMENTS</b>
5. Students receive instruction in comprehensive health education which must total the equivalent of 37.5 hours per week, by <ul style="list-style-type: none"> <li>• 250 minutes per week for 9 weeks; or</li> <li>• five 50 minute classes per week for 9 weeks. [§59-32-30]</li> </ul>	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
6. At least one elective of an occupational exploratory must be scheduled. Programs in areas such as, but not limited to, industrial technology education (grades 7–8), keyboarding, computer literacy, and career exploration may be included. [R43-232]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
7. The school has implemented a comprehensive health education program plan curriculum. [R43-231, §59-32-5]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
8. Locally designed <u>elective</u> courses are approved by the local school board. [R43-234]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
9. For high school credit courses, the Uniform Grading Policy is properly used in the computation of Carnegie units and applied correctly to all activity course codes including honors. [§59-5-68]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
10. In seventh or eighth grade, students (approved by the principal and parents) may take courses for high school credit. The high school courses offered must be limited to core, CATE, and foreign languages that are currently in the 9–12 section of the <i>Activity Coding System for the Student Information System</i> . [R43-232]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
11. All students must be provided guidance, career awareness programs and activities that assist students in developing and fulfilling individual graduation plans (IGP). [R43-232, §59-59-100, §59-59-140]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
<b>OPERATIONS AND PROCEDURES</b>		
12. Instruction in the subject areas shall be scheduled for a minimum of eighteen hundred (1800) minutes or thirty (30) hours per week, including lunch, or the equivalent on a yearly basis: English language arts, mathematics, science, social studies, health and safety, physical education, foreign language, and visual <u>and</u> performing arts. [R43-232, §59-1-425]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	

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<b>LEGISLATION</b>	<b>COMPLIANT</b>	<b>COMMENTS</b>
13. A staff development program has been implemented that meets national professional development standards, provides participants the knowledge and skills necessary to implement strategies, and coordinates local, state, federal, and private funding sources. [R43-261]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
14. 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"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
15. Fire drills are conducted at least one time each month. [§59-63-910]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
16. Each school shall conduct at least one emergency drill within the first month of school. [R43-166, §59-63-910]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	

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