

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

SECONDARY SCHOOL

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 <input type="checkbox"/> WAIVER	
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. 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"/> MET <input type="checkbox"/> NOT MET	
5. Any career specialist providing classroom instruction must be properly certified. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

DESK AUDIT

LEGISLATION	COMPLIANT	COMMENTS
CURRICULUM AND INSTRUCTION		
6. Instruction is provided for all required subject areas as outlined by the Defined Program, Grades 9–12. [R43-234]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
7. <u>Locally designed elective courses</u> are approved by the local school board. [R43-234]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
8. Advanced Placement courses are offered in accordance with SBE regulations. [R43-258.1]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
9. A school may award credit for <u>locally designed subject area core courses</u> when aligned to the state standards and approved by the local Board of Trustees and State Superintendent. [R43-234]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
10. 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	
11. 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	
12. 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. [§59-32-30, R43-231, §59-32-5]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
13. All students must be provided guidance, career awareness programs and activities that assist students in developing and fulfilling individual graduation plans (IGP). [R43-234, §59-59-100, §59-59-140]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
OPERATIONS AND PROCEDURES		
14. 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]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

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LEGISLATION	COMPLIANT	COMMENTS
15. 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	
16. 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	
17. 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	
18. High school graduation can only be held on or after the 180 th day of school. [§59-1-425]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
19. 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	
20. 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	
21. 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	
22. Fire drills are conducted at least one time each month. [§59-63-910]	<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	