

**2014–15 SOUTH CAROLINA DEPARTMENT OF EDUCATION
MONITORING INSTRUMENT**

MIDDLE SCHOOL

DISTRICT/SCHOOL: _____ **DESK AUDIT** _____

REVIEWER(S): _____ **ON-SITE MONITORING** _____

DESK AUDIT		
LEGISLATION	COMPLIANT	COMMENTS
PERSONNEL		
1. The principal, assistant principal and/or curriculum coordinator, media specialist, and guidance counselor are properly certified. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
2. All teachers <u>are properly certified</u> and all teachers of core content subjects are highly qualified <u>for the courses taught</u> . [R43-205, 20 U.S.C. § 6301 et seq. (2002)]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
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"/> MET <input type="checkbox"/> NOT MET	
4. All instructional paraprofessionals must work under the direct supervision of a certified teacher. [R43-209]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
5. Full-time paraprofessionals are employed for each Trainable Mentally Disabled, Emotionally Disabled, Orthopedically Disabled, or Visually Impaired self-contained class with four (4) or more students. [R43-209, 20 U.S.C. § 6301 et seq. (2002)]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
6. When four or more students identified as emotionally disabled or orthopedically impaired are enrolled in a cross-categorical class, a full-time teaching assistant must be employed. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

CURRICULUM AND INSTRUCTION		
7. 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 and performing arts. Instruction is also provided in environmental education, age-appropriate drug and alcohol education, black history, and phonics. [R43-231]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
8. 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"/> MET <input type="checkbox"/> NOT MET	
9. Accurate student data according to the pupil accounting system prescribed by the SCDE are maintained. [R43-234]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
OPERATIONS AND PROCEDURES		
10. 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 and performing arts. [R43-231, §59-1-425]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
11. No special education teacher's daily individual classes exceed the student-teacher ratios established by regulations. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
12. 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"/> MET <input type="checkbox"/> NOT MET	

ON-SITE AUDIT

Documentation will be requested at the time of the on-site visit.

LEGISLATION	COMPLIANT	COMMENTS
PERSONNEL		
1. The principal has completed a professional development plan. [§59-24-30]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
2. Assistant principals and/or curriculum coordinators have completed professional development plans. [§59-24-30]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
CURRICULUM AND INSTRUCTION		
3. The school has implemented a comprehensive health education program for 250 minutes a week for nine weeks. [R43-231, §59-32-5]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
OPERATIONS AND PROCEDURES		
4. The caseload for speech/language clinicians does not exceed sixty (60). [R43-205] <i>If itinerant, speech/language clinician will provide class rosters for all other sites.</i>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
5. 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, R43-261]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
6. Intervention plans are initiated for students who accrue three (3) consecutive or five (5) cumulative unlawful absences. Intervention plans contain the minimum elements stated in standards. [R43-274]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
7. All operating school facilities shall comply with safety regulations prescribed by the State Fire Marshal. [§5-25-370, §5-25-390, §5-25-400]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
8. A disaster and emergency preparedness plan has been developed. [R43-166]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
9. 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	

NOTE: Any standards which are noncompliant (not met) will be added to the Accreditation Preliminary Analysis Report and must be addressed in response to the Preliminary Analysis Report.