

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

SECONDARY SCHOOL

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

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

| 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 <u>properly certified</u> and all teachers of core content subjects are <u>highly qualified for the courses taught</u> . [R43-205, 20 U.S.C. § 6301 et seq. (2002)] | <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. All instructional paraprofessionals must work under the direct supervision of a certified teacher. [R43-209] | <input type="checkbox"/> MET <input type="checkbox"/> NOT MET | |
| 6. 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 | |
| 7. 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 | |

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| CURRICULUM AND INSTRUCTION | | |
| 8. Subjects offered are selected from the Defined Program, grades 9–12, or are approved as locally designed elective courses. [R43-234] | <input type="checkbox"/> MET <input type="checkbox"/> NOT MET | |
| 9. Advanced Placement courses are offered in accordance with SBE regulations. [R43-258.1] | <input type="checkbox"/> MET <input type="checkbox"/> NOT MET | |
| 10. A school may award credit for <u>locally designed subject core area</u> courses 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 | |
| 11. Uniform grading scale is used. [§59-5-68] | <input type="checkbox"/> MET <input type="checkbox"/> NOT MET | |
| 12. 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 | | |
| 13. 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 | |
| 14. 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 | |
| 15. 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 | |
| 16. Teachers are not assigned more than four (4) preparations daily. [R43-205] | <input type="checkbox"/> MET <input type="checkbox"/> NOT MET | |
| 17. 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 | |
| 18. 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 | |

ON-SITE AUDIT

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

| LEGISLATION | COMPLIANT | COMMENTS |
|--|--|----------|
| PERSONNEL | | |
| 1. The principal/director has completed a professional development plan. [§59-24-30] | <input type="checkbox"/> MET <input type="checkbox"/> NOT MET | |
| 2. Assistant principal/director and/or curriculum coordinator 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. (750 minutes of which includes reproductive health and pregnancy prevention.) [R43-231, §59-32-5] | <input type="checkbox"/> MET <input type="checkbox"/> NOT MET | |
| OPERATIONS AND PROCEDURES | | |
| 4. The caseload for speech/language therapists does not exceed sixty (60). [R43-205] <i>If itinerant, speech/language therapists 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. Records of student transfers and withdrawals are maintained. [R43-273] | <input type="checkbox"/> MET <input type="checkbox"/> NOT MET | |
| 8. 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 | |
| 9. A disaster and emergency preparedness plan has been developed. [R43-166] | <input type="checkbox"/> MET <input type="checkbox"/> NOT MET | |
| 10. 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.