

2014–15 ACCREDITATION STANDARDS FOR

PALMETTO UNIFIED SCHOOL DISTRICT NO. 1 (PUSD)

NOTE: *For Accreditation purposes, schools and school districts are responsible for determining compliance with the following Accreditation Standards. Schools and school districts are also responsible for being in compliance with all applicable State Board of Education Regulations, and relevant statutes as outlined in the South Carolina Code of Laws.*

I. PERSONNEL

A. SUPERINTENDENT

1. The South Carolina Department of Corrections shall employ a full-time properly certified superintendent. [43-161]
2. The superintendent shall develop an on-going professional development plan with annual updates. [43-161]

B. PRINCIPAL(S)/DIRECTOR(S)

1. Each region, comprising 3 or less schools, must be staffed with a full-time properly certified principal.
2. The principal/director shall develop an on-going professional development plan with annual updates. [§59-24-30]

C. TEACHERS

1. Each teacher must be properly certified by the State Board of Education. [R43-205]
2. Teachers of core academic subjects must meet the “highly qualified” teacher requirements. [R43-205, 20 U.S.C. §6301 et seq. (2002)]

D. GUIDANCE COUNSELOR(S)

Each region will be staffed by a properly certified guidance counselor. [R43-205]

E. SCHOOL TRANSITION COORDINATOR(S) AND CAREER SPECIALIST(S)

1. Each school-to-work transition coordinator must be certified or meet all other regulatory requirements. [R43-205]
2. Each career specialist must hold a bachelor’s degree and must have earned either Global Career and Development Facilitator certification (GCDF) or Career Development Facilitator certification (CDF). [R43-205]

3. If the career specialist provides classroom instruction, he or she is certified. [R43-205] (Please refer to C.1.)

F. MEDIA SPECIALIST(S)

Each region will be staffed by a properly certified media specialist. [R43-205]

G. SCHOOL NURSE

Each school nurse must hold 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]

H. PARAPROFESSIONALS

1. Instructional paraprofessionals who work in Title I schools or Title I targeted assistance programs must meet state and federal requirements. [R43-209, 20 U.S.C. §6301 et seq. (2002)]
2. Each teacher of trainable, orthopedically, emotionally, or visually disabled pupils in a self-contained classroom model shall have a paraprofessional full time, provided that the class has a minimum membership of four pupils. [R43-209]
3. 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]
4. All instructional paraprofessionals must work under the direct supervision of a certified teacher. [R43-209]

I. SECRETARY AND CUSTODIAL SERVICES

1. Secretarial services shall be provided. [R43-209]
2. Custodial services shall be provided. [R43-209]

J. ADDITIONAL DISTRICT STAFF

Any additional personnel who may need to be employed and who have responsibilities for supervising instructional programs and pupil services shall be properly certified. [§24-25-90]

K. PROFESSIONAL DEVELOPMENT AND EVALUATION

1. The PUSD shall provide professional development for all educational personnel on an annual and long-range basis according to §59-1-425 and based upon standards in §59-18-300.
2. Each school shall implement a district-approved professional development program in addition to regularly scheduled faculty meetings. These

activities shall be correlated with the district's professional development and strategic plans as well as school renewal plan. [R43-261]

II. CURRICULUM AND INSTRUCTION

A. ORGANIZATION

1. PUSD is mandated to comply with the regulations of the State Board of Education (SBE). [§59-29-10, §59-43-20, R43-234]
2. Due to the uniqueness of the school population served by the PUSD, the operation of a dual program of secondary and adult education for the majority of the district's schools is necessary. [R43-205, R43-229]

B. MEDIA CENTER

1. The district shall utilize the institutional libraries. [R43-259]
2. The media specialist shall be responsible for reviewing and selecting reading materials that are appropriate for the needs of students, including print and electronic versions of materials. [R43-229]

C. SECONDARY CURRICULUM (GRADES 9-12)

1. Students of public school age (17-21) are either secondary students, students enrolled in a high school equivalency program, students with disabilities, or career and technology students. [R43-229]
2. The instructional day must be at least 6 hours, excluding lunch, or the equivalent weekly in accordance with §59-1-425. In order to receive EFA funding, students must attend a minimum of 200 minutes daily or its equivalent for an annual accumulation of 36,000 minutes according to R43-172. [§59-1-425, 43-234]
3. Students who become twenty-one years old after September 1 of the school year will remain under the secondary grade pupil classification for the entire school year. [R43-229]

D. ADULT EDUCATION (LEVEL 1, LEVEL 2, HIGH SCHOOL EQUIVALENCY PROGRAMS)

1. Students over public school age will be assigned to the adult education program.
2. Students who are under age twenty-one years of age that have withdrawn from a PUSD EFA school to prepare for a high school equivalency program may participate in the adult education program. [R43-259]

A. Academic Education [R43-229]

1. Level 1: Basic education shall include organized and systematic instruction in the skills of language arts and mathematics. [R43-229]
2. Level II: High school completion shall provide a more defined and structured program which will allow the student to work concurrently towards preparing for the high school equivalency diploma and/or toward receiving high school unit credits. [R43-229]
3. High School Diploma Program: High school credit may be granted for a course completed in an approved adult education program provided the teacher is properly certified to teach the course and the student receives a minimum of 60 clock hours of instruction. [R43-259]
 - a. A school may award one unit of credit for a course that has been approved by the SCDE in a proficiency-based system. [R43-234]
 - b. A proficiency-based course may be offered for one-fourth and one-half unit if the system specifies these units. [R43-234]
4. High School Equivalency Programs: Students may be eligible to take a high school equivalency program exam upon the recommendation of the principal or school leader, provided proper documentation is submitted that verifies the candidate is seventeen to twenty-one years of age and is no longer enrolled in a program generating EFA funding. [R43-259]

B. Adult Basic Education Personnel

1. Each adult education teacher must be properly certified and meet appropriate federal statutory requirements. [R43-205, R43-229]
2. Each adult education high school subject area teacher must be properly certified and meet appropriate federal statutory requirements. [R43-205, R43-229]

E. COURSES

1. The courses offered may include, but are not limited to, the areas of English language arts, mathematics, social studies, science, the arts and CATE. [R43-234]

2. The number of course offerings will be determined by the PUSD superintendent according to the size of student enrollment and course needs. [§24-25-70]
 - a. Additional courses may include financial literacy, environmental studies, foreign language, alcohol, tobacco and other drugs, and visual and performing arts. [R43-234]
 - b. Comprehensive Health Education: At least one time during the four years of grades nine through twelve; each student shall receive a program of instruction in comprehensive health education, including at least seven hundred fifty (750) minutes of reproductive health education and pregnancy prevention. [§59-32-30, R43-231, R43-238]A school program shall provide instruction in Comprehensive Health Education from one or more of the following:
 - 1) Each student shall receive instruction in a comprehensive health education course for 36 weeks or a semester from the list of approved high school health courses.
 - 2) Each student shall receive instruction in each of the comprehensive health subjects through a series of mini courses, e.g., three-week short courses selected or developed by the school or district.
 - 3) A school or district shall select or develop modular units of instruction for each of the comprehensive health education subjects and integrate them into existing required courses.
 - 4) If options 1, 2, or 3 are not selected, a school shall develop a written plan that demonstrates that all students shall receive instruction in the required comprehensive health subjects within existing courses before graduation. This plan must be submitted to the Division of Curriculum (Division of Instructional Practices and Evaluations) for written approval at least six weeks prior to implementation.
 - c. Other courses in the areas of physical education, elective courses, and Advanced Placement offerings must be provided for student need and for graduation purposes. [R43-234]
3. Students enrolled in a Carnegie unit course may receive one unit of credit upon successful completion of a course that requires a minimum of 120 hours of instruction; one-half unit of credit may be awarded for a course that requires a minimum of 60 hours of instruction; and one-fourth unit of credit may be awarded for a course requiring a minimum of 30 hours of instruction. [R43-234]

4. No student may earn more than one unit of credit for 120 hours of instruction. [R43-234]
5. PUSD may offer proficiency based courses that have been approved by the SCDE in a proficiency-based system. [R43-234]

F. HIGH SCHOOL EQUIVALENCY PROGRAMS

1. A candidate for a state high school equivalency certificate who is seventeen to twenty-one years of age and incarcerated within the South Carolina Department of Corrections must submit proper documentation completed by either a PUSD school principal, adult education director, or the district superintendent indicating the candidate is no longer enrolled in a program generating EFA funding. [R43-229, R43-259]
2. EFA students who pass a high school equivalency exam may be enrolled in a CATE vocational class or be withdrawn from school. [R43-229]

G. SPECIAL EDUCATION

1. A specialized program of instruction utilizing the resource, itinerant, or self-contained model shall be made available to students with disabilities. [§24-25-70]
2. Special education and related services must be provided to students with disabilities as set forth in their individualized education programs (IEPs) and to the maximum extent possible, they must be educated with their nondisabled peers in the least restrictive environment, consistent with the Individuals with Disabilities Act (2004) and SBE Regulation 43-243. [20 U.S.C.A. §1400, et. seq., R43-243]
3. Students with disabilities must have available to them a free appropriate public education. [R43-243, 34 C.F.R. §300.102(a)(2)]
4. Student/teacher ratios will comply with SCDE Regulations. [R43-229, R43-205]
 - a. The teaching load for teachers of **self-contained classes** must not exceed the following student-teacher ratios: [R43-205]

<u>Area</u>	<u>Maximum Ratio Based on Average Daily Enrollment</u>
Mild Mental Disabilities	18:1
Emotional Disabilities	15:1
Learning Disabilities	18:1
Moderate and Severe Disabilities and Orthopedically Impaired	15:1

Visually Impaired	12:1
Deaf and Hard of Hearing	12:1

- b. **Cross-categorical classes** must not exceed the following student-teacher ratios: [R43-205]

<u>Area</u>	<u>Maximum Ratio Based on Average Daily Enrollment</u>
Mild Mental Disabilities and Learning Disabilities	18:1
Mild Mental Disabilities, Learning Disabilities, and Emotional Disabilities	17:1
Mild Mental Disabilities, Learning Disabilities, Emotional Disabilities, and Orthopedically Impaired	16:1

- c. The maximum teaching load for **resource teachers and itinerant teachers** for students with disabilities based on average daily enrollment is as follows: [R43-205]

<u>Area</u>	<u>Maximum Teaching Load</u>
Mild Mental Disabilities	33 students
Emotional Disabilities	33 students
Learning Disabilities	33 students
Moderate and Severe Disabilities and Orthopedically Impaired	20 students
Visually Impaired	15 students
Deaf and Hard of Hearing	15 students

5. When resource and/or itinerant teachers serve students with differing disabilities, the maximum caseload must be determined by the majority of the students in enrollment in an area of disability. [R43-205]
6. The caseload for speech/language therapist does not exceed sixty (60). [R43-205]

H. GRADUATION REQUIREMENTS

1. To earn a South Carolina High School Diploma, a public school student must earn a total of twenty-four units of credit. [R43-234]

2. The Uniform Grading Scale is used in all public schools in the state. [§59-5-68]
3. Exercises for issuing diplomas to graduates shall be scheduled at the discretion of the PUSD. [R43-229]

III. OPERATIONS AND PROCEDURES

A. DISTRICT GOVERNANCE

1. The school district Board of Trustees must ensure quality schooling by providing rigorous, relevant instructional programs for all students. [§24-25-10]
2. The PUSD shall be under control and management of its Board of Trustees. [§24-25-10]
3. The Board of Trustees shall annually make available to the general public its budget for that year. [§24-25-70]
4. Copies of the school board policies, which outline the relationship of the board members, the superintendent, and staff; provide understanding and clarity of purpose; and facilitate administration, shall be filed on the district's web page. [§24-25-80]
5. PUSD will submit a five-year strategic plan to the SCDE with annual updates due by April 30 of each year. The district strategic plan, school renewal plans, and annual updates must be reviewed and approved by the local Board of Trustees. [§59-20-60] [R43-261]
6. It is necessary for the district to maintain a record system for accurate reporting is required in the areas of: [R43-259]
 - a. Finance,
 - b. Personnel,
 - c. Facilities and Equipment, and
 - d. Students.
7. The superintendent or designee may establish advisory councils, including but not limited to a Student Advisory Council, Teacher Advisory Council, School Improvement Council, and a Career and Technology Advisory Council. [§59-20-60]
8. An annual district programmatic report to the parents and constituents of the school district must be developed by the local school board. Each report shall include the goals and objectives of the school district, the strategies implemented to meet the goals and objectives, and an evaluation

of the outcomes. An annual school report to the parents and constituents of the school must be developed by the School Improvement Council and shall provide information on the school's progress on meeting the school and district goals and objectives. These reports shall be provided by November fifteenth of each year. [§59-20-60]

B. SCHOOL YEAR/DAY

1. Accredited schools shall operate a minimum of 1,170 instructional hours for all students. [R43-229]
2. The instructional day must be at least 6 hours, excluding lunch, or the equivalent weekly. [§59-1-425, R43-234]
3. In order to receive EFA funding, students must attend a minimum of 200 minutes daily or its equivalent for an annual accumulation of 36,000 minutes. [R43-172]
4. All school closings, other than for security reasons, must be approved by the district superintendent or designee and reported to the SCDE. [R43-229]

C. RECORDS AND REPORTING

1. Student Records: PUSD will maintain accurate student data according to the pupil accounting system prescribed by the SCDE. [R43-234]
2. Course Records: The district superintendent or designee will verify the accuracy of course records for students. [R43-234]
3. Student Enrollment: Students will not be concurrently enrolled in the Adult Basic Education funding database and the EFA funding database. [R43-229]
4. Transfer of Students: Accurate accounting records shall be developed and maintained for student transfers and withdrawals.
 - a. Comprehensive transcripts shall be submitted directly to the receiving school. [R43-273]
 - b. All transfers and withdrawals shall be in accordance with Regulation 43-273. [R43-273]
 - c. Accurate accounting records shall be developed and maintained for student transfers and withdrawals. Comprehensive transcripts shall be submitted directly to the receiving school when requested in writing, as soon as possible, but no later than **ten business days**

upon receiving the written request, excluding weekends and recognized state holidays. [R43-273]

- d. Units earned by a student in an accredited high school of this state or in a school of another state, which is accredited under the regulations of the Board of Education of that state, will be accepted under the same value which would apply to students in the school to which they transferred. [R43-259]

D. HEALTH, SAFETY, AND SCHOOL FACILITIES

1. Each school will comply with safety regulations as prescribed in state law and approved in the individual institution's emergency plan. [R61-42]
2. Each school shall provide adequate personnel, facilities, equipment, and supplies for its instructional program as determined by the superintendent. [§5-25-370, §5-25-390, §5-25-400]
3. Each school will display the American and State flags appropriately. [§59-1-320]