

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

**CAREER AND TECHNOLOGY CENTERS**

**DISTRICT/SCHOOL:** \_\_\_\_\_  **DESK AUDIT** \_\_\_\_\_

**REVIEWER(S):** \_\_\_\_\_  **ON-SITE MONITORING** \_\_\_\_\_

<b>DESK AUDIT</b>		
<b>LEGISLATION</b>	<b>COMPLIANT</b>	<b>COMMENTS</b>
<b>PERSONNEL</b>		
1. Each school, with grades 9–12, is staffed with a <u>full-time</u> properly certified principal/director. [R43-205]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
2. The assistant principal/director and/or curriculum coordinator, and guidance counselor are properly certified. [R43-205]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
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"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
4. All instructional paraprofessionals must work under the direct supervision of a certified teacher. [R43-209]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
<b>CURRICULUM AND INSTRUCTION</b>		
5. <b>Career and technology education programs</b> are structured within a career cluster system that provides students with individualized education choices. [R43-234]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
6. Locally designed CATE courses must be approved by the South Carolina Department of Education CATE Office or through the CATE innovative course application process. [R43-234]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
7. Uniform grading scale is used. [§59-5-68]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	

8. 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	
<b>OPERATIONS AND PROCEDURES</b>		
9. 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	
10. 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	
11. 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	
12. Teachers are not assigned more than four (4) preparations daily. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
13. 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
<b>PERSONNEL</b>		
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	
<b>CURRICULUM AND INSTRUCTION</b>		
<b>OPERATIONS AND PROCEDURES</b>		
3. A five-year school renewal plan, which is <b>annually updated</b> , 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	
4. 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	
5. A disaster and emergency preparedness plan has been developed. [R43-166]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
6. Fire drills are conducted at least one time each month. [§59-63-910]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
<b>OTHER</b>		
<b>LEGISLATION</b>	<b>COMPLIANT</b>	<b>COMMENTS</b>
	<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.**