

+RICHLAND COUNTY SCHOOL DISTRICT TWO  
B - SCHOOL BOARD GOVERNANCE AND OPERATIONS  
Policy BDF Advisory Committees  
AR BDF-R Advisory Committees

## AR BDF-R Advisory Committees

Issued 3/03

### School improvement councils

#### Duties

State law sets forth the following specific duties for school improvement councils.

- assist in the preparation of the five-year school improvement or renewal plan and the district performance-based accountability system and annual updates
- prepare an annual school report by November 15 of each year to the parents and constituents to the school. The report will provide information on the school's progress in meeting the school district goals and objectives
- assist with the development and monitoring of school improvement and innovation
- provide advice on the use of school incentive grant awards
- provide assistance as the principal may request
- carry out other duties prescribed by the local school board
- work with an external review team if a school receives a rating of unsatisfactory or a school rating below average requests the council to gather additional information on strengths and weaknesses of a school for the purpose of revising the school improvement plan
- provide membership information to the School Improvement Council Assistance office at the University of South Carolina as prescribed by law

#### **Purpose**

Provide means of representative participation by parents, teachers, students and the community in planning and monitoring of school improvement outlined in the five-year plan.

Disseminate information to other parents and citizens within the community and clarify information concerning the school programs and school improvement initiatives.

Provide suggestions to school principals for program improvements.

Review annually an evaluation of school programs and make suggestions to the school principal concerning changes or continuation.

#### **Information to be made available**

The principal will provide each improvement council with appropriate information so that they can provide advisory assistance with the development and monitoring of the school's improvement efforts. This information will include, but not be limited to, the following.

- test data for the school
- total school improvement plans
- demographic composition of the local school community

- success of graduates during first year of college, if applicable
- dropout information, if applicable
- needs assessment information as related to student achievement progress, including survey information

### **Eligibility**

To serve as a parent representative on the school improvement council, the parent must have a child attending the school.

No student may serve as the student representative after the student has left the school.

No student will be prohibited from nomination or election due to grade level, academic standing, race, sex or age.

The teacher representative will be any certificated employees working at least half-time at the local school level. The certificated employee's seat will be declared vacant if the employee should no longer be employed at the school.

### **Election process**

#### Parents

Parents will be elected by nomination either from themselves or from another parent. The school will prepare a ballot of all nominations and a method of casting ballots which encourages the broadest participation. Ballots will be counted and election results announced by the principal.

#### Teachers

The faculty of each school will elect a minimum of two teachers in a manner determined by the faculty.

#### Students

The student council will determine a process to elect a minimum of two students.

#### Ex-officio

The principal, PTA/To president, past SIC chair, Title I parent advisory council chair, business partner and others will be seated on the council, as stated in the by-laws.

#### Vacancies

Vacancies will be filled by appointment from the principal with approval of the council.

#### Term of office

The elected members of the council will serve a minimum term of two years; the terms will be staggered and determined by lot. Parents of a student or students in their last year of enrollment at an individual school may serve terms of one year only. The names of all council members and other information will be submitted to the School Improvement Council Assistance office at the University of South Carolina within 30 days of the election or no later than November 15 for the purpose of sharing information.

The term of office for appointed members will be established by the by-laws adopted by each council.

#### Time of election

Elections should occur no later than October 15 annually and should be organized to ensure broad participation by parents and faculty.

The student representatives will be elected during the time the student body of the school is holding its regular elections for student government offices.

Annual elections will occur within district guidelines as set out in the council by-laws.

### **Meetings**

Each council will meet monthly (at least eight times a year). The school will maintain a record of actions in the school office.

### **Council operations, by-laws**

All school improvement council operations will conform to state and federal laws and regulations, district policies, and professional ethics.

Each council will develop a set of by-laws governing its operations consistent with district policy. A copy of the by-laws will be filed with the district office.

(Cf. CO - Administrative Reports); (Cf. [CM](#) - School District Annual Report)

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