

ADVISORY COMMITTEES

Code **BDF-R** Issued **11/12**

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 renewal plan and annual updates.
- Prepare an annual school report by November 15 of each year to the parents and constituents of the school. The report will provide information on the school's progress in meeting the school district goals and objectives. The school renewal plan and annual updates will be a part of the plan.
- 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.
- Provide information to the School Improvement Council Assistance Project at the University of South Carolina as prescribed by law.

Purposes

Gain knowledge concerning the goals of the school.

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

Offer 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.

Composition

Councils will be composed of at least two parents elected by the parents, two teachers elected by the teachers and, in grades nine and above, two students elected by the students. Principals may make special selections so long as the elected members comprise two-thirds of the membership. In making special selections, the principals are encouraged to seek balance on the councils by appointing individuals from existing school groups that are not represented by members who were elected to the councils.

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.

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- 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 the six indicators of effective schools

Needs assessment

When a school undertakes a comprehensive needs assessment of its effectiveness, the needs assessment will, at a minimum, do the following.

- Address the six designated indicators of school effectiveness.
- Include the responses from the total faculty.
- Include input from the parents and students, if appropriate.
- Include the results of standardized tests for the school.
- Establish annual and long-range output objectives for the improvement of test scores, attendance, accreditation status and the lowering of the dropout rate.

Eligibility

To serve as a parent representative on the school improvement council, the parent must have a child attending the schools in the district. When the parent no longer has a child attending the school, the parent's seat will be declared vacant.

No person will serve on more than one improvement council at a time.

No student may serve as the student representative after the student has left the school although the student may become one of the principal's appointed members.

The teacher representatives 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. A ballot will be prepared by the school and returned by the parents to the school. Ballots will be counted and election results announced by the principal.

Teachers

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

Students

The student council will determine a process to elect students.

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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 will be submitted to the state department of education within 30 days of the election.

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

Time of election

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

Parent and teacher representatives will be elected. The superintendent will establish specific dates for the elections on an annual basis.

Meetings

Each council will meet as appropriate.

Council operations

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

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