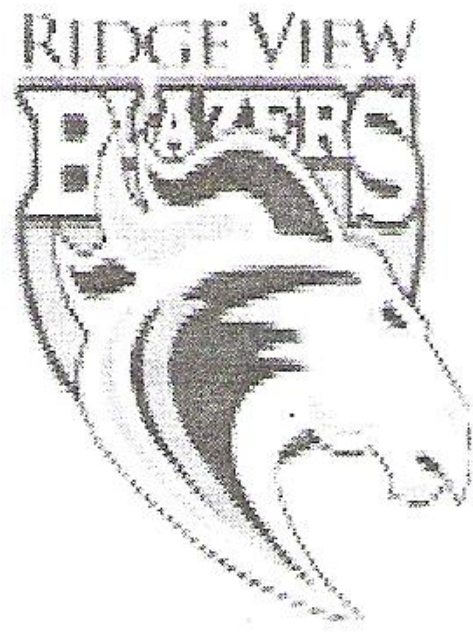




RIDGE VIEW HIGH SCHOOL

SCHOOL IMPROVEMENT COUNCIL

BYLAWS

Article I

The name of this organization will be the Ridge View High School, School Improvement Council.

Article II Purpose

The purpose of the Ridge View High School, School Improvement Council ("Council" or "council") will be to:

- assist in the preparation, implementation and evaluation of the 5-year comprehensive school improvement plan;
- assist in the preparation of annual plan updates;
- assist with the development and monitoring of school improvement and innovation;
- develop an annual school report to the parents and constituents of the school by November 15 of each school year to provide information on the school's progress in meeting the school and district goals and objectives;
- serve as liaison between the school administration, school organizations, the community and the local school board by collecting and disseminating information about school improvement concerns; and
- provide other assistance that the principal may request as well as carrying out any other duties prescribed by the local school board.

Article III Membership

The Ridge View High School Improvement Council will be comprised of a varying number of members, relative to the school's current population size, as its overall school population varies depending upon factors such as redrawing of attendance lines, military/transient families, etc. It will be comprised of members from each of the following categories:

- parents of students in the school elected by the parents of the students enrolled in the school, with parents representing the freshman class, the sophomore class, the junior class and the senior class;
- teachers from the school, elected by the faculty;
- students from the school, elected by the students, with students elected to represent each class; and
- representatives appointed by the principal, to include at least one business partner and additional appointees to balance council membership in terms of race, sex, geography, grade level representation or other pertinent variables.

Each member shall have one vote and absentee ballots or proxy voting will not be allowed.

Article IV

Election and Appointment Procedures

Elections will be held during the annual meeting held on the first Monday in May of each year and council members will assume their responsibilities on June 1st. Elections must be held no later than the second Monday in September in order to be in compliance with the SC-School Improvement Council.

The principal will make faculty and staff appointments to the council by the start of the upcoming school year.

Information about the upcoming election of parent representatives will be published in the school blog. The article will include the following:

- Brief SIC purpose statement

- SIC officer descriptions and responsibilities

- SIC officers

- Vacancies

- Nomination form

- Nomination deadline

- Election date

All parents nominated through this process shall appear on the election ballot, unless they have declined the nomination.

Student representatives will be elected by the student population.

The names of all council members will be forward to School Improvement Council Member Network (SC-SIC) by November 15th of each year.

The names of all council members will be published in the first school blog following the elections.

Article V

Tenure

All elected and appointed members of the council will serve two year minimum terms. Ex-officio members will serve a one year term.

No limit will be set on the number of terms a member may serve.

The council may establish committees comprised of teachers, parents, business partners and other citizens/community members to study specific issues and make recommendations to the council. These committees can be temporary or standing committees.

A council member's membership will terminate when:

- The member no longer has a student enrolled at Ridge View High School or no longer lives in the school's attendance zone, unless member wishes (and requests) to remain on the council as a community member;
- The member no longer holds a teaching position at Ridge View High School;
- The member is no longer enrolled at Ridge View High School as a student; or
- The member submits a (hard copy or electronic) letter of resignation to the chairperson.

In the event of any of the above situations, the chairperson will appoint, in the case of an elected member, the person with the next highest number of votes in the most recent election. In the case of an appointed member, the principal will select a suitable replacement. The replacement will not serve a full term, but will complete/finish the term of the member having been replaced.

Article VI Officers

The officers of the Ridge View High School, School Improvement Council will consist of a chairperson, a vice chairperson and secretary, elected annually by the full council membership during the last council meeting of each academic school year. Ex-officio members are not eligible to serve as an officer of the council.

Article VII Duties of Officers

The chairperson will:

- Preside at all meetings and have general supervision of the activities of the council;
- Work with the principal in planning and directing the activities of the council, including monitoring committee progress;
- Consult with the principal and the vice chairperson, prepare an agenda for all council meetings, arrange agenda to be provided to each member at least one week prior to each meeting, and have authority to modify the agenda if it is determined to be in the best interest of the council's work;
- Appoint temporary or standing committees as needed and serve as an ex-officio member of all committees; and
- Monitor the SC-SIC Member Network to confirm that updated SIC membership information is posted by the school administration by November 15th of each school year and that the SIC's Annual Report to the Parents is uploaded to the Member Network by June 1st of each year.

The vice chairperson will:

- Exercise all functions in the absence of the chairperson and assist the chairperson as needed;
- Work with chair in overseeing the functions of the subcommittees;
- Assist in the development of the meeting agenda;
- Recommend action for signature of the officers for termination or resignation due to failure to comply with tenure requirements set forth in Article V.

The secretary will:

- Keep an accurate account of the proceedings and transactions of council meetings;
- provide a copy of the minutes to council members and making available as requested;
- Maintain a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school report, the annual summary report, and the current bylaws;
- Track meeting attendance and maintain a record of attendance.

The outreach coordinator will:

- Coordinate with the Parent Teacher Student Organization (PTSO), and school administration to facilitate the Blazer Press Corps. The Corps will include members from faculty, administration (assistant principal), and parent members.
- Refine the Public Relations Plan focusing on "branding," improving the appearance of SIC web and written communications, and publicizing events and student/school achievements through media outlets.
- Create and maintain partnership of corporate and local business in the surrounding Northeast and Blythewood areas.
- Maintain a listing of the council membership with telephone numbers and email addresses for special announcement and outreach activities.

Article VIII

Meetings

The council will meet monthly at the school on the first Monday of each month. Special meetings may be called by the principal or chairperson as long as all council members are notified of the meeting at least 24 hours in advance.

The first meeting of the academic year will be called in September.

A simple majority of the council membership will constitute a quorum if at least 25% of the membership is present.

A simple majority of those members present will prevail on any vote on any issue except changes in the bylaws.

All council meetings are open to the public and anyone showing an interest in the council and its activities will be encouraged to attend.

Persons interested in presenting at a council meeting may request to be placed on the agenda no later than forty-eight hours prior to the meeting date.

Article IX

Training

Council members will be encouraged to attend School Improvement Council training workshops sponsored by South Carolina School Improvement Council in conjunction with Richland School District Two.

The principal and his/her leadership team will share information on school activities, successes, and concerns with council members.

Training, technical assistance, and resources, as required/requested, are available from the Richland School District Two contact person for the office of SC School Improvement Council, in conjunction with the office of SC School Improvement Council.

Article X

Amendments

These bylaws may be amended at any regular meeting of the council by a two-thirds vote of those members present provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.

Article XI

Voting

Voting shall be conducted by ballot or roll call to insure only members with voting rights are voting.

Ex-officio members are non-voting members.

Council officers are voting members.

(Revised 05/02/16)