# Southern Guilford High School By-Laws

Guilford County Schools

School Improvement Team
2026-2027

In order to improve student performance, each School Improvement Team shall develop a school improvement plan that takes into consideration the annual performance goals for that school and the safety of its students. The principal of each school, elected representatives of the assistant principals, instructional personnel, instructional support personnel, and teacher assistants assigned to the school building, and parents of children enrolled in the school shall constitute a school improvement team to develop a school improvement plan to improve student performance and that supports the achievement of performance goals as determined by the state and by the district.

(Ref. North Carolina General Statute 115C-105.27 – Development and approval of school improvement plans)

The School Improvement Team is not designed to usurp the legal authority of the principal. Rather, the team's function is to:

- facilitate the involvement of the school community in designing and implementing the school improvement plan;
- encourage, support, and create opportunities for involvement from parents;
- coordinate activities associated with the development and design of the school improvement plan;
- provide direction in the development of the safe school plan;
- provide direction in the development of the professional development plan; and,
- provide direction in the use of available resources to optimize improvement of instruction and student outcomes, and to ensure adequate planning time for all teachers.

The School Improvement Team shall use a data system approved by the State Board of Education to analyze student data to develop a school improvement plan for improving student performance. A school improvement plan shall remain in effect for no more than two years after which time a new school improvement plan is developed. The strategies for improvement must include plans for the following:

- improved instruction and student outcomes, including targeted instructional practices and methods to be used to improve the academic performance of students identified as at risk of academic failure or at risk of dropping out of school;
- the use of professional development funds aligned to specific and measurable goals;
- school safety and discipline;
- strategies to collect and address feedback from students, staff (including working conditions), and parents;
- duty-free instructional planning time for all teachers with a goal of providing an average of at least five hours per week;
- a duty-free lunch period for all teachers on a daily basis or as otherwise approved by the school improvement team.

The principal shall present the proposed school improvement plan to the faculty (assistant principals, instructional personnel, instructional support personnel, and teacher assistants) assigned to the school for review and vote. The vote shall be by secret ballot. Ballots shall be maintained at the school for one year. (Secret ballot is defined as a voting method in which a voter's choice(s) are anonymous; thus, votes shall be collected via paper or electronic ballot. The election process itself shall take place in an open and transparent manner.) School improvement plans shall be posted on the school's website (North Carolina General Statute 115C-112 (19) via a link to the district's School Improvement Planning webpage.)

**School Improvement Team Duties** The School Improvement Team, while not directly involved in the day-to-day operations of the school, is involved in a number of tasks that affect the smooth operation of the school. Those tasks include:

- facilitating the development of the school improvement plan including a safe school plan;
- monitoring, assessing, and amending the school improvement plan (three to four times during each school year);
- advancing policies and procedures that enhance achievement and meet educational, safety, and parent involvement goals related to school improvement; and
- collaborating on budgetary, staff development, and instructional issues as they relate to school improvement planning.

**School Improvement Team Membership** The School Improvement Team composition, as defined in North Carolina G.S. 115C-105.27, consists of the following:

- school principal;
- representatives of the assistant principals;
- instructional staff;

- instructional support staff;
- teacher assistants, and
- parents of children enrolled in the school
- a representative from each department

Schools should have a goal of including a minimum of two parent representatives on the School Improvement Team. A maximum of 30 percent of the team should be comprised of parents. Teachers who have children attending the school are not eligible to serve as parent representatives. The team may also include student representatives to serve in an advisory or non-voting capacity.

**Election Process** The election process is designed to secure varied points of view by securing the broadest cross section of the school. Principals and parent organizations much provide information to teachers and parents pertaining to the duties and responsibilities of the School Improvement Team. In the same communication, it is also recommended that suggestions be solicited regarding individuals who the respondent believes would be willing to devote the time, energy, objectivities, and creativity required to fulfill the responsibilities of a team. It is recommended that an open meeting be conducted in late April or early May to inform parents of the School Improvement Team's roles and responsibilities.

School-Based Personnel: Representatives of the assistant principals, instructional personnel, instructional support, and teacher assistants shall be elected by their respective groups via secret ballot. Ballots shall be maintained at the school for one year. (Secret ballot is defined as voting method in which a voter's choice(s) are anonymous; thus, votes shall be collected via paper or electronic ballot. The election process itself shall take place in an open and transparent manner.)

Parent Membership: Parent representatives shall be elected by parents of children enrolled in the school via a secret ballot election conducted by the parent and teacher organization of the school, or if none exists, by the largest organization of parents formed for this purpose. Ballots shall be maintained at the school for one year. (Secret ballot is defined as voting method in which a voter's choice(s) are anonymous; thus, votes shall be collected via paper or electronic ballot.) Parents representatives should reflect the racial and socio economic composition of the students enrolled in that school and shall not be members of the building-level staff.

Schools may seek a waiver to the membership requirements by submitting a written request to the assigned regional superintendent.

The election process should be completed annually no later than June 1st for the upcoming school year.

**Terms of Service** Each member shall serve a minimum of one year and a maximum of two consecutive years. To ensure consistency of membership from year-to-year, it is recommended that at least one-half of the composition of the team remain each year, while approximately one-half of the members rotate off the team. Schools may seek a waiver to the terms of service requirements by submitting a written request to the assigned regional superintendent. School Improvement Team membership shall be listed in the school improvement plan and include the date of election for each member.

**Meeting Information and Notification Procedures** School Improvement Teams should meet at least once a month. Schools must schedule meetings that will accommodate the participation of parent representatives. As the needs of each team are unique, the scheduling and frequency should be determined by the school Improvement Team. Regular meetings/planning sessions should result in more thorough monitoring of the School Improvement Plan.

It is essential that all members of the school are fully aware of the ongoing direction and work of the team. Members should be notified of meetings at least one week in advance. Minutes of meetings are public record and should be posted within one week of the meeting date in a prominent location and/or on the school website. Copies of the minutes shall be given to all team members and sent to the school's regional office within one week of the meeting date.