

Chester Middle School

School Improvement Council (SIC)

Quick Bylaws & Operating Guide

School Vision: “Learn Well Today to Live Well Tomorrow.”

2026–2027 Focus: High Expectations, High Support, and High Results.

Purpose

The Chester Middle School School Improvement Council (SIC) is a representative group of parents, teachers, school leaders, and community members who work together to support student achievement, family engagement, school improvement, and continuous growth.

The SIC serves as an advisory group that provides input, reviews school priorities and data, and helps strengthen partnerships between Chester Middle School, families, and the community.

1. Membership

The SIC will include:

- At least 2 parent representatives elected by parents.
- At least 2 teacher representatives elected by faculty.
- Community representatives appointed in accordance with SIC requirements.
- The Principal as an ex-officio member.
- Other school or community representatives may serve as ex-officio members.

Elected members must make up at least two-thirds of the elected and appointed membership.

Student voice may be gathered through the Principal's Cabinet, student town halls, surveys, and other student leadership opportunities.

2. Terms of Service

- Elected members serve a minimum two-year term.
- Terms should be staggered when possible.
- Parents whose children are in their final year at CMS may serve a one-year term.
- Elections must be completed no later than October 15 each school year.

3. Officers

The SIC will elect the following officers annually:

Chairperson

- Leads meetings.
- Works with the Principal to develop agendas.
- Keeps the Council focused on school improvement priorities.

Vice Chairperson

- Assists the Chairperson.
- Leads meetings in the Chairperson's absence.

Secretary/Recorder

- Records meeting minutes.
- Maintains SIC records.
- Documents decisions, votes, and action items.



4. Meetings

The SIC will meet at least eight times during the school year.

- Meeting dates will be established and communicated in advance.
- Agendas will be shared before meetings.
- Minutes will document major discussions, decisions, actions, and votes.
- Meetings will comply with applicable South Carolina Freedom of Information Act requirements.

5. Quorum & Voting

- A quorum will consist of a majority of current voting members.
- Motions will pass by a simple majority of members present and voting unless otherwise required.
- The Council will seek collaboration and consensus whenever possible.

6. SIC Responsibilities

The Chester Middle School SIC will:

- Review school data and identify strengths and areas for improvement.
- Assist with the development and monitoring of the school improvement plan.
- Support strategies designed to improve student achievement.
- Provide input regarding academic programs, school culture, family engagement, and student opportunities.
- Promote meaningful parent and community involvement.
- Support student leadership and student voice.
- Encourage partnerships with community organizations, businesses, colleges, and other groups.
- Support college and career awareness for students.
- Assist with the annual SIC Report to the Parents.

- Provide recommendations to the Principal and district when appropriate.
- Carry out additional responsibilities required by law or district policy.

7. Member Expectations

SIC members agree to:

- Participate actively in meetings.
- Review information before meetings when provided.
- Respect differing perspectives.
- Keep discussions focused on student success and school improvement.
- Represent the interests of the overall school community rather than individual concerns.
- Maintain confidentiality regarding protected student or personnel information.
- Complete assigned responsibilities.

Members are expected to model the CMS commitment to Students, People, Purpose, and Pride.

8. Family, Student & Community Voice

The SIC will seek input from families, students, and community members through opportunities such as:

- Surveys
- Title I meetings
- SIC meetings
- Student town halls
- Principal's Cabinet
- Family engagement events
- Community forums
- Focus groups

Feedback will be used to help identify needs, strengthen programs, and guide school improvement efforts.

9. Records & Transparency

The SIC will maintain:

- Current membership roster
- Meeting agendas
- Approved meeting minutes
- Bylaws
- Annual SIC Report to the Parents
- Other required SIC documentation

The Council will operate transparently and follow applicable South Carolina public meeting and records requirements.

10. Amendments

These bylaws may be reviewed annually and amended by a two-thirds vote of the SIC membership, provided that all changes comply with South Carolina law, SC-SIC requirements, and Chester County School District policies.

Our CMS SIC Commitment

We will use data, collaboration, family voice, student voice, and community partnerships to strengthen Chester Middle School and create opportunities for every Cyclone to succeed.

High Expectations • High Support • High Results

Students • People • Purpose • Pride



CHESTER MIDDLE SCHOOL

HIGH *Expectations* | HIGH *Support* | HIGH *Results*

CYCLONE STRONG – THE STORM BEGINS HERE