HILLCREST HIGH SCHOOL

SCHOOL IMPROVEMENT COUNCIL (SIC) BYLAWS

ARTICLE I: NAME AND AUTHORITY

Section 1. Name

The name of this organization shall be the Hillcrest High School School Improvement Council (SIC).

Section 2. Authority

The School Improvement Council is established in accordance with South Carolina state law, including the Education Finance Act, S.C. Code of Laws § 59-20-60, and applicable regulations and district policies.

Every public school in South Carolina is required to maintain a School Improvement Council. The SIC shall operate according to these bylaws, applicable state statutes, and Greenville County Schools policies.

ARTICLE II: PURPOSE AND MISSION

Section 1. Purpose

The Hillcrest High School School Improvement Council serves as an advisory committee to the principal and school community. Its primary purpose is to support continuous school improvement through collaboration, communication, strategic planning, and progress monitoring.

Section 2. Mission

The SIC shall work collaboratively with school leadership, parents, teachers, students, and community representatives to strengthen the educational experience and support the continued improvement of Hillcrest High School.

Section 3. Advisory Role

The SIC provides input, recommendations, and feedback to the principal regarding school improvement priorities and initiatives. The council does not have administrative authority or the power to make decisions reserved for the principal, district administration, or Board of Trustees.

ARTICLE III: RESPONSIBILITIES AND DUTIES

The responsibilities of the School Improvement Council shall include, but are not limited to:

1. **Strategic Planning:** Provide input and feedback to the principal regarding the development, implementation, and annual updates of the school's five-year School Improvement Plan.
2. **School Improvement Support:** Assist the principal in implementing school improvement activities and initiatives aligned with identified school goals.
3. **Progress Monitoring:** Review available school data, monitor progress toward established improvement goals, and provide recommendations for continued growth.
4. **Communication and Engagement:** Serve as a connection between the school, families, students, staff, and community by sharing perspectives and promoting meaningful engagement.
5. **Annual Reporting:** Assist with the development and distribution of the annual SIC Report to the Parents, communicating the school's progress toward improvement goals.
6. **School Report Card:** Assist the principal, as requested, with the narrative portion of the annual South Carolina School Report Card.
7. **Additional Support:** Provide feedback and assistance on other school improvement matters as requested by the principal or identified by the council.

ARTICLE IV: MEMBERSHIP AND COMPOSITION

Section 1. Membership Composition

The SIC shall consist of elected, appointed, and ex-officio members.

For a high school serving grades 9–12, membership shall include at least:

- Two elected parent representatives.
- Two elected teacher representatives.
- Two elected student representatives.
- Three appointed community representatives.
- The school principal as an ex-officio member.

Additional ex-officio members may be included based on their leadership positions, knowledge, or experience within the school community.

Section 2. Elected Members

Parent representatives shall be elected by parents or guardians of students enrolled at Hillcrest High School.

Teacher representatives shall be elected by the Hillcrest High School faculty.

Student representatives shall be elected by the student body.

Section 3. Appointed Members

Community representatives shall be appointed by the principal. Appointed members should bring perspectives, experiences, and expertise that support the school's improvement efforts.

Section 4. Ex-Officio Members

The principal shall serve as an ex-officio member of the SIC. Additional ex-officio members may include individuals who hold leadership positions within the school or affiliated organizations.

Ex-officio members do not count toward the elected-to-appointed membership ratio.

Section 5. Membership Ratio

Elected members shall comprise at least two-thirds of the combined elected and appointed membership, in accordance with state law.

ARTICLE V: TERMS OF SERVICE AND ELECTIONS

Section 1. Terms

Elected parent, teacher, and student representatives shall serve staggered two-year terms.

Students and parents of students in their final year of enrollment may serve one-year terms, as permitted by state law.

Appointed community representatives shall serve terms established by the principal and documented by the SIC.

Section 2. Elections

Elections shall be conducted annually and completed no later than October 15, in accordance with state law.

Elections shall provide parents, faculty, and students with a reasonable opportunity to participate in the selection of their representatives.

Section 3. Vacancies

Vacancies among elected positions may be filled through a special election or other appropriate process consistent with state law and district guidance.

Vacancies among appointed positions may be filled by the principal.

Individuals appointed or elected to fill vacancies shall serve the remainder of the unexpired term.

Section 4. Membership Reporting

The school shall submit required SIC membership information to the appropriate state office within the timeline established by state law.

ARTICLE VI: OFFICERS AND LEADERSHIP

Section 1. Officers

The SIC shall have the following officers:

- Chairperson
- Vice Chairperson
- Secretary

Section 2. Selection of Officers

Officers shall be elected by the SIC membership at the beginning of each school year.

The principal shall not serve as Chairperson, Vice Chairperson, or Secretary.

Section 3. Duties of Officers

Chairperson

- Presides over SIC meetings.
- Develops meeting agendas in collaboration with the principal.
- Facilitates discussion and encourages participation.
- Helps ensure the council remains focused on its established purpose and responsibilities.

Vice Chairperson

- Assists the Chairperson.
- Presides over meetings in the Chairperson's absence.
- Supports the coordination of SIC activities.

Secretary

- Records meeting minutes.
- Maintains attendance records and official SIC documentation.
- Distributes meeting minutes and maintains records of council actions.

ARTICLE VII: MEETINGS AND OPERATIONS

Section 1. Regular Meetings

The SIC shall meet at least four times during each school year. Meeting dates shall be established and communicated to members in advance.

Additional meetings may be scheduled as needed to address school improvement priorities.

Section 2. Special Meetings

Special meetings may be called by the Chairperson or principal when necessary to address time-sensitive school improvement matters.

Section 3. Agendas

Meeting agendas shall be prepared collaboratively by the Chairperson and principal and shared with members in advance.

Section 4. Quorum

A quorum shall consist of a majority of the currently serving voting members.

Section 5. Decision-Making

The SIC shall seek consensus whenever possible. When a vote is necessary to establish a council recommendation or take official council action, a majority vote of members present shall determine the outcome, provided a quorum is established.

Recommendations are advisory and do not supersede the authority of school or district leadership.

Section 6. Attendance

Members are expected to attend scheduled meetings and actively participate in council responsibilities. Members who are unable to attend should notify the Chairperson in advance.

Repeated absences may result in a review of membership and possible replacement, consistent with applicable requirements.

ARTICLE VIII: TRANSPARENCY AND PUBLIC ACCOUNTABILITY

Section 1. Open Meetings

The SIC shall conduct its business in accordance with the South Carolina Freedom of Information Act (FOIA) and applicable open-meeting requirements.

Section 2. Meeting Records

Meeting agendas, minutes, attendance records, and other required documentation shall be maintained and made available in accordance with applicable public records requirements.

Section 3. Confidentiality

Members shall respect the privacy of students, families, and employees. Confidential student and personnel matters shall not be discussed as part of the council's general business.

ARTICLE IX: FINANCIAL LIMITATIONS AND AUTHORITY

Section 1. Advisory Organization

The SIC is an advisory committee and is not a funding agent, financial institution, or independent fundraising organization.

Section 2. Financial Restrictions

The SIC shall not:

- Establish or maintain its own bank account.
- Collect, receive, or distribute funds in the name of the council.

- Independently manage school funds or approve expenditures.
- Operate as a separate fundraising organization.
- Commit school or district resources without appropriate authorization.

Section 3. Financial Requests and Recommendations

The SIC may provide recommendations regarding school improvement needs and may identify potential resources or grant opportunities. Any financial support or donations must be directed through the school, district, PTA/PTO, or another appropriately authorized organization and handled according to applicable policies.

ARTICLE X: AMENDMENTS

These bylaws may be amended as needed to ensure continued alignment with state law, district policies, and the needs of Hillcrest High School.

Proposed amendments shall be presented to SIC members for review and discussion. Amendments shall require approval by a two-thirds majority of voting members present at a meeting where a quorum is established.

No amendment may conflict with applicable state statutes or district policies.

ARTICLE XI: ADOPTION

These bylaws shall become effective upon approval by the Hillcrest High School School Improvement Council.

Adopted on:

SIC Chairperson: Ashlee Cox

Principal: April Reese

Date of Approval: 11.5.26