SCHOOL IMPROVEMENT COUNCIL BYLAWS

Kershaw Elementary School
Lancaster County School District
Kershaw, South Carolina

2026–2027 School Year

ARTICLE I — NAME

The name of this organization shall be the Kershaw Elementary School Improvement Council (KES SIC), established in accordance with South Carolina Code of Laws, Section 59-20-60, and applicable policies of the Lancaster County School District.

ARTICLE II — PURPOSE AND MISSION

Section 1. Purpose

The Kershaw Elementary School Improvement Council shall serve as an advisory body to the principal and school community to support continuous school improvement and increased student achievement.

Section 2. Mission

The mission of the KES School Improvement Council is to promote educational excellence through meaningful partnerships among parents, teachers, school leadership, and community members.

The council shall work collaboratively to support the academic, social, and emotional growth of all students.

Section 3. Responsibilities

The council shall:

1. Assist in the development, implementation, and monitoring of the School Improvement Plan.

2. Review school achievement data, student progress, attendance, and school climate information.

3. Provide recommendations to school leadership regarding opportunities for continuous improvement.

4. Encourage family engagement and community partnerships.

5. Support a positive, safe, inclusive, and welcoming school environment.

6. Assist in preparing and communicating the annual SIC Report to the Parents.

7. Provide input regarding school improvement initiatives and applicable incentive grant awards.

8. Support school and district strategic goals.

9. Carry out additional advisory responsibilities consistent with state law and district policy.

The council shall function in an advisory capacity and shall not assume administrative authority or responsibilities reserved for the principal, superintendent, or Board of Trustees.

ARTICLE III — MEMBERSHIP

Section 1. Composition

The council shall include representatives from the following groups:

-At least 3 elected parents

-At least 3 elected teachers

-Community representatives are appointed by the principal.

-The principal serves as an ex-officio member.

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

Additional ex-officio members may include the assistant principal, parent organization representative, or other school leadership representatives as designated by the council.

Section 2. Eligibility

Parent representatives must have a child enrolled at Kershaw Elementary School at the time of election.

Teacher representatives must be employed as teachers at Kershaw Elementary School.

Community representatives should demonstrate an interest in the success of Kershaw Elementary School and the surrounding community.

Section 3. Terms of Office

Elected parent and teacher representatives shall serve two-year terms, except where a one-year term is permitted by state law.

Terms shall be staggered to maintain continuity of council membership.

Community representatives shall serve one-year terms and may be reappointed.

Members may serve consecutive terms if reelected or reappointed.

Section 4. Vacancies

Vacancies in elected positions shall be filled through an election by the appropriate constituency for the remainder of the term.

Vacancies in appointed community positions shall be filled by the principal.

Section 5. Attendance

Members are expected to attend scheduled meetings and participate actively.

A member who misses three consecutive regular meetings without reasonable explanation may be asked to resign. Any removal or replacement shall follow applicable law, district policy, and fair procedures established by the council.

ARTICLE IV — ELECTIONS

Section 1. Election Procedures

Parent and teacher representatives shall be elected through fair and open elections conducted annually as needed to fill expiring terms.

Elections shall occur no later than October 15 of each school year.

Section 2. Parent Elections

All parents or guardians of currently enrolled students shall be provided an opportunity to participate in parent elections.

The school shall communicate nomination and election information through appropriate channels, including school communications, electronic notifications, and other accessible methods.

Section 3. Teacher Elections

All eligible faculty members shall have an opportunity to nominate and vote for teacher representatives.

Section 4. Reporting Membership

The school shall submit required SIC membership information to the appropriate South Carolina SIC reporting organization within 30 days following elections, consistent with state requirements.

ARTICLE V — OFFICERS

Section 1. Officers

The officers of the council shall consist of:

1. Chairperson
2. Vice-Chairperson
3. Secretary

Section 2. Election of Officers

Officers shall be elected annually by the elected and appointed members of the council.

The principal and other ex-officio members shall not vote in officer elections.

Section 3. Duties

Chairperson

- Presides over council meetings.
- Collaborates with the principal to establish meeting agendas.
- Encourages participation and collaboration.
- Represents the council when appropriate.

Vice-Chairperson

- Assists the chairperson.
- Presides in the chairperson's absence.
- Supports council initiatives and committee work.

Secretary

- Maintains accurate meeting minutes.
- Documents attendance and council actions.

- Assists with council communications.
- Maintains records in accordance with applicable public records requirements.

Section 4. Terms

Officers shall serve one-year terms and may be reelected.

ARTICLE VI — MEETINGS

Section 1. Regular Meetings

The council shall meet at least four times during the school year, with additional meetings scheduled as needed.

Meeting dates shall be established and communicated to members and the public.

Section 2. Public Meetings

Council meetings shall be conducted in accordance with the South Carolina Freedom of Information Act.

Meetings shall be open to the public, except when a lawful executive session is authorized.

Meeting notices, agendas, and minutes shall be prepared, posted, and maintained as required by law.

Section 3. Quorum

A quorum shall consist of a majority of the currently filled elected and appointed council positions.

A quorum must be present to conduct official council business requiring a vote.

Section 4. Voting

Each elected and appointed council member shall have one vote.

Ex-officio members shall participate in discussions and provide guidance but shall not vote.

Unless otherwise required by law or these bylaws, actions shall be approved by a simple majority of voting members present when a quorum exists.

Section 5. Special Meetings

Special meetings may be called by the chairperson in consultation with the principal, provided that all applicable public notice requirements are met.

ARTICLE VII — COMMITTEES

The council may establish committees to address identified school improvement priorities.

Committees may include:

1. Academic Achievement and Student Growth — Supporting instructional improvement and student progress.

2. Family and Community Engagement — Strengthening school-home relationships and community partnerships.

3. School Climate and Student Well-Being — Promoting a safe, welcoming, and supportive learning environment.

4. Attendance and Student Success — Supporting student attendance, engagement, and readiness to learn.

Committees may include council members and additional volunteers from the school community.

Committee recommendations shall be presented to the full council for consideration.

ARTICLE VIII — SCHOOL IMPROVEMENT PLANNING AND ACCOUNTABILITY

Section 1. School Improvement Plan

The council shall collaborate with school leadership to review and support the school's five-year improvement plan and annual updates.

Section 2. Data Review

The council shall review relevant school performance indicators, which may include:

- Academic achievement and student growth.
- State assessment results.
- Attendance and chronic absenteeism.
- School climate and family engagement.
- Progress toward identified school improvement goals.

Section 3. Annual Report

The council shall assist in preparing the annual SIC Report to the Parents, communicating progress toward school and district goals.

The report shall be provided in accordance with the November 15 state deadline and applicable district requirements.

Section 4. Continuous Improvement

The council shall annually evaluate its effectiveness and identify priorities for the upcoming school year.

ARTICLE IX — ETHICS AND CONFIDENTIALITY

Council members shall:

1. Act in the best interests of all Kershaw Elementary School students.
2. Demonstrate respect for differing perspectives.
3. Maintain professionalism during meetings and council activities.
4. Avoid conflicts of interest and disclose potential conflicts when appropriate.
5. Respect the confidentiality of protected student and personnel information.
6. Refrain from discussing identifiable student or employee matters in public council meetings.

The council shall comply with applicable confidentiality laws and public records requirements.

ARTICLE X — AMENDMENTS

These bylaws may be amended when necessary to ensure effective council operations and compliance with state law and district policy.

Proposed amendments shall be provided in writing to council members before consideration.

Amendments shall require approval by a two-thirds vote of the elected and appointed members present at a properly noticed meeting where a quorum exists.

No amendment shall conflict with applicable state law or district policy.

ARTICLE XI — PARLIAMENTARY PROCEDURES

Council meetings shall be conducted in an orderly, collaborative, and respectful manner.

When formal parliamentary guidance is necessary, the council may use Robert’s Rules of Order Newly Revised, provided such procedures do not conflict with these bylaws or applicable law.

ARTICLE XII — ADOPTION

These bylaws shall become effective upon approval by the Kershaw Elementary School Improvement Council, following any required district or South Carolina SIC review.