

School Improvement Team By-laws  
Elkin High School  
Elkin City Schools

**ARTICLE I: Name**

Section 1: The name of this School Improvement Team shall be the Elkin High School, School Improvement Team, located at 334 Elk Spur Street, Elkin, North Carolina 28621.

**ARTICLE II: Purpose and Authority**

Section 1: Elkin High School will provide a rigorous learning environment that encourages the intellectual independence and adaptability necessary to become meaningful contributors in the ever-changing global community. Our students will develop the skills to be successful and the knowledge to make appropriate and meaningful post-secondary choices.

Section 2: The Elkin City School's district goals provide direction for our continuous progress of improvement. The driving force behind each strategic priority goal is the single-minded consideration of what is best for the education of each student we serve. The School Improvement Team will develop a comprehensive School Improvement Plan that addresses the Elkin City School's Strategic Plan with detailed strategies that will facilitate reaching the school's goals. The plan should include the following:

- A. A recommendation for the use of staff development funds
- B. A plan to address school safety and discipline
- C. A plan that specifies the effective instructional practice and methods to be used for students at risk of academic failure
- D. A recommendation that will review the overall operating budget of the school

Section 3: The North Carolina General Assembly established the School-Based Management and Accountability Program with the overall purpose of improving student performance (G.S. 115C – 105.20). All school districts in North Carolina are required to participate in the program (G.S. 115C-105.21 (a)). The law (G.S. 115C-105.27) specifies that each school shall develop a school improvement plan (SIP) that considers the following: the goals set out in the mission statement for the public schools adopted by the State Board of Education (SBE), and the annual performance goals for that school as established by the SBE under G.S. 115C-105.35, which states annual performance goals shall focus on student performance in the basics of reading, mathematics, and communication skills in elementary and middle schools, focus on student performance in courses required for graduation and on other measures required by the State Board of Education in high schools.



### **ARTICLE III: Membership**

Section 1: The composition of the School Improvement Team shall have elected members of the school staff, elected parents, and permanent members.

Section 2: The elected members of SIT shall consist of the following:

- A. Faculty Representatives: Each group shall elect each of these representatives by secret ballot at a department meeting during the first ten days of school. The results will be communicated to the principal, who will communicate them to the school staff. The following staff members shall be elected:
  - 1. A teacher representative from each department – English, math, social studies, science, fine arts, foreign language, career and technical, exceptional children and physical education/JROTC.
  - 2. Representatives from the following support staff:
    - a. Media center
    - b. Guidance
    - c. Technology
    - d. Teacher assistant/bus driver
  - 3. A backup representative from each area listed above
- B. Parent representatives: At least one member of the SIT shall be a parent. The parent members must have children enrolled at Elkin High School.

Section 3: The permanent members of SIT shall consist of the following: The principal and assistant principal. The principal shall have the authority to appoint additional members if needed so long as the number of appointed numbers does not exceed one-fourth of the SIT.

### **ARTICLE IV: Terms of Service**

Section 1: Each group is encouraged to rotate membership among those in the group. These representatives will serve a two-year term, and can serve in two consecutive terms. Members rotate off the team in a staggered manner so that experienced members are on the team at all times.

Section 2: Parent members serve a two-year term. These representatives should rotate off SIT in a staggered manner also. Parent members should not be current staff members.

Section 3: After one term off the elected position, an individual can serve again if elected.



## **ARTICLE V: Officers**

Section 1: The officers of the SIT shall consist of a chair, a vice-chair, and a secretary.

Section 2: The SIT officers will be selected during the team's last meeting of the school year. The chair needs to have been on SIT for one year before being elected as the chair; therefore, he or she must be willing to be on SIT for two consecutive terms or a minimum of three years. It is preferred, but not mandatory, that the SIT vice-chair also has past experience on a school improvement team.

The chair's department must elect another member as the department representative.

To select officers, nominations may be made from the floor. Should there be multiple candidates, an election will be held. A simple majority is needed for election.

In the event of a need for an interim SIT chair, the current vice-chair will immediately assume the role of the SIT chair for the remainder of the term.

## **ARTICLE VI: Duties of Officers/Members**

Section 1: The chairperson of the SIT shall work with the principal to develop the meeting agenda, shall preside and conduct all meetings and shall help oversee the implementation of the School Improvement Plan.

Section 2: The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice-chair will become the chairperson of the SIT team if the chairperson is unable to complete the term.

Section 3: The secretary shall keep the minutes of the meetings and distribute copies to all the members of the team.

Section 4: The duties of each SIT member shall include:

- A. Attend meetings
- B. Share minutes to the constituents during each department meeting.
- C. Bring concerns/issues of constituents to SIT as needed.
- D. Consider all points of view, make suggestions, and help the team make decisions that reflect the thinking of the entire group.

Section 5: The duties of the staff members (not members of SIT) shall include:

- A. Attend department meetings
- B. Bring concerns/issues to the department meetings as needed
- C. Read and review SIT minutes











