

Del Valle ISD School Health Advisory Council

Bylaws

Article I Identity and Accountability

1.1 Name:

The name of this organization shall be Del Valle Independent School District School Health Advisory Council, and may be referred to by SHAC.

1.2 Accountability:

The DVISD Board of Trustees shall determine the reporting accountability for the SHAC.

Article II Purpose and Statutory Authority

2.1 Purpose

The purpose of a school health advisory council is to assist the district in ensuring that local community values are reflected in the district's health education instruction. The district shall establish procedures for providing the required physical activity that must consider the health-related education needs of the student and the recommendations of School Health Advisory Council. The school district must consider the recommendations of the School Health Advisory Council before changing the district's health education curriculum or instruction.

A. The School Health Advisory Council's duties include recommending:

1. the number of hours of instruction to be provided in health education;
2. curriculum appropriate for specific grade levels designed to prevent obesity, cardiovascular disease, and Type 2 diabetes through coordination of:
 - a. health education;
 - b. physical education and physical activity;
 - c. nutrition services;
 - d. parental involvement; and
 - e. instruction to prevent the use of tobacco;
3. appropriate grade levels and methods of instruction for human sexuality instruction;
 - a. Any course materials and instruction relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome shall be selected by the board of trustees with the advice of the School Health Advisory Council and must:
 - i. present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;

- ii. devote more attention to abstinence from sexual activity than to any other behavior;
 - iii. emphasize that abstinence from sexual activity, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, infection with human immunodeficiency virus or acquired immune deficiency syndrome, and the emotional trauma associated with adolescent sexual activity;
 - iv. direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy, sexually transmitted diseases, and infection with human immunodeficiency virus or acquired immune deficiency syndrome; and
 - v. teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates, if instruction on contraception and condoms is included in curriculum content.
 - vi. A school district may not distribute condoms in connection with instruction relating to human sexuality.
 - vii. A school district that provides human sexuality instruction may separate students according to sex for instructional purposes.
 - viii. The board of trustees shall determine the specific content of the district's instruction in human sexuality, in accordance with the appropriate legislation.
 4. strategies for integrating the curriculum components specified by Article 2.1.A.2 with the following elements in a coordinated school health program for the district:
 - a. school health services;
 - b. counseling and guidance services;
 - c. a safe and healthy school environment; and
 - d. school employee wellness
- B. Implementation of Coordinated Health Program for Elementary School Students
1. Each school district shall:

- a. participate in appropriate training for the implementation of the program approved by the Texas Education Agency under Texas Education Code Section 38.013; and
 - b. implement the program in each elementary school in the district.
2. The Texas Education Agency shall make available to each school district a coordinated health program designed to prevent obesity, cardiovascular disease, and Type 2 diabetes in elementary school students. The program must provide for coordinating:
- a. health education;
 - b. physical education and physical activity;
 - c. nutrition services; and
 - d. parental involvement.

2.2 Statutory Authority under Which the Council Is Established

The School Health Advisory Council is established by the Del Valle I.S.D. board of trustees in compliance with *Texas Education Code § 28.004*.

Article III. Membership

3.1 Composition:

- A. The board of trustees shall appoint members to the School Health Advisory Council. A majority of the members must be persons who are parents of students enrolled in the district and who are not employed by the district. The board of trustees also may appoint one or more persons from each of the following groups or a representative from a group other than a group specified under this subsection:
 - 1. public school teachers;
 - 2. public school administrators;
 - 3. district students;
 - 4. health care professionals;
 - 5. the business community;
 - 6. law enforcement;
 - 7. senior citizens;
 - 8. the clergy;
 - 9. nonprofit health organizations; and
 - 10. DVISD Employees representing, Physical Education, Child Nutrition, Health Education, Curriculum and Instruction and Health Services.
- B. The Superintendent of Schools shall designate a non-voting administrative liaison. The primary responsibility of the Administrative Liaison will be to facilitate the smooth and timely flow of accurate information between DVISD and the SHAC.

3.2 Number of Members

- A. The SHAC would desire at least one parent representative from each campus. The number of members will expand as the district grows.
- 3.3 Community Sectors Desired to Be Represented
- A. Parents of children enrolled in Del Valle I.S.D.
 - B. Del Valle I.S.D. Board of Trustees
 - C. University of Texas School of Nursing Children’s Wellness Center
 - D. Communities, Neighborhoods and Businesses within the DVISD Boundaries
 - E. DVISD Adopt-A-School Program Participants
 - F. Any other community sectors that express an interest in achieving the mission and goals of the SHAC.
- 3.4 Terms of Appointment
- A. Terms will be staggered to maintain continuity on the SHAC.
 - B. Initial terms will be adjusted to establish a rotation in order to maintain continuity of SHAC membership.
 - C. Membership terms shall be from August 1 through July 31.
 - D. Parents will be appointed for two-year terms, with the possibility of consecutive re-appointment.
 - E. Community representatives will serve a two-year appointment with the possibility of consecutive re-appointment.
 - F. Campus level DVISD staff will be appointed for one year, with the possibility of consecutive re-appointment.
 - G. The student(s) will be appointed for one year, with the possibility of consecutive re-appointment.
- 3.5 Voting Rights
- A. All members shall have a right to vote.
- 3.6 Attendance, Termination, Resignation, Selection Method
- A. Members are expected to attend all regular meetings. Twice yearly, if needed, the Chair will notify the Board of any members who have missed three consecutive scheduled meeting without explanation to the Chair. The purpose of this notification is to provide an opportunity for Board replacement of inactive members.
 - B. Members shall be recommended by the Executive Committee
- 3.7 Responsibilities of Members
- A. Members will be expected to lend their experience and expertise in helping the SHAC make recommendations to the Board of Trustees on topics related to school health.

- B. Members will assist in building community support and awareness.
- C. Members will serve on at least one committee.

Article IV Meetings

4.1 Frequency date and location

- A. Meetings will be held at 5:30 PM on the second Tuesday of each month during the school year (September through May), except that there will be no meeting in December.
- B. Written notice of the date, hour, place and subject of each meeting shall be given in accordance with Texas Government Code §551.

4.2 Procedure for setting agenda

- A. The Chair shall be responsible for compiling the SHAC meeting agenda.

4.3 Notification of meetings

- A. Notice of each meeting shall be posted on a bulletin board at a place convenient to the public in the central administrative office of the district in accordance with Texas Government Code §551.

4.4 Distribution of agenda

- A. The agenda shall be distributed to:
 - 1. Board of Trustees
 - 2. Superintendent
 - 3. Each School Principal
 - 4. SHAC Members

4.5 Minutes

- A. The Secretary shall prepare and keep minutes or make a tape recording of each open meeting of the SHAC. The minutes must:
 - 1. State the subject of each deliberation; and
 - 2. indicate each vote, order, decision, or other action taken.

4.6 Meeting Conduct

- A. Roberts Rules of Order, most recently revised, shall govern the conduct of each meeting
- B. In case of conflict between Roberts Rules of Order and these bylaws, these bylaws will govern.

4.7 Open Meetings

- A. Every regular, special, or called meeting of the SHAC shall be open to the public, except as provided by Texas Government Code §551.

Article V Officers

5.1 Titles, Responsibilities

- A. Chair
 - 1. The Chair shall preside at SHAC meeting, appoint committees as necessary, serve as ex-officio member of all committees with vote except the Nominating Committee, and work directly with the administrative liaison appointed by the Superintendent. The Chair shall also be responsible for compiling the SHAC meeting agenda.
- B. Vice-chair
 - 1. The Vice-chair shall preside at SHAC meetings in the absence of the Chair, serve as ex-officio member of all committees with vote except the Nominating Committee, and serve as Chair-elect.
- C. Secretary
 - 1. The Secretary shall preside at meetings when both the Chair and Vice-chair are absent. The Secretary will be responsible for meeting notices, minutes, and arranging the location of meetings.

5.2 Terms of Office

- A. The service year shall be August 1 through July 31
- B. Officers will be elected in May and installed at the first meeting of the next school year.
- C. Officers shall serve two-year terms.
- D. A nominating committee appointed by the Chair shall nominate the officers. Nominations may also be accepted from the floor during the election.

5.3 Election, Removal and resignation process

- A. Election, removal and resignation process shall be determined by the Executive Committee.

Article VI Voting Procedures

6.1 Voting process

- A. Recommendation of the council will be determined by a simple majority vote of those present when the vote is taken. Proxies will not be accepted.

6.2 Quorum

- A. A quorum of the members shall consist of one third of voting members, rounded up if uneven.

Article VII Committees

- 7.1 The Chair has authority to establish advisory committees and to appoint the membership of advisory committees. The Chair may establish an advisory committee based on state or federal law or State Board of Education recommendation or as the Chair deems expedient.
1. Committees serve the SHAC's decision-making process. They are the focal point for council activity. Broad community participation is sought for committees. They gather information, analyze available data, make recommendations to the SHAC, and report to the SHAC. The SHAC may develop these recommendations into action items for a SHAC vote.
- 7.2 Committee members are not required to be SHAC members. DVISD employees, including central administration staff, are welcome as committee members. School Health Services staff are also welcome as committee members.
- 7.3 Executive Committee
1. The Executive Committee shall consist of the Vice-Chair, Secretary, the immediate past Chair, and the chairs of all active standing committees.
- 7.4 Standing Committees
1. Standing committees will include, but not be limited to:
 - a. Nutrition/Food Service
 - b. Physical Education and Activity
 - c. Health Education
 - d. Parent and Community Involvement

Article VIII Communications

- 8.1 The council may adopt rules to carry out its functions. The rules adopted by the council shall not conflict with rules relating policies or regulations adopted by Del Valle I.S.D.
- 8.1 Reporting procedures to be used for internal and external communication shall be determined by the Executive Committee
- 8.3 Identification of school personnel or group receiving reports
1. Board of Trustees
 2. Superintendent
 3. Each School Principal
 4. SHAC Members
 5. Any other person or agency having an interest in the report
- 8.4 Any regular procedure for informing the community shall be determined by the Executive Committee and may include articles in the DVISD Newsletter, posting of information and notices in the community, and information distributed through campus resources.

- 8.5 Identification of a central location for records of past and current SHAC activities:
1. The DVISD Health Coordinator office shall be the repository for all documents relating to SHAC activities.
 2. SHAC documents are public records unless they are expressly confidential under law and shall be available for public inspection and copying upon request to the Superintendent of DVISD.
- 8.6 The District shall make available for reasonable public inspection:
1. a statement of the policies adopted to ensure that students in elementary grades engage in at least 30 minutes per school day or 135 minutes per school week of physical activity; and
 2. a statement of:
 - a. the number of times during the year the district's school health advisory council has met;
 - b. whether the district has adopted and enforces policies to ensure that district campuses comply with agency vending machine and food service guidelines for restricting student access to vending machines; and
 - c. whether the district has adopted and enforces policies and procedures that prescribe penalties for the use of tobacco products by students and others on school campuses or at school-sponsored or school-related activities.

Article IX Adoption and Amendment of Bylaws

- 9.1 Adoption
- A. These bylaws shall become effective and binding upon the SHAC immediately upon their adoption.
 - B. A two-thirds majority vote of the charter members present shall be required for adoption of these bylaws.
- 9.2 Amendment
- A. These bylaws may be rescinded or amended at any regular meeting of the SHAC upon recommendation of the Bylaws Committee.
 - B. Notice of proposed amendment shall be included in the agenda for the meeting when the vote shall take place.
 - C. A two-thirds majority vote of the members present shall be required for such action.
- 9.3 Distribution
- A. A copy of the currently adopted bylaws shall be made available to all new members and appropriate school personnel.

CERTIFICATION

The undersigned Chair of the Del Valle Independent School District School Health Advisory Council does hereby certify that the preceding is a full, true, and correct copy of the bylaws adopted by the Del Valle Independent School District School Health Advisory Council in Del Valle, Texas on May 11th, 2004.

Dated: _____

Signature