

# **ADVISORY COMMITTEES TO THE ALEXANDRIA SCHOOL BOARD**

## **SCHOOL HEALTH ADVISORY BOARD**

### **BY-LAWS**

#### **REGULATIONS GOVERNING SCHOOL HEALTH SERVICES**

The School Health Services Program seeks to strengthen and facilitate the educational process by improving and protecting the health of children and by identification and assistance in the removal or modification of health related barriers to the learning process for individual children. The major focus of school health services is the prevention of illness and disability, and the early detection and correction of health related problems. The school health services staff is prepared with licensed registered nurses uniquely qualified in preventive health, health assessment and referral procedures.

#### **MISSION**

The mission of the School Health Advisory Board is to assist with the development of health policies in the school division and the evaluation of the status of school health, health education, the school environment and health services.

#### **COMMITTEE GOAL STATEMENT**

To develop, implement, develop and review programs and policies related to health services, health education, healthy environment, physical education, food services, counseling, staff wellness and parent/community involvement.

#### **PREFACE**

The Advisory Committee By-Laws have been created to assist the staff, parents and community members of Alexandria City Public Schools in their roles and interactions with the School Health Services Program.

Section 22.1-275.1 of the *Code of Virginia* requires each school division to establish a SHAB to assist with the development of health policies and with the evaluation of school health programs and services. It is intended that the local school board receive recommendations of the school health advisory board procedures relating to children with acute or chronic illnesses or conditions, including, but not limited to, appropriate emergency procedures for any life-threatening conditions and designation of school personnel to implement the appropriate emergency procedures. The procedures relating to children with acute or chronic illnesses or conditions shall be developed with due consideration of the size and staffing off the schools within the jurisdiction.

## **MEMBERSHIP**

- 1) The *Code of Virginia* establishes specific requirements for the number of the SHAB members, which shall consist of no more than twenty members to include broad-based community representation including but not limited to, parents, students, health professionals, educators and others. Membership in Alexandria City Public Schools' SHAB continues to be diverse among parents, students, health professionals and community groups. Members shall be appointed by the Alexandria City Public School Board.
- 2) Members must attend 75% of meetings held to maintain active membership status.

## **BOARD OFFICERS**

- 1) Chairperson
- 2) School Board Liaison

## **MEETINGS**

- 1) The School Health Advisory Board shall meet semi-annually or as otherwise determined by the committee between September and June. A schedule of meeting dates and times are determined no later than the first SHAB meeting of each school year.
- 2) The first meeting shall be convened no later than October of each school year.

## **OPERATIONS AND PROCEDURES**

- 1) Topics explored and discussed by the School Health Advisory Board shall reflect current conditions and latest research findings on various school health-related issues.
- 2) Coordinate presentations and consult with local and regional agencies that may have an impact on the School Health Services Program.
- 3) Facilitate committee discussions and serve on subcommittees when recommendations come before the advisory committee.
- 4) The School Health Advisory Board shall forward to the School Board a report of committee activities and recommendation with supporting documents no later than July 1st of each year.
- 5) The School Health Advisory Board shall submit an annual report that outlines the committee's membership, description of activities, recommendations and relevant data to the Health Division of the Virginia Department of Education no later than July 1st of each year.
- 6) A quorum shall consist of 30% of eligible voting members.

## **EXCEPTIONS**

The School Board may make exceptions to these practices and procedures as it deems appropriate.

Adopted: January 22, 2004