

2017-2018

Manor Independent School District

School Health Advisory Council (SHAC) Bylaws

Vision Statement

All Manor ISD students will reach their full personal, health, and academic potential

Mission Statement

The mission of Manor ISD SHAC is to ensure that all students, grades PreK-12 will have healthy bodies and minds through sequential health education, practices and modeling of good health behaviors.

Goal

The goal of the Manor ISD SHAC is to advise and to make recommendations to Manor ISD decision-makers regarding students', staff and community needs and assets related to health knowledge and skills, regarding policies and procedures that impact student health, and regarding the health of the school environment.

School Health Advisory Council Bylaws

Article I: Statement of Purpose

To assist the Manor ISD in ensuring that the local community values are reflected in the district's health education instruction.

Article II: Authority

Section One: Statute and Policy. Each school district in the State is required in Chapter 28.004 of the Texas Education Code, to establish and maintain a district level school health advisory council. The Board of Trustees in district policy specifically authorizes the School Health Advisory Council of the Manor Independent School District.

Section Two: Limitations. The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Board of Trustees as is specifically listed in state law.

Section Three. Bylaws. It shall be the responsibility of the SHAC to establish and amend the Bylaws.

Article III: Responsibilities

According to state law, the SHAC shall have the following responsibilities:

According to state law, District policy, and the direction of the Board of Trustees, the SHAC shall have the following responsibilities:

- A. To hold regular meetings.
- B. To report periodically to the Board of Trustees.
- C. To provide advice, recommendations, and counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels that may include (but are not limited to) a coordinated school health program designed to prevent obesity, reduce BMI's, cardiovascular disease, and Type II diabetes through coordination of: health education, physical education, nutrition services, parental and community involvement, school employee wellness, a healthy and safe school environment, counseling and mental health services, and health services.
- D. To consult regularly with the superintendent and administration regarding the planning, implementation, and evaluation of the District's coordinated school health program.
- E. To approve the District's coordinated school health (CSH) program, subject to adoption by the Board of Trustees.
- F. To consult with the Superintendent and administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- G. To advise and consult with the District Curriculum and Instruction Department in the development of a comprehensive health education curriculum.
- H. To provide a written annual report to the Board of Trustees on or before September 30th of each year.
- I. To encourage community and business partnership involvement with SHAC through coordinated activities.

Article IV: Meetings

Section One: SHAC meetings will be held with minutes maintained on the Manor ISD Website

Section Two: Regular meetings will be held no less than four times per school year.

Section Three: Special meetings may be called by the School Health Advisory Council chairperson.

Section Five: Attendance

Member attendance shall be monitored by the Chairman and or Co-Chairman, who shall work with members to try and resolve any attendance problems. Members are encouraged to contact the Chairman if they know they cannot attend. A sign in sheet will be used at all meetings to keep track of attendance and it will be maintained in the district's SHAC notebook.

Article V: Membership

Section One: Membership Criteria

The membership composition of the SHAC shall comply with the following:

- A. Each member will serve a one-year term and may serve in subsequent years.
- B. Parents must live within the district, not be employed by Manor ISD and must be a custodial parent or guardian of a student currently enrolled in this district school.
- C. The majority of the SHAC members will consist of parents of students currently enrolled in the district.
- D. The Board of Trustees may also appoint one or more persons from each of the following groups: public school teachers; public school administrators; district students; health care professionals; the business community; law enforcement; senior citizens; the clergy; nonprofit health organizations; and local domestic violence programs.
- E. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the district.

Section Two: Confirmation by Board of Trustees

The Board of Trustees shall annually appoint all members to the SHAC. SHAC members may also solicit and appoint new members with approval of the Board of Trustees.

Article VI: Chairman of SHAC

The SHAC may elect a Chair and Co-Chair each to serve 1-year terms. Officers will be selected at the last SHAC meeting of the school year, installing them at the first meeting of the SHAC in the following school year.

Section One: Responsibilities of Chairman

- A. Notification of all members of meetings
- B. Providing members with agendas and background material prior to meeting
- C. Prepare sign-in sheets

- D. Designate person to take minutes if secretary is not present or was not appointed
- E. Serve as custodian of all SHAC records
- F. Distribute minutes to all SHAC members
- G. Distribute information to absent members and inform them about missed presentations
- H. Keep track of attendance and possible problems
- I. Solicit new members if vacancies arise and take to the Board of Trustees for approval