The Houston Independent School District (HISD) recognizes the value of input from parents and community representatives as the District continues its efforts to improve student achievement by providing comprehensive and sequential health education programs. HISD maintains a School Health Advisory Council (SHAC) to ensure that local community values and health issues are reflected in the District's health education instruction. [See References (a), (b), (c), (d), (g), and (i)] Establishment and function of this council meet state guidelines outlined in References (a) and (k).

MEMBERSHIP

The council membership is appointed by the HISD Board of Education. The majority of the membership must be parents who have children enrolled in HISD schools and who are not employed by HISD. [See Reference (a)] The balance of the membership may be composed of individuals representing the following groups:

- HISD school teachers;
- HISD school administrators;
- HISD students;
- Health-care professionals;
- The business community;
- Law enforcement;
- Senior citizens;
- The local clergy; and
- Nonprofit health organizations.

Each member of the Board will select at least one parent to represent his or her trustee district and will submit the name to Curriculum. Curriculum selects individuals to represent the above-mentioned groups and compiles a list of the parents and group representatives for recommendation to and final approval by the Board. Additional members may be added as needed. Council membership will not exceed 50 members.

TERMS

The following guidelines will apply:

1. Membership terms will be for a two-year period.

OFFICERS

2. The officers of the council will consist of a chairperson, co-chairperson, corresponding secretary, and recording secretary. The four officers for the council will be elected by a vote of the majority of the council members.
RESOURCE MEMBERS

3. In addition to membership outlined above, the council will include resource members who are District employees who provide expertise to help SHAC members make informed recommendations to the Board. Resource members are not eligible to vote.

SCHOOL HEALTH AND STUDENT SUBCOMMITTEES

The organizational structure of the SHAC includes nine subcommittees with eight of these representing the components of coordinated school health and a special student-facilitated committee. Subcommittee membership consists of volunteers from the District SHAC. Each subcommittee serves as a standing committee and/or advisory group to the council and makes recommendations in the following areas:

FAMILY-COMMUNITY INVOLVEMENT

1. Family-community involvement focuses attention on student health issues.

NUTRITION SERVICE

2. Nutrition service promotes healthy food choices and provides input on nutrition education.

PHYSICAL EDUCATION

3. Physical education subcommittee promotes activities that emphasize cardiovascular endurance, muscular strength, flexibility, and daily physical activity for students, and encourages the development of lifetime leisure skills.

HEALTH EDUCATION

4. Health education promotes a comprehensive health education curriculum, which offers age-appropriate, sequential K–12 instruction on consumer, community, environmental, nutritional, and personal health, as well as family life, growth and development, prevention and control of diseases, safety and accident prevention, and substance use and abuse.

SOCIAL SERVICES AND EMOTIONAL WELLNESS

5. Social services and emotional wellness concentrates on mental health, fosters substance abuse prevention, and promotes life-skills training and problem-solving skills.

HEALTH SERVICES

6. Health services focuses on disease prevention, wellness education, early detection screenings and interventions, and referrals to community services in cooperation with other agencies.

SAFETY AND HEALTHY SCHOOL ENVIRONMENT

7. Safety and healthy school environment encourages the enhancement of the physical and social surroundings of students and staff members and safe surroundings including clean air and water.

STAFF WELLNESS

8. Staff wellness promotes positive role models for students and offers recommendations to reduce employee absenteeism and insurance costs.
9. The student SHAC concentrates on health-related issues that impact youth and provides student-focused input to the District SHAC.

The operating procedures for the council are as follows:

1. Each council member must attend a three-hour orientation session prior to conducting the business of the SHAC. Additional training sessions may be scheduled when appropriate (e.g., online training, new member orientation packet, training conducted during the first meeting of the school year or time allotted during scheduled meetings.)

2. Specific meeting dates will be designated at the beginning of each school year. Meetings are normally held bimonthly or on an as-needed basis at the call of the council chairperson and/or co-chairperson. In order to maintain continuity of the council's work, members may not send a substitute representative to a scheduled meeting. Members are expected to attend 70 percent of the scheduled meetings.

3. The chairperson, co-chairperson, and corresponding secretary are responsible for preparing the agenda. The proposed agenda will be mailed to each member at least two weeks prior to the scheduled meeting for suggested agenda items.

4. The corresponding secretary will disseminate the minutes as prepared and submitted by the recording secretary or designee. Minutes of the previous meeting will be e-mailed to each member at least two weeks prior to the next scheduled meeting for review and corrections.

5. A record of all recommendations made to the Board and significant discussion items will be maintained by the recording secretary or designee of the council and Health and Physical Education central office.

6. The council will make recommendations to the Superintendent regarding the direction of the District's health education curriculum and instruction. [See References (a), (b), (c), (d), (e), (f), (g), and (h) and RECOMMENDATIONS, below] Recommendations may include:

   - The number of hours of instruction to be provided in health education;
   - Health education curriculum appropriate for specific grade levels and designed to prevent obesity, cardiovascular disease, Type II diabetes, and the use of tobacco
through coordination of health education, physical education, physical activity, nutritional services, and parental involvement;

- Strategies for integrating the curriculum components specified above in a coordinated school health program that promotes school health services, counseling and guidance services, a safe and healthy school environment, and school employee wellness;

- Appropriate grade levels and methods of instruction for human sexuality instruction; and

- Suggested nutrition guidelines and wellness goals for developing the Districtwide wellness policy.

**Selection of Materials**

7. Any course materials and instruction relating to human sexuality, sexually transmitted diseases, human immunodeficiency virus, and acquired immune deficiency syndrome will be selected by the Board with the advice of the SHAC. Selected materials will be placed on the District-approved supplemental resource list.

**Presentation of Materials**

8. All individuals, community groups, and other interested parties that want to suggest supplemental materials, special programs, and other health-related information intended for instructional purposes must present the materials to Health and Physical Education prior to review by council members. When presenting to the council, each speaker must provide a presentation summary, written materials, and posters to be shared with students in languages that reflect the needs of the student population, videos, and any other appropriate resources to support his or her proposal.

**Outside Speakers**

9. Upon council recommendation to the Superintendent and approval by the Volunteer in Public Schools (VIPS) office, outside presenters will be added to the VIPS Speakers Bureau to offer their expertise to the student population. [See Reference (j)]

**Review of Materials**

10. Council members will have four weeks to review recommended materials. All printed and CD-ROM materials for review will be housed in Health and Physical Education. When appropriate, materials will be mailed to members to review at their convenience. In the event of limited copies, members will be encouraged to make arrangements with the chairperson to review videotapes in the Health and Physical Education central office. A quorum (one third of SHAC members)
must submit their individual reviews to the corresponding secretary.

VOTING 11. After review and discussion, members will vote on instructional materials, resources, and programs to include on the approved supplemental resource list for recommendation to the Superintendent. The following voting procedures will apply:

- A vote taken during a meeting requires a quorum (one third) of the membership to be present and must be passed by a majority of the members present; and
- A vote conducted through the mail requires a majority response from the total council membership.

RECOMMENDATIONS 12. The council is an advisory group to the Board. Although recommendations may be submitted at any time, programmatic recommendations will be submitted to the Board by March of each year to become effective August of the next school year, unless otherwise indicated.

ANNUAL REPORT 13. In compliance with Reference (a), the SHAC will submit to the Board an annual written report that includes:

- Any recommendation regarding the District’s health education curriculum and instruction that the council has not previously submitted to the Board;
- Suggested modification(s) to any council recommendation previously submitted to the Board; and
- A detailed explanation of the council’s activities that occurred between the date of the last written report and the date of the current report.

CONSULTATION 14. This regulation does not require consultation.

MAINTENANCE RESPONSIBILITY 15. The Secondary Curriculum Instruction Officer is responsible for maintenance of this regulation.

REFERENCES:

(a) Board Policy BDF(LEGAL)
(b) Board Policy BQ(LEGAL)
(c) Board Policy EFAA(LEGAL)
(d) Board Policy EHAA(LEGAL)
(e) Board Policy EHAB(LEGAL)
(f) Board Policy EHAC(LEGAL)
(g) Board Policy FFA(LEGAL)
(h) Board Policy FFA(LOCAL)
(i) Board Policy FFAE(LEGAL)
(j) EFA2(REGULATION)
(k) Texas Education Code 28.004 Local School Health Advisory Council and Health Education Instruction