

**ARLINGTON PUBLIC SCHOOLS**  
**Policy Implementation Procedure B-3.6.20 PIP-4 School Health Advisory Board**

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**Purpose**

The School Health Advisory Board (SHAB) is Arlington Public Schools' school health advisory board established per the Code of Virginia § 22.1-275.1. SHAB assists with the development of health policy in the school division and the evaluation of the status of school health, health education, the school environment, and health services. SHAB annually reports on the status and needs of student health in the school division to any relevant school, the Arlington School Board, the Virginia Department of Health, and the Virginia Department of Education. The School Board may request that SHAB recommend to the School 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 of the schools within the jurisdiction. SHAB participates in the Advisory Council on Teaching and Learning process as a subcommittee for matters relating to health education.

**Membership**

1. SHAB shall be composed of no less than 8 and no more than 20 members with a broad representation including parents/guardians, students, staff, external subject matter experts, and other interested individuals.
2. Members shall be appointed by the School Board based upon the recommendation of the Superintendent.
3. Members' terms shall be for two fiscal years and are renewable for two additional terms. Members may not serve on SHAB for more than six cumulative years.
4. If a member is appointed at any point during a fiscal year, it shall be considered the first year of their two-year appointment.
5. Other advisory committees may appoint liaisons to SHAB, but these liaisons will not be voting members.

**Committee Officers**

1. The committee officers shall consist of the chair, vice-chair, and secretary.
2. The term for the chair and vice-chair shall be one fiscal year.
3. The term for the secretary is limited by their committee eligibility.
4. The committee shall select a vice-chair and secretary through an election or by unanimous consent. Candidates for vice-chair must have at least two contiguous years of remaining committee eligibility.
5. The chair shall be the prior vice-chair.
6. The chair emeritus shall be the prior chair. The chair emeritus is a voting member of the committee but is not a committee officer.
7. Members may only serve one term as chair.
8. The School Board shall approve the slate of officers for the following fiscal year. If the School Board concludes an elected officer will not be able to fully discharge their duties, the committee shall conduct the election again.
9. Committee officers are responsible for ensuring subcommittee members are familiar with this Policy Implementation Procedure.

**Staff Liaison**

1. The Supervisor, Health, Physical and Driver Education, and Athletics shall serve as the staff liaison to SHAB.

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- 49 2. The staff liaison collaborates with the committee chair and serves as the primary conduit  
50 of information exchange between the committee and Arlington Public Schools. Duties  
51 include:
- 52 a. Obtaining meeting locations;
  - 53 b. Participating in the recruitment of committee members;
  - 54 c. Participating in recommending the appointment of potential committee members;
  - 55 d. Inviting other staff members to committee meetings as requested by the chair; and
  - 56 e. Requesting non-publicly available information required by the committee to  
57 discharge its duties in accordance with the committee research provision of this  
58 Policy Implementation Procedure.
- 59

60 **Meetings**

- 61 1. The chair shall schedule meetings as required to complete the work of the committee.  
62 The committee shall meet at least twice a year and no more than twelve times per year.  
63 Meetings shall occur between the first and last days of the regular school year. Meeting  
64 dates shall be published on the committee's web page.
- 65 2. Unless otherwise established by the committee, meetings shall be conducted according to  
66 Roberts Rules of Order.
- 67 3. A quorum for a meeting shall consist of a majority of the appointed members of the  
68 committee being physically present at the meeting or in accordance with Policy B-3.6.37  
69 Electronic Participation in School Board Advisory Committee Meetings.
- 70 4. Voting shall only occur at meetings where the committee has a quorum, votes must be  
71 publicly recorded.
- 72 5. All meetings shall be conducted in compliance with public meeting requirements under the  
73 Code of Virginia and are subject to the Freedom of Information Act (FOIA). The  
74 committee secretary shall ensure that:
- 75 a. Meetings are conducted in-person or in accordance with Policy B-3.6.37  
76 Electronic Participation in School Board Advisory Committee Meetings;
  - 77 b. Meetings are open to the public, conducting the business of the committee via  
78 email or other non-public means is prohibited;
  - 79 c. The meeting date, time, and location are posted on a public bulletin board, in the  
80 staff liaison's office, and on the advisory committee web page at least three  
81 working days before the meeting. The staff liaison or designee will assist the  
82 secretary with the placement of required postings;
  - 83 d. All agendas and materials are available for inspection by the public at the time of  
84 the meeting; and
  - 85 e. Minutes are taken summarizing key themes discussed by the committee and  
86 documenting any votes or decisions. Minutes shall be publicly published on the  
87 advisory committee's web page.
- 88

89 **Operations and Procedures**

- 90 1. Topics explored by SHAB shall reflect the development of health policy in the school  
91 division and the evaluation of the status of school health, health education, the school  
92 environment, and health services. Work outside of this area shall be referred to the  
93 appropriate committee through the respective staff liaisons.
- 94 2. SHAB shall provide the School Board with its planned activities for the upcoming year at  
95 the start of the school year.
- 96 3. SHAB shall provide the School Board with a summary of its activities and

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97 recommendations at a designated time each school year.

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99 **Subcommittees**

- 100 1. The committee may form subcommittees.
- 101 2. The chair shall appoint subcommittee members.
- 102 3. Subcommittees may seek the advice and/or support of additional subject matter experts on
- 103 their topics. These subject matter experts are not committee or subcommittee members and
- 104 have no voting rights. The School Board shall be informed of subject matter experts who
- 105 regularly advise and/or support the subcommittee.
- 106 4. Special subcommittees, created for a particular purpose and which are disbanded at the
- 107 end of that purpose, may be formed and disbanded at the discretion of the committee chair.
- 108 The School Board shall be informed of the formation of special subcommittees. Special
- 109 subcommittees shall not exist for more than one calendar year.
- 110 5. Formation and disbandment of standing subcommittees, which have responsibility over a
- 111 particular subject matter over multiple years, shall be approved by the School Board.
- 112

112

113 **Conduct of Members**

- 114 1. Members are expected to conduct themselves according to Arlington Public Schools
- 115 policies and procedures and attend all meetings. Upon recommendation of the chair, a
- 116 member may be removed by the School Board for failure to follow Arlington Public
- 117 Schools policies and procedures and/or attend 50% of the meetings in one fiscal year. In
- 118 this case, the School Board may appoint a new member.
- 119 2. Arlington Public Schools encourages the free flow of ideas and opinions within advisory
- 120 committees.
- 121 a. Members of SHAB shall not represent their personal actions, views, statements,
- 122 etc. as those of the committee.
- 123 b. In communicating with the media, the public, or other organizations, members
- 124 must exercise caution to ensure that, unless authorized by the committee, they
- 125 specifically indicate that any expressed opinions or views are, in fact, their own.
- 126 c. Members shall respect the opinions of others and refrain from hostile actions,
- 127 harassment, or any other activities that may restrict the free flow of ideas.
- 128 d. Committee members are liaisons to and from the community. In that capacity,
- 129 members should represent the views of the committee to the community and of
- 130 the community to the committee.
- 131 3. Committee members and advisory members are expected to be community role models,
- 132 upholding and exemplifying the core values of Arlington Public Schools.
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133

134 **Committee Research**

- 135 1. While the committees may do independent study and research, work should be
- 136 coordinated with staff and not duplicate or overlap staff work.
- 137 2. Committees will be provided access to and be encouraged to exhaust existing public data
- 138 and information sources, such as Arlington Public Schools data dashboards and
- 139 information published by the Virginia Department of Education, before making data
- 140 requests.
- 141 3. Committees may request additional data that has been gathered and analyzed by
- 142 Arlington Public Schools staff that is strategically necessary to perform the charge of the
- 143 committee. Any such requests will be fulfilled in a timely manner, pending staff capacity
- 144 and at the discretion of the staff liaison and the School Board liaison.

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- 145 4. If a committee feels that Arlington Public Schools should conduct original research, the  
146 committee should make a recommendation through the committee's recommendation  
147 process.  
148 5. Any requests related to committee work from committee members should be  
149 communicated through the chair. Chairs should communicate with Arlington Public  
150 Schools staff members through the staff liaison.

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152 **External Communications**

- 153 1. All official notices and announcements to the public from committees using Arlington  
154 Public Schools communications systems shall be routed through the staff liaison. Routine  
155 communications such as required meeting notices, copies of committee  
156 recommendations, and meeting minutes will be published by designated staff members.  
157 Non-routine communications such as requests for a message to be distributed using  
158 SchoolTalk will be sent to the Director of School and Community Relations for decision  
159 and possible dissemination.  
160 2. Any requests for information from committees using Arlington Public Schools  
161 communications systems, including but not limited to polls and questionnaires, shall be  
162 routed through the staff liaison and approved in advance by the Superintendent.  
163 3. Arlington Public Schools' communications channels have a broad reach and are a trusted  
164 source of information for our families and community. If committees use non-Arlington  
165 Public Schools communications systems for purposes such as notices, announcements, or  
166 requests for information the communication should clearly state that it is coming from the  
167 committee and not Arlington Public Schools.  
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169 **Freedom of Information Act**

170 All e-mail, notes, written communications, or other documents concerning advisory committee  
171 business are subject to FOIA. The committee chair should collaborate with the committee's staff  
172 liaison to ensure all committee members understand how FOIA applies to them.  
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174 **Evaluation**

175 SHAB will forward all recommendations to the School Board for information and action on an  
176 annual basis.  
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178 **Exceptions**

179 The School Board may make exceptions to these procedures, as it deems appropriate.  
180

181 **References**

182 Code of Virginia §22.1-275.1  
183 School Board Policy B-3.6.30, School Board Advisory Committees  
184 School Board Policy B-3.6.37 Electronic Participation in School Board Advisory Committee  
185 Meetings  
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186 **Policy Adoption and Revision History**

187 Adopted September 8, 2022. Effective September 8, 2022