

# Golden Rule Schools, Inc.

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## District Wellness Policy

Congress recognizes that schools play a critical role in promoting students health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. To formalize and encourage this role, Congress passed a law (Sec. 204 of [Public Law 108-265](#)). Each local educational agency participating in a program authorized by the Richard B. Russell National School Lunch Act. (42 U.S.C 1745 et seq.) or the Child Nutrition Act of 1966 (24 U.S.C. 1771 et seq. ) shall establish a local wellness policy by School Year 2006.

The legislation supports President George W Bush’s Healthier US Initiative. This initiative helps Americans take steps to improve personal health and fitness and encourages all Americans, including children, to be physically active everyday; eat a nutritious diet; get preventative screening; and make healthy choices.

The legislation also places the responsibility of developing a wellness policy at the local level, so that the individual needs of each district can be addressed. According to the requirements for the Local Wellness Policy, school districts must set goals for nutrition education, physical activity, campus provision, and other school-based activities designed to promote student wellness. Additionally, districts are required to involve a broad group of individuals in policy development and to have a plan for measuring policy implementation.

Golden Rule Schools will be taking the lead in limiting student access to unhealthy snacks and beverages as part of our GRS Initiative for Healthy Kids. This GRS initiative meets and exceeds the requirements of new State regulations for food made available to children in our schools. We share the community’s concern about nutrition, unhealthy eating habits, and childhood obesity. While the schools are not totally responsible for what children eat, we can do our part to point them in much healthier directions that will benefit them throughout their lives.

We are requiring all our campuses to eliminate unhealthy foods- which the U.S. Department of Agriculture calls “foods of minimal nutritional value (FMNV). The State regulations apply to elementary and secondary school.

Even though our elementary and secondary school students do not have access to these foods through vending machines, we want to make sure that teachers are mindful not to distribute unhealthy foods to students as rewards and our cafeteria’s do not sell them as extra snacks. It is important that any school organization know that students are not to receive these foods during the school day or on field trips.

Below please find a summary of our new regulations. Thank you for helping us leads this charge to benefit the heath and well being of our students. If you have any questions, contact the school principal or food manager at your local campus.

Regards,

Dr. Vicente Delgado  
Superintendent of Schools



**Public Law  
108-265  
Reauthorization**



Dear District Superintendent of Education:

An alarming number of our children are inactive and do not eat well. These unhealthy practices can have serious health consequences that may begin during school-age years and continue into adulthood. One of the biggest consequences is the risk of becoming overweight. Sixteen percent of school-age children and adolescents –or nine million students-are overweight, a figure that has risen threefold since 1980. The nation’s schools can play a critical role in combating problems associated with poor nutrition and inactivity.

Recognizing the schools can play in combating these problems, Congress included in the *Child Nutrition and WIC Reauthorization Act of 2004* a requirement that each local education agency (LEA) participating in a program authorized by *National School Lunch Act or the Child Nutrition Act of 1966* establish a local wellness policy by the beginning of School Year 2006-07. These local wellness policies will need to address nutrition education, physical activity, and other school-based activities to promote student wellness. The statutory language with the specific requirements for these policies is attached. If your district is already working on student wellness issues and/or has an existing infrastructure, such as a school health council under the Coordinated School Health Program, Team Nutrition, or the Carol M. White Physical Education Program, your district may be well on the toward meeting the requirement.

To help school districts develop wellness policies, the Reauthorization Act requires the Secretary of the Department of Agriculture (USDA), in coordination with the Secretary of the Department of Education (ED) and in consultation with the Secretary of the Department of Health and Human Services, acting through the Centers for Disease Control and Prevention (CDC), to make information and technical assistance available, on request, to LEAs, school food authorities, and State educational agencies.

Our agencies have come together to establish Local Wellness Policy Web pages, linked from USDA’s Team Nutrition Web site at [www.fns.usda.gov/tn](http://www.fns.usda.gov/tn). On these Web pages you will find:

- Policy requirements;
- Who should be involved ;
- Basic Steps LEAs can take to get started immediately on creating and enacting your local wellness policy;
- Examples of model policy language, resources, and other guidance; and
- Links to additional resources.

District Superintendent of Education

Our agencies also have established a group of collaborators representing education, school health, nutrition, physical activity, and obesity prevention experts to assist the federal agencies in indentifying model language, examples of existing policies, and additional resources.

We are committed to assisting LEAs in fulfilling the Congressional intent of this law-establishing healthy school nutrition environment, and reducing childhood obesity and chronic diseases related to diet and physical activity. We look forward to providing you with the guidance and technical assistance that might be needed in carrying out the goals of nutrition education, nutrition standards, physical activity and other school-based activities that are designed to promote student wellness.

Sincerely,

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Eric M. Bost, Under Secretary  
Food, Nutrition and  
Consumer Services  
U.S. Department of Agriculture



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Julie L. Gerberding, Director  
Centers for Disease Control  
and Prevention



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Deborah A. Price, Assistant Deputy Secretary  
Office of Safe and Drug-Free Schools  
U.S. Department of Education



# Section 204 of Public Law 108-265-June 30, 2004

## Child Nutrition and WIC Reauthorization Act

### SEC. 204 LOCAL WELLNESS POLICY

(a) IN GENERAL- Not later than the first day of the school year beginning after June 30, 2006, each local education agency participating in a program authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq. ) shall establish a local school wellness policy for schools under the local educational agency that, at a minimum-

- 1) Includes goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that the local educational agency determines is appropriate;
- 2) Includes nutrition guidelines selected by the local educational agency for all foods available on each school campus under the local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity;
- 3) Provides an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S. C. 1779) and section 9 (f) (1) and 17 (a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 8 (f) (1), 1766 (a)0, as those regulations and guidance apply to schools;
- 4) Establishes a plan for measuring implementation of the local wellness policy, including designation of 1 or more persons within the local educational agency or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy; and
- 5) Involves parents, students, and representatives of the school food authority, the school board, school administrators, and the public in the development of the school wellness policy.

(b) TECHNICAL ASSISTANCE AND BEST PRACTICES.-

(1) IN GENERAL.- The Secretary, in coordination with the Secretary of Education and in consultation with the Secretary of Health and Human Services, acting through the Centers for Disease Control and Prevention, shall make available to local educational agencies, school food authorities, and State educational agencies, on request information and technical assistance for use in-

- A) Establishing healthy school nutrition environments;
- B) Reducing childhood obesity; and
- C) Preventing diet-related chronic diseases.

(2) CONTENT.- Technical assistance provided by the Secretary under this subsection shall-

- a) Include relevant and applicable examples of schools and local educational agencies that have taken steps to offer healthy options for foods sold or served in schools;
- b) Include such other technical assistance as is required to carry out the goals of promoting sound nutrition and establishing healthy school nutrition environments that are consistent with this section;

- c) Be provided in such a manner as to be consistent with the specific needs and requirements of local educational agencies; and
- d) Be for guidance purposes only and not be construed as binding or as a mandate to schools, local educational agencies, school food authorities, or State educational agencies.

(3) FUNDING.-

- a) IN GENERAL.- On July 1, 2006, out of any funds in the Treasury not otherwise appropriated, the Secretary of the Treasury shall transfer to the Secretary of Agriculture to carry out this subsection \$4,000,00, to remain available until September 30, 2009.
  - b) RECEIPT AND ACCEPTANCE.- The Secretary shall be entitled to receive, shall accept, and shall use to carry out this subsection the funds transferred under subparagraph
- A), without further appropriation.



# Wellness Policy And Procedures

## Summary of District Regulations

- All GRS schools may not serve or provide access for students to FMNV or carbonated beverages at any time anywhere on school premises during school day. (School day is defined from 7:30 a.m. to 3:30 p.m. or 8:00 a.m.-4:00 p.m.)
- FMNV foods and carbonated beverages may not be sold or given away on school premises by the school, or non school organizations, teachers, parents, or any other person or group during the school day.
- A student may bring FMNV foods or beverages from home as long as the student is not selling, or providing the items to other students. If the item is for student's personal lunch, they must keep the item in a lunch sack, lunch box or similar device and out of the view until it is being consumed.
- FMNV foods and beverages may not be made available to students on field trips.
- The policy does not include sport drinks, tea, or juices. The policy covers carbonated beverages and foods of minimal nutritional value.

## Golden Rule Schools Student Nutrition/Wellness

### Plan Purpose and Goal:

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults. Schools have a responsibility to help students and staff establish and maintain lifelong, healthy eating patterns. Well-planned and well-implemented school nutrition programs have been shown to positively influence student's eating habits.

All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff is encouraged to model healthy eating and physical activity as a valuable part of daily life. Golden Rule Schools shall prepare, adopt, and implement a comprehensive plan to encourage healthy eating and physical activity. This plan shall make effective use of school community resources and equitably serve the needs and interests of all students and staff, taking into consideration differences in cultural norms.

### **Component 1: A Commitment to Nutrition and Physical Activity**

A. Golden Rule Schools Board of Trustees shall appoint a School Health Advisory Committee (SHAC).

1. One of its missions shall be to address nutrition and physical activity issues and will develop, implement, and evaluate guidelines that support a healthy nutrition environment.
2. This committee shall offer revisions to these guidelines annually or more often if necessary.

B. School Administration will address the following concerns,

1. Kinds of foods available on their campus.
2. Sufficient meal time.
3. Nutrition Education and Physical Activity.

C. Nutrition education shall be integrated across the curriculum and physical activity will be encouraged daily

D. The school food service staff will participate in making decisions and guidelines that will affect the school nutrition environment.

### **Component 2: Quality School Meals**

A. GRS will offer breakfast, lunch, and will participate in a district-wide universal feeding program providing meals to all students. Students and staff are highly encouraged to promote and participate in these programs.

B. School foodservice staff that is properly qualified according to current professional standards and regularly participates in professional development activities will administer the Child Nutrition Programs.

C. Food safety will be key part of the school foodservice operation.

D. Menus will meet the nutrition standards established by the U.S. Department of Agriculture and the Texas Department of Agriculture, Conforming to good menu planning principles, and featuring a variety of healthy choices that are served at the proper temperature.

E. School personnel, along with parents, will encourage students to choose and consume full meals.

1. Positive nutrition statements will be provided to students on a daily basis.
2. Cafeteria monitors will encourage students to consume full meals.

### **Component 3: Other Healthy Food Options**

A. The SHAC will develop and recommend to the administration guidelines on nutrition standards for food and beverages offered through parties, celebrations, social events, and any school function. (See attachment A).

B. Foods and beverages other than those provided through the school food service department may not be available to elementary and middle school students until the end of the regular day.

C. School staff shall limit the use of food as a reward for students' accomplishment. The withholding of food as punishment for students is prohibited.

D. The school district will provide nutritional information to parents that will encourage parents to provide safe and nutritious foods for their children.

E. Organizations shall only use non-food items or foods designed for delivery and consumption after school hours as fund-raisers.

#### **Component 4: Pleasant Eating Experiences**

- A. Drinking fountains will be available for students to get water at meals and throughout the day.
- B. A short snack free recess for elementary and secondary students is encouraged to be scheduled after lunch.
- C. School personnel will schedule enough time so students do not have to spend too much time waiting in line.
- D. School should not schedule tutoring, pep rallies, assemblies, club/organization meetings, and other activities during meal time.
- E. Adequate time to eat in a pleasant dining environment should be provided. The minimum eating time for each child after being served will be 10 minutes for breakfast and 20 minutes for lunch.
- F. Parents are highly encouraged to dine with students in the cafeteria.
- G. Creative, innovative methods will be used to keep noise levels appropriate.

#### **Component 5: Nutrition Education**

- A. Students will receive positive, motivating messages, both verbal and non-verbal, about healthy eating physical activity throughout the school setting.
- B. Schools will consider student need in planning for healthy school nutrition environment.
- C. School will promote healthy food choices and will not allow advertising that promotes less nutritious food choices.
- D. Healthy eating and physical activity will be actively promoted to students, parents, teachers, administrators, and the community at registration, Open Houses, Health Fairs, teacher in-services.

#### **Component 6: Implementation**

- A. The SHAC shall be composed of parents and school district staff. Each campus principal shall insurances that the campus is represented on the district level SHAC.
- B. The SHAC members from each campus will conduct a review of their respective campuses in the fall semester of each year to identify areas for improvement. These groups will report their finding to the campus principal and develop with him/her a plan of action for improvement.
- C. The SHAC will assign campus groups, excluding classroom teachers, to do peer review of another campus in the spring semester of each year.
- D. The SHAC will hear reports from each campus group after each review period. Before the end of each school year the committee will recommend to the Superintendent any revisions to the Student Nutrition/Wellness Plan it deems necessary.
- E. The SCHAC, via Food Service Manger, will report quarterly to the Superintendent the progress of the committee and this status of compliance by the campuses.



# Attachments

Attachment A

Golden Rule Schools, Inc

Student Nutrition/Wellness Plan

**Guidelines for Food and Beverages Offered to Students at School and School Functions**

All foods and beverages, other than school meals, made available to students during allowable times must meet the following portion size and nutrition standards.

Food Item:	Elementary School	Middle School
Chips (regular)	1 oz.	1 oz.
Baked chips, crackers popcorn, trail mix, seeds	1.5 oz.	1.5 oz.
Dried fruit, jerky, pretzels		
Cookies/cereal bars	2 oz.	2 oz.
Baked goods	3 oz.	3 oz.
Frozen Desserts, Ice Cream	3 oz.	3 oz.
Yogurt	8 oz.	8 oz.
Whole Milk	8 oz.	8 oz.
Reduced Milk	8 oz.	16 oz.
Beverages other than milk or FMNV	12 oz.	12 oz.
Water exempt		
Fruit Drinks/ Slushies (50% juice minimum)	6 oz.	12 oz.
All other food/beverages	No More than 9 grams of fat per package. (except nuts & seeds) and no more than 35% By weight or 15 grams per serving of added sugar.	

At any school function healthy food choice options should be available to students. Some suggested foods are listed below to include on refreshment tables, price lists, etc.

- Raw vegetables sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Frozen fruit juice pops
- Dried fruits (raisins, bananas chips, etc.)
- Trail Mix (dried Fruits and nuts)
- Dry roasted peanuts, tree nuts, and soy nuts
- Low fat meats and cheese sandwiches
- Party Mix
- Low sodium crackers
- Baked corn chips & fat free potato chips with salsa and low fat dips
- Low fat muffins, granola bars, and cookies
- Angel food cake
- Flavored yogurt and fruit parfaits
- Jell-O and low fat pudding cups
- Low fat ice creams, frozen yogurts, sherbets
- Low fat and skim milk products
- Pure ice cold water

Food to avoid – Consume only occasionally (recommended no more than once per month)

- Carbonated and caffeinated beverages
- High sugar content candies and desserts
- High fat foods
- High sodium foods

The use of foods of minimal nutritional value as learning incentives should not be practiced, and healthy food choices or non-food items should be substituted.

Organizations operating concessions at school functions should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at lower profit margin to encourage selection by students.

Approved Times for the Availability of Foods and Beverages other than School Mea

- ✓ Elementary Schools – after the end of the regular school day
- ✓ Secondary Schools –after the end of the regular school day

## **Attachment B**

Golden Rule Schools, Inc.

Student Nutrition/Wellness Plan

Foods of Minimal Nutritional Value

Students may not be in possession of any of the foods or beverages listed below at school except during time approved by this policy.

- Soda water- any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.
- Water Ices – any frozen, sweetened water such as “...icles” and flavored ice with the exception of products that contain fruit or fruit juice.
- Chewing Gum – any flavored products from natural or synthetic gum and other ingredients that form an insoluble mass for chewing.
- All Candies – any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of other ingredients, including powdered drink mix.
- Certain Chips and Snack Foods – any portions larger than or nutritional content other than those indicated on Attachment A.
  
- **Approved Times for the Availability of Foods of Minimal Nutritional Value**
  - ✓ Elementary Schools – after the end of the regular school day
  - ✓ Secondary Schools – after the end of the regular school day

### **Exemption**

Six days will be exempt from the inaccessibility of the Foods of Minimal Nutritional Value listed above. These items may not be made available during meal times in the areas where school meals are being served and/or consumed. The designated days will be:

For Grades Pre-K - 9th Grade

- \* The last day before Thanksgiving Break
  
- \*The last day before Christmas Holidays
  
- \* The last day of school before Easter Holiday
  
- \* Valentine’s Day or the Friday before if it falls on a weekend
  
- \* Cinco de Mayo or the Friday before if it falls on a weekend
  
- \* The last day of School



# Recommendations and Restricted Food/Snack Guide

## Recommended Nutrition Information

Texas Department of Agriculture Food and Nutrition Division

### Suggestions for Nutritious Snack

#### Beverages:

- Fruit juices
- Fruit Smoothies
- Milk, non-fat or low-fat, plain or flavored
- Approved sparkling or plain water

#### Low – fat Grain Foods:

- Mini-bagel bread sticks
- Animal crackers
- Graham crackers
- Soft pretzel, plain or flavored
- English muffin
- Hard pretzels
- Mini rice cakes, flavored
- Low – fat sports bars
- Fig Newtons
- Baked tortilla chips with salsa
- Low – fat fruit or grain muffins
- Vanilla wafers
- Dry cereal, individual servings

#### Fresh Fruits and Vegetables:

- In-season, fresh fruit
- Carrots, broccoli, cauliflower with low –fat dip or salad dressing

#### Additional Teats:

- 100% fruit snacks
- Fruit bars
- Frozen low-fat yogurt
- Frozen fruit bars
- Low-fat pudding
- Fat free popcorn or as a parfait
- Beef Jerky
- Yogurt splits or parfaits

- Low-fat string cheese
- Low-fat sandwich cookies

#### Entrée Suggestions for School Parties:

- Salads made with pasta, meat
- Bean burrito and/or vegetables
- Grilled or baked vegetable or cheese quesadilla
- Pasta with marinara sauce
- Sub sandwiches
- Pizza bagels
- Tortilla wraps filled with meat and/or vegetables
- Baked potato with vegetable or chill topping

#### Non-Food Reward Ideas:

- Pencils, Stars
- Stickers, Certificates
- Coupon for extra computer time
- Free time, reading time
- Movie coupons

### **Restricted Food Policy**

Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value, in the foodservice are during meal periods.

#### Restricted Foods

The foods that are restricted from sale/distribution to students are classified in these four categories:

- Soda water – any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.
- Water Ices – any frozen, sweetened water such as “...icles” and flavored ice with the exception of products that contain fruit or fruit juice.
- Chewing Gum – any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- All Candies – any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
  - Hard Candy – A product made predominantly from sugar and corn syrup that may be flavored and colored, is characterized by a hard brittle texture and includes such items as

sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, an cough drops.

- Jellies and Gums – A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
- Marshmallow Candies – an aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.
- Fondant – A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar solution such as candy corn, soft mints.
- Licorice- A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.
- Spun Candy – A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
- Candy Coated Popcorn – Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

#### Recommended Distributable Foods

Example of Healthiest/Healthier Products:

##### Healthiest

Animal crackers, graham crackers

Animal crackers

Nuts and seeds-plain or with spices

Trail mix-plain, unsalted trail mix

Dried fruit-raisins, cranberries

Fat-free popcorn

Beef jerky-95% fat free

##### Healthier

Granola bars, whole grain fruit bars

Apple/blueberry/strawberry fat-free cereal bars

Baked chips, corn nuts, rice cakes, cereal/nut mix

Popcorn/nut mix

Fruit flavored snacks

Pretzels-any flavor

Light popcorn

## Teacher and Parent Informative

### **How the Healthy Foods and Beverages and Snack Machines Policy Affects Parents, Clubs, and School Organizations**

Recently the GRS School Board, Superintendent, and Food Service Managers took the initiative to support the health and academic excellence of every child in the district by changing the content of school meals and vending machines to offer more nutritious choices to students.

Under their Initiative for Healthy Children, GRS also prohibited the sale or distribution of “Food of Minimal Nutritional Value,” (FMNV’S) during the school day, at all grade levels. The items on this USDA list are limited to: carbonated beverages, water ices not made with 100% fruit juice, chewing gum products, hard candies, jellies and gums, candy coated popcorn, marshmallow candies, licorice, and cotton candy.

Foods of Minimal Nutritional Value cannot be sold or distributed to students during the school day. This rule does not apply to after school events like carnivals. It does apply to school parties, but cupcakes, cookies, Kool-Aid, and host of other “fun” party foods are not considered by the USDA to be FMNV’s. Pizza parties are not affected, nor are fundraising efforts, so long as they do not include the sale of Foods of Minimal Nutritional Value until after the end of the school day. Your child can bring a Food Minimal Nutritional Value, but they are not able to share or give away to another student(s) or class.

You can support the District Initiative for Healthy Children by choosing healthier foods or non-food items for fundraising efforts. It is important to educate our children about the importance of good nutrition both at home and school. For information and resources on this go to: Team Nutrition at <http://www.fns.usda.gov/tn>.



# **Student Health Advisory Council (SHAC)**

## Student Health Advisory Committee (SHAC)

### School Health Advisory Council Bylaws

#### Article I: Authority

*Section One. Statue and Policy.* Each school district in the State is required in Chapter 28, Subchapter A-K, and Chapter 38.013 of the Texas Education Code, to establish and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of Golden Rule Schools, Inc. (GRS) is specifically authorized by the Board of Trustees in District policy XXXX (legal).

*Section Two. Limitations,* The SHAC shall be an advisory body, and shall to provide guidance, recommendations, and other assistance to the board of trustees as is specially listed in the state law and District policy. The SHAC shall have no power to expend public funds. Enter into contracts, or otherwise place obligation or liability upon district.

*Section Three. Bylaws.* It shall be the responsibility of the Board of Trustees, upon the advice and counsel of SHAC, to establish and amend the Bylaws.

#### Article II 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 meet periodically with the Board of Trustees, or their designee.
- C. To provide advice and recommendations/counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels that may include a coordinated school health program designed to prevent obesity, cardiovascular disease, and Type II diabetes through coordination of: health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
- D. To consult regularly with the Superintendent and his/her administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
- E. To approve the district coordinated school health program, subject to adoption by the Board of Trustees.
- F. To consult with the Superintendent and his/her administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- G. To advise and consult with the district in the development of a comprehensive health education curriculum.
- H. To provide a written annual report to the Board of trustees on or before June 30<sup>th</sup> of each year.

### **Article III: Meetings**

*Section One. Regular Meetings.* The SHAC shall conduct regular meetings. Unless otherwise specified by the SHAC officers, regular meetings shall be held once each semester. If a meeting is cancelled, all attempts will be made to reschedule, there will not be a make-up meetings schedules. The regular meeting dates will be in August and again in February.

*Section Two. Public Hearings.* Public hearings and other meetings with the public should be approved by the Board of trustees in advance of such meetings. This will be coordinated through the SHAC Coordinator.

*Section Three. Open Meetings.* All meetings of the full SHAC shall be open to the public, and the public shall have reasonable opportunity to provide comment, The Chair may limit the time given to speakers. Committee meetings may open to the public at the discretion of the Committee Chair.

*Section Four. Quorum.* A quorum shall be majority of the current membership, as approved by the Board of Trustees. Meetings may still be held without quorum for purposes of presentations or discussion. However, no actions or voting may take place without quorum.

*Section Five. Attendance.* Member attendance shall be monitored by the Chair, who shall work with members to try and resolve any attendance problems. Non-attendance for three consecutive meetings within one-year period may result in removal. Members are encouraged to contact the Chair or Coordinator if they know they cannot attend the meeting.

*Section Six. Decision-making.* Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, members shall reach a decision by majority vote. Each member shall be entitled to one vote per item. Proxy voting and absentee ballots shall not be permitted; a member must be present to vote.

*Section Seven. Agendas.* Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Executive Committee and Coordinator.

### **Article IV: Membership**

*Section One. Membership Criteria.* The membership composition of the SHAC shall comply with the following:

- A. Parents must have a child within the district, or must be a custodial parent or guardian of a student currently enrolled in a district school. Parents may not also be employees of the district.
- B. The majority of the SHAC will consist of parents of students currently enrolled in a District, who are not employed with GRS.
- C. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, administrators, district students, health care professionals, business community, law enforcement, senior citizens, clergy, and non-profit health organizations.

- D. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the District.
- E. The Superintendent may serve in an ex-office (non-voting) capacity.
- F. A representative of the Board of trustees may serve in an ex-office (non-voting) capacity.

*Section Two. Terms of Service.* The term of service for an appointment shall be two years, normally beginning the first SHAC meeting in August. Terms will be staggered to maintain continuity on the SHAC. Parents and community members will serve a two-year appointment.

*Section Three. Confirmation by Board of Trustees.* The Board of Trustees shall annually appointment all members to the SHAC.

*Section Four. Vacancies.* The Board of Trustees delegates to the SHAC Executive Committee, pursuant to Article II of these Bylaws, the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

*Section Six. Conflict of Interest.* No individual shall be nominated for or hold a position on the SHAC if that individual; has a direct pecuniary interest in the recommendations of that committee and decisions by the Board of Trustees. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual’s membership; however, any such individual shall refrain from participation in decisions and voting as to that issue.

*Section Seven. The Role of the Superintendent.* The Superintendent and SHAC will work cooperatively. The Superintendent will ensure staff support as is necessary and reasonable and will participate without vote in the deliberations and activities on the SHAC.

*Section Eight. Role of the Board Representative.* The role of the Representative of Trustees is to observe without vote in deliberations and activities of the SHAC. The Board Representative shall not speak for the Board of Trustees unless a majority of the Board in public meeting in accordance with the Texas Open Meetings Act has so directed. The Board Representative may actively participate in discussions by providing guidance as may be appropriate and by responding to questions to the best of his/her ability. The Board Representative will provide updates, verbal or written, to the Board as desirable; however, these updates shall not supplant the annual report to the Board of Trustees.

*Section Nine. Size of Council.* The SHAC will consist of no more 35 members and no less than 15 members.

Article V: Officers
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*Section One. Terms of Service.* The SHAC shall elect a Chair, Vice Chair, and Secretary, each to serve 1 year term. Officers may not serve more than 2 consecutive terms in the same office. Officers will be selected in August and installed at the first meeting of the SHAC.

*Section Two. Responsibilities.*

- A. The responsibilities of the Chair shall be to:
- Preside at all meetings of the SHAC.
  - Appoint committees as necessary.
  - Serve as ex office member of all committees-without vote except the Nominating committee.
  - Work directly with the Executive Committee and the Coordinator to compile agendas for all meetings of the SHAC.
  - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statue, district policy, and direction of the Board.
- B. The responsibilities of the Vice-Chair shall be to:
- Preside at SHAC meetings in the absence of the Chair.
  - Serve as ex officio member of all committees without vote except the Nominating committee.
  - Serve as Chair-elect.
  - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statue, District policy, and direction of the Board.
- C. The responsibilities of the Secretary shall be to;
- Preside at meetings when both the Chair and Vice-Chair are absent.
  - Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
  - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statue, District policy, and direction of the Board.

<b>Article VI: Executive Committee</b>
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*Section One. Membership.* The Executive Committee shall consist of the officers, chairs of all substantive standing committee, and the immediate Past Chair.

<b>Article VII: Committees</b>
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*Section One. The Nominating Committee.* The Nominating Committee shall be a standing committee consisting of five members of the SHAC serving one-year terms beginning September 1<sup>st</sup>. of odd numbered years. Nominating Committee members shall be appointed by the Chair in consultation with the Executive Committee and confirmed by SHAC. The past chair shall oversee the nominating committee. The Nominating Committee will be responsible for filling SHAC officer vacancies.

*Section Two. Substantive Standing Committees.* There will be standing committee for each of the following substantive areas: Nutrition/Food Service, Physical Education and Activity, Health Education, Counseling/Mental/Social Health, Student Health Services, Parent and Community Involvement, Healthy Environment, and Staff Health promotion. All committee chairs shall report directly to the SHAC through

the Executive Committee, Chair, and Vice-Chair. Committee members may serve in more than one of the before mentioned substantive areas.

- A. The Vice-Chair shall oversee the activities of all standing committees. The ViceChair shall insure that no important function is unfulfilled.
- B. Each committee chair shall be appointed by the Chair with the advice of the Vice-Chair; and the composition of each committee shall be as approved by the Executive Committee.
- C. Each committee chair, subject to the approval of the Chair, may appoint the members of their committees, designate subcommittees and appoint their subcommittee chairs and members.
- D. Each committee chair shall determine the term of the office of its subcommittee members. For each committee established jointly with other organizations, the Executive Committee shall approve the manner in which its chair, it's members, any subcommittees, and the terms of office of individuals serving on the committee or subcommittees, are determined.
- E. Standing committees serve the SHAC's decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for committee. 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.
- F. Standing committee members are not required to be SHAC members. Also employees may be appointed to committees.
- G. The Coordinator will serve as a resource to all committees.
- H. Committee chairs will be members of the SHAC. If the committee chair is not a parent of a GRS student, a parent will be designated as a co-chair.
- I. Committees should strive for representation reflecting the diversity of the community served by GRS.
- J. Standing committee should be comprised of at least 3 members.

*Section Three. Ad Hoc. Committees.* The Chair may establish and appoint Ad. Hoc committees as he/she deem necessary and appropriate in consultation with the Executive committee.

#### **Article VHI: Coordinator**

The Campus shall have one campus administrator who shall serve as Coordinator for the SHAC.

Responsibilities of the Coordinator include:

- A. Ensuring that adequate facilities arrangements and staff support are secured for all meetings.
- B. Providing members and support staff with agendas and background materials prior to meetings.
- C. Serving as custodian of all SHAC records.
- D. Promoting public awareness of the SHAC and maintain a database of persons interested in service as SHAC members.
- E. Informing the Chair of member vacancies and attendance problems.
- F. Provide staff support in the development and submission of SHAC's annual report.
- G. Informing the Chair and General Council of possible member conflicts of interest.

- H. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.

Any and all questions regarding SHAC should be directed to the Superintendent of Schools. Questions and comments may be submitted in writing to the Superintendent and his/her designee. Appointments should be made through the school receptionist.