

LOUDOUN COUNTY PUBLIC SCHOOLS
School Health Advisory Board
By-Laws

A. REGULATIONS GOVERNING STUDENT HEALTH SERVICES

The Loudoun County Public Schools Student Health Services Program seeks to strengthen and facilitate the educational process by improving and protecting the health of children through collaboration with community stakeholders and by identifying and assisting in the removal or modification of health-related barriers to the learning process for individual children.

B. MISSION

The mission of the Loudoun County Public Schools (LCPS) School Health Advisory Board (SHAB) is (i) to advise the School Board of Loudoun County (“the School Board”) concerning community perspectives about the school division’s health programs, services and activities consistent with the requirements of relevant law, rule and/or regulation and (ii) as requested, 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.

C. PREFACE

The Advisory Committee By-Laws have been created to assist SHAB as they work to support the staff, students, parents, and community members of Loudoun County Public Schools.

Section 22.1-275.1 of the *Code of Virginia* provides guidance to school divisions about establishing a SHAB to assist with the development of health policies and with the evaluation of the status of school health, health education, the school environment, and health services. SHAB may provide the School Board with recommendations 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.

D. MEMBERSHIP

1. In accordance with LCPS policy 2320, the SHAB will represent not more than twenty members.
2. Members shall be inclusive of Loudoun County residents, students, parents/guardians of enrolled students, LCPS or Loudoun County Government employees, or individuals employed within a Loudoun health care facility or practice.

3. Members will serve for 2 years and may be appointed for more than one term by the School Board.
4. Members that become unable to serve on the SHAB will be replaced by the School Board as needed. Recommendations will be provided to the School Board for consideration by the Assistant Superintendent of Student Services.
5. Members must attend 2/3 of regularly scheduled SHAB meetings held to maintain active membership status. Members that become inactive will be notified by the SHAB chair and asked if they wish to remain on SHAB or be removed from the active roster. If they remain, they shall meet all expectations of the committee. If they request to be removed from the roster, the Assistant Superintendent for Student Services will provide an alternate candidate to the School Board for approval to serve until June 30 of the current school year.

E. BOARD OFFICERS

1. Chairperson – Supervisor of Student Health Services
2. School Board Liaison – Appointed by the School Board

F. MEETINGS

1. The SHAB shall meet at least three times annually between September and June. Meetings will be held on the following dates when schools are open or unless the date is not available for another reason. Additional meetings may be called by the chair or upon request by three SHAB members.
 - Meeting 1 – The 3rd Monday in October
 - Meeting 2 – The 4th Monday in February
 - Meeting 3 – The 3rd Tuesday in June
2. Meeting Protocols and Conduct
 - a. Only currently serving members of the SHAB may vote and make motions.
 - b. Written notice, minutes of the previous meeting and a proposed agenda shall be furnished to all members prior to any scheduled meeting of the SHAB.
 - c. All meetings shall be open to the general public and conducted in accordance with the Virginia Freedom of Information Act and Loudoun County School Board policies.

d. Meetings shall be conducted in accordance with the most recent version of Robert's Rules of Order, except as otherwise provided in these bylaws or where inconsistent with law.

e. Remote meeting participation for members shall be permitted in accordance with Loudoun County School Board policies.

3. Quorum and Voting

a. A quorum shall consist of any simple majority of the SHAB members.

b. Votes shall be conducted in accordance with Loudoun County School Board policies and the Code of Virginia.

G. OPERATIONS AND PROCEDURES

1. Topics explored and discussed by the SHAB shall reflect current conditions and latest research findings on various school health-related issues.
2. SHAB will coordinate presentations and consult with local and regional agencies that may have an impact on the School Health Services Program.
3. SHAB will facilitate committee discussions and serve on subcommittees when recommendations come before the advisory committee.
4. Unless otherwise required by law or directed by the Loudoun County School Board, SHAB shall provide a written report on the status and needs of student health within LCPS to the School Board, the Virginia Department of Health, and the Virginia Department of Education on an annual basis. This report shall include committee activities and recommendations with supporting documents.
5. SHAB shall operate in accordance with the Code of Virginia [22.1-275.1](#). School Health Advisory Board and Loudoun County School Board [Policy 2320](#). In the event of any conflict between these bylaws and the Code of Virginia or Loudoun County School Board policies, the Code of Virginia and/or Loudoun County School Board policies shall control.

H. AMENDMENT OF BY-LAWS

These by-laws can be amended at any scheduled meeting of the SHAB by a two-thirds majority of members, provided that the amendment has been submitted in writing at the previously scheduled meeting and has been approved by the Superintendent or designee.

I. EXCEPTIONS

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

Adopted by SHAB: 2/27/23