

NONDISCRIMINATION

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The Alexandria City School Board is committed to nondiscrimination with regard to age, race, color, ethnic or national origin, ancestry, disability, religion, gender, gender identity, gender expression, sex, sexual orientation, genetic information, marital status, pregnancy, childbirth or related medical conditions, status as a parent, political affiliation, status as a veteran or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

- Adopted: October 24, 1996
- Amended: July 6, 2000
- Amended: October 5, 2000
- Amended: May 4, 2006
- Amended: December 19, 2013
- Amended: May 14, 2015
- Amended: December 5, 2019
- Amended: February 4, 2021

- Legal Refs.: 20 U.S.C. §§ 1681-1688.
- 29 U.S.C. § 794.
- 42 U.S.C. §§ 2000d-2000d-7, 2000e-2000e-17, 2000ff-1.
- 34 C.F.R. 106.9.
- Constitution of Virginia, article I, section 11.
- Code of Virginia, 1950, as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902, 2.2-3904, 2.2-3905, 2.2-3095.1, 22.1-295.2.

- Cross Refs.: FECBB Accommodations for Individuals with Disabilities
- GB Equal Employment Opportunity/Nondiscrimination
- GBA/JFHA Sexual Harassment/Harassment Based on Race, National Origin, Disability, Religion, Age, Gender, Gender Identity, Gender Expression, and Sexual Orientation/Hostile Work Environment
- GB-R/GBA-R/JFHA-R Procedures for Investigating Complaints of Discrimination, Harassment, Bullying, and Hostile Work Environment
- GB-F/GBA-F/JFHA-F Report of Discrimination/Harassment
- JB Equal Educational Opportunities/Nondiscrimination

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34 C.F.R. 106.9.
Constitution of Virginia, article I, section 11.
Code of Virginia, 1950, as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902, 2.2-3904, 2.2-3905, 2.2-3095.1, 22.1-295.2.

Table with 2 columns: Cross Refs. and Accommodations for Individuals with Disabilities. Rows include GB, GBA/JFHA, GB-R/GBA-R/JFHA-R, GB-F/GBA-F/JFHA-F, and JB.

Commented [MS1]: Per the amendment of Va. Code §§ 2.2-3900, et seq. by HB 18.

COMPREHENSIVE PLAN

The Alexandria City School Board adopts a divisionwide comprehensive, unified, long-range plan based on data collection, an analysis of the data, and how the data will be utilized to improve classroom instruction and student achievement. The plan is developed with staff and community involvement and includes, or is consistent with, all other divisionwide plans required by state and federal laws and regulations.

The Board reviews the plan biennially and adopts any necessary revisions. Prior to the adoption of the plan or revisions thereto, the Board posts the plan or revisions on the division's website if practicable and makes a hard copy of the plan or revisions available for public inspection and copying and conducts at least one public hearing to solicit public comment on the plan or revisions.

The division-wide comprehensive plan includes:

- (i) the objectives of the school division, including strategies for first improving student achievement, particularly the achievement of educationally at-risk students, then maintaining high levels of student achievement;
- (ii) an assessment of the extent to which these objectives are being achieved;
- (iii) a forecast of enrollment changes;
- (iv) a plan for projecting and managing enrollment changes including consideration of the consolidation of schools to provide for a more comprehensive and effective delivery of instructional services to students and economies in school operations;
- (v) an evaluation of the appropriateness of establishing regional programs and services in cooperation with neighboring school divisions;
- (vi) a plan for implementing such regional programs and services when appropriate;
- (vii) a technology plan designed to integrate educational technology into the instructional programs of the school division, including the division's career and technical education programs, consistent with or as part of the comprehensive technology plan for Virginia adopted by the Board of Education;
- (viii) an assessment of the needs of the school division and evidence of community participation, including parental participation, in the development of the plan;
- (ix) any corrective action plan required pursuant to Va. Code § 22.1-253.13:3; and
- (x) a plan for parent and family involvement to include building successful school and parent partnerships that will be developed with staff and community involvement, including participation by parents.

Effective with the 2024-25 school year, the divisionwide comprehensive plan includes a division wide literacy plan for pre-kindergarten through grade eight in accordance with Virginia law and as identified in Policy AG Literacy Plan.,

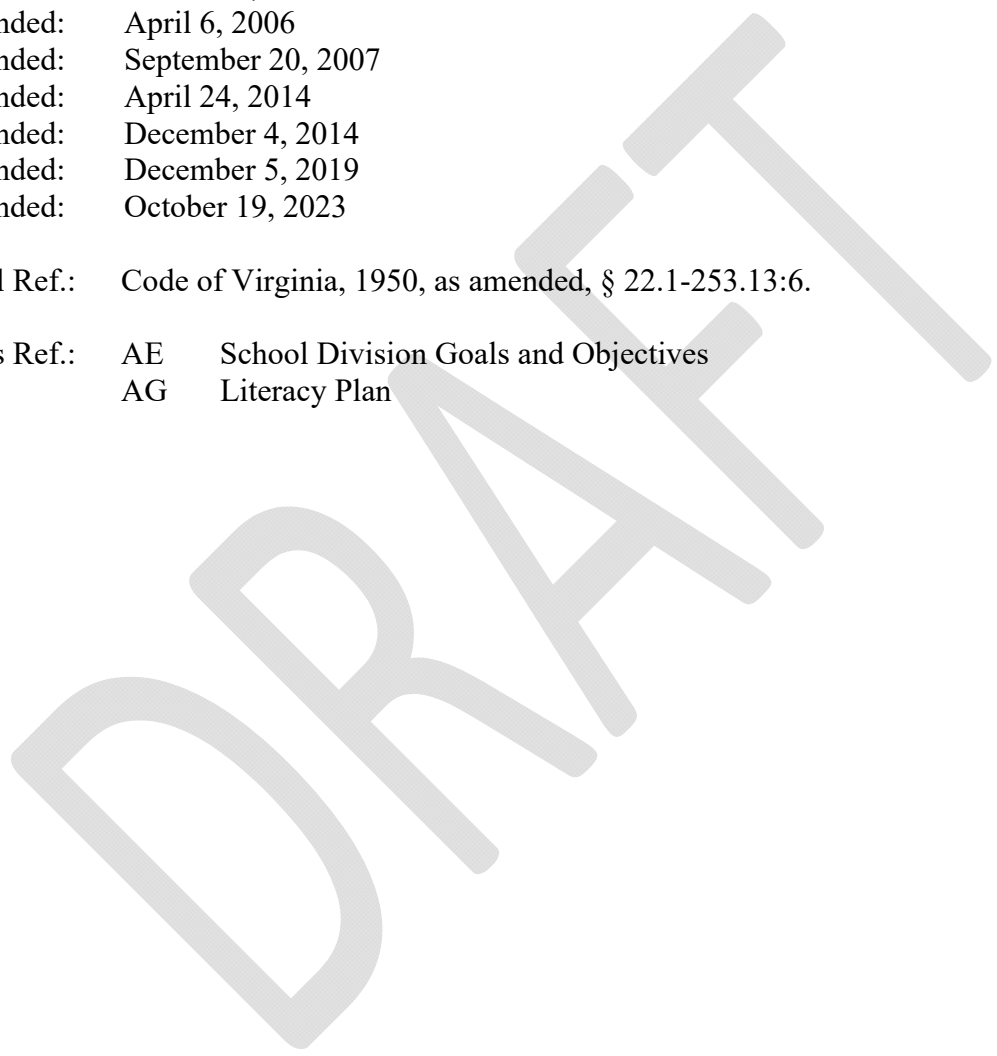
46 The School Board presents a report to the public by November 1 of each odd-numbered year on
47 the extent to which the objectives of the divisionwide comprehensive plan have been met during
48 the previous two school years.

49
50 Each school prepares a comprehensive, unified, long-range plan, which the School Board
51 considers in the development of the divisionwide comprehensive plan.

- 52
53 Adopted: October 24, 1996
54 Amended: October 7, 2004
55 Amended: April 6, 2006
56 Amended: September 20, 2007
57 Amended: April 24, 2014
58 Amended: December 4, 2014
59 Amended: December 5, 2019
60 Amended: October 19, 2023

61
62 Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:6.

63
64 Cross Ref.: AE School Division Goals and Objectives
65 AG Literacy Plan



1 **COMPREHENSIVE PLAN**

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The Board reviews the plan biennially and adopts any necessary revisions. Prior to the adoption of the plan or revisions thereto, the Board posts the plan or revisions on the division’s website if practicable and makes a hard copy of the plan or revisions available for public inspection and copying and conducts at least one public hearing to solicit public comment on the plan or revisions.

The division-wide comprehensive plan includes:

- (i) the objectives of the school division, including strategies for first improving student achievement, particularly the achievement of educationally at-risk students, then maintaining high levels of student achievement;
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- (ix) any corrective action plan required pursuant to Va. Code § 22.1-253.13:3; and
- (x) a plan for parent and family involvement to include building successful school and parent partnerships that will be developed with staff and community involvement, including participation by parents.

Effective with the 2024-25 school year,
the divisionwide comprehensive plan ~~will also include~~ a division wide literacy plan for pre-kindergarten through grade eight in accordance with Virginia law and as identified in Policy AG Literacy Plan., and

~~the Board will post, maintain, and update as necessary on the division's website a copy of its divisionwide literacy plan and the job description and contact information for any reading specialist employed by the division pursuant to the subsection G of Va. Code § 22.1-253.13:2 and for any dyslexia specialist it employs.~~

Commented [MS1]: Content relocated to new policy AG
– Literacy Plan

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Each school prepares a comprehensive, unified, long-range plan, which the School Board considers in the development of the divisionwide comprehensive plan.

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Amended: April 6, 2006

Amended: September 20, 2007

Amended: April 24, 2014

Amended: December 4, 2014

Amended: December 5, 2019

Amended: October 19, 2023

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:6.

Cross Ref.: AE School Division Goals and Objectives

AG Literacy Plan

LITERACY PLAN

The Alexandria City School Board (Board) adopts a divisionwide literacy plan for grade levels pre-kindergarten through grade eight as part of its divisionwide comprehensive plan identified in Policy AF Comprehensive Plan. The Board uses programs from the lists developed by the Virginia Department of Education (VDOE) or seeks approval from VDOE for the use of alternative programs that consist of evidence-based literacy instruction and align with science-based reading research.

The Board posts, maintains, and updates as necessary on the Alexandria City Public Schools (ACPS) website a copy of its divisionwide literacy plan and the job description and contact information for any reading specialist employed by the division pursuant to Virginia Code § 22.1-253.13:2(G) and for any dyslexia specialist employed by such school division.

The Board submits its divisionwide literacy plan to the VDOE.

The divisionwide literacy plan includes:

- a program of literacy instruction that is aligned with science-based reading research and provides evidenced-based literacy instruction to students in kindergarten through grade eight;
- the Board’s alignment with (a) literacy professional development, (b) core reading and literacy curriculum for students in kindergarten through grade five, and (c) screening, supplemental instruction, and interventions for students through grade eight with evidence-based literacy instruction practices aligned with science-based reading research;
- how the Board supports parents in their support of the literacy development of their children;
- reading intervention services provided to students in kindergarten through grade eight who demonstrate substantial deficiencies based on their individual performance on the Standards of Learning reading assessment or a literacy screener provided by the Department; and
- identification of which core literacy curricula, supplemental instructional practices and programs, and intervention programs from the list developed by VDOE or alternative programs approved by VDOE that consist of evidence-based literacy instruction and align with science-based reading research are used in each grade level, kindergarten through 12, at each of the schools within the division.

Adopted: NEW

- 46 Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-253.13:1, 22.1-253.13:2
- 47 22.1-253.13:6.
- 48
- 49 Cross Ref.: AF Comprehensive Plan
- 50 GCA Reading Specialists
- 51 GCL Professional Staff Development
- 52 IA Instructional Goals and Objectives
- 53 IGBD Programs for Students with Reading Deficiencies
- 54 IKH Retaking SOL Assessment

DRAFT

LITERACY PLAN

Commented [MS1]: Policy created to comply with the Virginia Literacy Act established in 2022 by [HB 319](#) and amended by [HB 1526](#), [HB 2137](#), and [SB 1175](#) in 2023 and [HB 647/SB 624](#) in 2024.

The Alexandria City School Board (Board) adopts a divisionwide literacy plan for grade levels pre-kindergarten through grade eight as part of its divisionwide comprehensive plan identified in Policy AF Comprehensive Plan. The Board uses programs from the lists developed by the Virginia Department of Education (VDOE) or seeks approval from VDOE for the use of alternative programs that consist of evidence-based literacy instruction and align with science-based reading research.

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- how the Board supports parents in their support of the literacy development of their children;
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- identification of which core literacy curricula, supplemental instructional practices and programs, and intervention programs from the list developed by VDOE or alternative programs approved by VDOE that consist of evidence-based literacy instruction and align with science-based reading research are used in each grade level, kindergarten through 12, at each of the schools within the division.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-253.13:1, 22.1-253.13:2§ 22.1-253.13:6.

Cross Ref.: AF Comprehensive Plan
GCA Reading Specialists

File: AG

47	<u>GCL</u>	<u>Professional Staff Development</u>
48	<u>IA</u>	<u>Instructional Goals and Objectives</u>
49	<u>IGBD</u>	<u>Programs for Students with Reading Deficiencies</u>
50	<u>IKH</u>	<u>Retaking SOL Assessment</u>

DRAFT

1 **ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS**
2

3 The School Board values electronic communication as a means to increase citizen participation
4 and to accommodate individual board members and citizens when circumstances may prevent
5 them from physically attending a public meeting. The School Board welcomes remote
6 participation in public meetings to the extent permitted by Virginia law.

7 Except as provided hereafter, or as otherwise permitted by law, the School Board does not conduct
8 any meeting wherein the public business is discussed through telephonic, video, electronic, or
9 other electronic communication means where the members are not physically assembled. This
10 policy is applied strictly and uniformly, without exception, to the entire membership of the School
11 Board and without regard to the identity of the member requesting remote participation or the
12 matters that will be considered or voted on at the meeting.

13 The minutes of meetings conducted in accordance with this policy include (i) the identity of the
14 members of the School Board who participated in the meeting through electronic communication
15 means, (ii) the identity of the School Board members who were physically assembled at one
16 physical location, and (iii) the identity of the members of the School Board who were not present
17 at the location identified in (ii) but who monitored such meeting through electronic communication
18 means.

19 If the School Board creates committees, subcommittees, or other entities however designated to
20 perform delegated functions of the Board or to advise the Board, it may adopt a policy on behalf
21 of its committees, subcommittees, or other entities that applies to the committees’,
22 subcommittees’, or other entities’ use of individual remote participation and all-virtual public
23 meetings.

24 **I. Definitions**
25

26 **"All-virtual public meeting"** means a public meeting (i) conducted by the School Board
27 using electronic communication means, (ii) during which all members of the Board who
28 participate do so remotely rather than being assembled in one physical location, and (iii) to
29 which public access is provided through electronic communication means.
30

31 **"Caregiver"** means an adult who provides care for a person with a disability as defined in
32 Va. Code § 51.5-40.1. A caregiver must be either related by blood, marriage, or adoption
33 to or the legally appointed guardian of the person with a disability for whom the caregiver
34 is caring.
35

36 **"Electronic communication"** means the use of technology having electrical, digital,
37 magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive
38 information.
39

40 **"Meeting"** means any gathering of three or more members of the Alexandria City School
41 Board, or a quorum of members if less than three, of any of its committees or advisory
42 committees, at which public business is discussed.
43

44 “Remote participation” means participation by an individual member of the School Board
45 by electronic communication means in a public meeting where a quorum of the School
46 Board is otherwise physically assembled.
47

48 **II. Quorum Physically Assembled (Individual Remote Participation)**
49

50 Members of the School Board may use remote participation instead of attending a meeting
51 in person if, in advance of the meeting, each member seeking to use remote participation
52 notifies the chair that:

- 53 • the member has a temporary or permanent disability or other medical condition
54 that prevents the member's physical attendance; for purposes of determining
55 whether a quorum is physically assembled, a member of the School Board who is
56 a person with a disability as defined in Va. Code § 51.5-40.1 and uses remote
57 participation counts toward the quorum as if the member was physically present;
- 58 • a medical condition of a member of the member's family requires the member to
59 provide care that prevents the member's physical attendance or the member is a
60 caregiver who must provide care for a person with a disability at the time the
61 meeting is being held thereby preventing the member's physical attendance; for
62 purposes of determining whether a quorum is physically assembled, a member of
63 the School Board who is a caregiver for a person with a disability and uses remote
64 participation counts toward the quorum as if the member was physically present;
- 65 • the member's principal residence is more than 60 miles from the meeting location
66 identified in the required notice for such meeting; or
- 67 • the member is unable to attend the meeting due to a personal matter and identifies
68 with specificity the nature of the personal matter. However, the member may not
69 use remote participation due to personal matters more than two meetings per
70 calendar year or 25 percent of the meetings per calendar year rounded up to the
71 next whole number, whichever is greater.
72

73
74 Individual participation from a remote location will be approved unless such participation
75 would violate this policy or the Virginia Freedom of Information Act, Va. Code § 2.2-
76 3700 et seq. If a member’s participation from a remote location is challenged, the School
77 Board will vote whether to allow such participation. If the School Board votes to
78 disapprove of the member’s participation because such participation would violate this
79 policy, such disapproval will be recorded in the minutes with specificity.
80

81 If participation by a member through electronic communication means is approved, the
82 School Board records in its minutes the remote location from which the member
83 participated. The remote location need not be open to the public and may be identified in
84 the minutes by a general description.
85

86 If participation is approved based on a temporary or permanent disability or other medical
87 condition of the member or a member of the member’s family, the School Board includes
88 in its minutes the fact that the member participated through electronic communication
89 means due to a (i) temporary or permanent disability or other medical condition that

90 prevented the member's physical attendance or (ii) a family member's medical condition
91 that required the member to provide care for such family member, thereby preventing the
92 member's physical attendance.
93

94 If participation is approved because the member's principal residence is more than 60
95 miles from the meeting location, the School Board includes in its minutes the fact that the
96 member participated through electronic communication means due to the distance between
97 the member's principal residence and the meeting location.
98

99 If participation is approved because of a personal matter, the School Board includes in its
100 minutes the specific nature of the personal matter cited by the member.
101

102 If a member's participation from a remote location is disapproved, such disapproval is
103 recorded in the minutes with specificity.
104

105 **III. Quorum Not Physically Assembled**
106

107 The School Board may meet by electronic communication means without a quorum
108 physically assembled at one location when the Governor has declared a state of emergency
109 in accordance with Va. Code § 44-146.17, or the City of Alexandria has declared a local
110 state of emergency pursuant to Va. Code § 44-146.21, provided:

- 111 • The catastrophic nature of the declared emergency makes it impracticable or
112 unsafe to assemble a quorum in a single location; and
- 113 • The purpose of the meeting is to provide for the continuity of operations of the
114 School Board or the discharge of its lawful purposes, duties, and responsibilities.

115 If it holds a meeting pursuant to this section, the School Board:

- 116 • Gives public notice using the best available method given the nature of the
117 emergency contemporaneously with the notice provided to members of the School
118 Board;
- 119 • Makes arrangements for public access to the meeting through electronic
120 communication means, including videoconferencing if already used by the School
121 Board;
- 122 • provides the public with the opportunity to comment at those meetings when public
123 comment is customarily received; and
- 124 • otherwise complies with the provisions of the Virginia Freedom of Information
125 Act.
126

127 For any meeting conducted pursuant to this section, the nature of the emergency, the fact
128 that the meeting was held by electronic communication means and the type of electronic
129 communication means by which the meeting was held shall be stated in the minutes of the
130 meeting.
131

132 The provisions of this section are applicable only for the duration of the declared
133 emergency.
134

135 **IV. Applicability**

136 The meeting provisions of this policy, including:

- 137 • electronic participation by members when a quorum is physically assembled; and
- 138 • electronic participation by members when a quorum is *not* physically assembled;

139

140 apply to members of the School Board and its Advisory Committees.

141

142 Adopted: September 20, 2007

143 Amended: September 18, 2008

144 Amended: April 24, 2014

145 Amended: December 15, 2016

146 Amended: October 12, 2017

147 Amended: May 9, 2019

148 Amended: February 4, 2021

149 Amended: June 17, 2021

150 Amended: December 15, 2022

151

152 Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3707, 2.2-3708.2,
153 2.2-3708.3, 2.2-3710, and 51.5-40.1..

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157 Cross Ref.:	BCE	School Board Committees
158	BCF	Advisory Committees to the School Board
159	BDD	Notification of Meetings
160	BDDG	Minutes

161

1 **ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS**

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3 The School Board values electronic communication as a means to increase citizen participation
4 and to accommodate individual board members and citizens when circumstances may prevent
5 them from physically attending a public meeting. The School Board welcomes remote
6 participation in public meetings to the extent permitted by Virginia law.

7 Except as provided hereafter, or as otherwise permitted by law, the School Board does not conduct
8 any meeting wherein the public business is discussed through telephonic, video, electronic, or
9 other electronic communication means where the members are not physically assembled. This
10 policy is applied strictly and uniformly, without exception, to the entire membership of the School
11 Board and without regard to the identity of the member requesting remote participation or the
12 matters that will be considered or voted on at the meeting.

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14 members of the School Board who participated in the meeting through electronic communication
15 means, (ii) the identity of the School Board members who were physically assembled at one
16 physical location, and (iii) the identity of the members of the School Board who were not present
17 at the location identified in (ii) but who monitored such meeting through electronic communication
18 means.

19 If the School Board creates committees, subcommittees, or other entities however designated to
20 perform delegated functions of the Board or to advise the Board, it may adopt a policy on behalf
21 of its committees, subcommittees, or other entities that applies to the committees',
22 subcommittees', or other entities' use of individual remote participation and all-virtual public
23 meetings.

24 **I. Definitions**

25
26 **"All-virtual public meeting"** means a public meeting (i) conducted by the School Board
27 using electronic communication means, (ii) during which all members of the Board who
28 participate do so remotely rather than being assembled in one physical location, and (iii) to
29 which public access is provided through electronic communication means.

30
31 **"Caregiver"** means an adult who provides care for a person with a disability as defined in
32 Va. Code § 51.5-40.1. A caregiver must be either related by blood, marriage, or adoption
33 to or the legally appointed guardian of the person with a disability for whom the caregiver
34 is caring.

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36 **"Electronic communication"** means the use of technology having electrical, digital,
37 magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive
38 information.

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40 **"Meeting"** means any gathering of three or more members of the Alexandria City School
41 Board, or a quorum of members if less than three, of any of its committees or advisory
42 committees, at which public business is discussed.

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45 by electronic communication means in a public meeting where a quorum of the School
46 Board is otherwise physically assembled.

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48 **II. Quorum Physically Assembled (Individual Remote Participation)**

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50 Members of the School Board may use remote participation instead of attending a meeting
51 in person if, in advance of the meeting, each member seeking to use remote participation
52 notifies the chair that:

- 53 • the member has a temporary or permanent disability or other medical condition
54 that prevents the member's physical attendance; for purposes of determining
55 whether a quorum is physically assembled, a member of the School Board who is
56 a person with a disability as defined in Va. Code § 51.5-40.1 and uses remote
57 participation counts toward the quorum as if the member was physically present;
- 58 • a medical condition of a member of the member's family requires the member to
59 provide care that prevents the member's physical attendance or the member is a
60 caregiver who must provide care for a person with a disability at the time the
61 meeting is being held thereby preventing the member's physical attendance; for
62 purposes of determining whether a quorum is physically assembled, a member of
63 the School Board who is a caregiver for a person with a disability and uses remote
64 participation counts toward the quorum as if the member was physically present;
- 65 • the member's principal residence is more than 60 miles from the meeting location
66 identified in the required notice for such meeting; or
- 67 • the member is unable to attend the meeting due to a personal matter and identifies
68 with specificity the nature of the personal matter. However, the member may not
69 use remote participation due to personal matters more than two meetings per
70 calendar year or 25 percent of the meetings per calendar year rounded up to the
71 next whole number, whichever is greater.

Commented [MS1]: Per the amendment of Va. Code §§ 2.2-3701 and 2.2-3708.3 by HB 1040/SB 85.

Commented [MS2]: Per the amendment of Va. Code §§ 2.2-3701 and 2.2-3708.3 by HB 1040/SB 85.

72
73 ~~The chair reports such requests, if any, to the Board at the beginning of each meeting.~~
74 ~~Those members of the Board assembled at the primary meeting location must consider the~~
75 ~~requests for remote participation from each member seeking to use remote participation~~
76 ~~prior to the member participating in the meeting. The requests, as reported by the chair,~~
77 ~~and the votes on each member's request are recorded in the minutes.~~

78
79 Individual participation from a remote location will be approved unless such participation
80 would violate this policy or the Virginia Freedom of Information Act, Va. Code § 2.2-
81 3700 et seq. If a member's participation from a remote location is challenged, the School
82 Board will vote whether to allow such participation. If the School Board votes to
83 disapprove of the member's participation because such participation would violate this
84 policy, such disapproval will be recorded in the minutes with specificity.

Commented [MS3]: Per the amendment of Va. Code §§ 2.2-3701 and 2.2-3708.3 by HB 1040/SB 85.

85
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87 School Board records in its minutes the remote location from which the member
88 participated. The remote location need not be open to the public and may be identified in
89 the minutes by a general description.

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96 that required the member to provide care for such family member, thereby preventing the
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110 III. Quorum Not Physically Assembled

111 The School Board may meet by electronic communication means without a quorum
112 physically assembled at one location when the Governor has declared a state of emergency
113 in accordance with Va. Code § 44-146.17, or the City of Alexandria has declared a local
114 state of emergency pursuant to Va. Code § 44-146.21, provided:
115

- 116 • The catastrophic nature of the declared emergency makes it impracticable or
117 unsafe to assemble a quorum in a single location; and
- 118 • The purpose of the meeting is to provide for the continuity of operations of the
119 School Board or the discharge of its lawful purposes, duties, and responsibilities.

120 If it holds a meeting pursuant to this section, the School Board:

- 121 • Gives public notice using the best available method given the nature of the
122 emergency contemporaneously with the notice provided to members of the School
123 Board;
- 124 • Makes arrangements for public access to the meeting through electronic
125 communication means, including videoconferencing if already used by the School
126 Board;
- 127 • provides the public with the opportunity to comment at those meetings when public
128 comment is customarily received; and
- 129 • otherwise complies with the provisions of the Virginia Freedom of Information
130 Act.
131

132 For any meeting conducted pursuant to this section, the nature of the emergency, the fact
133 that the meeting was held by electronic communication means and the type of electronic
134 communication means by which the meeting was held shall be stated in the minutes of the

135 meeting.

136
137 The provisions of this section are applicable only for the duration of the declared
138 emergency.

139
140 **IV. Applicability**

141 The meeting provisions of this policy, including:

- 142 • electronic participation by members when a quorum is physically assembled; and
- 143 • electronic participation by members when a quorum is *not* physically assembled;

144
145 apply to members of the School Board and its Advisory Committees.

146
147 Adopted: September 20, 2007

148 Amended: September 18, 2008

149 Amended: April 24, 2014

150 Amended: December 15, 2016

151 Amended: October 12, 2017

152 Amended: May 9, 2019

153 Amended: February 4, 2021

154 Amended: June 17, 2021

155 Amended: December 15, 2022

156
157 Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3707, 2.2-3708.2,
158 2.2-3708.3, [2.2-3710](#), and [51.5-40.1.2.2-3710](#).

159

160

161

162 Cross Ref.: BCE School Board Committees

163 BCF Advisory Committees to the School Board

164 BDD Notification of Meetings

165 BDDG Minutes

166

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

The Alexandria City School Board welcomes communications from the community regarding matters of general importance to the operation of the school division. The Board is committed to a public participation process that is equitable and inclusive.

Members of the community, including students enrolled in the division, are invited and encouraged to attend meetings of the Board to observe its deliberations. Members of the community may address the Board on matters related to Alexandria City Public Schools (ACPS) at any regular meeting and at public hearings. Persons wishing to address the Board at regular meetings or public hearings are requested to contact the Clerk of the Board for placement on the agenda in accordance with Regulation BDDH-R/KD-R. The Board does not take public comments at work sessions, retreats, closed meetings, or subcommittee meetings.

The Board Chair is responsible for the orderly conduct of the meeting and rules on such matters as the appropriateness of the subject being presented and length of time for such presentation.

Up to one hour will be allocated at each regular meeting for community members to present matters of public concern related to the operation of the school division.

Student Participation

Students enrolled in a public elementary or secondary school in the division are allowed to address the School Board during any public comment or citizen participation portion of a School Board meeting. Such students must follow the same sign-up procedures and rules and restrictions relating to time, place, and manner of speaking that are adopted by the School Board and applicable to all public participants.

The School Board may require a student to provide identification in the form of a current student identification card or other school document, such as a report card or a personal school email address, before allowing the student to provide oral comments, in accordance with Virginia law.

- Adopted: October 24, 1996
- Amended: October 7, 2004
- Amended: February 5, 2009
- Amended: September 24, 2009
- Amended: April 24, 2014
- Amended: April 6, 2017
- Amended: May 9, 2019
- Amended: October 21, 2021
- Amended: May 4, 2023

- 43
44 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-253.13:7.
45 2016 Op. Va. Att’y Gen. 15-020.
46 *Baca v. Moreno Valley Unified Sch. District*, 936 F. Supp. 719 (C.D. Cal. 1996).
47 *Leventhal v. Vista Unified School District*, 973 F. Supp. 951 (S.D. Cal. 1997).
48 *Bach v. School Board of the City of Virginia Beach*, 139 F. Supp. 2d. 738, 743 (E.D.
49 Va. 2001).
50
51 Cross Refs.: BDDE Rules of Order
52 BDDH-R/KD-R Regulations for Public Communications with the School
53 Board
54 KL Public Complaints
55

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

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- Amended: May 9, 2019
- Amended: October 21, 2021
- Amended: May 4, 2023

Commented [MS1]: Per the amendment of Va. Code §§ 22.1-79(14) and 22.1-79(15) by HB 253.

- 43
44 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, [22.1-79](#), 22.1-253.13:7.
45 2016 Op. Va. Att’y Gen. 15-020.
46 *Baca v. Moreno Valley Unified Sch. District*, 936 F. Supp. 719 (C.D. Cal. 1996).
47 *Leventhal v. Vista Unified School District*, 973 F. Supp. 951 (S.D. Cal. 1997).
48 *Bach v. School Board of the City of Virginia Beach*, 139 F. Supp. 2d. 738, 743 (E.D.
49 Va. 2001).
50
51 Cross Refs.: BDDE Rules of Order
52 BDDH-R/KD-R Regulations for Public Communications with the School
53 Board
54 KL Public Complaints
55

ELECTRONIC PARTICIPATION IN COMMITTEE MEETINGS FROM REMOTE LOCATIONS

Except as provided hereafter, or as otherwise permitted by law, committees of the School Board do not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled. This policy is applied strictly and uniformly, without exception, to the entire membership of the committee and without regard to the identity of the committee member requesting remote participation or the matters that will be considered or voted on at the committee meeting.

The minutes of meetings conducted in accordance with this policy, if any, include (i) the identity of the members of the committee who participated in the meeting through electronic communication means, (ii) the identity of the committee members who were physically assembled at one physical location, and (iii) the identity of the members of the committee who were not present at the location identified in (ii) but who monitored such meeting through electronic communication means.

Members of the School Board are permitted to attend any closed meeting held by any committee of the School Board. The minutes of the committee, if any, include the identity of any School Board member who attends a closed meeting of the committee.

Definitions

"All-virtual public meeting" means a public meeting (i) conducted by the committee using electronic communication means, (ii) during which all members of the committee who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

"Caregiver" means an adult who provides care for a person with a disability as defined in Va. Code § 51.5-40.1. A caregiver must be either related by blood, marriage, or adoption to or the legally appointed guardian of the person with a disability for whom the caregiver is caring.

"Committee" means a committee, subcommittee, or other entity however designated of the School Board created to perform delegated functions of the School Board. It does not exclude any such committee, subcommittee, or entity because it has private sector or citizen members.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Remote participation" means participation by an individual member of the committee by electronic communication means in a public meeting where a quorum of the committee is otherwise physically assembled.

Quorum Physically Assembled (Individual Remote Participation)

Members of the committee may use remote participation instead of attending a meeting in person if, in advance of the meeting, each committee member seeking to use remote participation notifies the committee chair that:

- 44 • the committee member has a temporary or permanent disability or other medical
45 condition that prevents the committee member's physical attendance; for purposes of
46 determining whether a quorum is physically assembled, a committee member is a person
47 with a disability as defined in Va. Code § 51.5-40.1 and uses remote participation counts
48 toward the quorum as if the member was physically present;
- 49 • a medical condition of a member of the committee member's family requires the
50 committee member to provide care that prevents the committee member's physical
51 attendance or the committee member is a caregiver who must provide care for a person
52 with a disability at the time the meeting is being held thereby preventing the member's
53 physical attendance; for purposes of determining whether a quorum is physically
54 assembled, a member of the School Board who is a caregiver for a person with a
55 disability and uses remote participation counts toward the quorum as if the member was
56 physically present;
- 57 • the committee member's principal residence is more than 60 miles from the meeting
58 location identified in the required notice for such meeting; or
- 59 • the member is unable to attend the meeting due to a personal matter and identifies with
60 specificity the nature of the personal matter. However, the member may not use remote
61 participation due to personal matters more than two meetings per calendar year or 25
62 percent of the meetings held per calendar year rounded up to the next whole number,
63 whichever is greater.

64
65 Individual participation from a remote location will be approved unless such participation would
66 violate this policy or the Virginia Freedom of Information Act, Va. Code § 2.2-3700 et seq. If a
67 committee member's participation from a remote location is challenged, the committee will vote
68 whether to allow such participation. If the committee votes to disapprove of the member's
69 participation because such participation would violate this policy, such disapproval will be
70 recorded in the minutes, if any, with specificity.

71
72 If participation by a committee member through electronic communication means is approved, the
73 committee records in its minutes, if any, the remote location from which the committee member
74 participated. The remote location need not be open to the public and may be identified in the
75 minutes, if any, by a general description.

76
77 If participation is approved based on a temporary or permanent disability or other medical
78 condition of the committee member or a member of the committee member's family, the
79 committee includes in its minutes, if any, the fact that the committee member participated through
80 electronic communication means due to a (i) temporary or permanent disability or other medical
81 condition that prevented the committee member's physical attendance or (ii) a family member's
82 medical condition that required the committee member to provide care for such family member,
83 thereby preventing the committee member's physical attendance.

84
85 If participation is approved because the committee member's principal residence is more than 60
86 miles from the meeting location, the committee includes in its minutes, if any, the fact that the
87 committee member participated through electronic communication means due to the distance
88 between the committee member's principal residence and the meeting location.

89 If participation is approved because of a personal matter, the committee includes in its minutes, if
90 any, the specific nature of the personal matter cited by the committee member.

91
92 If a committee member's participation from a remote location is disapproved, such disapproval is
93 recorded in the minutes, if any, with specificity.

94

95 **All-Virtual Public Meetings**

96

97 Committees of the School Board may conduct all-virtual public meetings when

98

99 • the required notice of the meeting indicates whether the meeting will be in-person or
100 all-virtual along with a statement notifying the public that the method by which the
101 committee chooses to meet will not be changed unless the committee provides a new
102 meeting notice in accordance with the provisions of Va. Code § 2.2-3707;

103 • public access to the all-virtual public meeting is provided via electronic communication
104 means;

105 • the electronic communication means used allows the public to hear all members of the
106 committee participating in the all-virtual public meeting and, when audio-visual
107 technology is available, to see the members of the committee; when audio-visual
108 technology is available, a committee member shall, for purposes of a quorum, be
109 considered absent from any portion of the meeting during which visual communication
110 with the member is voluntarily disconnected or otherwise fails or during which audio
111 communication involuntarily fails; a phone number or other live contact information is
112 provided to alert the committee if the audio or video transmission of the meeting
113 provided by the committee fails, the committee monitors such designated means of
114 communication during the meeting, and the committee takes a recess until public access
115 is restored if the transmission fails for the public;

116 • a copy of the proposed agenda and all agenda packets and, unless exempt, all materials
117 furnished to members of the committee for a meeting is made available to the public in
118 electronic format at the same time that such materials are provided to members of the
119 committee;

120 • the public is afforded the opportunity to comment through electronic means, including
121 by way of written comments, at those public meetings when public comment is
122 customarily received; and

123 • no more than two members of the committee are together in any one remote location
124 unless that remote location is open to the public to physically access it.

125

126 If a closed session is held during an all-virtual public meeting, transmission of the meeting to the
127 public resumes before the committee votes to certify the closed meeting as required by subsection
128 D of Va. Code § 2.2-3712;

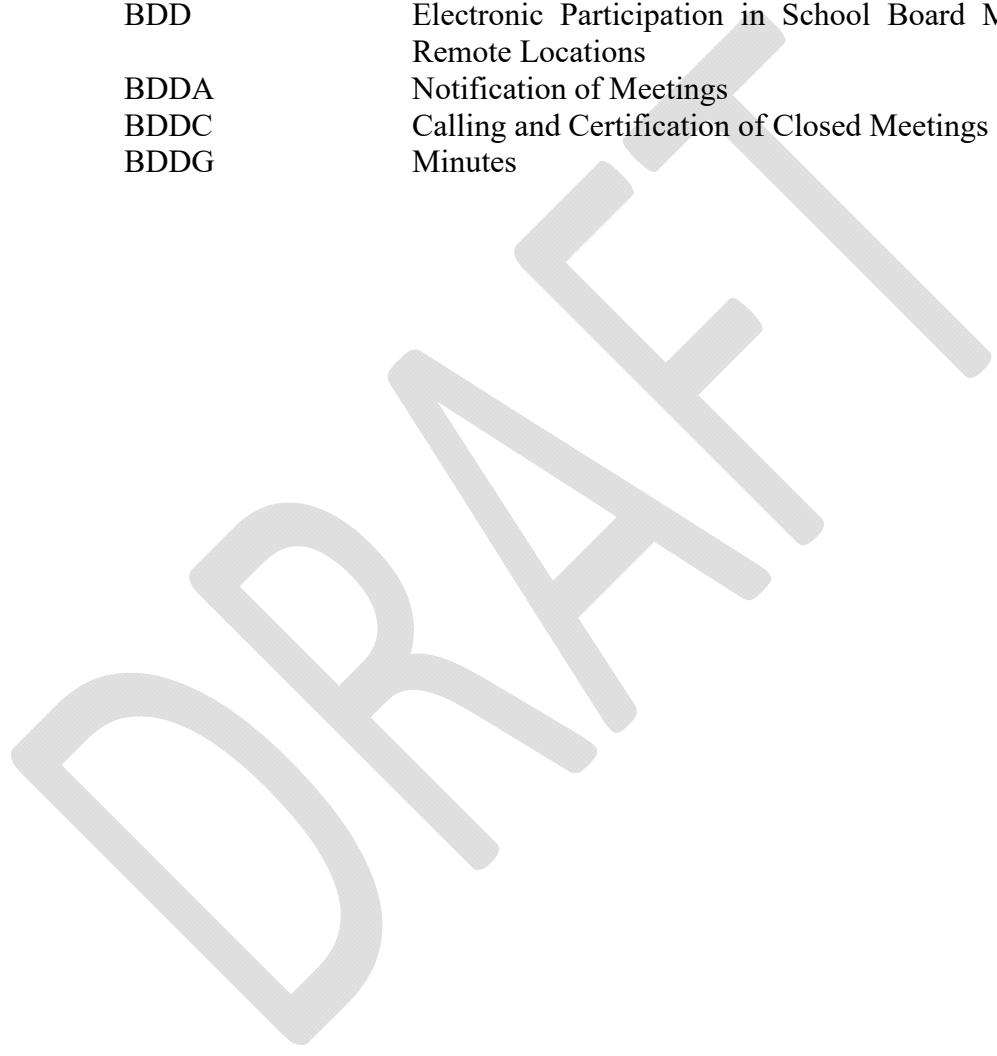
129

130 The committee does not convene an all-virtual public meeting (i) more than two times per calendar
131 year or 50 percent of the meetings held per calendar year rounded up to the next whole number,
132 whichever is greater, or (ii) consecutively with another all-virtual public meeting.

133

134

135 Adopted: December 14, 2023
136
137
138 Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3707, 2.2-3708.3, 2.2-3711,
139 2.2-3712.
140
141 Cross Ref.: BCE School Board Committees
142 BCEA (Optional) Disciplinary Committee
143 BCF Advisory Committees to the School Board
144 BDD Electronic Participation in School Board Meetings from
145 Remote Locations
146 BDDA Notification of Meetings
147 BDDC Calling and Certification of Closed Meetings
148 BDDG Minutes



ELECTRONIC PARTICIPATION IN COMMITTEE MEETINGS FROM REMOTE LOCATIONS

Except as provided hereafter, or as otherwise permitted by law, committees of the School Board do not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled. This policy is applied strictly and uniformly, without exception, to the entire membership of the committee and without regard to the identity of the committee member requesting remote participation or the matters that will be considered or voted on at the committee meeting.

The minutes of meetings conducted in accordance with this policy, if any, include (i) the identity of the members of the committee who participated in the meeting through electronic communication means, (ii) the identity of the committee members who were physically assembled at one physical location, and (iii) the identity of the members of the committee who were not present at the location identified in (ii) but who monitored such meeting through electronic communication means.

Members of the School Board are permitted to attend any closed meeting held by any committee of the School Board. The minutes of the committee, if any, include the identity of any School Board member who attends a closed meeting of the committee.

Definitions

"All-virtual public meeting" means a public meeting (i) conducted by the committee using electronic communication means, (ii) during which all members of the committee who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

"Caregiver" means an adult who provides care for a person with a disability as defined in Va. Code § 51.5-40.1. A caregiver must be either related by blood, marriage, or adoption to or the legally appointed guardian of the person with a disability for whom the caregiver is caring.

Commented [MS1]: Per the amendment of Va. Code §§ 2.2-3701 and 2.2-3708.3 by HB 1040/SB 85.

"Committee" means a committee, subcommittee, or other entity however designated of the School Board created to perform delegated functions of the School Board. It does not exclude any such committee, subcommittee, or entity because it has private sector or citizen members.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Remote participation" means participation by an individual member of the committee by electronic communication means in a public meeting where a quorum of the committee is otherwise physically assembled.

Quorum Physically Assembled (Individual Remote Participation)

Members of the committee may use remote participation instead of attending a meeting in person if, in advance of the meeting, each committee member seeking to use remote participation notifies the committee chair that:

44 • the committee member has a temporary or permanent disability or other medical
45 condition that prevents the committee member's physical attendance; for purposes of
46 determining whether a quorum is physically assembled, a committee member is a person
47 with a disability as defined in Va. Code § 51.5-40.1 and uses remote participation counts
48 toward the quorum as if the member was physically present;

Commented [MS2]: Per the amendment of Va. Code §§ 2.2-3701 and 2.2-3708.3 by HB 1040/SB 85.

49 •
50 • a medical condition of a member of the committee member's family requires the
51 committee member to provide care that prevents the committee member's physical
52 attendance or the committee member is a caregiver who must provide care for a person
53 with a disability at the time the meeting is being held thereby preventing the member's
54 physical attendance; for purposes of determining whether a quorum is physically
55 assembled, a member of the School Board who is a caregiver for a person with a
56 disability and uses remote participation counts toward the quorum as if the member was
57 physically present;

Commented [MS3]: Per the amendment of Va. Code §§ 2.2-3701 and 2.2-3708.3 by HB 1040/SB 85.

58 • the committee member's principal residence is more than 60 miles from the meeting
59 location identified in the required notice for such meeting; or
60 • the member is unable to attend the meeting due to a personal matter and identifies with
61 specificity the nature of the personal matter. However, the member may not use remote
62 participation due to personal matters more than two meetings per calendar year or 25
63 percent of the meetings held per calendar year rounded up to the next whole number,
64 whichever is greater.

~~The committee chair reports such requests, if any, to the committee at the beginning of each
65 meeting. Those members of the committee assembled at the primary meeting location must
66 consider the requests for remote participation from each committee member seeking to use remote
67 participation prior to the committee member participating in the meeting. The requests, as reported
68 by the committee chair, and the votes on each committee member's request are recorded in the
69 minutes, if any.~~

Individual participation from a remote location will be approved unless such participation would
71 violate this policy or the Virginia Freedom of Information Act, Va. Code § 2.2-3700 et seq. If a
72 committee member's participation from a remote location is challenged, the committee will vote
73 whether to allow such participation. If the committee votes to disapprove of the member's
74 participation because such participation would violate this policy, such disapproval will be
75 recorded in the minutes, if any, with specificity.

Commented [MS4]: Per the amendment of Va. Code §§ 2.2-3701 and 2.2-3708.3 by HB 1040/SB 85.

76
77
78 If participation by a committee member through electronic communication means is approved, the
79 committee records in its minutes, if any, the remote location from which the committee member
80 participated. The remote location need not be open to the public and may be identified in the
81 minutes, if any, by a general description.

82
83 If participation is approved based on a temporary or permanent disability or other medical
84 condition of the committee member or a member of the committee member's family, the
85 committee includes in its minutes, if any, the fact that the committee member participated through
86 electronic communication means due to a (i) temporary or permanent disability or other medical
87 condition that prevented the committee member's physical attendance or (ii) a family member's
88 medical condition that required the committee member to provide care for such family member,
89 thereby preventing the committee member's physical attendance.

90
91 If participation is approved because the committee member's principal residence is more than 60
92 miles from the meeting location, the committee includes in its minutes, if any, the fact that the
93 committee member participated through electronic communication means due to the distance
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95 If participation is approved because of a personal matter, the committee includes in its minutes, if
96 any, the specific nature of the personal matter cited by the committee member.

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98 If a committee member's participation from a remote location is disapproved, such disapproval is
99 recorded in the minutes, if any, with specificity.

100
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102
103 Committees of the School Board may conduct all-virtual public meetings when

- 104
- 105 • the required notice of the meeting indicates whether the meeting will be in-person or
106 all-virtual along with a statement notifying the public that the method by which the
107 committee chooses to meet will not be changed unless the committee provides a new
108 meeting notice in accordance with the provisions of Va. Code § 2.2-3707;
 - 109 • public access to the all-virtual public meeting is provided via electronic communication
110 means;
 - 111 • the electronic communication means used allows the public to hear all members of the
112 committee participating in the all-virtual public meeting and, when audio-visual
113 technology is available, to see the members of the committee; when audio-visual
114 technology is available, a committee member shall, for purposes of a quorum, be
115 considered absent from any portion of the meeting during which visual communication
116 with the member is voluntarily disconnected or otherwise fails or during which audio
117 communication involuntarily fails;
 - 118 • a phone number or other live contact information is provided to alert the committee if
119 the audio or video transmission of the meeting provided by the committee fails, the
120 committee monitors such designated means of communication during the meeting, and
121 the committee takes a recess until public access is restored if the transmission fails for
122 the public;
 - 123 • a copy of the proposed agenda and all agenda packets and, unless exempt, all materials
124 furnished to members of the committee for a meeting is made available to the public in
125 electronic format at the same time that such materials are provided to members of the
126 committee;
 - 127 • the public is afforded the opportunity to comment through electronic means, including
128 by way of written comments, at those public meetings when public comment is
129 customarily received; and
 - 130 • no more than two members of the committee are together in any one remote location
131 unless that remote location is open to the public to physically access it.

132
133 If a closed session is held during an all-virtual public meeting, transmission of the meeting to the
134 public resumes before the committee votes to certify the closed meeting as required by subsection
135 D of Va. Code § 2.2-3712;

Commented [MS5]: Per the amendment of Va. Code §§ 2.2-3701 and 2.2-3708.3 by HB 894/SB 734 and HB 1040/SB 85.

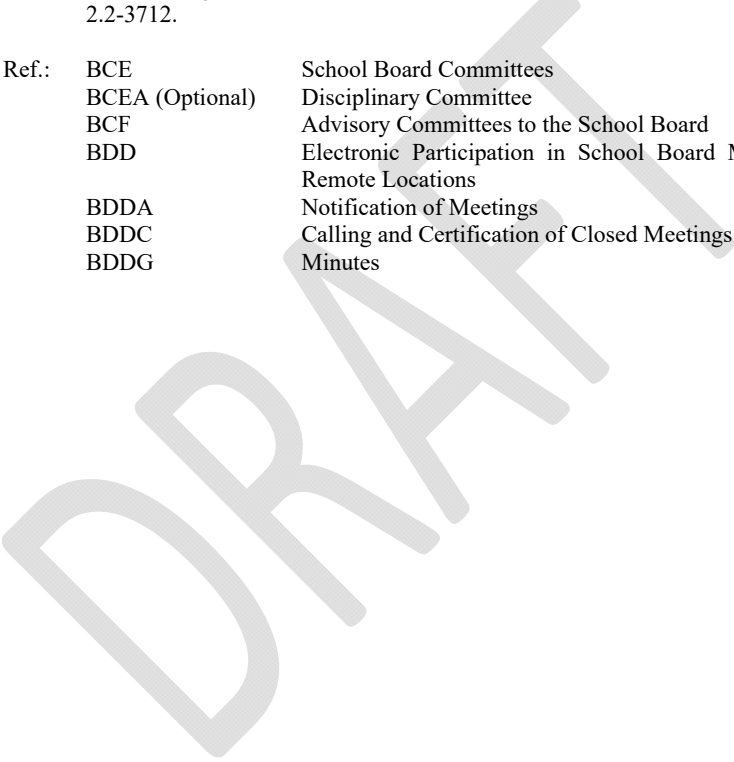
136
137 The committee does not convene an all-virtual public meeting (i) more than two times per calendar
138 year or 25-50 percent of the meetings held per calendar year rounded up to the next whole number,
139 whichever is greater, or (ii) consecutively with another all-virtual public meeting.

Commented [MS6]: Per the amendment of Va. Code §§ 2.2-3701 and 2.2-3708.3 by HB 894/SB 734 and HB 1040/SB 85.

140
141
142 Adopted: December 14, 2023

143
144
145 Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3707, 2.2-3708.3, 2.2-3711,
146 2.2-3712.

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REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE

I. Purpose

The School Board is committed to the safety, health, and well-being of all Alexandria City Public Schools (ACPS) students and staff. ACPS will take proactive measures to create a school climate that is safe, equitable and conducive to learning. The school division will report acts of violence and substance abuse to law enforcement as required by Virginia law while also supporting students with interventions that meet their individual and unique needs and encourage behavior change.

The purpose of reporting acts of violence and substance abuse is to facilitate partnerships with child serving agencies throughout Alexandria City to develop a program of wrap-around preventative and restorative activities to provide a safe environment conducive to learning.

II. Prevention and Intervention Activities

Whenever any student commits any reportable incident as set forth in this policy, such student shall be required to participate in prevention and intervention activities as deemed appropriate by the Superintendent or designee.

The School Board develops, in cooperation with parents/guardians, the community at large, local law-enforcement agencies, and juvenile and domestic relations court judges and personnel, programs to prevent violence and crime on school property and at school-sponsored events, which include research-based hazing and bullying prevention. These programs are in alignment with Policy JFC Student Code of Conduct and include activities designed to prevent the recurrence of violence and crime, including hazing and bullying, may include such interventions as education relating to Virginia’s criminal law, school crime lines, peer mediation, conflict resolution, restorative practices, social/emotional learning, community service requirements and any program focused on demonstrating the consequences of violence and crime. The School Board may develop and use a tiered system of support and a network of volunteer services in implementing prevention activities.

III. Acts Reported to the Superintendent and Principal

A. Reports are made to the superintendent and the principal or principal’s designee on all incidents involving

1. alcohol, marijuana, a controlled substance, an imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
2. the assault and battery that results in bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
3. the sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code § 18.2-47 or § 18.2-48, or stalking

47 of any person as described in Va. Code § 18.2-60.3, on a school bus, on school
48 property, or at a school-sponsored activity;

- 49 4. any written threats against school personnel while on a school bus, on school
50 property, or at a school-sponsored activity;
- 51 5. the illegal carrying of a firearm, as defined in Va. Code § 22.1-277.07, onto school
52 property;
- 53 6. any illegal conduct involving firebombs, explosive materials or devices, or hoax
54 explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary
55 devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in
56 Va. Code § 18.2-87.1, on a school bus, on school property, or at a school-sponsored
57 activity;
- 58 7. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made
59 against school personnel or involving school property or school buses;
- 60 8. the arrest of any student for an incident occurring on a school bus, on school
61 property, or at a school-sponsored activity, including the charge therefore; or
- 62 9. any illegal possession of weapons, alcohol, drugs or tobacco products.

63 The principal of each school collects and maintains information on the above listed acts
64 which occur on school property, on a school bus, or at a school-sponsored activity.
65
66

67 B. The Superintendent and the principal or designee shall receive reports from local law
68 enforcement authorities on offenses, wherever committed, by students enrolled at the school if
69 the offense would be a felony if committed by an adult or would be a violation of the Drug
70 Control Act (Va. Code § 54.1-3400 et seq.) and occurred on a school bus, on school property,
71 or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents
72 described in clauses (1) through (8) of subsection III.A. of this policy, and whether the student
73 is released to the custody of the student's parent/guardian or, if 18 years of age or more, is
74 released on bond. The Superintendent may request that the reports include information
75 regarding terms of release from detention, court dates and terms of any disposition orders
76 entered by the court. When the Superintendent receives notification that a juvenile has
77 committed an act that would be a crime if committed by an adult pursuant to subsection G of
78 Va. Code § 16.1-260, the Superintendent reports such information to the principal of the school
79 in which the juvenile is enrolled.
80

81 **IV. Reporting Duties of the Principal and Superintendent**

82

83 Except as may otherwise be required by federal law, regulation, or jurisprudence, each
84 principal:

- 85 ● immediately reports to the local law-enforcement agency any incident described in clause
86 III.A.1 of this policy that may constitute a felony offense;
- 87 ● immediately reports to the local law-enforcement agency any incident described in clauses
88 III.A.3 through 7 of this policy except that a principal is not required to but may report to
89 the local law-enforcement agency any incident described in clause III.A.4 committed by a
90 student who has a disability;

- may report to the local law-enforcement agency any other incident described in clauses III.A.1 through 8 of this policy that is not required to be reported by the previous two bullets; and
- immediately reports any act enumerated in clauses III.A.1 through 5 of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. The principal also reports whether the incident has been reported to local law enforcement pursuant to this policy and, if the incident has been so reported, that the parents may contact local law enforcement for further information.

The principal or designee reports all incidents required to be reported pursuant to clause III.A. of this policy to the Superintendent. The Superintendent annually reports all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that are provided by the Department and makes such information available to the public.

In submitting reports of such incidents, principals and the Superintendent or designee accurately indicate any offenses, arrests or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection III.B. of this policy.

The principal or designee notifies the parent/guardian of any student involved in an incident required to be reported pursuant to this policy, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student’s involvement and does not include information regarding other students.

The principal or designee follows all current ACPS/APD MOU requirements when law enforcement contact is made with a school. All incidents reported to Safety and Security Services should be in line with this policy.

Adopted: October 24, 1996

Amended: July 6, 2000

Amended: June 2, 2002

Amended: April 6, 2006

Amended: April 26, 2007

Amended: December 20, 2018

Amended: December 17, 2020

Amended: June 15, 2023

Legal Refs: Code of Virginia, 1950, as amended, §§ 8.01-47, 22.1 279.3:1, 22.1-279.9.

8 VAC 20-560-10.

Cross Refs.: IGAE/IGAF Health Education/Physical Education

JM Restraint and Seclusion of Students

KNAJ Relations with Law Enforcement Authorities

REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE

I. Purpose

The School Board is committed to the safety, health, and well-being of all Alexandria City Public Schools (ACPS) students and staff. ACPS will take proactive measures to create a school climate that is safe, equitable and conducive to learning. The school division will report acts of violence and substance abuse to law enforcement as required by Virginia law while also supporting students with interventions that meet their individual and unique needs and encourage behavior change.

The purpose of reporting acts of violence and substance abuse is to facilitate partnerships with child serving agencies throughout Alexandria City to develop a program of wrap-around preventative and restorative activities to provide a safe environment conducive to learning.

II. Prevention and Intervention Activities

Whenever any student commits any reportable incident as set forth in this policy, such student shall be required to participate in prevention and intervention activities as deemed appropriate by the Superintendent or designee.

The School Board develops, in cooperation with parents/guardians, the community at large, local law-enforcement agencies, and juvenile and domestic relations court judges and personnel, programs to prevent violence and crime on school property and at school-sponsored events, which include ~~prevention of~~ research-based ~~hazing and bullying prevention~~. These programs are in alignment with Policy JFC Student Code of Conduct and include activities designed to prevent the recurrence of violence and crime, including hazing and bullying, may include such interventions as education relating to Virginia’s criminal law, school crime lines, peer mediation, conflict resolution, restorative practices, social/emotional learning, community service requirements and any program focused on demonstrating the consequences of violence and crime. The School Board may develop and use a tiered system of support and a network of volunteer services in implementing prevention activities.

Commented [MS1]: Per the amendment of Va. Code § 22.1-279.9 by HB 719/SB 379.

III. Acts Reported to the Superintendent and Principal

A. Reports are made to the superintendent and the principal or principal’s designee on all incidents involving

1. alcohol, marijuana, a controlled substance, an imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
2. the assault and battery that results in bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
3. the sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code § 18.2-47 or § 18.2-48, or stalking

- 47 of any person as described in Va. Code § 18.2-60.3, on a school bus, on school
48 property, or at a school-sponsored activity;
- 49 4. any written threats against school personnel while on a school bus, on school
50 property, or at a school-sponsored activity;
 - 51 5. the illegal carrying of a firearm, as defined in Va. Code § 22.1-277.07, onto school
52 property;
 - 53 6. any illegal conduct involving firebombs, explosive materials or devices, or hoax
54 explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary
55 devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in
56 Va. Code § 18.2-87.1, on a school bus, on school property, or at a school-sponsored
57 activity;
 - 58 7. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made
59 against school personnel or involving school property or school buses;
 - 60 8. the arrest of any student for an incident occurring on a school bus, on school
61 property, or at a school-sponsored activity, including the charge therefore; or
 - 62 9. any illegal possession of weapons, alcohol, drugs or tobacco products.

63 The principal of each school collects and maintains information on the above listed acts
64 which occur on school property, on a school bus, or at a school-sponsored activity.
65
66

67 B. The Superintendent and the principal or designee shall receive reports from local law
68 enforcement authorities on offenses, wherever committed, by students enrolled at the school if
69 the offense would be a felony if committed by an adult or would be a violation of the Drug
70 Control Act (Va. Code § 54.1-3400 et seq.) and occurred on a school bus, on school property,
71 or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents
72 described in clauses (1) through (8) of subsection III.A. of this policy, and whether the student
73 is released to the custody of the student's parent/guardian or, if 18 years of age or more, is
74 released on bond. The Superintendent may request that the reports include information
75 regarding terms of release from detention, court dates and terms of any disposition orders
76 entered by the court. When the Superintendent receives notification that a juvenile has
77 committed an act that would be a crime if committed by an adult pursuant to subsection G of
78 Va. Code § 16.1-260, the Superintendent reports such information to the principal of the school
79 in which the juvenile is enrolled.
80

81 **IV. Reporting Duties of the Principal and Superintendent**

82
83 Except as may otherwise be required by federal law, regulation, or jurisprudence, each
84 principal:

- 85 ● immediately reports to the local law-enforcement agency any incident described in clause
86 III.A.1 of this policy that may constitute a felony offense;
- 87 ● immediately reports to the local law-enforcement agency any incident described in clauses
88 III.A.3 through 7 of this policy except that a principal is not required to but may report to
89 the local law-enforcement agency any incident described in clause III.A.4 committed by a
90 student who has a disability;

- may report to the local law-enforcement agency any other incident described in clauses III.A.1 through 8 of this policy that is not required to be reported by the previous two bullets; and
- immediately reports any act enumerated in clauses III.A.1 through 5 of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. The principal also reports whether the incident has been reported to local law enforcement pursuant to this policy and, if the incident has been so reported, that the parents may contact local law enforcement for further information.

The principal or designee reports all incidents required to be reported pursuant to clause III.A. of this policy to the Superintendent. The Superintendent annually reports all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that are provided by the Department and makes such information available to the public.

In submitting reports of such incidents, principals and the Superintendent or designee accurately indicate any offenses, arrests or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection III.B. of this policy.

The principal or designee notifies the parent/guardian of any student involved in an incident required to be reported pursuant to this policy, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student's involvement and does not include information regarding other students.

The principal or designee follows all current ACPS/APD MOU requirements when law enforcement contact is made with a school. All incidents reported to Safety and Security Services should be in line with this policy.

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8 VAC 20-560-10.

Cross Refs.: [IGAE/IGAF Health Education/Physical Education](#)

JM Restraint and Seclusion of Students

KNAJ Relations with Law Enforcement Authorities

SMALL PURCHASING

Pursuant to written procedures not requiring competitive sealed bids or competitive negotiations, the Alexandria City School Board may enter into single or term contracts for goods and services:

- if the aggregate or the sum of all phases is not expected to exceed \$200,000;
- other than professional services and non-transportation related construction if the aggregate or the sum of all phases is not expected to exceed \$300,000;
- and transportation-related construction if the aggregate or sum of all phases is not expected to exceed \$25,000.

However, such small purchase procedures shall provide for competition wherever practicable. Purchases up to \$10,000 under this exception can be solicited to one vendor with the receipt of one written quote. For the dollar threshold of \$10,001 to \$30,000, a minimum of three written quotes are required, and from \$30,001 to \$200,000 a minimum of four written quotes are required. All quotes for all dollar thresholds must be received in writing. The Board may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or sum of all phases is not expected to exceed \$80,000. However, such small purchase procedures shall provide for competition whenever practicable. Where small purchases procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.

All contracts and agreements shall be approved by the Purchasing Agent(s) or Deputy Purchasing Agent(s) prior to the award.

- Adopted: October 24, 1996
- Amended: July 10, 1997
- Amended: October 7, 2004
- Amended: July 2, 2012
- Amended: April 21, 2016
- Amended: December 15, 2016
- Amended: December 20, 2018
- Amended: February 18, 2021
- Amended: June 17, 2021
- Amended: January 4, 2024

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4303, 22.1-68, 22.1-78.

- Cross Refs.: DJA Purchasing Authority
- DJA-R ACPS Procurement Manual
- DJF Purchasing Procedures

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- and transportation-related construction if the aggregate or sum of all phases is not expected to exceed \$25,000.

Commented [MS1]: Per the amendment of Va. Code § 2.2-4303 by HB 1116.

Commented [MS2]: Per the amendment of Va. Code § 2.2-4303 by HB 1116.

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- Cross Refs.: DJA Purchasing Authority
- DJA-R ACPS Procurement Manual
- DJF Purchasing Procedures

1 **SCHOOL CRISIS, EMERGENCY MANAGEMENT,**
2 **AND MEDICAL EMERGENCY RESPONSE PLAN**

3
4 **I. GENERALLY**

5
6 Each school develops a written school crisis, emergency management, and medical
7 emergency response plan as defined below. Alexandria City Public Schools (ACPS) includes
8 the chief law-enforcement officer, the fire chief, the chief of the emergency medical services
9 agency, the executive director of the regional emergency medical services council, and the
10 emergency management official of the City of Alexandria, or their designees, in the
11 development of such plans. ACPS, the chief law-enforcement officer, the fire chief, the chief
12 of the emergency medical services agency, the executive director of the regional emergency
13 medical services council, and the emergency management official of the City of Alexandria,
14 or their designees, annually review each school's plan. The Virginia Department of Education
15 and the Virginia Center for School and Campus Safety (VCSCS) will provide technical
16 assistance to the school division in the development of the plans. In developing these plans,
17 schools may consult the model School Crisis, Emergency Management, and Medical
18 Emergency Response Plan developed by the Virginia Board of Education and the VCSCS.

19
20 The School Board designates the Director of Safety and Security Services as Emergency
21 Manager.

22
23 Each school annually conducts school safety audits as defined below in collaboration with the
24 chief law-enforcement officer of the locality or with that officer's designee., using the item-
25 list developed by the Virginia Center for School Safety, in consultation with the Virginia
26 Department of Education. Limited components of such school safety audits are made public
27 by the Virginia Department of Criminal Justice Services (DCJS) within 90 days of completion,
28 and are available at <https://www.dcjs.virginia.gov>. The School Board may withhold or limit
29 the release of any security plans, walk-through checklists and specific vulnerability assessment
30 components as provided in the Virginia Freedom of Information Act, Va. Code 2.2-3705.2.
31 The completed walk-through checklist will be made available upon request to the chief law
32 enforcement officer of Alexandria or that officer's designee. Each school maintains a copy of
33 the school's safety audit, which may exclude such security plans, walk-through checklists, and
34 vulnerability assessment components, within the office of the school principal and makes a
35 copy of such report available for review upon written request.

36
37 Each school submits a copy of its school safety audit to the Superintendent or designee. The
38 Superintendent or designee collates and submits all such school safety audits, in the prescribed
39 format and manner of submission, to the VCSCS and makes available to the chief law-
40 enforcement officer of the City of Alexandria upon request the results of such audits for the
41 officer's review and recommendation. The Superintendent includes the designation of the
42 division safety official, which includes a current mailing address, a current working daytime
43 phone number, a current functional email address, and a current functional fax number, with
44 the school safety audits when they are submitted to the VCSCS.

46 The Superintendent establishes a school safety audit committee to include, if available,
 47 representatives of families, teachers, staff, local law-enforcement, emergency services
 48 agencies, local community services boards and judicial and public safety personnel. The school
 49 safety audit committee reviews the completed school safety audits and submits any plans, as
 50 needed, for improving school safety to the Superintendent for submission to the School Board.
 51

52 II. DEFINITIONS

53
 54 “School crisis, emergency management, and medical emergency response plan” means the
 55 essential procedures, operations, and assignments required to prevent, manage, and respond to
 56 a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or
 57 other severe weather; loss or disruption of power, water, communications or shelter; bus or
 58 other accidents; medical emergencies, including cardiac arrest and other life threatening
 59 medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or
 60 other weapons threats; spills or exposures to hazardous substances; the presence of
 61 unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage
 62 situations; violence on school property or at school activities; incidents involving acts of
 63 terrorism; and other incidents posing a serious threat of harm to students, personnel, or
 64 facilities. The plan includes a provision that the Department of Criminal Justice Services and
 65 the Virginia Criminal Injuries Compensation Fund will be contacted immediately to deploy
 66 assistance in the event of an emergency as defined in the emergency response plan when there
 67 are victims as defined in § Va. Code § 19.2-11.01, as well as current contact information for
 68 both.
 69

70 “School safety audit” means a written assessment of the safety conditions in each public school
 71 to (1) identify and, if necessary, develop solutions for physical safety concerns, including
 72 building security issues and (2) identify and evaluate any patterns of student safety concerns
 73 occurring on school property or at school-sponsored events. Solutions and responses include
 74 recommendations for structural adjustments, changes in school safety procedures, and
 75 revisions to the ACPS for Student Code of Conduct. The audit is consistent with a list of items
 76 identified by the VCSCS to be reviewed and evaluated. As part of each audit, ACPS creates a
 77 detailed and accurate floor plan for each school building or certifies that the existing floor plan
 78 is sufficiently detailed and accurate.
 79

80 III. SCHOOL PROCEDURES

81
 82 Each school maintains records of regular safety, health and fire inspections that have been
 83 conducted and certified by local health and fire departments. The frequency of such inspections
 84 is determined by ACPS in consultation with the local health and fire departments. In addition,
 85 the school administration:
 86

- 87 1. Ensures all exit doors are equipped with panic hardware as required by the Uniform
 88 Statewide Building Code; and
- 89 2. Conducts all emergency preparedness drills described in Policy EBCA as required by the
 90 Virginia Board of Education and the Code of Virginia.
 91

92
 93 Each school has contingency plans for emergencies that include staff certified in
 94 cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid. In
 95 accordance with Policy EBBA, school buildings with an instructional and administrative staff
 96 of ten or more have at least three employees with current certification or training in emergency
 97 first aid, CPR, and the use of an automated external defibrillator (AED). If one or more students
 98 diagnosed as having diabetes attend such a school, there are at least two employees who have
 99 been trained in the administration of insulin and glucagon.

100
 101 In addition, the school administration ensures that the school has:

- 102
 103 1. Written procedures to follow in emergencies such as fire, injury, illness, allergic reactions
 104 and violent or threatening behavior. The procedures include Policy JHCD and Regulation
 105 JHCD-R regarding administering medication to students. The plan is outlined in the
 106 student handbook and discussed with staff and students during the first week of each school
 107 year;
- 108
 109 2. Space for the proper care of students who become ill;
- 110
 111 3. A written procedure, in accordance with guidelines established by the Office of Safety &
 112 Security Services and any current Memorandum of Understanding between the School
 113 Board and the Alexandria Police Department, for responding to violent, illegal or
 114 disruptive activities by students or others persons on school property or during a school
 115 sponsored activity. "Disruptive behavior," as defined in Va. Code § 22.1-276.01, is a
 116 violation of School Board policies or regulations governing student conduct, including but
 117 not limited to Policy JFC - Student Conduct, that interrupts or obstructs the learning
 118 environment. The written procedure will indicate that law enforcement/School Resource
 119 Officers only participate in addressing disruptive behavior/disruptive activities in
 120 emergency situations when the behavior/activity poses a threat to life or safety;
- 121
 122 4. Written procedures to follow for the lockdown and/or safe evacuation of persons, with
 123 special physical, medical, or language needs, including those whose first language is other
 124 than English, that may need assistance to exit a facility. Each school building evacuation
 125 plan includes provisions that seek to maximize the opportunity for students with mobility
 126 impairments to evacuate the school building alongside their non-mobility-impaired peers.;
 127 and
- 128
 129 5. All communications, including all media interviews or approval for media interviews
 130 during an emergency or crisis, must be conducted in accordance with Policy KBC: Media
 131 and Public Relations.

132
 133 In accordance with the Code of Virginia § 2.2-3705.2 item 4, "Information concerning security
 134 plans and specific assessment components of school safety audits, as provided in § 22.1-279.8." is
 135 considered protected information and is not subject to disclosure through the Virginia Freedom of
 136 Information Act.

138 Adopted: October 24, 1996
 139 Amended: July 10, 1997
 140 Amended: October 7, 2004
 141 Amended: July 2, 2007
 142 Amended: October 8, 2009
 143 Amended: April 7, 2016
 144 Amended: September 28, 2017
 145 Amended: December 16, 2021
 146 Amended: June 15, 2023

147
 148 Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-137.4, 22.1-279.8,
 149 19.2-11.01.

150
 151 Acts 2006, c. 164.

152
 153 8 VAC 20-131-260.

154
 155 Virginia Department of Education, Division of Special Education and Student
 156 Services, Resource Guide: Crisis Management and Emergency Response in
 157 Virginia Schools, 2008.

158
 159 Virginia Department of Criminal Justice Services, Virginia School Safety Survey,
 160 2015.

161
 162 Virginia Board of Education and the Virginia Center for School Safety, School
 163 Crisis, Emergency Management, and Medical Emergency Response Plan, 2016.

164
 165
 166 Cross Refs: CBA Qualifications and Duties for the Superintendent
 167 CLA Reporting Acts of Violence and Substance Abuse
 168 EBAA/GBDA Reporting of Hazards
 169 EBBA First Aid/CPR Certified Personnel
 170 EBCB Emergency Preparedness Response Drills
 171 EEAB School Bus Scheduling and Routing
 172 GBEB Staff Weapons in School
 173 IICB/IICC Community Resource Persons/School Volunteers
 174 JFC Student Conduct
 175 JFC-R2 ACPS Honor Code
 176 JFCD Weapons in School
 177 JFCE Gang Activity or Association
 178 JHCD Administering Medications to Students
 179 JHCD-R Regulations for the Administration of Medications to
 180 Students
 181 JHH Suicide Prevention
 182 JM Management of Student Behaviors in Emergency Situations
 183 JO Student Records

184	KBC	Media and Public Relations
185	KK	School Visitors

46 The Superintendent establishes a school safety audit committee to include, if available,
47 representatives of families, teachers, staff, local law-enforcement, emergency services
48 agencies, local community services boards and judicial and public safety personnel. The school
49 safety audit committee reviews the completed school safety audits and submits any plans, as
50 needed, for improving school safety to the Superintendent for submission to the School Board.
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58 other accidents; medical emergencies, including cardiac arrest and other life threatening
59 medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or
60 other weapons threats; spills or exposures to hazardous substances; the presence of
61 unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage
62 situations; violence on school property or at school activities; incidents involving acts of
63 terrorism; and other incidents posing a serious threat of harm to students, personnel, or
64 facilities. The plan includes a provision that the Department of Criminal Justice Services and
65 the Virginia Criminal Injuries Compensation Fund will be contacted immediately to deploy
66 assistance in the event of an emergency as defined in the emergency response plan when there
67 are victims as defined in § Va. Code § 19.2-11.01, as well as current contact information for
68 both.
69

70 “School safety audit” means a written assessment of the safety conditions in each public school
71 to (1) identify and, if necessary, develop solutions for physical safety concerns, including
72 building security issues and (2) identify and evaluate any patterns of student safety concerns
73 occurring on school property or at school-sponsored events. Solutions and responses include
74 recommendations for structural adjustments, changes in school safety procedures, and
75 revisions to the ACPS for Student Code of Conduct. The audit is consistent with a list of items
76 identified by the VCSCS to be reviewed and evaluated. As part of each audit, ACPS creates a
77 detailed and accurate floor plan for each school building or certifies that the existing floor plan
78 is sufficiently detailed and accurate.
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83 conducted and certified by local health and fire departments. The frequency of such inspections
84 is determined by ACPS in consultation with the local health and fire departments. In addition,
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86

- 87 1. Ensures all exit doors are equipped with panic hardware as required by the Uniform
88 Statewide Building Code; and
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90 Virginia Board of Education and the Code of Virginia.
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93 cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid. In
94 accordance with Policy EBBA, school buildings with an instructional and administrative staff
95 of ten or more have at least three employees with current certification or training in emergency
96 first aid, CPR, and the use of an automated external defibrillator (AED). If one or more students
97 diagnosed as having diabetes attend such a school, there are at least two employees who have
98 been trained in the administration of insulin and glucagon.
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103 and violent or threatening behavior. The procedures include Policy JHCD and Regulation
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105 student handbook and discussed with staff and students during the first week of each school
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- 108 2. Space for the proper care of students who become ill;
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111 Security Services and any current Memorandum of Understanding between the School
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113 disruptive activities by students or others persons on school property or during a school
114 sponsored activity. "Disruptive behavior," as defined in Va. Code § 22.1-276.01, is a
115 violation of School Board policies or regulations governing student conduct, including but
116 not limited to Policy JFC - Student Conduct, that interrupts or obstructs the learning
117 environment. The written procedure will indicate that law enforcement/School Resource
118 Officers only participate in addressing disruptive behavior/disruptive activities in
119 emergency situations when the behavior/activity poses a threat to life or safety;
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- 121 4. Written procedures to follow for the lockdown and/or safe evacuation of persons, with
122 special physical, medical, or language needs, including those whose first language is other
123 than English, that may need assistance to exit a facility. Each school building evacuation
124 plan includes provisions that seek to maximize the opportunity for students with mobility
125 impairments to evacuate the school building alongside their non-mobility-impaired peers.;
126 and _____
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- 128 5. All communications, including all media interviews or approval for media interviews
129 during an emergency or crisis, must be conducted in accordance with Policy KBC: Media
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131

132 In accordance with the Code of Virginia § 2.2-3705.2 item 4, "Information concerning security
133 plans and specific assessment components of school safety audits, as provided in § 22.1-279.8." is
134 considered protected information and is not subject to disclosure through the Virginia Freedom of
135 Information Act.
136
137

Commented [MS1]: Per the enactment of Va. Code § 22.1-137.4 by HB 501.

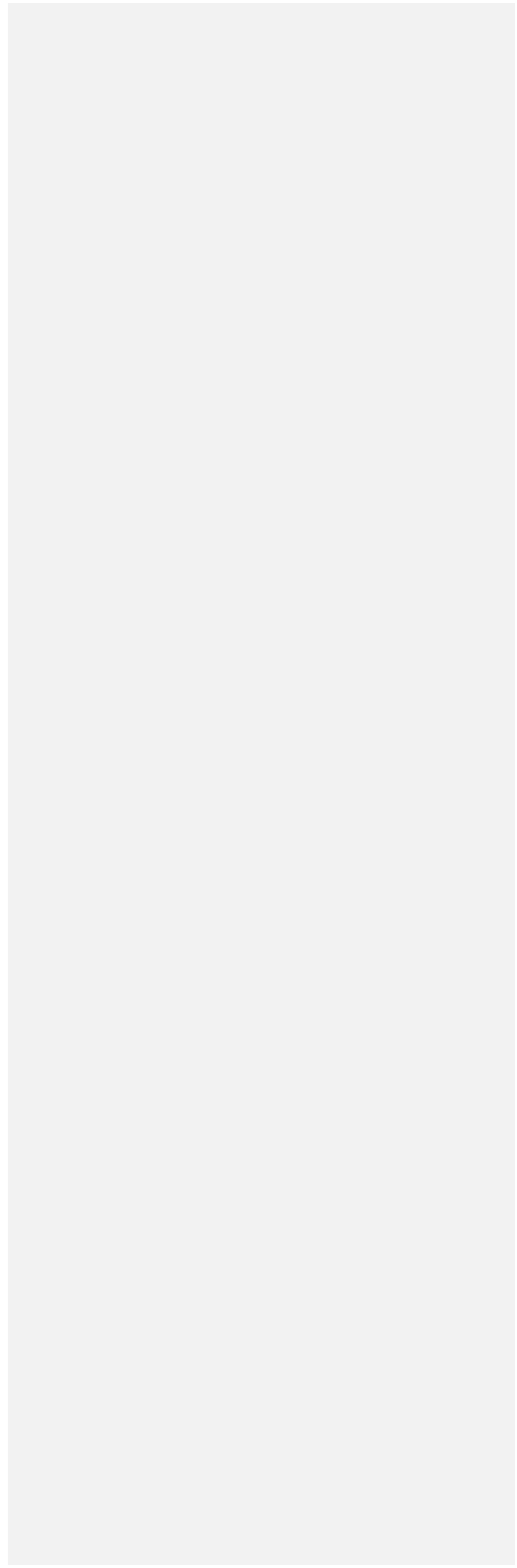
- 138 Adopted: October 24, 1996
- 139 Amended: July 10, 1997
- 140 Amended: October 7, 2004
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- 142 Amended: October 8, 2009
- 143 Amended: April 7, 2016
- 144 Amended: September 28, 2017
- 145 Amended: December 16, 2021
- 146 Amended: June 15, 2023
- 147
- 148 Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3705.2, [22.1-137.4](#), 22.1-279.8,
- 149 19.2-11.01.
- 150
- 151 Acts 2006, c. 164.
- 152
- 153 8 VAC 20-131-260.
- 154
- 155 Virginia Department of Education, Division of Special Education and Student
- 156 Services, Resource Guide: Crisis Management and Emergency Response in
- 157 Virginia Schools, 2008.
- 158
- 159 Virginia Department of Criminal Justice Services, Virginia School Safety Survey,
- 160 2015.
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- 162 Virginia Board of Education and the Virginia Center for School Safety, School
- 163 Crisis, Emergency Management, and Medical Emergency Response Plan, 2016.
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- 173 IICB/IICC Community Resource Persons/School Volunteers
- 174 JFC Student Conduct
- 175 JFC-R2 ACPS Honor Code
- 176 JFCD Weapons in School
- 177 JFCE Gang Activity or Association
- 178 JHCD Administering Medications to Students
- 179 JHCD-R Regulations for the Administration of Medications to
- 180 Students
- 181 JHH Suicide Prevention
- 182 JM Management of Student Behaviors in Emergency Situations
- 183 JO Student Records

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KBC
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Media and Public Relations
School Visitors

File: EB



EMERGENCY PREPAREDNESS RESPONSE DRILLS

The Alexandria City Public Schools (ACPS) School Board acknowledges the unfortunate reality that, despite high-quality safety and security procedures, emergencies that could result in harm to students may occur in ACPS schools. The Board believes that practicing responses to emergencies helps to ensure students are safe in the event of an actual emergency.

FIRE DRILLS

Each school in ACPS holds fire drills during school session in accordance with the requirements of the Statewide Fire Prevention Code (Virginia Code § 27-94, et seq) ., in order that students and staff members may be prepared in case of a fire emergency.

- At least two fire drills during the first twenty school days of the school year;
- during the remainder of the school year, fire drills are held at least monthly.

The principal/designee sends a copy of the Drill Form to Safety and Security Services within five (5) days of holding a fire drill.

An emergency operations and procedures plan is developed for each ACPS building. Each teacher must be acquainted with the emergency safety plan that has been developed as it applies to each room in which he/she teaches.

Placards describing the nearest exits, evacuation routes for students and important instructions are posted prominently in each room. A plan for evacuation of any student with physical disabilities is developed and reviewed annually. Parents/guardians of such students are notified of the evacuation plans for their child.

THREAT RESPONSE DRILLS

In every ACPS school there is at least one lockdown and/or “Secure the Building” drill during the first twenty school days, in order that students and staff members may be prepared in the case of a lockdown situation.

In keeping with the model *School Crisis, Emergency Management, and Medical Emergency Response Plan* developed by the Virginia Board of Education and the Virginia Center for School Safety, ACPS uses the following terms:

- “**Lockdown**” is used in response to immediate threats of violence **inside** a school facility.
- “**Secure the building**” is used when preventing unauthorized entry or exit if there is an **external** threat in proximity to a school facility.

Each school holds at least one additional lockdown and/or “Secure the Building” drill after the first 60 days of the school year. Each school provides the parents/guardians of enrolled students with at least 24 hours' notice before the school conducts any lockdown and/or “Secure the Building” drill. The notice is not required to include the exact date and time of the drill.

47 Pre-kindergarten and kindergarten students are exempt from mandatory participation in lockdown
48 and/or “Secure the Building” drills during the first 60 days of the school year. The Superintendent
49 develops procedures to implement this exemption. Pre-kindergarten and kindergarten students
50 participate in each lockdown and/or “Secure the Building” drill after the first 60 days of the school
51 year.

52

53 I. Active Threat/Violent Encounter Response Protocol

54

55 ACPS provides an “options-based” training approach for staff and students to be applied
56 to the specific circumstances at the time of the incident. Staff members dealing with these
57 events may need to consider different response methods, including lockdown (to include
58 the decision to stay and barricade or evacuate if able to safely do so), immediate evacuation,
59 or related life-saving actions.

60

61 **TORNADO DRILLS AND EARTHQUAKE DRILLS**

62

63 There will be at least one tornado drill and one earthquake drill each school year in every ACPS
64 school.

65

66 **SCHOOL BUS EMERGENCY DRILLS**

67

68 Each school holds a drill in leaving school buses under emergency circumstances at least once
69 during the first ninety calendar days of each school year and more often if necessary.

70

71 **ALL DRILLS**

72

73 No emergency preparedness drills will be conducted during periods of mandatory testing
74 required by the Virginia Board of Education.

75

76 **SAFETY TRAINING**

77

78 In addition to the drills mentioned above, ACPS provides training to each student and employee
79 at least once each school year on safety procedures in the event of an emergency situation on
80 school division-controlled property.

81

82

- 83 Adopted: June 11, 2015
- 84 Amended: September 15, 2016
- 85 Amended: September 28, 2017
- 86 Amended: September 10, 2020
- 87 Amended: October 21, 2021
- 88 Amended: June 15, 2023

89

90

91 Legal Refs.: Code of Virginia, §§ 27-94 through 27-101, 22.1-137, 22.1-137.1, 22.1-137.2,
92 22.1-137.3, 22.1-184.

93
94 Acts 2006, c. 164.

95
96 8 VAC 20-131-260.

97
98 *School Crisis, Emergency Management, and Medical Emergency Response Plan,*
99 Virginia Board of Education and the Virginia Center for School Safety, 2016.

100
101 Cross Ref.: EB School Crisis, Emergency Management and Medical Emergency Response
102 Plan

DRAFT

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Commented [MS1]: Per the amendment of Va. Code § 22.1-137 by [HB 66](#).

Commented [MS2]: Struck from the model policy. Retained and relocated to the bullets to improve readability.

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100 Virginia Board of Education and the Virginia Center for School Safety, 2016.

101

102 Cross Ref.: EB School Crisis, Emergency Management and Medical Emergency Response
103 Plan

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PERSONNEL RECORDS

Present and past employees have access to their personnel information maintained by the Alexandria City Public Schools (ACPS).

When employment verification of a former employee of the Alexandria City School Board (Board) is requested by another school board, the Board responds within 10 working days of receiving such request. “Working days” applicable to this paragraph means every day except Saturdays, Sundays, and legal state and federal holidays.

If information relative to employment is requested by banks or establishments or individuals, written permission from the employee to release such information is required, except to comply with a court order, a lawfully issued subpoena, the Virginia Freedom of Information Act (Va. Code § 2.2-3700, *et seq.*), or other law. The employee will be notified of the request for records.

The Superintendent or Superintendent’s designee is responsible for maintaining a system of personnel records for all employees of the Alexandria City School Board (Board). Personnel files of all Board employees may be produced and maintained in digital or paper format.

Teacher performance indicators, or other data used by or for the Department of Education or the Board or made available to and able to be used to judge the performance or quality of a teacher, maintained in a teacher’s personnel file or otherwise, is confidential but may be disclosed, in a form that does not personally identify any student or other teacher (i) pursuant to court order, (ii) for the purposes of a grievance proceeding involving the teacher, or (iii) as otherwise required by state or federal law. Nothing in this policy prohibits the release or limits the availability of non identifying, aggregate teacher performance indicators or other data.

- Adopted: January 7, 1999
- Amended: November 21, 2002
- Amended: April 20, 2006
- Amended: June 11, 2015
- Amended: May 9, 2024

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3700, §§ 2.2-3705.1, 2.2-3800, 2.2-3801, 2.2-3802, 2.2-3803, 2.2-3804, 2.2-3805, 2.2-3806, 2.2-3807, 2.2-3808, 2.2-3808.1, 2.2-3809, 22.1-295.1 and 40.1-28.7:4.

- Cross Ref.: CBA Qualifications and Duties for the Superintendent
- GBLA Third Party Complaints Against Employees

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Commented [MS1]: Per the amendment of Va. Code § 22.1-296.5 by HB 355/SB 441.

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Cross Ref.: CBA Qualifications and Duties for the Superintendent
GBLA Third Party Complaints Against Employees

LICENSED STAFF

All teachers regularly employed by the Alexandria City School Board (Board) or paid from public funds must:

- hold a license or provisional license issued by the Virginia Board of Education (VBOE) or have met the requirements for a license and submitted their request to the VBOE; or
- holds a local eligibility license as defined in Va. Code § 22.1-298.1; or
- hold a three-year license to teach high school career and technical education courses in specified subject areas; or
- be hired to teach in a trade and industrial education program and for whom the teacher licensure requirements have been waived by the Virginia Department of Education (VDOE).

The Virginia Board of Education prescribes, by regulation, the requirements for the licensure for teachers and other school personnel required to hold a license.

Provisional Teacher License

If a teacher employed under a provisional license is activated or deployed for military service within a school year (July 1 - June 30), an additional year will be added to the teacher’s provisional license for each school year or portion thereof that the teacher is activated or deployed. The additional year or years shall be granted the following year or years after the return of the teacher from deployment or activation.

The Superintendent may request that the VBOE extend the three-year provisional license of a teacher for at least one year but no more than two additional years. The request must be accompanied by the Superintendent’s recommendation for such extension and satisfactory performance evaluations for the teacher for each year during the original three-year provisional license that such teacher was actually employed and received a filed performance evaluation.

As specified Va. Code § 22.1-298.1 the division’s Superintendent may issue a provisional teacher license to any individual the Board seeks to employ as a career and technical education teacher who is also seeking initial licensure in Virginia with an endorsement in the area of career and technical education to allow the teacher time to attain the required credentials

Upon an individual’s completion of a local eligibility license, the Board may issue a provisional license to such individual upon receiving from the Superintendent (i) a recommendation for such license, and (ii) a satisfactory performance evaluation for such individual for the local eligibility licensure period.

Local Eligibility License

In accordance with Va. Code § 22.1-298.1(M) and VBOE’s regulations, a one-year nonrenewable local eligibility license may be issued to an individual who needs to take additional coursework

47 but otherwise meets certain conditions for licensure and who may be employed by the Board with
48 the intention of such individual, upon satisfaction of the applicable requirements set forth in VBOE
49 regulations, receiving full licensure with a renewable license.

50
51 The Superintendent or Board may recommend for a local eligibility license any individual who
52 received a baccalaureate degree from a regionally accredited institution of higher education and
53 who has experience or training in a subject or content area as the Board or the Superintendent
54 deems appropriate for the applicable teaching position or endorsement area.

55
56 Each local eligibility license is subject to regulations developed by VBOE and criteria established
57 by law, including, but not limited to, the following:

- 58 • the Board ensures that the number of its employed teachers who hold local eligibility
59 licenses do not exceed five percent of the teachers employed by the Board during the
60 preceding school year;
- 61 • local eligibility licenses are not issued to any individual who is
 - 62 ○ (i) seeking to provide instruction in special education or
 - 63 ○ (ii) eligible for a collegiate professional license or postgraduate professional
64 license;
- 65 • any individual issued a local eligibility license is required to complete, within the one-year
66 of such licensure, all training requirements prescribed by law, the Board and the
67 Superintendent;
- 68 • local eligibility licenses are only valid within the issuing school division;
- 69 • any individual issued a one-year local eligibility license is considered a probationary
70 teacher and subject to the probationary terms of employment pursuant to Virginia law and
71 Board policies;
- 72 • when appropriate, before or by the expiration of such local eligibility license period held
73 by an individual, the Superintendent and Board provide a recommendation to VBOE for
74 such individual to be issued a collegiate professional or postgraduate professional license;
75 and
- 76 • within a month of issuance to an individual, each local eligibility license is reviewed by
77 the Virginia Department of Education’s Office of Licensure to ensure compliance with all
78 VBOE regulations.

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80
81 Adopted: January 7, 1999
82 Amended: July 6, 2000
83 Amended: July 12, 2001
84 Amended: November 21, 2002
85 Amended: December 3, 2015
86 Amended: June 8, 2017
87 Amended: February 18, 2021
88 Amended: April 25, 2024

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91 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-298.1, 22.1-299, 22.1-299.5,
92 22.1-299.6.

93		
94	Cross Refs.:	GCB Professional Staff Contracts
95		GCE Part-Time and Substitute Professional Staff Employment
96		GCG Professional Staff Probationary Term and Continuing Contract

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Licensed Staff

~~The VBOE prescribes, by regulation, the requirements for the licensure for teachers and other school personnel required to hold a license. On recommendation of the Superintendent, the Board may waive applicable licensing requirements as As specified Va. Code § 22.1-298.1 the division's Superintendent may issue a provisional teacher license tofor any individual the Board seeks to employ as a career and technical education teacher who is also seeking initial licensure in Virginia or renewal of a license with an endorsement in the area of career and technical education to allow the teacher time to attain the required credentials-~~

Upon an individual's completion of a local eligibility license, the Board may issue a provisional license to such individual upon receiving from the Superintendent (i) a recommendation for such license, and (ii) a satisfactory performance evaluation for such individual for the local eligibility licensure period.

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48 **Local Eligibility License**
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Commented [MS1]: Per the amendment of Va. Code § 22.1-298.1 by HB 632/SB 352.

50 In accordance with Va. Code § 22.1-298.1(M) and VBOE’s regulations, a one-year nonrenewable
51 local eligibility license may be issued to an individual who needs to take additional coursework
52 but otherwise meets certain conditions for licensure and who may be employed by the Board with
53 the intention of such individual, upon satisfaction of the applicable requirements set forth in VBOE
54 regulations, receiving full licensure with a renewable license.

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96 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-298.1, 22.1-299, 22.1-299.5,
97 22.1-299.6.

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99 Cross Refs.: GCB Professional Staff Contracts
100 GCE Part-Time and Substitute Professional Staff Employment
101 GCG Professional Staff Probationary Term and Continuing Contract

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READING SPECIALISTS

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The Alexandria City School Board (Board) employs at minimum one reading specialist for each 550 students in kindergarten through grade five and one reading specialist for each 1,100 students in grades six through eight. The Board, upon determination of greatest need, may assign reading specialists to specific grade levels.

Reading specialists serve as advisors on dyslexia and related disorders. Reading specialists can provide the reading intervention services required by Virginia Code § 22.1-253.13:1 and identified in Policy IGBD Programs for Students with Reading Deficiencies.

Each reading specialist employed by the Board has the necessary training, understanding, and knowledge required by Virginia law and, when applicable, the required licensure issued by the Virginia Department of Education.

Adopted: New

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-253.13:1, 22.1-253.13:2, 22.1-253.13:6, 22.1-298.1, and 22.1-299.7:1.

Cross Ref.: AG Literacy Plan
GCL Professional Staff Development
IGBD Programs for Students with Reading Deficiencies

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Cross Ref.: AG Literacy Plan
GCL Professional Staff Development
IGBD Programs for Students with Reading Deficiencies

Commented [MS1]: Policy created to comply with provisions of the Virginia Literacy Act established in 2022 by HB 319 and amendment to Va. Code § 22.1-253.13:2 by SB1175 in 2023.

PROFESSIONAL STAFF DEVELOPMENT

The Alexandria City School Board (Board) provides a program of high-quality professional learning:

1. In the use and documentation of performance standards and evaluation criteria based on student academic progress and skills for teachers and administrators to clarify roles and performance expectations, and to facilitate the successful implementation of instructional programs that promote student achievement at the school and classroom levels;
2. As part of the license renewal process, to assist teachers and principals in acquiring the skills needed to work with gifted students, students with disabilities, and students who have been identified as having limited English proficiency, and to increase student achievement and expand the knowledge and skills students require to meet the standards of academic performance set by the Virginia Board of Education;
3. In educational technology for all instructional personnel, designed to facilitate integration of computer skills and related technology into the curricula;
4. For administrative personnel, designed to increase proficiency in instructional leadership and management, including training in the evaluation and documentation of teacher and administrator performance based on student academic progress and the skills and knowledge of such instructional or administrative personnel; and that is
5. Designed to educate Board employees about bullying as defined in Va. Code § 22.1-276.01 and the need to create a bully-free environment.

In addition, the Board provides teachers and principals with high-quality professional learning each year in:

1. Instructional content;
2. The preparation of tests and other assessment measures;
3. Methods of assessing the progress of individual students, including Standards of Learning assessment materials or other criterion-referenced tests that match locally-developed objectives;
4. Instruction and remediation techniques in English, mathematics, science, history and social science;
5. Interpreting test data for instructional purposes;
6. Technology applications to implement the Standards of Learning; and
7. Effective classroom management.

The professional learning is aligned to the national Standards for Professional Learning for

48 designing, implementing, and evaluating high quality professional learning experiences.

49

50 Effective for the 2024-2025 school year, the Board provides high-quality professional
51 development and training in science-based reading research and evidence-based literacy
52 instruction, from the list developed and the resources provided by the Virginia Department of
53 Education (VDOE) pursuant to subsection C of Va. Code § 22.1-253.13:5 or an alternative
54 program that consists of evidence-based literacy instruction and aligns with science-based reading
55 research approved by the VDOE, for

56

57 ● each elementary school principal and each teacher with an endorsement in early/primary
58 education preschool through grade three, elementary education preschool through grade
59 six, special education general curriculum kindergarten through grade 12, special education
60 deaf and hard of hearing preschool through grade 12, special education blindness/visual
61 impairments preschool through grade 12, or English as a second language preschool
62 through grade 12, or as a reading specialist that builds proficiency in evidence-based
63 literacy instruction and science-based reading research in order to aid in the licensure
64 renewal process for such individuals;

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66 ● each teacher with an endorsement in middle education grades six through eight who teaches
67 English that builds proficiency in evidence-based literacy instruction and science-based
68 reading research; and

69

70 ● each middle school principal and teacher with an endorsement in middle education grades
71 six through eight who teaches mathematics, science, or history and social science that
72 builds an awareness of evidence-based literacy instruction and science-based reading
73 research.

74

75 The Board provides high-quality professional development in implementing the Virginia IEP
76 established pursuant to Va. Code § 22.1-214.4(11) and the referral, evaluation, reevaluation and
77 eligibility forms and worksheets referenced in Va. Code §22.1-214.4(6), for each teacher with a
78 provisional special education license or an endorsement in special education general curriculum
79 kindergarten through grade 12, special education deaf and hard of hearing preschool through grade
80 12, and special education blindness and visual impairments preschool through grade 12.

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82 The Board provides high-quality professional development in instructional practices to support
83 specially designed instruction in inclusive settings for

84

85 ● each teacher with a provisional general education license or an endorsement in
86 early/primary education preschool through grade three, elementary education preschool
87 through grade six, and secondary education grades six through 12;

88

89 ● each principal with an endorsement in administration and supervision preschool through
90 grade 12;

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92 ● each teacher's aide or other paraprofessional; and

93

- any teacher with a provisional special education license for whom the School Board determines there is a need for such professional development.

All instructional personnel are required to participate each year in professional development programs. No elementary or secondary school teacher is required to participate more than once every five years in training regarding appropriate management of student conduct and student offenses in violation of Board policies or relating to secure mandatory test violations as set forth in Va. Code §§ 22.1-19.1 and 22.1-292.1 unless the Board or superintendent determines that additional training is necessary to comply with federal or state law or to remediate misconduct. Each teacher who completes such training must sign a written attestation that the teacher has been trained in and understands the relevant subject matter.

Teachers, administrators, and other personnel employed on a full-time basis who support and interact with students are required to complete a mental health awareness training or similar program. In order to promote a positive school climate where all students feel safe and supported, regular education about transgender students will be included in such training. In addition, all school mental health professionals will be trained annually on topics relating to LGBTQ+ students, including their safety and support.

Every employee holding a license issued by the Virginia Board of Education is required to complete cultural competency training, in accordance with guidance issued by the Virginia Board of Education, at least every two years. Each employee required to complete cultural competency training must complete at least one such training no later than the beginning of the 2022-2023 school year.

The Board reviews its professional development program annually for quality, effectiveness, participation by instructional personnel, and relevancy to the instructional needs of teachers and the social, emotional and academic achievement needs of students in the school division.

- Adopted: November 17, 1998
- Amended: July 6, 2000
- Amended: April 20, 2006
- Amended: September 20, 2007
- Amended: December 3, 2015
- Amended: February 20, 2020
- Amended: December 17, 2020
- Amended: October 7, 2021
- Amended: April 25, 2024

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-78, 22.1-253.13:5, 22.1-276.01, 22.1-291.4, 22.1-298.6, 22.1-298.7, and 22.1-298.8

Cross Refs.: GC Licensed Staff

DRAFT

PROFESSIONAL STAFF DEVELOPMENT

The Alexandria City School Board (Board) provides a program of high-quality professional learning:

1. In the use and documentation of performance standards and evaluation criteria based on student academic progress and skills for teachers and administrators to clarify roles and performance expectations, and to facilitate the successful implementation of instructional programs that promote student achievement at the school and classroom levels;
2. As part of the license renewal process, to assist teachers and principals in acquiring the skills needed to work with gifted students, students with disabilities, and students who have been identified as having limited English proficiency, and to increase student achievement and expand the knowledge and skills students require to meet the standards of academic performance set by the Virginia Board of Education;
3. In educational technology for all instructional personnel, designed to facilitate integration of computer skills and related technology into the curricula;
4. For administrative personnel, designed to increase proficiency in instructional leadership and management, including training in the evaluation and documentation of teacher and administrator performance based on student academic progress and the skills and knowledge of such instructional or administrative personnel; and that is
5. Designed to educate Board employees about bullying as defined in Va. Code § 22.1-276.01 and the need to create a bully-free environment.

In addition, the Board provides teachers and principals with high-quality professional learning each year in:

1. Instructional content;
2. The preparation of tests and other assessment measures;
3. Methods of assessing the progress of individual students, including Standards of Learning assessment materials or other criterion-referenced tests that match locally-developed objectives;
4. Instruction and remediation techniques in English, mathematics, science, history and social science;
5. Interpreting test data for instructional purposes;
6. Technology applications to implement the Standards of Learning; and
7. Effective classroom management.

The professional learning is aligned to the national Standards for Professional Learning for

48 designing, implementing, and evaluating high quality professional learning experiences.

49
50 Effective for the 2024-2025 school year, the Board ~~will~~ provides high-quality professional
51 development and training in science-based reading research and evidence-based literacy
52 instruction, from the list developed and the resources provided by the Virginia Department of
53 Education (VDOE) pursuant to subsection C of Va. Code § 22.1-253.13:5 or an alternative
54 program that consists of evidence-based literacy instruction and aligns with science-based reading
55 research approved by the VDOE, for

- 56
- 57 ● each elementary school principal and each teacher with an endorsement in early/primary
58 education preschool through grade three, elementary education preschool through grade
59 six, special education general curriculum kindergarten through grade 12, special education
60 deaf and hard of hearing preschool through grade 12, special education blindness/visual
61 impairments preschool through grade 12, or English as a second language preschool
62 through grade 12, or as a reading specialist that builds proficiency in evidence-based
63 literacy instruction and science-based reading research in order to aid in the licensure
64 renewal process for such individuals;
- 65
- 66 ● each teacher with an endorsement in middle education grades six through eight who teaches
67 English that builds proficiency in evidence-based literacy instruction and science-based
68 reading research; and
- 69
- 70 ● each middle school principal and teacher with an endorsement in middle education grades
71 six through eight who teaches mathematics, science, or history and social science that
72 builds an awareness of evidence-based literacy instruction and science-based reading
73 research.
- 74

75 The Board provides high-quality professional development in implementing the Virginia IEP
76 established pursuant to Va. Code § 22.1-214.4(11) and the referral, evaluation, reevaluation and
77 eligibility forms and worksheets referenced in Va. Code §22.1-214.4(6), for each teacher with a
78 provisional special education license or an endorsement in special education general curriculum
79 kindergarten through grade 12, special education deaf and hard of hearing preschool through grade
80 12, and special education blindness and visual impairments preschool through grade 12.

81

82 The Board provides high-quality professional development in instructional practices to support
83 specially designed instruction in inclusive settings for

- 84
- 85 ● each teacher with a provisional general education license or an endorsement in
86 early/primary education preschool through grade three, elementary education preschool
87 through grade six, and secondary education grades six through 12;
- 88
- 89 ● each principal with an endorsement in administration and supervision preschool through
90 grade 12;
- 91
- 92 ● each teacher's aide or other paraprofessional; and
- 93

- any teacher with a provisional special education license for whom the School Board determines there is a need for such professional development.

Commented [MS1]: Per the amendment of Va. Code §§ 22.1-253.13:4 by HB 1089/SB 220

All instructional personnel are required to participate each year in professional development programs. No elementary or secondary school teacher is required to participate more than once every five years in training regarding appropriate management of student conduct and student offenses in violation of Board policies or relating to secure mandatory test violations as set forth in Va. Code §§ 22.1-19.1 and 22.1-292.1 unless the Board or superintendent determines that additional training is necessary to comply with federal or state law or to remediate misconduct. Each teacher who completes such training must sign a written attestation that the teacher has been trained in and understands the relevant subject matter.

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Every employee holding a license issued by the Virginia Board of Education is required to complete cultural competency training, in accordance with guidance issued by the Virginia Board of Education, at least every two years. Each employee required to complete cultural competency training must complete at least one such training no later than the beginning of the 2022-2023 school year.

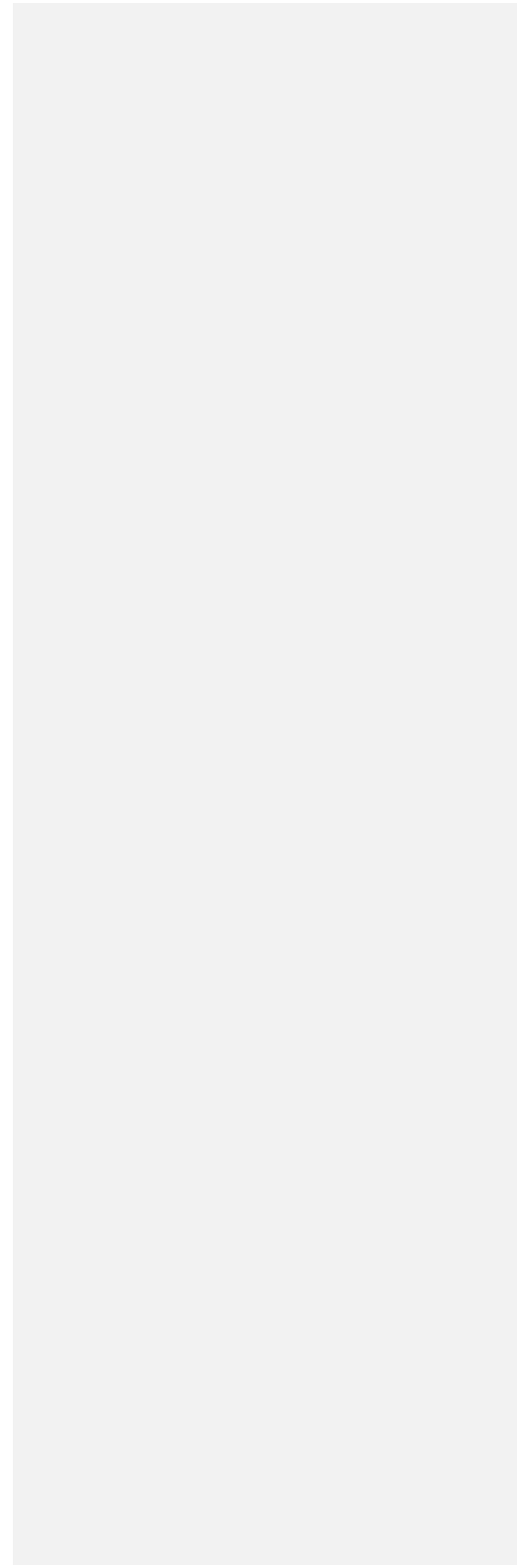
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- Adopted: November 17, 1998
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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-78, 22.1-253.13:5, 22.1-276.01, 22.1-291.4, 22.1-298.6, 22.1-298.7, and 22.1-298.8

Cross Refs.: GC Licensed Staff

DRAFT



INSTRUCTIONAL GOALS AND OBJECTIVES

I. Generally

The school environment should be responsive and conducive to learning. The physical environment facilitates and enhances the learning experiences available to each student. A responsive environment includes competent, dedicated teachers using a variety of techniques and a classroom atmosphere where students can function and develop according to their abilities. Safety, physical comfort, and appearance also are vital environmental components.

The School Board develops and implements a program of instruction for grades kindergarten through 12 that is aligned to the Standards of Learning established by the Virginia Board of Education (VBOE) and that meets or exceeds VBOE requirements. The program of instruction emphasizes reading, writing, speaking, mathematical concepts and problem solving, proficiency in the use of computers and related technology, computer science and computational thinking, including computer coding, and scientific concepts and processes; essential skills and concepts of citizenship, including knowledge of Virginia history and world and United States history, economics, government, foreign languages, international cultures, health and physical education, environmental issues and geography necessary for responsible participation in American society and in the international community; fine arts, which may include, but need not be limited to, music and art, and practical arts; knowledge and skills needed to qualify for further education, gainful employment, or training in a career or technical field; and development of the ability to apply such skills and knowledge in preparation for eventual employment and lifelong learning and to achieve economic self-sufficiency.

II. Standards of Quality -Educational Objectives

The School Board also implements:

1. Programs in grades kindergarten through grade 3 that emphasize developmentally appropriate learning to enhance success;
2. Programs based on prevention, intervention, or re-teaching (remediation) designed to increase the number of students who earn a high school diploma and to prevent students from dropping out of school; such programs shall include components that are research-based;
3. Career and technical education programs incorporated into the kindergarten through grade 12 curricula;
4. Educational objectives in middle and high school that emphasize economic education and financial literacy pursuant to Virginia Code § 22.1-200.03;
5. Early identification of students with disabilities and enrollment of such students in

- 47 appropriate instructional programs consistent with state and federal law;
48
- 49 6. Early identification of gifted students and enrollment of such students in
50 appropriately differentiated instructional programs;
51
- 52 7. Educational alternatives for students whose needs are not met in programs prescribed
53 elsewhere in the Standards of Learning (consistent with the ACPS Multi-Tiered
54 System of Supports);
55
- 56 8. Adult Education programs for individuals functioning below the high school
57 completion level;
58
- 59 9. A plan to make achievement for students who are educationally at-risk a Division-
60 wide priority that shall include procedures for measuring the progress of such
61 students;
62
- 63 10. An agreement for post-secondary degree credit and attainment with any community
64 college in Virginia specifying the options for students to complete an Associate's
65 Degree, a one-year Uniform Certificate of General Studies, or the Passport Program
66 from a community college concurrent with a high school diploma consistent with the
67 requirements for the College and Career Ready Virginia Program; such agreement
68 shall specify the credit available for dual-enrollment courses and Advanced
69 Placement courses with qualifying exam scores of "3" or higher;
70
- 71 11. A plan to notify students and their parents/guardians of the availability of dual-
72 enrollment and Advanced Placement classes; career and technical education
73 programs, including internships, externships, apprenticeships, credentialing programs,
74 certification programs, licensure programs, and other work-based learning
75 experiences; the International Baccalaureate Programme, and Academic Year
76 Governor's School Programs; the qualifications for enrolling in such classes,
77 programs and experiences; and the ability to take Advanced Placement exams at
78 reduced or no cost; this plan shall include notification to students and
79 parents/guardians of the College and Career Ready Virginia Program established by
80 Va. Code § 22.1-237.1, et seq. and its agreement with a community college in
81 Virginia to enable students to complete an associate's degree or a one-year Uniform
82 Certificate of General Studies, or the Passport Program concurrent with a high school
83 diploma;
84
- 85 12. Identification of students with Limited English Proficiency and enrollment of such
86 students in appropriate instructional programs, which may include dual language
87 programs whereby students receive instruction in English and in a second language;
88
- 89 13. Early identification, diagnosis, and assistance for students with needs in mathematics
90 and provision of instructional strategies and mathematics practices that benefit the
91 development of reading and mathematics skills for all students;
92

- 93 14. Incorporation of art, music, and physical education as a part of the instructional
94 program at the elementary school level;
95
- 96 15. A program of physical activity available to all students consisting of at least:
97 • 60-90 minutes per week of physical education instruction, in addition to daily
98 recess and active classroom learning for elementary students;
99 • 210 minutes per week of health/physical education instruction for middle school
100 students;
101 • An average of 180 minutes of instruction per week for students enrolled in high
102 school health/physical education classes; and
103 • With the goal of at least 220 minutes per week on average during the regular
104 school year. (Physical education is not required for 11th and 12th grade students.)
105 such program may include any combination of (i) physical education classes, (ii)
106 extracurricular athletics, (iii) recess, or (iv) other programs;
107
- 108 16. A program of student services for grades kindergarten through grade 12 that shall be
109 designed to aid students in their educational, social, and career development;
110
- 111 17. The collection and analysis of data and the use of results to evaluate and make
112 decisions about the instructional program; and
113
- 114 18. A program of instruction in each government course in the school division on all
115 information and concepts in the civics portion of the U.S. Naturalization test.
116
- 117 19. A program of literacy instruction that is aligned with science-based reading research
118 and provides evidence-based literacy instruction to students in kindergarten through
119 eight that is consistent with the School Board’s divisionwide literacy plan
120

121 **III. Standards of Quality - Programs and Services**
122

123 The School Board commits itself to providing programs and services as stated in the
124 Standards of Quality so every ACPS student may develop the skills necessary for success
125 in school, preparation for life, and for reaching their full potential.
126

127 **A. Notification of Plans to Assess**
128

129 Prior to administering standardized assessments or screenings for determination of at-
130 risk learners, ACPS notifies each student’s parent/guardian using an annual, Division-
131 level notification letter. The letter communicates the purpose of the relevant
132 assessment(s) and the approximate timeline for delivery, and is translated into the
133 four, major Division-wide languages (English, Spanish, Arabic and Amharic).
134

135 **B. Notification of Assessment Results**
136

137 In accordance with Va. Code § 22.1-215.2, timely written notification is provided to
138 the parents/guardians of any student who:

- 139 • Undergoes literacy screening and/or Multi-Tiered Systems of Support (MTSS)
- 140 screening and services; or
- 141 • Does not meet the benchmark or who is identified as at risk on any assessment
- 142 used to determine at-risk learners in preschool through grade 12. The
- 143 notification(s) includes all related assessment scores and subscores and any
- 144 intervention plan that results from such scores or subscores; or
- 145 • Receives reading intervention services. Parents/guardians of each student who
- 146 receives reading intervention services are notified before the provision of services
- 147 begin and given notice of and a copy of the student’s reading plan.

148
149 C. Notification of Intervention and Support Plans

150
151 For students who do not meet the benchmark or who are otherwise identified to be at
152 risk based on a standardized or other assessment used to determine at-risk learners:

- 153 • Any intervention or support plans are communicated to the student’s parent/
154 guardian in writing;
- 155 • The student’s progress is monitored throughout the provision of services; and
- 156 • Those who receive reading intervention services (grades K-3) or algebra
157 readiness intervention services (grades 6-9) based on their diagnostic test
158 results, are assessed again at the end of that school year. ACPS reports the
159 results of such Virginia Department of Education (VDOE)-approved reading
160 and algebra-readiness diagnostic tests to VDOE annually.

161
162
163 Adopted: January 9, 1997
164 Amended: July 1, 2005
165 Amended: September 17, 2015
166 Amended: October 27, 2016
167 Amended: November 4, 2021

168
169
170 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-23.3, 22.1-215.2, 22.1-
171 237.1, 22.1-237.2, 22.1-237.3, 22.1-237.4, 22.1-237.5, 22.1-253.13:1.

172
173
174 Cross Refs.: AG Literacy Plan
175 IGAD Career and Technical Education Program
176 IGBE Remedial and Summer Instructional Program
177 IGBD Programs for Students with Reading Deficiencies
178 IJD College and Career Readiness
179 IGBI Advanced Placement and Dual Enrollment Classes
180 JHCF Student Wellness
181 LEB Advanced/Alternative Courses for Credit

1 **INSTRUCTIONAL GOALS AND OBJECTIVES**

2
3 **I. Generally**

4 The school environment should be responsive and conducive to learning. The physical
5 environment facilitates and enhances the learning experiences available to each student.
6 A responsive environment includes competent, dedicated teachers using a variety of
7 techniques and a classroom atmosphere where students can function and develop
8 according to their abilities. Safety, physical comfort, and appearance also are vital
9 environmental components.
10

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13 kindergarten through 12 that is aligned to the Standards of Learning established by the
14 Virginia Board of Education (VBOE) and that meets or exceeds VBOE requirements.
15 The program of instruction emphasizes reading, writing, speaking, mathematical concepts
16 and problem solving, proficiency in the use of computers and related technology,
17 computer science and computational thinking, including computer coding, and scientific
18 concepts and processes; essential skills and concepts of citizenship, including knowledge
19 of Virginia history and world and United States history, economics, government, foreign
20 languages, international cultures, health and physical education, environmental issues and
21 geography necessary for responsible participation in American society and in the
22 international community; fine arts, which may include, but need not be limited to, music
23 and art, and practical arts; knowledge and skills needed to qualify for further education,
24 gainful employment, or training in a career or technical field; and development of the
25 ability to apply such skills and knowledge in preparation for eventual employment and
26 lifelong learning and to achieve economic self-sufficiency.
27

28 **II. Standards of Quality -Educational Objectives**

29 The School Board also implements:
30

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- 32 1. Programs in grades kindergarten through grade 3 that emphasize developmentally
33 appropriate learning to enhance success;
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 - 35 2. Programs based on prevention, intervention, or re-teaching (remediation) designed to
36 increase the number of students who earn a high school diploma and to prevent
37 students from dropping out of school; such programs shall include components that
38 are research-based;
39
 - 40 3. Career and technical education programs incorporated into the kindergarten through
41 grade 12 curricula;
42
 - 43 4. Educational objectives in middle and high school that emphasize economic education
44 and financial literacy pursuant to Virginia Code § 22.1-200.03;
45
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- 48
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- 50 appropriately differentiated instructional programs;
- 51
- 52 7. Educational alternatives for students whose needs are not met in programs prescribed
- 53 elsewhere in the Standards of Learning (consistent with the ACPS Multi-Tiered
- 54 System of Supports);
- 55
- 56 8. Adult Education programs for individuals functioning below the high school
- 57 completion level;
- 58
- 59 9. A plan to make achievement for students who are educationally at-risk a Division-
- 60 wide priority that shall include procedures for measuring the progress of such
- 61 students;
- 62
- 63 10. An agreement for post-secondary degree credit and attainment with ~~a any~~ community
- 64 college in Virginia specifying the options for students to complete an Associate's
- 65 Degree ~~or~~, a one-year Uniform Certificate of General Studies, or the Passport
- 66 Program from a community college concurrent with a high school diploma consistent
- 67 with the requirements for the College and Career Ready Virginia Program; such
- 68 agreement shall specify the credit available for dual-enrollment courses and
- 69 Advanced Placement courses with qualifying exam scores of "3" or higher;
- 70
- 71 11. A plan to notify students and their parents/guardians of the availability of dual-
- 72 enrollment and Advanced Placement classes; career and technical education
- 73 programs, including internships, externships, apprenticeships, credentialing programs,
- 74 certification programs, licensure programs, and other work-based learning
- 75 experiences; the International Baccalaureate Programme, and Academic Year
- 76 Governor's School Programs; the qualifications for enrolling in such classes,
- 77 programs and experiences; and the ability to take Advanced Placement exams at
- 78 reduced or no cost; this plan shall include notification to students and
- 79 parents/guardians of the College and Career Ready Virginia Program established by
- 80 Va. Code § 22.1-237.1, et seq. and its agreement with a community college in
- 81 Virginia to enable students to complete an associate's degree or a one-year Uniform
- 82 Certificate of General Studies, or the Passport Program concurrent with a high school
- 83 diploma;
- 84
- 85 12. Identification of students with Limited English Proficiency and enrollment of such
- 86 students in appropriate instructional programs, which may include dual language
- 87 programs whereby students receive instruction in English and in a second language;
- 88
- 89 13. Early identification, diagnosis, and assistance for students with needs in reading and
- 90 mathematics and provision of instructional strategies and reading and mathematics
- 91 practices that benefit the development of reading and mathematics skills for all
- 92 students;

Commented [MS1]: Per the enactment of Va. Code §§ 22.1-237.1, et seq. by HB 1087/SB 627

Commented [MS2]: Reading now has it's on section.

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14. Incorporation of art, music, and physical education as a part of the instructional program at the elementary school level;
 15. A program of physical activity available to all students consisting of at least:
 - 60-90 minutes per week of physical education instruction, in addition to daily recess and active classroom learning for elementary students;
 - 210 minutes per week of health/physical education instruction for middle school students;
 - An average of 180 minutes of instruction per week for students enrolled in high school health/physical education classes; and
 - With the goal of at least 220 minutes per week on average during the regular school year. (Physical education is not required for 11th and 12th grade students.) such program may include any combination of (i) physical education classes, (ii) extracurricular athletics, (iii) recess, or (iv) other programs;
 16. A program of student services for grades kindergarten through grade 12 that shall be designed to aid students in their educational, social, and career development;
 17. The collection and analysis of data and the use of results to evaluate and make decisions about the instructional program; and
 - ~~18.~~ 19. A program of literacy instruction that is aligned with science-based reading research and provides evidence-based literacy instruction to students in kindergarten through eight that is consistent with the School Board's divisionwide literacy plan

Commented [MS3]: Per the Virginia Literacy Act

123 III. Standards of Quality - Programs and Services

124 The School Board commits itself to providing programs and services as stated in the
125 Standards of Quality so every ACPS student may develop the skills necessary for success
126 in school, preparation for life, and for reaching their full potential.

127 A. Notification of Plans to Assess

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129
130 Prior to administering standardized assessments or screenings for determination of at-
131 risk learners, ACPS notifies each student's parent/guardian using an annual, Division-
132 level notification letter. The letter communicates the purpose of the relevant
133 assessment(s) and the approximate timeline for delivery, and is translated into the
134 four, major Division-wide languages (English, Spanish, Arabic and Amharic).

135 B. Notification of Assessment Results

136
137 In accordance with Va. Code § 22.1-215.2, timely written notification is provided to

- 139 the parents/guardians of any student who:
- 140 • Undergoes literacy screening and/or Multi-Tiered Systems of Support (MTSS)
 - 141 screening and services; or
 - 142 • Does not meet the benchmark or who is identified as at risk on any assessment
 - 143 used to determine at-risk learners in preschool through grade 12. The
 - 144 notification(s) includes all related assessment scores and subscores and any
 - 145 intervention plan that results from such scores or subscores; or
 - 146 • Receives reading intervention services. Parents/guardians of each student who
 - 147 receives reading intervention services are notified before the provision of services
 - 148 begin and given notice of and a copy of the student's reading plan.

Commented [MS4]: Per the Virginia Literacy Act

150 C. Notification of Intervention and Support Plans

151 For students who do not meet the benchmark or who are otherwise identified to be at

152 risk based on a standardized or other assessment used to determine at-risk learners:

- 153 • Any intervention or support plans are communicated to the student's parent/
- 154 guardian in writing;
- 155 • The student's progress is monitored throughout the provision of services; and
- 156 • Those who receive reading intervention services (grades K-3) or algebra
- 157 readiness intervention services (grades 6-9) based on their diagnostic test
- 158 results, are assessed again at the end of that school year. ACPS reports the
- 159 results of such Virginia Department of Education (VDOE)-approved reading
- 160 and algebra-readiness diagnostic tests to VDOE annually.

164 Adopted: January 9, 1997

165 Amended: July 1, 2005

166 Amended: September 17, 2015

167 Amended: October 27, 2016

168 Amended: November 4, 2021

171 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-23.3, 22.1-215.2, 22.1-

172 237.1, 22.1-237.2, 22.1-237.3, 22.1-237.4, 22.1-237.5, 22.1-253.13:1.

175 Cross Refs.: AG Literacy Plan

176 IGAD Career and Technical Education Program

177 IGBE Remedial and Summer Instructional Program

178 IGBD Programs for Students with Reading Deficiencies

179 IJD College and Career Readiness

180 IGBI Advanced Placement and Dual Enrollment Classes

181 JHCF Student Wellness

182 LEB Advanced/Alternative Courses for Credit

CAREER AND TECHNICAL EDUCATION

The Alexandria City School Board believes there is an advantage to students who complete school with marketable skills obtained through hands-on applied learning. Alexandria City Public Schools (ACPS) strives to prepare every student for college, career, and civic readiness so they thrive in our diverse and ever-changing world.

ACPS provides a program of career and technical programs, incorporated into the kindergarten through twelfth-grade curricula. The Superintendent and staff plan and make recommendations for Career and Technical Education in compliance with the Standards of Quality and the State Board of Education Regulations, including a focus upon:

- Knowledge of careers and all types of employment and work-based learning opportunities, including, but not limited to, apprenticeships, entrepreneurship and small business ownership, the military, and the teaching profession, and emphasize the advantages of completing school with marketable skills;
- Career awareness opportunities in the elementary school grades;
- Career exploration opportunities in the middle school grades;
- Occupational and career and technical programs with industry and professional standard certifications, if applicable;
- Competency-based Career and Technical Education Programs that integrate academic outcomes, career guidance, and job-seeking skills for all secondary students based upon labor-market needs and student interests;
- Career guidance involving counseling about available employment opportunities, post-secondary opportunities, and placement services for students exiting school;
- Continued monitoring of student progress in all aspects of CTE program development and implementation, including data related to Industry Certification, Work-Based Learning, program completion, and graduates' post-secondary education and career choices and status; and
- Annual notice on its website to enrolled high school students and their parents/guardians of (i) the availability of the postsecondary education and employment data published by the State Council of Higher Education on its website and (ii) the opportunity for such students to obtain a nationally recognized career readiness certificate at a local public high school, comprehensive community college or workforce center.
- As part of each student's Academic and Career Plan lists of top professions in Virginia, skills required for each profession, and top degree programs at institutions of higher

45 education in Virginia, as compiled annually by the Department of Education and
46 provided to the School Board in accordance with Virginia Code § 22.1-253.13:1.

47
48 ACPS develops and implements a plan to ensure compliance with this policy. This plan is
49 developed with the input of area business and industry representatives and local community
50 colleges and is submitted to the Superintendent of Public Instruction in accordance with the
51 timelines established by federal law.

52
53 The School Board may establish High School to Work Partnerships or delegate the authority to
54 establish Partnerships to the division's career and technical education administrator or the
55 administrator's designee, in collaboration with the school counseling office of each high school in
56 the school division, and educates high school students about opportunities available through such
57 partnerships.

58
59 The School Board may enter into agreements for postsecondary course credit, credential,
60 certification, or license attainment, referred to as College and Career Access Pathways
61 Partnerships, with comprehensive community colleges or other public institutions of higher
62 education or educational institutions that offer a career and technical education curriculum.
63 College and Career Access Pathways Partnerships specify:

- 64
- 65 ● the options for students to take courses as part of the career and technical education
- 66 curriculum that lead to course credit or an industry-recognized credential, certification, or
- 67 license concurrent with a high school diploma;
- 68 ● the credit, credentials, certifications, or licenses available for such courses;
- 69 ● the industry-recognized credentials that are accepted as substitutes for certain credits
- 70 required for high school graduation, consistent with the list developed and maintained by
- 71 the Virginia Board of Education pursuant to Va. Code § 22.1-253.13:1(F); and
- 72 ● available options for students to participate in pre-apprenticeship and apprenticeship
- 73 programs at comprehensive community colleges concurrent with the pursuit of a high
- 74 school diploma and receive college credit and high school credit for successful completion
- 75 of any such program.
- 76
- 77

78 Adopted: January 9, 1997
 79 Amended: July 1, 2005
 80 Amended: September 20, 2007
 81 Amended: October 15, 2015
 82 Amended: October 5, 2023

83
 84
 85 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-227.1, 22.1-237.1, 22.1-237.2, 22.1-
 86 237.3, 22.1-237.4, 22.1-237.5, 22.1-253.13.1

87
 88 Cross Ref.: IA Instructional Goals and Objectives
 89 IGBI Advanced Placement Classes and Special Programs
 90 IJ Guidance and Counseling Program

- 91 IJD College and Career Readiness
- 92 LEB Advanced/Alternative Courses for Credit

DRAFT

CAREER AND TECHNICAL EDUCATION

The Alexandria City School Board believes there is an advantage to students who complete school with marketable skills obtained through hands-on applied learning. Alexandria City Public Schools (ACPS) strives to prepare every student for college, career, and civic readiness so they thrive in our diverse and ever-changing world.

ACPS provides a program of career and technical programs, incorporated into the kindergarten through twelfth-grade curricula. The Superintendent and staff plan and make recommendations for Career and Technical Education in compliance with the Standards of Quality and the State Board of Education Regulations, including a focus upon:

- Knowledge of careers and all types of employment and work-based learning opportunities, including, but not limited to, apprenticeships, entrepreneurship and small business ownership, the military, and the teaching profession, and emphasize the advantages of completing school with marketable skills;
- Career awareness opportunities in the elementary school grades;
- Career exploration opportunities in the middle school grades;
- Occupational and career and technical programs with industry and professional standard certifications, if applicable;
- Competency-based Career and Technical Education Programs that integrate academic outcomes, career guidance, and job-seeking skills for all secondary students based upon labor-market needs and student interests;
- Career guidance involving counseling about available employment opportunities, post-secondary opportunities, and placement services for students exiting school;
- Continued monitoring of student progress in all aspects of CTE program development and implementation, including data related to Industry Certification, Work-Based Learning, program completion, and graduates' post-secondary education and career choices and status; and
- Annual notice on its website to enrolled high school students and their parents/guardians of (i) the availability of the postsecondary education and employment data published by the State Council of Higher Education on its website and (ii) the opportunity for such students to obtain a nationally recognized career readiness certificate at a local public high school, comprehensive community college or workforce center.
- As part of each student's Academic and Career Plan lists of top professions in Virginia, skills required for each profession, and top degree programs at institutions of higher

45 education in Virginia, as compiled annually by the Department of Education and
46 provided to the School Board in accordance with Virginia Code § 22.1-253.13:1.

Commented [MS1]: Per the amendment of Va. Code § 22.1-253.13:1 by HB 1345/SB 199

47 • ACPS develops and implements a plan to ensure compliance with this policy. This plan is
48 developed with the input of area business and industry representatives and local community
49 colleges and is submitted to the Superintendent of Public Instruction in accordance with the
50 timelines established by federal law.

51
52
53 The School Board may establish High School to Work Partnerships or delegate the authority to
54 establish Partnerships to the division's career and technical education administrator or the
55 administrator's designee, in collaboration with the school counseling office of each high school in
56 the school division, and educates high school students about opportunities available through such
57 partnerships.

58
59 The School Board may enter into agreements for postsecondary course credit, credential,
60 certification, or license attainment, referred to as College and Career Access Pathways
61 Partnerships, with comprehensive community colleges or other public institutions of higher
62 education or educational institutions that offer a career and technical education curriculum.
63 College and Career Access Pathways Partnerships specify:

- 64 • the options for students to take courses as part of the career and technical education
65 curriculum that lead to course credit or an industry-recognized credential, certification, or
66 license concurrent with a high school diploma;
- 67 • the credit, credentials, certifications, or licenses available for such courses;
- 68 • the industry-recognized credentials that are accepted as substitutes for certain credits
69 required for high school graduation, consistent with the list developed and maintained by
70 the Virginia Board of Education pursuant to Va. Code § 22.1-253.13:1(F); and
71 and
- 72 • available options for students to participate in pre-apprenticeship and apprenticeship
73 programs at comprehensive community colleges concurrent with the pursuit of a high
74 school diploma and receive college credit and high school credit for successful completion
75 of any such program.

Commented [MS2]: Per the amendment of Va. Code § 22.1-253.13:1 by HB 1345/SB 199

76
77
78 Adopted: January 9, 1997
79 Amended: July 1, 2005
80 Amended: September 20, 2007
81 Amended: October 15, 2015
82 Amended: October 5, 2023

83
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85 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-253.13.1, 22.1-227.1, 22.1-237.1,
86 22.1-237.2, 22.1-237.3, 22.1-237.4, 22.1-237.5, 22.1-253.13.1

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88 Cross Ref.: IA Instructional Goals and Objectives
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90 IJ Guidance and Counseling Program

91
92

IJD College and Career Readiness
LEB Advanced/Alternative Courses for Credit

DRAFT

HEALTH / PHYSICAL EDUCATION

The Alexandria City School Board (Board) believes that health education, physical education, and opportunities for physical movement are essential to student physical and mental health. Opportunities are provided inclusively and equitably to all students. When possible, the Board encourages the Superintendent to exceed state minimum requirements.

Students receive health instruction and physical training as prescribed by the Virginia Board of Education and approved by the Virginia Board of Health.

Such health instruction

- incorporates standards that recognize the multiple dimensions of health by including mental health and the relationship of physical and mental health so as to enhance student understanding, attitudes, and behavior that promote health, well-being and human dignity; and
- may include an age-appropriate program of instruction on the safe use of and risks of abuse of prescription drugs that is consistent with curriculum guidelines developed by the Virginia Board of Education and approved by the Virginia Board of Health, and may include a program of instruction on menstrual education in grade levels four through eight, offered at the grade level the School Board deems appropriate.

Such health instruction includes the following topics:

- general themes of life skills, including self-awareness, self-management, responsible decision making, relationship skills, and social awareness;
- signs and symptoms of common mental health challenges;
- mental health wellness and healthy strategies for coping with stress and negative feelings, including conflict resolution skills;
- the importance of and guidance on seeking assistance from an adult or mental health professional, including information on services offered within the school or the division;
- the prevalence of mental health challenges and the importance of overcoming common stigmas surrounding such mental health challenges;
- the connection between mental health and substance use disorders; and
- the importance of mental health to the student's overall well-being, including physical health and academic success.

Alexandria City Public Schools (ACPS) provides a program of physical activity available to all students in grades kindergarten through five consisting of at least 20 minutes per day or an average of 100 minutes per week on average during the regular school year and available to all students in grades six through twelve with a goal of at least 150 minutes per week on average during the regular school year. Such program may include any combination of physical education classes, elective courses based on physical activity, extracurricular athletics, recess, movement breaks during class, or other programs and activities. Any physical education class offered to students in grades seven and eight includes at least one hour of personal safety training per school year in each such grade level that is developed and delivered in partnership with the local law-enforcement agency and consists of situational safety awareness training and social media education.

47 The School Board accepts participation in the Junior Reserve Officers' Training Corps as
48 fulfillment of any physical education requirements applicable to students in grades nine through
49 12.

50

51 In addition:

- 52 ● Elementary school students have the goal of
 - 53 ○ 60-90 minutes per week of physical education instruction; and
 - 54 ○ 30 minutes per day of recess; and
 - 55 ○ 15 minutes per day of active classroom learning where movement enhances
 - 56 academic learning in the classroom.
- 57
- 58 ● Middle school students have the goal of 150 minutes of movement opportunities each
59 week. Schools develop plans which consider weather and other activities to create these
60 opportunities. Options include but are not limited to:
 - 61 ○ Taking elective courses that are substantially based on physical activities.
 - 62 ○ Movement breaks during classes
 - 63 ○ School-wide movement breaks
 - 64 ○ After-school intramurals and movement-based clubs
 - 65
- 66 ● High school students have the goal of 150 minutes of movement opportunities each week.
67 Options include but are not limited to:
 - 68 ○ Taking elective courses that are substantially based on physical activities.
 - 69 ○ Movement during flexible times
 - 70 ○ Participation in sports, JROTC, or after-school clubs (that are movement-based)
 - 71

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72

73 **Hazing Prevention Instruction**

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75 The School Board offers as a part of physical or health education instruction provided to students
76 in grade nine or 10 research-based hazing prevention instruction in accordance with the Standards
77 of Learning and curriculum guidelines developed by the Virginia Department of Education.
78 Hazing prevention instruction is offered in person with options for virtual participation for any
79 student who is enrolled in an online or virtual physical or health education program.

80

81 **Family Life Education**

82

83 In accordance with Policy IGAF parents/legal guardians may opt out of the Family Life Education
84 (FLE) portion of the Health and Physical Education curriculum. This opt-out only applies to the
85 FLE lessons of the curriculum and does not extend to the remainder of the curriculum that includes
86 lessons that cover the Health Standards of Learning

87

88

- 89 Adopted: January 9, 1997
- 90 Amended: July 1, 2005
- 91 Amended: January 22, 2015
- 92 Amended: April 25, 2019

93 Amended: September 10, 2020
94 Amended: September 9, 2021
95 Amended: December 15, 2022
96 Amended: May 9, 2024

97
98

99 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-207, 22.1-253.13:1.

100
101

8 VAC 20-320-10.

102
103

Guidance for Schools, Centers for Disease Control and Prevention (CDC),
(Updated May 2020),

104
105

Phase Guidance for Virginia Schools, Virginia Department of Health (VDH),
(July 1, 2020),

106
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109

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	IC/ID	School Year/School Day
	IGAG	Teaching About Drugs, Alcohol, and Tobacco
	IGBG	Off-Site Instruction and Virtual Courses
	IGBGA	3rd Party Provided Online Courses and Virtual School Programs
	JHCA	Physical Examinations of Students
	JHCF	Student Wellness
	JHCF-R	Wellness Guidelines for the Alexandria City Public Schools
	JO	Student Records

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- the prevalence of mental health challenges and the importance of overcoming common stigmas surrounding such mental health challenges;
- the connection between mental health and substance use disorders; and
- the importance of mental health to the student's overall well-being, including physical health and academic success.

Commented [MS1]: Per the amendment of Va. Code §§ 22.1-207 and 22.1-253.13:1 by HB 1221

Commented [MS2]: Per the amendment of Va. Code §§ 22.1-207 by HB 603

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Family Life Education

In accordance with Policy IGAF parents/legal guardians may opt out of the Family Life Education (FLE) portion of the Health and Physical Education curriculum. This opt-out only applies to the FLE lessons of the curriculum and does not extend to the remainder of the curriculum that includes lessons that cover the Health Standards of Learning

Adopted: January 9, 1997

Commented [MS3]: Per the amendment of 22.1-253.13:1 by HB98.
This is permitted but not required. If the Board does not want permit this then we should strike this change.

Commented [MS4]: Per the amendments of Va. Code §§ 22.1-207 and 22.1-253.13:1 by HB 1221, HB 98, and HB 719/SB 379.

92 Amended: July 1, 2005
93 Amended: January 22, 2015
94 Amended: April 25, 2019
95 Amended: September 10, 2020
96 Amended: September 9, 2021
97 Amended: December 15, 2022
98 Amended: May 9, 2024

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101 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-207, 22.1-253.13:1.

102

103 8 VAC 20-320-10.

104

105 *Guidance for Schools*, Centers for Disease Control and Prevention (CDC),
106 (Updated May 2020),

107

108 *Phase Guidance for Virginia Schools*, Virginia Department of Health (VDH),
109 (July 1, 2020),

110

111 Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse

112 IC/ID School Year/School Day

113 IGAG Teaching About Drugs, Alcohol, and Tobacco

114 IGBG Off-Site Instruction and Virtual Courses

115 IGBGA 3rd Party Provided Online Courses and Virtual School Programs

116 JHCA Physical Examinations of Students

117 JHCF Student Wellness

118 JHCF-R Wellness Guidelines for the Alexandria City Public Schools

119 JO Student Records

TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO

ACPS provides instruction concerning

- drugs and drug abuse,
- the public safety hazards and dangers of alcohol abuse, underage drinking, underage marijuana use, and drunk driving,
- the health and safety risks of using tobacco products, nicotine vapor products, alternative nicotine products, and
- gambling and the addictive potential thereof.

The health education program includes instruction in drug and substance abuse prevention. It encourages and supports organizations and activities that develop a positive peer influence and adult support concerning substance abuse and creates a climate whereby students may seek and receive counseling about substance abuse and related problems without fear of reprisal.

Each school that includes grades nine through 12 annually distributes fentanyl education and awareness information developed by the Virginia Department of Education to each student in those grades within the first two weeks of school.

- Adopted: January 9, 1997
- Amended: June 1, 2006
- Amended: December 6, 2007
- Amended: January 22, 2015
- Amended: December 15, 2022

Legal Refs.: Code of Virginia, 1950 as amended, § 22.1-206 and 22.1-206.01.

- Cross Refs.: GBEC/JFCH/KGC Tobacco Products and Nicotine Vapor Products
- IGAE/IGAF Health Education/Physical Education
- JFCF/JFCI Alcohol and Other Drugs (AOD) in Schools
- JFCF-R/JFCI-R Alcohol and Other Drugs (AOD) Abuse Regulations

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Commented [MS1]: Per the enactment of Va. Code § 22.1-206.01 by HB 1473.

- Adopted: January 9, 1997
- Amended: June 1, 2006
- Amended: December 6, 2007
- Amended: January 22, 2015
- Amended: December 15, 2022

Legal Refs.: Code of Virginia, 1950 as amended, § 22.1-206 and 22.1-206.01.

- Cross Refs.: GBEC/JFCH/KGC Tobacco Products and Nicotine Vapor Products
IGAE/IGAF Health Education/Physical Education
- JFCF/JFCI Alcohol and Other Drugs (AOD) in Schools
- JFCF-R/JFCI-R Alcohol and Other Drugs (AOD) Abuse Regulations

PROGRAMS FOR STUDENTS WITH DISABILITIES

The Alexandria City School Board seeks to create a welcoming community where all students and families receive the support they need. Alexandria City Public Schools (ACPS) is committed to having inclusive classrooms and developing students' interpersonal skills and respect for human diversity including neurodiversity. ACPS is committed to a collaborative Individualized Education Program (IEP) determination process that supports families and values their knowledge of their child's needs.

ACPS provides a free, appropriate public education for all children and youth with disabilities, ages 2 through 21 inclusive, who are residents of Alexandria, in accordance with all applicable federal and state laws. To the maximum extent appropriate, students with disabilities will be educated with children without disabilities.

An IEP is developed, maintained, and implemented for each child with a disability identified under the Individuals with Disabilities Education Act (2004) served by the Alexandria City School Board. The program is developed in a meeting of the child's IEP team, which includes a teacher of the child, parent/guardian, the student (when appropriate), a school division representative qualified to provide or supervise the provision of special education services, an individual who can interpret the instructional implications of evaluation results, and other individuals at the discretion of the parent/guardian or school division. This IEP is reviewed at least annually.

Parents of students with disabilities are provided guidance from the Virginia Department of Education regarding the availability of credit accommodations to earn a standard diploma and the limitations of the Applied Studies Diploma at a student's annual IEP program meeting corresponding to grades three through 12 when curriculum or statewide assessment decisions are being made that impact the type of diploma for which the student can qualify. The child's IEP team considers credit accommodations, including locally awarded verified credits, to enable the child to earn a standard diploma.

The IEP includes areas specified by state and federal statutes and regulations.

Special Education Parent/Family Liaison

Beginning in the 2024-2025 School Year, the School Board designates a faculty member to serve as a special education parent/family liaison, who serves as a resource to parents and families to understand and engage in

- the referral, evaluation, reevaluation, and eligibility process if they suspect that their child has a disability and
- the IEP process and works in collaboration with the special education family support centers established by the Parent Training and Information Center of the Commonwealth pursuant to Virginia Code § 22.1-214.5.

The School Board posts the name of the designated special education parent/family liaison publicly on its website.

47 **Explanation of Procedural Safeguards**

48
49 A copy of the procedural safeguards available to the parent of a child with a disability is provided
50 to students with disabilities and their parents/guardians as part of the
51 identification/evaluation/placement process and for the provision of an appropriate education
52 program. A copy of the procedural safeguards are also made available to the parent/guardian of a
53 child with a disability at least annually. The procedural safeguards notice includes a full
54 explanation of all the procedural safeguards available.
55

56 **Child Find**

57
58 The Alexandria City School Board maintains an active and continuing child find program
59 designed to identify, locate, and evaluate those children residing in the division, birth to age 21
60 inclusive, who are in need of special education and related services.
61

62 The School Board provides to parents/guardians all applicable procedural safeguards including (1)
63 written notice of the scheduled screening and, if the child fails the screening, the results of the
64 screening, (2) confidentiality, and (3) maintenance of the student’s scholastic record.
65

66 **Monitoring**

67 The Board monitors implementation of this policy through reports provided by the Superintendent.
68
69

70 Adopted: January 9, 1997
71 Amended: July 1, 2005
72 Amended: June 11, 2015
73 Amended: January 5, 2023
74
75

76 Legal Refs.: 20 U.S.C. § 1400 et seq.
77 29 U.S.C. § 701 et seq.
78 42 U.S.C. § 12101 et seq.
79
80 Code of Virginia, 1950, as amended, §§ 22.1-213, 22.1-214, 22.1-214.5, 22.1-
81 215, 22.1-253.13:2, 22.1-253.13:4.
82
83 8 VAC 20-81-50.
84 8 VAC 20-81-80.
85 8 VAC 20-81-100.
86 8 VAC 20-81-110.
87 8 VAC 20-81-130.
88 8 VAC 20-81-170.
89

90 Cross Refs: IAA Notification of Learning Objectives
91 IKF The Virginia Assessment Program and Graduation Requirements
92 JO Student Records

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Commented [MS1]: Per the amendment of Va. Code §§ 22.1-253.13:4 by HB 1089/SB 220.

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Commented [MS2]: Per the amendment of Va. Code §§ 22.1-253.13:2 by HB 1089/SB 220.

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48
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- 69 Adopted: January 9, 1997
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73

- 74 Legal Refs.: 20 U.S.C. § 1400 et seq.
75 29 U.S.C. § 701 et seq.
76 42 U.S.C. § 12101 et seq.
77

78 Code of Virginia, 1950, as amended, §§ 22.1-213, [22.1-214](#), [22.1-214.5](#), 22.1-
79 215, [22.1-253.13:2](#), 22.1-253.13:4.
80

- 81 8 VAC 20-81-50.
82 8 VAC 20-81-80.
83 8 VAC 20-81-100.
84 8 VAC 20-81-110.
85 8 VAC 20-81-130.
86 8 VAC 20-81-170.
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- 88 Cross Refs: IAA Notification of Learning Objectives
89 IKF The Virginia Assessment Program and Graduation Requirements
90 [JO Student Records](#)

EXTENDED INSTRUCTIONAL DAY OPPORTUNITIES

Definitions

Extended Instructional Day - “Structured supports for students that occur outside of regular school hours.” Examples might include: Saturday school, after school homework clubs, after school remediation, etc.

Alexandria City Public Schools (ACPS) is committed to providing Extended Instructional Day opportunities that advance learning and the achievement of students. Extended Instructional Day programs should be approved by the Superintendent of Schools and the Alexandria City School Board (Board). Requests for approval should include the following:

- Rationale for Extended Instructional Day, including data to validate the need
- Description of Program
- Benefit to students
- Anticipated outcomes, including measures to evaluate effectiveness
- Staffing, transportation, and fiscal impact

Principals should also consult with the Chief Academic Officer, Executive Director of School Leadership, or the Executive Director of Instructional Support , and their parent/legal guardian community regarding the proposed program, benefits to students, and impact on families prior to submitting a request. Extended Instructional Day programs will be reviewed annually, with continuation based on program effectiveness and sufficient fiscal resources.

Adopted: June 18, 2015
Amended: May 9, 2024

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Adopted: June 18, 2015
Amended: May 9, 2024

PROGRAMS FOR STUDENTS WITH READING DEFICIENCIES

Reading intervention services are provided to students in kindergarten through grade eight who demonstrate substantial deficiencies based on their individual performance on the Standards of Learning reading assessment or a literacy screener provided by the Department of Education (the Department). Reading intervention services are consistent with evidence-based literacy instruction and aligned with science-based reading research and can be provided by reading specialists employed by the School Board.

For each student who receives reading intervention services:

- the reading intervention services are documented in the student's reading plan;
- a reading specialist, in collaboration with the student's teacher(s), develops, oversees implementation of, and monitors student progress on the student's reading plan;
- the student's parent is given the opportunity to participate in the development of the student's reading plan and is given notice of the student's reading plan;
- the student's parent is given notice before reading intervention services begin;
- the student's parent is given a copy of the student's reading plan; and
- the student is assessed again at the end of that school year using either the literacy screener provided by the Department or the grade-level reading Standards of Learning assessment.

Each Student Reading Plan:

- i. follows the template created by the Department;
- ii. documents the reading intervention services provided to the student;
- iii. includes, at a minimum:
 - a. the student's specific, diagnosed reading skill deficiencies as determined or identified by diagnostic assessment data or the literacy screener provided by the Department;
 - b. the goals and benchmarks for student growth in reading;
 - c. a description of the specific measures that will be used to evaluate and monitor the student's reading progress;
 - d. the specific evidence-based literacy instruction that the student will receive;
 - e. the strategies, resources, and materials that will be provided to the student's parent to support the student to make reading progress; and
 - f. any additional services the teacher deems available and appropriate to accelerate the student's reading skill development; and
- iv. may include, the following services for the student:
 - a. instruction from a reading specialist, trained aide, computer-based reading tutorial program, or classroom teacher with support from an aide;
 - b. extended instructional time in the school day or school year, or,
 - c. for students in grades six through eight, a literacy course, in addition to the course required by the Standards of Learning in English, that provides the specific evidence-based literacy instruction identified in the student's reading plan.

Adopted: New

- 47
- 48 Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-215.2, 22.1-253.13:1, 22.1-
- 49 253.13:2, and 22.1-253.13:6.
- 50
- 51 Cross Ref.: AG Literacy Plan
- 52 GCA Reading Specialists
- 53 GCL Professional Staff Development
- 54 IA Instructional Goals and Objectives
- 55 IKA Parental Assistance with Instruction
- 56 IKH Retaking SOL Assessments

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PROGRAMS FOR STUDENTS WITH READING DEFICIENCIES

Reading intervention services are provided to students in kindergarten through grade eight who demonstrate substantial deficiencies based on their individual performance on the Standards of Learning reading assessment or a literacy screener provided by the Department of Education (the Department). Reading intervention services are consistent with evidence-based literacy instruction and aligned with science-based reading research and can be provided by reading specialists employed by the School Board.

For each student who receives reading intervention services:

- the reading intervention services are documented in the student’s reading plan;
- a reading specialist, in collaboration with the student’s teacher(s), develops, oversees implementation of, and monitors student progress on the student’s reading plan;
- the student’s parent is given the opportunity to participate in the development of the student’s reading plan and is given notice of the student’s reading plan;
- the student’s parent is given notice before reading intervention services begin;
- the student’s parent is given a copy of the student’s reading plan; and
- the student is assessed again at the end of that school year using either the literacy screener provided by the Department or the grade-level reading Standards of Learning assessment.

Each Student Reading Plan:

- i. follows the template created by the Department;
- ii. documents the reading intervention services provided to the student;
- iii. includes, at a minimum:
 - a. the student's specific, diagnosed reading skill deficiencies as determined or identified by diagnostic assessment data or the literacy screener provided by the Department;
 - b. the goals and benchmarks for student growth in reading;
 - c. a description of the specific measures that will be used to evaluate and monitor the student's reading progress;
 - d. the specific evidence-based literacy instruction that the student will receive;
 - e. the strategies, resources, and materials that will be provided to the student's parent to support the student to make reading progress; and
 - f. any additional services the teacher deems available and appropriate to accelerate the student's reading skill development; and
- iv. may include, the following services for the student:
 - a. instruction from a reading specialist, trained aide, computer-based reading tutorial program, or classroom teacher with support from an aide;
 - b. extended instructional time in the school day or school year, or
 - c. for students in grades six through eight, a literacy course, in addition to the course required by the Standards of Learning in English, that provides the specific evidence-based literacy instruction identified in the student's reading plan.

Adopted: New

Commented [MS1]: Policy created based on the Virginia Literacy Act established in 2022 by HB 319 and amended by HB 1526 and SB 1175 in 2023 and HB 647/SB 624 in 2024.

47
48 Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-215.2, 22.1-253.13:1, 22.1-
49 253.13:2, and 22.1-253.13:6.

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51 Cross Ref.: AG Literacy Plan
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DRAFT

ADVANCED PLACEMENT CLASSES AND SPECIAL PROGRAMS

The Alexandria City School Board (Board) believes in providing opportunities for all students to take challenging and engaging courses. The Board supports a variety of advanced courses where students may earn college credits or obtain work-based experiences.

Alexandria City Public Schools (ACPS) notifies students and their parents/ legal guardians of the availability of Dual-Enrollment (DE) and Advanced Placement classes (AP), Career and Technical Education (CTE) programs, including internships, externships, apprenticeships, credentialing programs, certification programs, licensure programs, and other work-based learning experiences and the College and Career Ready Virginia Program; the Summer Residential Governor’s School Program; and the qualifications for enrolling in such classes, programs and experiences. ACPS fully funds the cost of examinations associated with these programs.

Students and their parents/guardians are also notified of programs with community colleges to enable the students to complete an Associate’s Degree, a one-year Uniform Certificate of General Studies, or the Passport Program concurrent with a high school diploma.

The Superintendent develops regulations to implement this policy, which ensures the provision of timely and adequate notice to students and their parents/guardians.

Quality Points

Students taking advanced courses may earn additional quality points in accordance with regulation IKC-R - Regulations Governing the Grading Policy.

- Students in dual-enrollment classes must earn a qualifying passing grade in order to receive additional grade-point average quality points.
- Students in Advanced Placement classes must take the examination in order to receive additional grade-point average quality points.

Adopted: July 1, 2005
 Amended: October 11, 2012
 Amended: May 14, 2015
 Amended: June 6, 2024

Legal Ref. Code of Virginia, 1950, as amended, §§ 22.1-237.1, 22.1-237.2, 22.1-237.3, 22.1-237.4, 22.1-237.5, 22.1-253.13:1.

Cross Ref.: IA Instructional Goals and Objectives
 IGAD Career and Technical Education
 IGBB Programs for Talented and Gifted Students
 IJD College and Career Planning

47	IKC-R	Regulations Governing the Grading Policy
48	IKF	The Virginia Assessment Program and Graduation Requirements
49	LEB	Advanced/Alternative Courses of Credit

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1 **ADVANCED PLACEMENT CLASSES AND SPECIAL PROGRAMS**

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4 take challenging and engaging courses. The Board supports a variety of advanced courses where
5 students may earn college credits or obtain work-based experiences.

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9 Education (CTE) programs, including internships, externships, apprenticeships, credentialing
10 programs, certification programs, licensure programs, and other work-based learning experiences
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12 Program; and the qualifications for enrolling in such classes, programs and experiences. ACPS
13 fully funds the cost of examinations associated with these programs.

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31 additional grade-point average quality points.

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40 Legal Ref. Code of Virginia, 1950, as amended, §§ 22.1-237.1, 22.1-237.2, 22.1-237.3, 22.1-
41 237.4, 22.1-237.5, § 22.1-253.13:1.

42
43 Cross Ref.: IA Instructional Goals and Objectives
44 IGAD — Career and Technical Education
45 IGBB — Programs for Talented and Gifted Students
46 IJD — College and Career Planning

Commented [MS1]: Per the amendment of Va. Code § 22.1-253.13:1 by HB 1087/SB 627.

- 47 IKC-R _____ Regulations Governing the Grading Policy
- 48 IKF _____ The Virginia Assessment Program and Graduation Requirements
- 49 LEB _____ Advanced/Alternative Courses of Credit

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COLLEGE AND CAREER PLANNING

Alexandria City Public Schools (ACPS) provides for the early identification and enrollment of students in a program with a range of educational and academic experiences related to college and career readiness in and outside the classroom, including an emphasis on experiences that will support students from historically marginalized populations in preparing for a career or postsecondary education.

Alexandria City High School and each ACPS elementary and middle school provides for the identification by all students of personal interests and abilities to support planning for postsecondary opportunities and career preparation. Such support includes provision of information concerning exploration of career cluster areas in elementary schools, and course information and planning for college preparation programs, opportunities for educational and academic experiences in and outside the classroom, including internships and work-based learning, and the multiple pathways to college and career readiness in middle and high school.

Beginning in the elementary school years, students explore the different occupations associated with career clusters and select an area or areas of interest. Students begin the development of an Academic and Career Plan Portfolio (ACPP) in elementary grades to include information about interests, values such as dependability and responsibility, and skills supporting decisions about their future interests and goals. The information contained in the ACPP serves as the foundation for creating the Academic and Career Plan (ACP) during middle school.

In middle school, students complete a career interest inventory and select a career pathway. To support development of the ACP, students complete at least one course in career investigation selected from the career and technical education state-approved list, or an ACPS-provided alternative means of delivering the career investigation course content, provided that the alternative is equivalent in content and academic rigor.

The Alexandria City School Board may require additional components focused on college and career readiness as it deems appropriate. Additional course requirements at the high school level would be subject to approval by the Virginia Board of Education (VBOE).

Each qualified high school student is provided access to courses at each high school in the division that are sufficient to complete the Passport Program and the Uniform Certificate of General Studies Program at a public institution of higher education at no cost to such student pursuant to the College and Career Ready Virginia Program established by Va. Code § 22.1-237.1, et seq.

All schools continue development of a personal ACP during middle school with completion during the student's eighth grade year. The components of the ACP include the student's program of study for high school graduation and a postsecondary career pathway based on the student's academic and career interests. During annual reviews in high school, a career-related learning experience is chosen by the student and documented in the ACP.

44 The ACP is developed in accordance with guidelines established by VBOE and reviewed by
45 parents/guardians and a school official or school officials designated by the principal. The ACP is
46 included in the student's record and is reviewed and updated annually.

47
48 Lists, as compiled annually by the Virginia Department of Education (VDOE) and provided to the
49 School Board, of 1) the top 100 professions in Virginia by median pay and the education, training
50 and skills required for each such profession and 2) the top 10 degree programs at institutions of
51 higher education in Virginia by median pay of program graduates are provided as part of the ACP
52 process.

53
54 Beginning in middle school, students are counseled on opportunities for beginning postsecondary
55 education and opportunities for obtaining industry certifications, occupational competency
56 credentials, or professional licenses in a CTE field prior to high school graduation, as described in
57 Policy LEB: *Advanced/Alternative Courses for Credit* and pursuant to 8 VAC 20-131-100 and 8
58 VAC 20-131-140. Such opportunities include access to at least three Advanced Placement (AP) or
59 college-level courses for degree credit pursuant to 8 VAC 20-131-100. Students taking advantage
60 of such opportunities are not denied participation in school activities for which they are otherwise
61 eligible.

62
63 Wherever possible, students are encouraged and afforded opportunities to take college courses
64 simultaneously for high school graduation and college degree credit (dual enrollment). Eligibility
65 and conditions are described in the ACPS Program of Studies. These conditions include but are
66 not limited to:

- 67
- 68 a. The student must meet the required grade point average enrollment criteria;
 - 69 b. Written approval of the high school principal prior to participation in dual enrollment
70 (DE) must be obtained;
 - 71 c. The college must accept the student for admission to the course or courses; and
 - 72 d. The course or courses must be given by the college for degree credits (no remedial
73 courses will be accepted).
- 74

75 Information that assists high school students in making informed decisions about their futures after
76 graduating from high school and ensures that such students are aware of the costs and benefits of
77 different educational and certificate programs, as collected and compiled by the Virginia
78 Department of Education in consultation with the State Council of Higher Education for Virginia,
79 is readily available to each high school student. The information is distributed to each high school
80 student who expresses an interest in attending an institution of higher education or completing a
81 training program.

82
83 **Students with Disabilities**

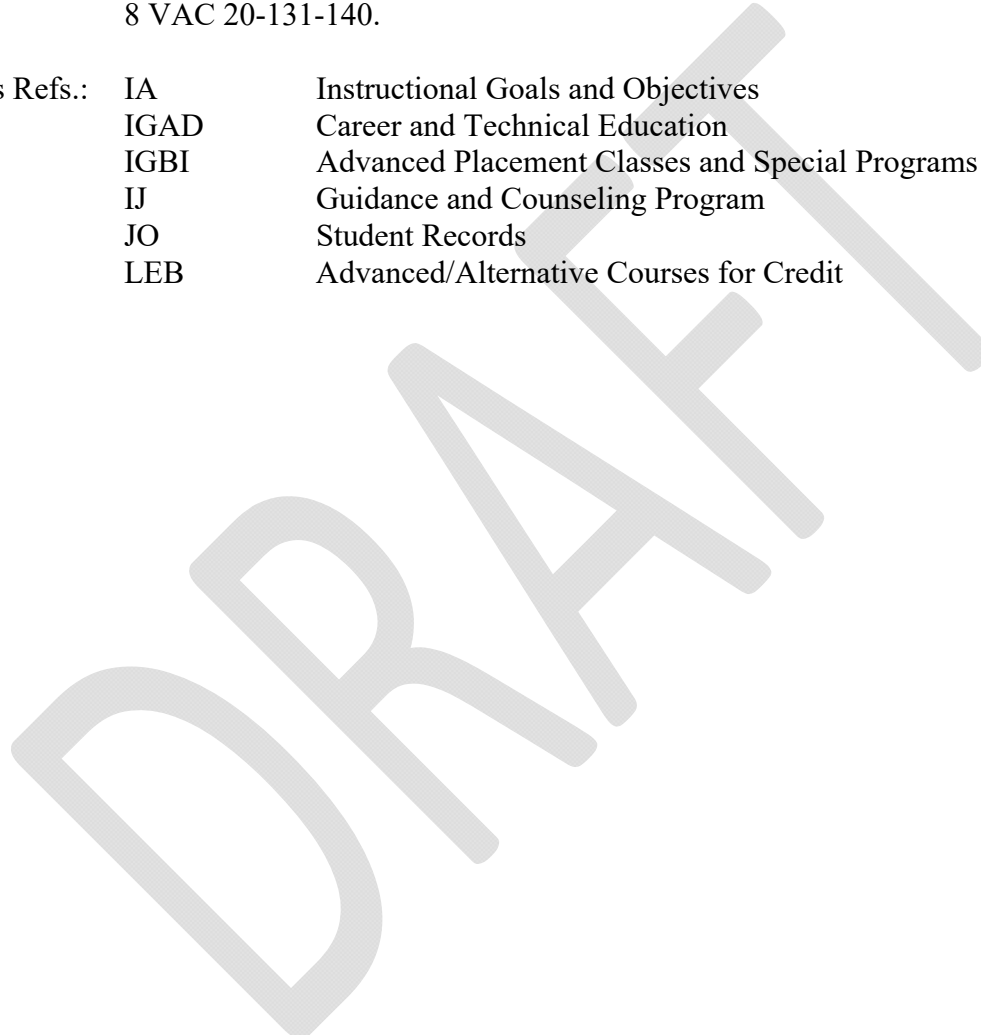
84
85 Students with disabilities age 14 or older have, as part of their Individualized Education Program
86 (IEP), a transition plan. The transition plan contains measurable post-secondary goals based upon
87 age-appropriate transition assessments related to training, education, employment, and where
88 appropriate, independent living skills. Transition services are based on the individual child's needs,
89 taking into account the child's strengths, preferences, and interests.

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Adopted: December 16, 2021
Amended: June 1, 2023

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-206.2, 22.1-237.1, 22.1-237.2, 22.1-237.3, 22.1-237.4, 22.1-237.5, 22.1-253.13:1, 22.1-253.13:3.
8 VAC 20-131-140.

Cross Refs.:	IA	Instructional Goals and Objectives
	IGAD	Career and Technical Education
	IGBI	Advanced Placement Classes and Special Programs
	IJ	Guidance and Counseling Program
	JO	Student Records
	LEB	Advanced/Alternative Courses for Credit



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Commented [MS1]: Per the enactment of Va. Code § 22.1-237.3 by HB 1087/SB 627.

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Adopted: December 16, 2021
Amended: June 1, 2023
~~Amended: June 6, 2024~~

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-206.2, 22.1-237.1, 22.1-237.2, 22.1-237.3, 22.1-237.4, 22.1-237.5, 22.1-253.13:1, 22.1-253.13:3.
8 VAC 20-131-140.

Cross Refs.: IA Instructional Goals and Objectives
~~IGAD~~ ~~Career and Technical Education~~
IGBI Advanced Placement Classes and Special Programs
~~IJ~~ ~~Guidance and Counseling Program~~
~~JO~~ ~~Student Records~~
~~LEB~~ ~~Advanced/Alternative Courses for Credit~~

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RETAKING SOL ASSESSMENTS

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Students in kindergarten through grade 8 are not required to retake Virginia Assessment Program tests unless

- they are retained in a grade and have not previously passed the related tests,
- they received reading intervention services, or
- as otherwise permitted by the Virginia Board of Education.

Students in high school are required to retake end-of-course SOL tests as determined by the Virginia Board of Education.

Adopted: July 1, 2005
 Amended: October 15, 2015
 Affirmed: October 27, 2016
 Amended: May 9, 2024

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:1 and 22.1-253.13:3.
 8VAC 20-131-30 et seq.
 8VAC 20-131-110 et seq.

Cross Refs.:	AG	Literacy Plan
	IGBD	Programs for Students with Reading Deficiencies
	IKF	Standards of Learning Assessments, Verified Units of Credit and Diploma Classifications
	IKF-R	Standards of Learning Assessments, Verified Units of Credit and Diploma Classification Regulations
	IKG	Remediation Recovery Program
	IKG-R	Remediation Recovery Program Regulations
	IL	Testing Programs

RETAKING SOL ASSESSMENTS

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Commented [MS1]: Per the Virginia Literacy Act provisions established by HB 319 in 2022.

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- Adopted: July 1, 2005
- Amended: October 15, 2015
- Affirmed: October 27, 2016
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 8VAC 20-131-110 et seq.

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<u>AG</u>	<u>Literacy Plan</u>
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IKG-R	Remediation Recovery Program Regulations
IL	Testing Programs

1 **EXPEDITED RETAKING SOL ASSESSMENTS REGULATIONS**
2

3 Students in grades kindergarten through 8 are not required to retake Virginia Assessment
4 Program tests unless they are retained in a grade and have not previously passed the related
5 tests, they received reading intervention services, or as permitted by the Virginia Board of
6 Education.

7
8 In accordance with the Virginia Board of Education guidance, students in high school are
9 required to retake end-of-course SOL assessments if

- 10 ● they have previously failed the course and the SOL assessment and are re-enrolled in
11 the course, or
- 12 ● the student needs to pass the SOL assessment to earn verified credit for graduation.

13
14 **Eligibility Criteria for Students Expedited Retaking SOL Assessments**

15
16 Students who meet criteria adopted by the Virginia Board of Education have the opportunity
17 for an expedited retake of a failed SOL assessment.

18
19 Alexandria City Public Schools (ACPS) will offer expedited “retakes” to students who failed
20 the grades 3-8 and end-of-course SOL reading, mathematics, science, and history assessments
21 if they meet the following criteria:

- 22 1. The student passed the course associated with the assessment, and
- 23 2. The student meets one of the following:
 - 24 ● Failed the assessment by a narrow margin; or
 - 25 ● Failed the assessment by any margin and have extenuating circumstances that
 - 26 would warrant retesting; or
 - 27 ● Did not sit for the regularly scheduled assessment for legitimate reasons.

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30 For purposes of these criteria, “narrow margin” means a scaled score of 375-399.

31
32 The Superintendent or Superintendent’s designee determines what constitutes “extenuating
33 circumstances” and “legitimate reasons” for purposes of establishing eligibility for an expedited
34 retake of an end-of-course SOL assessment. These include reading intervention services.

35
36 **Parental Notification**

37
38 The following conditions apply for students who meet the criteria for an expedited retake of the
39 grade 3-8 SOL assessments:

- 40 1. Parents/legal guardians of students will be notified:
 - 41 ● of the opportunity to retake the assessment(s);
 - 42 ● that a decision not to retake any or all of the assessment(s) will not impact their
 - 43 child’s grade or academic record; and
 - 44 ● of the opt-in requirement.
 - 45
 - 46
- 47 2. Prior to any additional testing, ACPS will obtain and thereafter maintain for a reasonable

48 period of time documentation of affirmative parental/legal guardian consent and
49 permission for their child to take an expedited retake.

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52 Adopted: May 9, 2024

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55 Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:3.

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8VAC 20-131-30 et seq.

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8VAC 20-131-110 et seq.

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Cross Refs.: AG Literacy Plan
IGBD Programs for Students with Reading Deficiencies
IKF Standards of Learning Assessments, Verified Units of
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IKF-R Standards of Learning Assessments, Verified Units of
Credit and Diploma Classification Regulations

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IKG Remediation Recovery Program

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IKG-R Remediation Recovery Program Regulations

IL Testing Programs

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45 ● of the opt-in requirement.
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48 period of time documentation of affirmative parental/legal guardian consent and
49 permission for their child to take an expedited retake.

50
51

52 Adopted: May 9, 2024

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54

55 Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:3.

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57

8VAC 20-131-30 et seq.

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8VAC 20-131-110 et seq.

60 Cross Refs.: AG Literacy Plan

61 IGBD Programs for Students with Reading Deficiencies

62 IKF Standards of Learning Assessments, Verified Units of
63 Credit and Diploma Classifications

64 IKF-R Standards of Learning Assessments, Verified Units of
65 Credit and Diploma Classification Regulations

66 IKG Remediation Recovery Program

67 IKG-R Remediation Recovery Program Regulations

68 IL Testing Programs

1

SCHOOL ADMISSION

2 A person of school age (i.e., a person who will have reached their fifth birthday on or before
3 September 30th of the school year and who has not reached 20 years of age on or before August
4 1st of the school year) is eligible for admission on a non-tuition basis if residing in the Alexandria
5 City school division or if eligible for admission under policy JECA Admission of Children
6 Experiencing Homelessness.

7 A person of school age shall be deemed to reside in the school division:

- 8 ● When the person is living with a natural parent or parent by legal adoption who actually
9 resides in the City of Alexandria;
- 10 ● When, in accordance with the provisions of Va. Code § 22.1-360 of the Interstate Compact
11 on Educational Opportunity for Military Children, the person is living with a noncustodial
12 parent or other person standing *in loco parentis*, not solely for school purposes, pursuant
13 to a Special Power of Attorney executed under 10 United States Code § 1044b by the
14 custodial parent;
- 15 ● When the parents of such person are, deceased and the person is living with a person *in*
16 *loco parentis* who actually resides within the school division;
- 17 ● When the parents of such person are unable to care for the person and the person is living,
18 not solely for school purposes, with another person who resides in the school division and
19 is either
20 (i) the court-appointed guardian, or has legal custody, of the person,
21 (ii) acting *in loco parentis* pursuant to placement of the person for adoption by a person or
22 entity authorized to do so under § 63.2-1220, or
23 (iii) an adult relative providing temporary kinship care as that term is defined in Va. Code
24 § 63.2-100. Both parents and the relative providing kinship care must submit signed,
25 notarized affidavits
26 a) explaining why the parents are unable to care for the person,
27 b) detailing the kinship care arrangement, and
28 c) agreeing that the kinship care provider or a parent will notify the school within 30
29 days of when the kinship care arrangement ends.
30 The parent must also provide a power of attorney authorizing the adult relative to
31 make educational decisions regarding the person. If the kinship care arrangement
32 lasts more than one year, or the person transitions to a new kinship care
33 arrangement, the school division must receive continued verification directly from
34 both departments of social services that the parents are unable to care for the person
35 and that the kinship care arrangement serves a legitimate purpose other than school.
36 If a person in a kinship care arrangement moves into a different school division
37 during the school year as a result of (1) safely returning home, (2) being
38 emancipated pursuant to Va. Code § 16.1- 333, or (3) transitioning to a new kinship
39 care arrangement, the provisions of this subsection continue to apply through the
40 end of such school year.
- 41 ● When the person is living in the school division not solely for school purposes, as an
42 emancipated minor; or
- 43 ● When all or any portion of the building in which the person resides (i) with another
44 person as set forth in the first through fourth bullets above or (ii) as an emancipated

- 45 minor as set forth in the fifth bullet above is taxable by the locality in which the school
 46 division is located; or
- 47 ● When the person has been placed in a foster care placement within the school division by
 48 a local social services agency.
 - 49 ○ No person of school age who is the subject of a foster care placement will be
 50 charged tuition regardless of whether the child is attending the school in which they
 51 were enrolled prior to the most recent foster care placement or is attending a school
 52 in the receiving school division.
 - 53 ○ The sending and receiving school divisions will cooperate in facilitating the
 54 enrollment of any child placed in foster care across jurisdictional lines to enhance
 55 continuity of instruction. The child will be allowed to continue to attend the school
 56 in which they were enrolled prior to the most recent foster care placement, upon
 57 joint determination of the placing social services agency and the school division
 58 that such attendance is in the best interest of the child.
 - 59 ○ These provisions apply to any student who was in in foster care upon reaching 18
 60 years of age and has not reached 22 years of age.
 - 61 ○ The provisions of this subsection apply to a student who has transitioned out of
 62 foster care and (i) whose custody has been transferred to the student's parent or
 63 prior legal guardian or (ii) who has been emancipated pursuant to Va. Code § 16.1-
 64 333.

65

66 For purposes of this policy, a person meeting any of the above requirements shall be deemed to
 67 reside in the school division if (i) the person lives in housing or temporary shelter that is wholly
 68 or partially situated within the Alexandria City school division; or (ii) in the event of joint custody,
 69 the person must spend the majority of school nights with a parent/guardian as defined above
 70 residing within the Alexandria City school division.

71 Certain other students may be admitted into the public schools of the division and may be charged
 72 tuition in accordance with § 22.1-5 of the Code of Virginia and pursuant to Alexandria City School
 73 Board regulations including Regulation JEC-R School Admission.

74 **Children of Non-Resident ACPS Employees**

75 On an annual basis the Superintendent determines the number of Non-Resident Employee
 76 Transfers that can be made available to children of non-City resident employees and the locations
 77 of those Transfers based on school and division enrollment capacity. If space is available, current
 78 Alexandria City Public Schools (ACPS) employees who reside outside of the City of Alexandria
 79 may apply to enroll their children in ACPS on a reduced rate or tuition-free basis.

80 **Children of Persons on Active Military Duty**

81 No child of a person on active military duty attending a school free of charge in accordance with
 82 this policy will be charged tuition by the school division

- 83 ● upon such child's relocation to military housing located in another school division in the
 84 Commonwealth, pursuant to order received by such child's parent to relocate to base
 85 housing. Such children will be allowed to continue attending school in the school division
 86 and are not charged tuition for attending such school.

- 87 ● upon such child's relocation pursuant to orders received by such child's parent to relocate
 88 to a new duty station or to be deployed. Such children are allowed to remain enrolled in
 89 the current school division free of tuition through the end of the school year; and
 90 ● that will be the child's school division of residence once the child's service member parent
 91 is relocated pursuant to orders received. Such a child will be allowed to enroll in the school
 92 division of the child's intended residence if documentation is provided, at the time of
 93 enrollment, of military orders of the service member parent or an official letter from the
 94 service member's command indicating such relocation. Documentation indicating a
 95 permanent address within the school division must be provided to the school division
 96 within 120 days of a child's enrollment or tuition may be charged, including tuition for the
 97 days since the child's enrollment in school. In the event that the child's service member
 98 parent is ordered to relocate before the 120th day following the child's enrollment, the
 99 school division will not charge tuition. Students eligible to enroll in the school division in
 100 accordance with this policy because they are the children of military personnel on active
 101 military duty who will reside in the division may register, remotely or in-person, for
 102 courses and other academic programs and participate in the lottery process for charter
 103 schools and college partnership laboratory schools in the school division at the same time
 104 and in the same manner as students who reside in the division. The assignment of the school
 105 such child will attend will be determined by the school division.

106 Such children are counted in the average daily membership of the school division in which
 107 they are enrolled. Further, the school division in which such children are enrolled subsequent
 108 to relocation to base housing is not responsible for providing for their transportation to and
 109 from school.

110 **Children of Certain Federal Employees**

111 Children of federal employees serving under orders pursuant to Title 22 or 50 of the United States
 112 Code are eligible for enrollment in ACPS provided that the documents required by Va. Code §§
 113 22.1-3.1 and 22.1-3.2 are provided and subject to the authority of the school division to exclude
 114 such children from attendance pursuant to Va. Code § 22.1-277.2 or if such children have been
 115 found guilty or adjudicated delinquent for any offense listed in subsection G of Va. Code § 16.1-
 116 260 or any substantially similar offense under the laws of any state.

117 Students may enroll in ACPS if the division is the student's intended residence if documentation
 118 is provided at the time of enrollment of Title 22 or 50 orders of the federal employee parent.
 119 Documentation indicating a permanent address within the school division must be provided to the
 120 school division within 120 days of a student's enrollment or tuition may be charged, including
 121 tuition for the days since the student's enrollment. In the event that the federal employee parent is
 122 ordered to relocate under Title 22 or Title 50 orders before the one hundred twentieth day following
 123 the student's enrollment, the school division will not charge tuition. Students eligible to enroll in
 124 the school division pursuant to this section may register, remotely or in person, for courses and
 125 other academic programs and participate in the lottery process for charter schools and college
 126 partnership laboratory schools in the school division at the same time and in the same manner as
 127 students who reside in the division. The assignment of the school that such student will attend will
 128 be determined by the school division.

129 "Children of federal employees serving under orders pursuant to Title 22 or 50 of the United States
130 Code" means school-age children, enrolled in kindergarten through grade 12, in the household of
131 a federal employee serving under orders pursuant to Title 22 or 50 of the United States Code.

132 **ADDITIONAL ADMISSION REQUIREMENTS**

- 133 A. Except as otherwise provided below, no student is admitted for the first time to any public
134 school in any school division in Virginia unless the person enrolling the student presents,
135 upon admission, a certified copy of the pupil's birth record. The principal or designee
136 records the official state birth number from the student's birth record into the student's
137 permanent school record and may retain a copy in the student's permanent school record.
138 If a certified copy of the student's birth record cannot be obtained, the person so enrolling
139 the student must submit an affidavit setting forth the student's age and explaining the
140 inability to present a certified copy of the birth record. If the school division cannot
141 ascertain a child's age because of lack of a birth certificate, the child will nonetheless be
142 admitted into the public schools if the division Superintendent determines that the person
143 submitting the affidavit presents information sufficient to estimate with reasonable
144 certainty the age of such child.
- 145 B. If the student seeking enrollment is experiencing homelessness as defined in § 22.1-3 of
146 the Code of Virginia, the school immediately enrolls such student in accordance with
147 policy JECA.
- 148 C. To support the safety of children, if a certified copy of the birth record is not provided,
149 ACPS works with the registering adult to confirm they are the parent/guardian. In the
150 event ACPS feels that the child is in danger, ACPS will notify the local law enforcement
151 agency. The notice to the local law enforcement agency includes ACPS's concerns about
152 the child's safety, copies of the submitted proof of the pupil's identity and age and affidavit
153 explaining the inability to produce a certified copy of the birth record.
- 154 D. Within 14 days after enrolling a transfer student, the administration shall request
155 documentation that a certified copy of the pupil's birth record was presented when the
156 pupil was enrolled in the former school.
- 157 E. ACPS assigns a unique student identification number, determined in accordance with a
158 system developed by the Virginia Department of Education (VDOE), to each student
159 enrolled in the division. No student identification number includes or is derived from the
160 student's social security number. Each student retains the student's identification number
161 for as long as the student is enrolled in a public elementary or secondary school in Virginia.
- 162 F. Tuition rates are established each year in accordance with the provisions of §22.1-5 of the
163 Code of Virginia and the division's Strategic Plan.
- 164 G. Prior to admission to ACPS, the parent, guardian, or other person having control or charge
165 of the child must provide, upon registration:
 - 166 a. a sworn statement or affirmation indicating whether the student has been expelled
167 from school attendance at a private school or in a public school division of the
168 Commonwealth or another state for an offense in violation of school board policies

169 relating to weapons, alcohol, or drugs, or for the willful infliction of injury to
170 another person. This document is maintained as a part of the student's scholastic
171 record; and

172 b. a sworn statement or affirmation indicating whether the student has been found
173 guilty of or adjudicated delinquent for any offense listed in subsection G of Va.
174 Code §16.1-260 or any substantially similar offense under the laws of any state, the
175 District of Columbia, or the United States or its territories. This document is
176 maintained by the Superintendent and by any others to whom he disseminates it,
177 separately from all other records concerning the student. However, if the school
178 administrators or the Board takes disciplinary action against a student based upon
179 an incident which formed the basis for the adjudication of delinquency or
180 conviction for an offense listed in subsection G of §16.1-260, the notice will
181 become a part of the student's disciplinary record.

182 When the child is registered as a result of a foster care placement, the information required
183 under this subsection must be furnished by the local social services agency or licensed
184 child-placing agency that made the placement.

185 H. A student, who has been expelled or suspended for more than thirty days from attendance
186 at school by a School Board or a private school in Virginia or another state or for whom
187 admission has been withdrawn by a private school in Virginia or another state, may be
188 excluded from attendance in ACPS regardless of whether such student has been admitted
189 to another school division or private school in Virginia or in another state subsequent to
190 such expulsion, suspension, or withdrawal of admission upon a finding that the student
191 presents danger to the other students or staff of the school division after (i) written notice
192 to the student and their parent/guardian that the student may be subject to exclusion,
193 including the reasons therefore, and notice of the opportunity for the student or their
194 parent/guardian to participate in a hearing to be conducted by the Superintendent or
195 designee regarding such exclusion; and (ii) a hearing of the case has been conducted by
196 the Superintendent or designee; (iii) the equitable treatment of the student has been
197 considered in the decision; and the decision has been to exclude the student from
198 attendance. In the case of a suspension of more than thirty days, the term of the exclusion
199 may not exceed the duration of the suspension. The decision of the Superintendent or
200 designee to exclude the student is final unless altered by the School Board upon written
201 petition filed within 15 days of the decision to exclude the student by the student or the
202 student's parent, for a review of the record by the School Board.

203 Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission,
204 which period is established by the Board, committee thereof, or Superintendent or
205 designee, as the case may be, at the relevant hearing, the student may petition the Board
206 for readmission. If the petition for readmission is rejected, the Board identifies the length
207 of the continuing exclusion period and the subsequent date upon which such student may
208 petition the Board for readmission.

209 For the purposes of this section, the Superintendent's designee must be a (i) trained hearing
210 officer or (ii) professional employee within the administrative offices of the school division
211 who reports directly to the Superintendent and who is not a school-based instructional or

212 administrative employee.

213 In excluding any such expelled student from school attendance, the Board may accept or
 214 reject any or all conditions for readmission imposed upon such student by the expelling
 215 school board pursuant to Va. Code § 22.1 277.06. The excluding school board may not
 216 impose additional conditions for readmission to school.

217 I. This policy does not preclude contractual arrangements between the Alexandria City
 218 School Board and agencies of the federal government or the school board of another
 219 jurisdiction to permit students not otherwise eligible to attend Alexandria City Public
 220 Schools.

221 J. Prior to admission, the student must document compliance with, or eligibility for
 222 exemption from, the physical examination and immunization requirements contained in
 223 sections 22.1-270, 22.1-271.2 and 32.1-46 of the Code of Virginia and policies JHCA
 224 Physical Examinations and JHCB Student Immunizations.

225 If the person enrolling a child who has been placed in foster care by a local social services
 226 agency is unable to produce a report of a comprehensive physical examination and/or proof
 227 of immunization, the student is immediately enrolled; however, the person enrolling the
 228 child must provide a written statement that, to the best of their knowledge, the student is in
 229 good health and is free from communicable or contagious disease. In addition, the placing
 230 social service agency must obtain and produce the required documents or otherwise ensure
 231 compliance with the statutory requirements for the foster child within 30 days after the
 232 child's enrollment.

233
 234
 235 Adopted: December 5, 1996

236 Amended: July 10, 1997

237 Amended: June 23, 1999

238 Amended: June 21, 2001

239 Amended: June 19, 2003

240 Amended: May 6, 2004

241 Amended: June 15, 2004

242 Amended: July 1, 2005

243 Amended: June 15, 2006

244 Amended: June 26, 2007

245 Amended: July 1, 2011

246 Amended: June 21, 2012

247 Amended: August 23, 2013

248 Amended: June 18, 2015

249 Amended: May 5, 2022

250 Amended: December 14, 2023

251

252

253 Legal Refs: Code of Virginia, 1950, as amended, §§_22.1-1, 22.1-3, 22.1-3.1, 22.1-3.4.

254 22.1-5, 22.1-255, 22.1-260, 22.1-270, 22.1-277, 22.1-288.2, 32.1-46, 63.2-900,
255 and 63.2-1200.

256 2007 Va. Opin. AG 07-015.
257 1987-88 Va. Opin. AG 374.

258	Cross Refs:	JC/JCD-R	ACPS Student Placement Regulations
259		JEC-R	School Admissions
260		JECA	Admission of Homeless Students
261		JHCA	Physical Examinations
262		JHCB	Immunization of Students
263		JGGD/JGE	Student Suspension/Expulsion

DRAFT

SCHOOL ADMISSION

A person of school age (i.e., a person who will have reached their fifth birthday on or before September 30th of the school year and who has not reached 20 years of age on or before August 1st of the school year) is eligible for admission on a non-tuition basis if residing in the Alexandria City school division or if eligible for admission under policy JECA Admission of Children Experiencing Homelessness.

A person of school age shall be deemed to reside in the school division:

- When the person is living with a natural parent or parent by legal adoption who actually resides in the City of Alexandria;
- When, in accordance with the provisions of Va. Code § 22.1-360 of the Interstate Compact on Educational Opportunity for Military Children, the person is living with a noncustodial parent or other person standing *in loco parentis*, not solely for school purposes, pursuant to a Special Power of Attorney executed under 10 United States Code § 1044b by the custodial parent;
- When the parents of such person are, deceased and the person is living with a person *in loco parentis* who actually resides within the school division;
- When the parents of such person are unable to care for the person and the person is living, not solely for school purposes, with another person who resides in the school division and is either
 - (i) the court-appointed guardian, or has legal custody, of the person,
 - (ii) acting *in loco parentis* pursuant to placement of the person for adoption by a person or entity authorized to do so under § 63.2-1220, or
 - (iii) an adult relative providing temporary kinship care as that term is defined in Va. Code § 63.2-100. Both parents and the relative providing kinship care must submit signed, notarized affidavits
 - a) explaining why the parents are unable to care for the person,
 - b) detailing the kinship care arrangement, and
 - c) agreeing that the kinship care provider or a parent will notify the school within 30 days of when the kinship care arrangement ends.

The parent must also provide a power of attorney authorizing the adult relative to make educational decisions regarding the person. If the kinship care arrangement lasts more than one year, or the person transitions to a new kinship care arrangement, the school division must receive continued verification directly from both departments of social services that the parents are unable to care for the person and that the kinship care arrangement serves a legitimate purpose other than school enrollment. If a person in a kinship care arrangement moves into a different school division during the school year as a result of (1) safely returning home, (2) being emancipated pursuant to Va. Code § 16.1- 333, or (3) transitioning to a new kinship care arrangement, the provisions of this subsection continue to apply through the end of such school year.

- When the person is living in the school division not solely for school purposes, as an emancipated minor; or
- When all or any portion of the building in which the person resides (i) with another person as set forth in the first through fourth bullets above or (ii) as an emancipated

Commented [MS1]: Per the amendment of Va. Code §§ 22.1-3 and 22.1-3.4 by HB 777.

Commented [MS2]: Per the amendment of Va. Code §§ 22.1-3 and 22.1-3.4 by HB 777.

45 minor as set forth in the fifth bullet above is taxable by the locality in which the school
46 division is located; or

- 47 ● When the person has been placed in a foster care placement within the school division by
48 a local social services agency.
 - 49 ○ No person of school age who is the subject of a foster care placement will be
50 charged tuition regardless of whether the child is attending the school in which they
51 were enrolled prior to the most recent foster care placement or is attending a school
52 in the receiving school division.
 - 53 ○ The sending and receiving school divisions will cooperate in facilitating the
54 enrollment of any child placed in foster care across jurisdictional lines to enhance
55 continuity of instruction. The child will be allowed to continue to attend the school
56 in which they were enrolled prior to the most recent foster care placement, upon
57 joint determination of the placing social services agency and the school division
58 that such attendance is in the best interest of the child.
 - 59 ○ These provisions apply to any student who was in in foster care upon reaching 18
60 years of age and has not reached 22 years of age.
 - 61 ○ The provisions of this subsection apply to a student who has transitioned out of
62 foster care and (i) whose custody has been transferred to the student's parent or
63 prior legal guardian or (ii) who has been emancipated pursuant to Va. Code § 16.1-
64 333.

Commented [MS3]: Part of the current code, omitted from the current policy.

Commented [MS4]: Per the amendment of Va. Code §§ 22.1-3 and 22.1-3.4 by HB 777.

65
66 For purposes of this policy, a person meeting any of the above requirements shall be deemed to
67 reside in the school division if (i) the person lives in housing or temporary shelter that is wholly
68 or partially situated within the Alexandria City school division; or (ii) in the event of joint custody,
69 the person must spend the majority of school nights with a parent/guardian as defined above
70 residing within the Alexandria City school division.

71 Certain other students may be admitted into the public schools of the division and may be charged
72 tuition in accordance with § 22.1-5 of the Code of Virginia and pursuant to Alexandria City School
73 Board regulations including Regulation JEC-R School Admission.

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75 On an annual basis the Superintendent determines the number of Non-Resident Employee
76 Transfers that can be made available to children of non-City resident employees and the locations
77 of those Transfers based on school and division enrollment capacity. If space is available, current
78 Alexandria City Public Schools (ACPS) employees who reside outside of the City of Alexandria
79 may apply to enroll their children in ACPS on a reduced rate or tuition-free basis.

80 Children of Persons on Active Military Duty

81 No child of a person on active military duty attending a school free of charge in accordance with
82 this policy will be charged tuition by the school division

- 83 ● upon such child's relocation to military housing located in another school division in the
84 Commonwealth, pursuant to order received by such child's parent to relocate to base
85 housing. Such children will be allowed to continue attending school in the school division
86 and are not charged tuition for attending such school.

- 87 ● upon such child's relocation pursuant to orders received by such child's parent to relocate
- 88 to a new duty station or to be deployed. Such children are allowed to remain enrolled in
- 89 the current school division free of tuition through the end of the school year; and
- 90 ● that will be the child's school division of residence once the child's service member parent
- 91 is relocated pursuant to orders received. Such a child will be allowed to enroll in the school
- 92 division of the child's intended residence if documentation is provided, at the time of
- 93 enrollment, of military orders of the service member parent or an official letter from the
- 94 service member's command indicating such relocation. Documentation indicating a
- 95 permanent address within the school division must be provided to the school division
- 96 within 120 days of a child's enrollment or tuition may be charged, including tuition for the
- 97 days since the child's enrollment in school. In the event that the child's service member
- 98 parent is ordered to relocate before the 120th day following the child's enrollment, the
- 99 school division will not charge tuition. Students eligible to enroll in the school division in
- 100 accordance with this policy because they are the children of military personnel on active
- 101 military duty who will reside in the division may register, remotely or in-person, for
- 102 courses and other academic programs and participate in the lottery process for charter
- 103 schools and college partnership laboratory schools in the school division at the same time
- 104 and in the same manner as students who reside in the division. The assignment of the school
- 105 such child will attend will be determined by the school division.

106 Such children are counted in the average daily membership of the school division in which
107 they are enrolled. Further, the school division in which such children are enrolled subsequent
108 to relocation to base housing is not responsible for providing for their transportation to and
109 from school.

110 **Children of Certain Federal Employees**

111 Children of federal employees serving under orders pursuant to Title 22 or 50 of the United States
112 Code are eligible for enrollment in ACPS provided that the documents required by Va. Code §§
113 22.1-3.1 and 22.1-3.2 are provided and subject to the authority of the school division to exclude
114 such children from attendance pursuant to Va. Code § 22.1-277.2 or if such children have been
115 found guilty or adjudicated delinquent for any offense listed in subsection G of Va. Code § 16.1-
116 260 or any substantially similar offense under the laws of any state.

117 Students may enroll in ACPS if the division is the student's intended residence if documentation
118 is provided at the time of enrollment of Title 22 or 50 orders of the federal employee parent.
119 Documentation indicating a permanent address within the school division must be provided to the
120 school division within 120 days of a student's enrollment or tuition may be charged, including
121 tuition for the days since the student's enrollment. In the event that the federal employee parent is
122 ordered to relocate under Title 22 or Title 50 orders before the one hundred twentieth day following
123 the student's enrollment, the school division will not charge tuition. Students eligible to enroll in
124 the school division pursuant to this section may register, remotely or in person, for courses and
125 other academic programs and participate in the lottery process for charter schools and college
126 partnership laboratory schools in the school division at the same time and in the same manner as
127 students who reside in the division. The assignment of the school that such student will attend will
128 be determined by the school division.

129 "Children of federal employees serving under orders pursuant to Title 22 or 50 of the United States
130 Code" means school-age children, enrolled in kindergarten through grade 12, in the household of
131 a federal employee serving under orders pursuant to Title 22 or 50 of the United States Code.

132 **ADDITIONAL ADMISSION REQUIREMENTS**

- 133 A. Except as otherwise provided below, no student is admitted for the first time to any public
134 school in any school division in Virginia unless the person enrolling the student presents,
135 upon admission, a certified copy of the pupil's birth record. The principal or designee
136 records the official state birth number from the student's birth record into the student's
137 permanent school record and may retain a copy in the student's permanent school record.
138 If a certified copy of the student's birth record cannot be obtained, the person so enrolling
139 the student must submit an affidavit setting forth the student's age and explaining the
140 inability to present a certified copy of the birth record. If the school division cannot
141 ascertain a child's age because of lack of a birth certificate, the child will nonetheless be
142 admitted into the public schools if the division Superintendent determines that the person
143 submitting the affidavit presents information sufficient to estimate with reasonable
144 certainty the age of such child.
- 145 B. If the student seeking enrollment is experiencing homelessness as defined in § 22.1-3 of
146 the Code of Virginia, the school immediately enrolls such student in accordance with
147 policy JECA.
- 148 C. To support the safety of children, if a certified copy of the birth record is not provided,
149 ACPS works with the registering adult to confirm they are the parent/guardian. In the
150 event ACPS feels that the child is in danger, ACPS will notify the local law enforcement
151 agency. The notice to the local law enforcement agency includes ACPS's concerns about
152 the child's safety, copies of the submitted proof of the pupil's identity and age and affidavit
153 explaining the inability to produce a certified copy of the birth record.
- 154 D. Within 14 days after enrolling a transfer student, the administration shall request
155 documentation that a certified copy of the pupil's birth record was presented when the
156 pupil was enrolled in the former school.
- 157 E. ACPS assigns a unique student identification number, determined in accordance with a
158 system developed by the Virginia Department of Education (VDOE), to each student
159 enrolled in the division. No student identification number includes or is derived from the
160 student's social security number. Each student retains the student's identification number
161 for as long as the student is enrolled in a public elementary or secondary school in Virginia.
- 162 F. Tuition rates are established each year in accordance with the provisions of §22.1-5 of the
163 Code of Virginia and the division's Strategic Plan.
- 164 G. Prior to admission to ACPS, the parent, guardian, or other person having control or charge
165 of the child must provide, upon registration:
166 a. a sworn statement or affirmation indicating whether the student has been expelled
167 from school attendance at a private school or in a public school division of the
168 Commonwealth or another state for an offense in violation of school board policies

169 relating to weapons, alcohol, or drugs, or for the willful infliction of injury to
170 another person. This document is maintained as a part of the student's scholastic
171 record; and

172 b. a sworn statement or affirmation indicating whether the student has been found
173 guilty of or adjudicated delinquent for any offense listed in subsection G of Va.
174 Code §16.1-260 or any substantially similar offense under the laws of any state, the
175 District of Columbia, or the United States or its territories. This document is
176 maintained by the Superintendent and by any others to whom he disseminates it,
177 separately from all other records concerning the student. However, if the school
178 administrators or the Board takes disciplinary action against a student based upon
179 an incident which formed the basis for the adjudication of delinquency or
180 conviction for an offense listed in subsection G of §16.1-260, the notice will
181 become a part of the student's disciplinary record.

182 When the child is registered as a result of a foster care placement, the information required
183 under this subsection must be furnished by the local social services agency or licensed
184 child-placing agency that made the placement.

185 H. A student, who has been expelled or suspended for more than thirty days from attendance
186 at school by a School Board or a private school in Virginia or another state or for whom
187 admission has been withdrawn by a private school in Virginia or another state, may be
188 excluded from attendance in ACPS regardless of whether such student has been admitted
189 to another school division or private school in Virginia or in another state subsequent to
190 such expulsion, suspension, or withdrawal of admission upon a finding that the student
191 presents danger to the other students or staff of the school division after (i) written notice
192 to the student and their parent/guardian that the student may be subject to exclusion,
193 including the reasons therefore, and notice of the opportunity for the student or their
194 parent/guardian to participate in a hearing to be conducted by the Superintendent or
195 designee regarding such exclusion; and (ii) a hearing of the case has been conducted by
196 the Superintendent or designee; (iii) the equitable treatment of the student has been
197 considered in the decision; and the decision has been to exclude the student from
198 attendance. In the case of a suspension of more than thirty days, the term of the exclusion
199 may not exceed the duration of the suspension. The decision of the Superintendent or
200 designee to exclude the student is final unless altered by the School Board upon written
201 petition filed within 15 days of the decision to exclude the student by the student or the
202 student's parent, for a review of the record by the School Board.

203 Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission,
204 which period is established by the Board, committee thereof, or Superintendent or
205 designee, as the case may be, at the relevant hearing, the student may petition the Board
206 for readmission. If the petition for readmission is rejected, the Board identifies the length
207 of the continuing exclusion period and the subsequent date upon which such student may
208 petition the Board for readmission.

209 For the purposes of this section, the Superintendent's designee must be a (i) trained hearing
210 officer or (ii) professional employee within the administrative offices of the school division
211 who reports directly to the Superintendent and who is not a school-based instructional or

212 administrative employee.

213 In excluding any such expelled student from school attendance, the Board may accept or
214 reject any or all conditions for readmission imposed upon such student by the expelling
215 school board pursuant to Va. Code § 22.1 277.06. The excluding school board may not
216 impose additional conditions for readmission to school.

217 I. This policy does not preclude contractual arrangements between the Alexandria City
218 School Board and agencies of the federal government or the school board of another
219 jurisdiction to permit students not otherwise eligible to attend Alexandria City Public
220 Schools.

221 J. Prior to admission, the student must document compliance with, or eligibility for
222 exemption from, the physical examination and immunization requirements contained in
223 sections 22.1-270, 22.1-271.2 and 32.1-46 of the Code of Virginia and policies JHCA
224 Physical Examinations and JHCB Student Immunizations.

225 If the person enrolling a child who has been placed in foster care by a local social services
226 agency is unable to produce a report of a comprehensive physical examination and/or proof
227 of immunization, the student is immediately enrolled; however, the person enrolling the
228 child must provide a written statement that, to the best of their knowledge, the student is in
229 good health and is free from communicable or contagious disease. In addition, the placing
230 social service agency must obtain and produce the required documents or otherwise ensure
231 compliance with the statutory requirements for the foster child within 30 days after the
232 child's enrollment.

233
234
235 Adopted: December 5, 1996

236 Amended: July 10, 1997

237 Amended: June 23, 1999

238 Amended: June 21, 2001

239 Amended: June 19, 2003

240 Amended: May 6, 2004

241 Amended: June 15, 2004

242 Amended: July 1, 2005

243 Amended: June 15, 2006

244 Amended: June 26, 2007

245 Amended: July 1, 2011

246 Amended: June 21, 2012

247 Amended: August 23, 2013

248 Amended: June 18, 2015

249 Amended: May 5, 2022

250 Amended: December 14, 2023

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253 Legal Refs: Code of Virginia, 1950, as amended, §§22.1-1, 22.1-3, 22.1-3.1, 22.1-3.4.

254 22.1-5, 22.1-255, 22.1-260, 22.1-270, 22.1-277, 22.1-288.2, 32.1-46, 63.2-900,
255 and 63.2-1200.

256 2007 Va. Opin. AG 07-015.
257 1987-88 Va. Opin. AG 374.

258	Cross Refs:	JC/JCD-R	ACPS Student Placement Regulations
259		JEC-R	School Admissions
260		JECA	Admission of Homeless Students
261		JHCA	Physical Examinations
262		JHCB	Immunization of Students
263		JGGD/JGE	Student Suspension/Expulsion

DRAFT

STUDENT RECORDS

I. Generally

Alexandria City Public Schools (ACPS) maintains accurate and complete records for every student enrolled in the public schools in accordance with all federal and state laws.

The Superintendent and/or the Superintendent's designee(s) is responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents/guardians. The Superintendent also provides for notification of all school division personnel of policies and procedures for management of education records and notification of parents/guardians and students of their rights regarding student records, including the right to obtain, upon request, a copy of this policy.

ACPS allows students to be addressed by the name and gender pronouns that reflect their gender identity without any substantiating evidence. (Official records requirements related to gender are addressed in Section V of this policy.) All ACPS personnel shall adhere to legal standards of confidentiality relating to information about a student's gender identity, legal name, or sex assigned at birth. In addition to adhering to all legal standards of confidentiality, school personnel shall treat information relating to a student's gender identity as being particularly sensitive, shall not disclose it to other students and other parents, and shall only disclose to other school personnel with a "legitimate educational interest," as defined in Section XI of this policy.

II. Definitions

For the purposes of this policy, ACPS uses the following definitions:

Authorized Representative – any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 CFR § 99.31(a)(3) to conduct, with respect to federal or state-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

Directory Information - information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended. Directory information may not include the student's social security number. Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in

47 electronic systems if the identifier cannot be used to gain access to education records except
 48 when used in conjunction with one or more factors that authenticate the user's identity, such
 49 as a personal identification number, password, or other factor known or possessed only by the
 50 authorized user or a student ID number or other unique personal identifier that is displayed on
 51 a student ID badge, if the identifier cannot be used to gain access to education records except
 52 when used in conjunction with one or more factors that authenticate the user's identity such as
 53 a PIN or password or other factor known or possessed only by the authorized user. The
 54 specific information designated by ACPS as "directory information" is listed in Section XVIII
 55 of this policy.

56
 57 **Early Childhood Education Program** – a Head Start program or an Early Head Start
 58 program, a state licensed or regulated child care program, or a program that serves children
 59 from birth through age six that addresses the children's cognitive, social, emotional, and
 60 physical development and is a state prekindergarten program, a program under Section 619 or
 61 Part C of the Individuals with Disabilities Education Act, or a program operated by a local
 62 educational agency.

63
 64 **Education Program** - any program that is principally engaged in the provision of education,
 65 including, but not limited to, early childhood education, elementary and secondary education,
 66 postsecondary education, special education, job training, career and technical education, and
 67 adult education, and any program that is administered by an educational agency or institution.

68
 69 **Education Records** - any information recorded in any way (including handwriting, print,
 70 computer media, video or audiotape, film, microfilm, microfiche, or other medium)
 71 maintained by ACPS or an agent of the school division which contains information directly
 72 related to a student, *except*:

- 73
 74 • Records that are kept in the sole possession of the maker, are used only as a personal
 75 memory aid, and are not accessible or revealed to another person except a temporary
 76 substitute for the maker of the record;
- 77 • Records created and maintained for law enforcement purposes by ACPS' law
 78 enforcement unit, if any. A "law enforcement unit" is any individual, department or
 79 office of the school division that is authorized to enforce any local, state or federal law,
 80 refer enforcement matters to appropriate authorities or maintain the physical security
 81 and safety of the school division;
- 82 • In the case of persons who are employed by ACPS but who are not in attendance at a
 83 school in the Division, records made and maintained in the normal course of business
 84 which relate exclusively to the person in their capacity as an employee;
- 85 • Records created or received after an individual is no longer in attendance and that are
 86 not directly related to the individual's attendance as a student;
- 87 • Grades on peer-graded papers before they are collected and recorded by a teacher; and
- 88 • Any electronic information, such as an email, even if it contains personally identifiable
 89 information regarding a student, unless a printed copy of the electronic information is
 90 placed in the student's file or is stored electronically under an individual student's
 91 name on a permanent and secure basis for the purpose of being maintained as an
 92 educational record. For purposes of this policy, electronic information that exists on a

93 back-up server, a temporary archiving system, or on a temporary basis on a computer
94 is not an education record and is not considered as being maintained.

95
96 Electronic communications via emails or facsimiles regarding any matter associated
97 with a child with disabilities, including matters related to Individualized Education
98 Plan (IEP) meetings, disciplinary actions, or service delivery, are part of the child's
99 educational record.

100
101 **Eligible Student** - a student who has reached age 18.

102
103 **Parent/Guardian** - a parent of a student, including a natural parent, a guardian, or an
104 individual acting as a parent or guardian in the absence of the student's parent or guardian.

105
106 **Student** - any person who is or has been in attendance at an ACPS school regarding whom the
107 school division maintains education records or personally identifiable information.

108
109 **III. Dissemination and Maintenance of Records About Court Proceedings**

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111 **A. Adjudications**

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113 The Superintendent shall disseminate the notice or information regarding an adjudication
114 of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G contained in a
115 notice received pursuant to Va. Code § 16.1-305.1 to school personnel responsible for the
116 management of student records and to other relevant school personnel, including, but not
117 limited to, the principal of the school in which the student is enrolled. The principal shall
118 further disseminate such information to licensed instructional personnel and other school
119 personnel who (1) provide direct educational and support services to the student and (2)
120 have a legitimate educational interest in such information.

121
122 A parent, guardian, or other person having control or charge of a student, and, with
123 consent of a parent or in compliance with a court order, the court in which the disposition
124 was rendered, shall be notified in writing of any disciplinary action taken with regard to
125 any incident upon which the adjudication of delinquency or conviction for an offense
126 listed in subsection G of Va. Code § 16.1-260 was based and the reasons therefor. The
127 parent or guardian shall also be notified of their right to review, and to request an
128 amendment of, the student's scholastic record.

129
130 Every notice of adjudication of delinquency or conviction for an offense listed in
131 subsection G of Va. Code § 16.1-260 received by the Superintendent, and information
132 contained in the notice, which is not a disciplinary record as defined in Board of Education
133 regulations, shall be maintained by the Superintendent and by any others to whom the
134 Superintendent disseminates it, separately from all other records concerning the student.
135 However, if the school administrators or the School Board takes disciplinary action against
136 a student based upon an incident which formed the basis for the adjudication of
137 delinquency or conviction of an offense listed in subsection G of Va. Code § 16.1-260,
138 the notice shall become a part of the student's disciplinary record.

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If the child is not enrolled in the division when notification is received pursuant to Va. Code § 16.1-305.1, the Superintendent forwards to notification to the Superintendent of the school division where the child is enrolled or where the child intends to enroll, as evidenced by the division's receipt of a request from another division for the child's scholastic record.

Any notice of disposition received pursuant to Va. Code § 16.1-305.1 shall not be retained after the student has been awarded a diploma or a certificate as provided in Va. Code § 22.1-253.13:4.

B. Petitions and Reports

The Superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to Va. Code § 16.1-260 or report received pursuant to Va. Code § 66-25.2:1 except as follows:

- If the juvenile is not enrolled as a student in a public school in the division to which the notice or report was given, the Superintendent shall promptly so notify the intake officer of the juvenile court in which the petition was filed or the Director of the Department which sent the report and may forward the notice of petition or report to the Superintendent of the Division in which the juvenile is enrolled, if known.
- Prior to receipt of the notice of disposition in accordance with Va. Code § 16.1- 305.1, the Superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the Superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel within the Division. The principal may further disseminate the information regarding a petition, after the student has been taken into custody, whether or not the child has been released, only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety or the appropriate educational placement or other educational services.
- If the Superintendent believes that disclosure of information regarding a report received pursuant to Va. Code § 66-25.2:1 to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel, the Superintendent may disclose the information to the principal of the school in which the student is enrolled. The principal may further disseminate the information regarding such report only to school personnel as necessary to protect the student, the subject or subjects of the danger, other students, or school personnel.

IV. Protective Orders and Orders Prohibiting Contact with a Child

Any school principal who receives notice that a circuit court, general district court, juvenile and domestic relations district court, or magistrate has issued a protective order for the protection of any child who is enrolled at the school, or any other order prohibiting contact with such a child, notifies licensed instructional personnel and other school personnel who (i)

185 provide direct educational or support services to the protected child or the child subject to the
 186 order, (ii) have a legitimate educational interest in such information, and (iii) are responsible
 187 for the direct supervision of the protected child or the child subject to the order that such order
 188 has been issued.

189 **V. Records Related to Gender**

191 ACPS is required to maintain a record that includes a student's legal name and sex assigned at
 192 birth and may be required to use or report the legal name and sex assigned at birth in some
 193 situations. In situations where school staff is required to use or to report a transgender
 194 student's legal name or sex assigned at birth, such as for purposes of standardized testing,
 195 school staff and administrators should adopt practices to avoid the inadvertent disclosure of
 196 such information.
 197

198 Although parental consent is required to change official education records for minor students
 199 (under age 18), upon the request of a student or parent/guardian, schools shall use the name
 200 and gender consistent with the student's gender identity on other school records or documents.
 201

202 Schools shall change a student's name and gender designation upon verification or submission
 203 of a legal document such as a birth certificate, state- or federal-issued identifications, passport,
 204 or court order. Records of former students may also be re-issued with the submission of legal
 205 documents substantiating the amended name and gender.
 206

207 **VI. Notifications**

208 **Annual FERPA Notification**

209 The school division annually notifies parents/guardians and eligible students of their rights
 210 under the Family Education Rights and Privacy Act (FERPA), including:
 211

- 212 • The right to inspect and review the student's education records and the procedure for
- 213 exercising this right;
- 214 • The right to request amendment of the student's education records that the
- 215 parent/guardian believes to be inaccurate, misleading, or in violation of the student's
- 216 privacy rights and the procedure for exercising this right;
- 217 • The right to consent to disclosures of personally identifiable information contained in
- 218 the student's education records, except to the extent that FERPA authorizes disclosure
- 219 without consent;
- 220 • The type of information designated as directory information and the right to opt out of
- 221 release of directory information;
- 222 • That the school division releases records to other institutions that have requested the
- 223 records and in which the student seeks or intends to enroll or is already enrolled so
- 224 long as the disclosure is for purposes related to the student's enrollment or transfer;
- 225 • The right to opt out of the release of the student's name, address, and phone number to
- 226 military recruiters or institutions of higher education that request such information;
- 227 • A specification of the criteria for determining who constitutes a school official and
- 228
- 229
- 230

231 what constitutes a legitimate educational interest; and

- 232 • The right to file complaints with the Office of the Chief Privacy Officer in the United
- 233 States Department of Education concerning the school division's alleged failure to
- 234 comply with FERPA.

235 **Notification Regarding Special Education Records**

236 After a child with a disability graduates, ages out of, or otherwise leaves any public school, the

237 school retains the special education records of the child for at least seven years. The school

238 notifies the parents of each such child of the opportunity to obtain such records during the

239 retention period.

240

241

242 **VII. Procedure to Inspect Education Records**

243

244 Parents/guardians of students or eligible students may inspect and review the student's

245 education records within a reasonable period of time, which shall not exceed 45 days, and

246 before any meeting regarding an IEP or hearing involving a student with a disability. Further,

247 parents/guardians have the right to a response from the school division to reasonable requests

248 for explanations and interpretations of the education record.

249

250 Parents/guardians or eligible students should submit to the student's school principal a written

251 request which identifies as precisely as possible the record or records the parent/guardian or

252 eligible student wishes to inspect.

253

254 The principal (or appropriate school official) will make the needed arrangements for access as

255 promptly as possible and notify the parent/guardian or eligible student of the time and place

256 where the records may be inspected.

257

258 When a record contains information about students other than a parent's/guardian's child or

259 the eligible student, the parent/guardian or eligible student may not inspect and review the

260 portion of the record which pertains to other students.

261 **VIII. Copies of Education Records**

262

263 ACPS will not provide a parent/guardian or eligible student a copy of the student's education

264 record unless failure to do so would effectively prevent the parent/guardian or eligible student

265 from exercising the right to inspect and review the records.

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268 **IX. Fees for Copies of Records**

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270 The fee for copies will be 25 cents per page, plus the actual cost for any postage. ACPS does

271 not charge for search and retrieval of the records. ACPS does not charge a fee for copying an

272 Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing

273 conducted in accordance with the Virginia Board of Education's *Regulations Governing*

274 *Special Education Programs for Children with Disabilities in Virginia*. The fee for records

275 may be waived due to financial hardship or if the fee would prevent a parent, guardian or

276

277 eligible student from exercising their right to review and inspect an education record.
 278

279 **X. Types, Locations and Custodians of Education Records**
 280

281 ACPS shall provide parents/guardians on request a list of the types and locations of education
 282 records collected, maintained, or used by the school division.
 283

284 The following is a list of the types of records that the Alexandria City Public Schools
 285 maintain, their locations and their custodians.
 286
 287
 288

Type of Record	Location of Record	Custodian
Educational Record	School Principal's Office or School Counseling Office	Principal (see addresses below)
Health Records	Health Clinic	See addresses below
Educational Records	Records Center, George Washington Middle School	Records Manager
Psychological Testing	Schools	See addresses below
Student Appeals	1340 Braddock Place, 22314	Hearings Director
Other Records	Records Center, George Washington Middle School	Records Manager
School Addresses		
John Adams Elementary School (Grades PreK-5) 5651 Rayburn Avenue, Alexandria, VA 22311	Charles Barrett Elementary School (Grades PreK-5) 1115 Martha Custis Drive, Alexandria, VA 22302	Patrick Henry Elementary School (Grades PreK-5) 4643 Taney Avenue, Alexandria, VA 22304
Jefferson-Houston School (Grades PreK-8) 1501 Cameron Street, Alexandria, VA 22314	Cora Kelly School for Math, Science and Technology (Grades PreK-5) 3600 Commonwealth Ave., Alexandria, VA 22305	Lyles-Crouch Traditional Academy (Grades K-5) 530 S. St. Asaph Street, Alexandria, VA 22314
Douglas MacArthur Elementary School (Grades K-5) 1101 Janneys Lane, Alexandria, VA 22302	George Mason Elementary Elementary School (Grades K-5) 2601 Cameron Mills Road, Alexandria, VA 22302	Naomi L. Brooks Elementary School (Grades K-5) 600 Russell Road, Alexandria, VA 22301
Mount Vernon Community School (Grades K-5) 2601 Commonwealth Ave., Alexandria, VA 22305	James K. Polk Elementary School (Grades K-5) 5000 Polk Avenue, Alexandria, VA 22304	William Ramsay Elementary School (Grades PreK-5) 5700 Sanger Avenue, Alexandria, VA 22311
Samuel W. Tucker Elemen-	Francis C. Hammond Middle	George Washington Middle

tary School (Grades K-5) 435 Ferdinand Day Drive, Alexandria, VA 22304	School (Grades 6-8) 4646 Seminary Road, Alexandria, VA 22304	School (Grades 6-8) 1005 Mount Vernon Avenue, Alexandria, VA 22301
Alexandria City High School (Grades 10-12) 3330 King Street, Alexandria, VA 22302	Alexandria City High School Minnie Howard Campus (Grade 9) 3801 W. Braddock Road, Alexandria, VA 22302	Ferdinand T. Day Elementary School (Grades K-5) 1701 North Beauregard St., Alexandria, VA 22311

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XI. Disclosure of Education Records

ACPS discloses education records or personally identifiable information contained therein only with the written consent of the parent/guardian or eligible student except as authorized by law. Exceptions which permit the school division to disclose education record information without consent include the following:

A. To school officials who have a legitimate educational interest in the records. A **“school official”** is:

- A person employed by the school division;
- A person elected to the School Board;
- A person employed by or under contract to the school division to perform a special task, such as an attorney, auditor, medical consultant, or therapist; or
- A contractor, consultant, volunteer, or other party to whom the school division has outsourced services or functions for which the school division would otherwise use employees and who is under the direct control of the school division with respect to the use and maintenance of education records.

A school official has a **“legitimate educational interest”** if the official is:

- Performing a task that is specified in the school official’s position description or by a contract agreement;
- Performing a task related to a student’s education;
- Performing a task related to the discipline of a student; or
- Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.

B. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for the purposes related to the student’s enrollment or transfer. When a pupil transfers from one school division to another, the scholastic record or a copy of the scholastic record and a copy of the complete student disciplinary record, including copies of any relevant correspondence sent to the pupil or pupil's parent and copies of any correspondence and documentation relating to the pupil's placement in an alternative

326 education program pursuant to Va. Code § 22.1-209.1:2 or Va. Code § 22.1-277.2:1, is
327 transferred to the school division to which the pupil transfers if requested by such school
328 division.

329

330 C. To certain officials of the U.S. Department of Education, the United States Attorney
331 General, the Comptroller General, and state educational authorities, in connection with
332 certain state or federally supported education programs and in accordance with applicable
333 federal regulations.

334

335 D. In connection with a student's request for or receipt of financial aid as necessary to
336 determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms
337 and conditions of the aid.

338

339 E. For the purpose of furthering the ability of the juvenile justice system to effectively serve
340 the pupil prior to adjudication. The principal or principal's designee may disclose
341 identifying information from a pupil's scholastic record to state or local law-enforcement
342 or correctional personnel, including a law-enforcement officer, probation officer, parole
343 officer or administrator, or a member of a parole board, seeking information in the course
344 of their duties; an officer or employee of a county or city agency responsible for protective
345 services to children, as to a pupil referred to that agency as a minor requiring investigation
346 or supervision by that agency; attorneys for the Commonwealth, court services units
347 juvenile detention centers or group homes, mental and medical health agencies, state and
348 local children and family service agencies, and the Department of Juvenile Justice, and to
349 the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to
350 whom the records are to be disclosed shall certify in writing to the principal or principal's
351 designee that the information will not be disclosed to any other party, except as provided
352 under state law, without the prior written consent of the parent/guardian of the pupil or by
353 such pupil if the pupil is eighteen years of age or older.

354

355 F. To organizations conducting studies for, or on behalf of, educational agencies or
356 institutions to develop, validate or administer predictive tests; administer student aid
357 programs; or improve instruction. The studies must be conducted in a manner that does not
358 permit personal identification of parents/guardians and students by individuals other than
359 representatives of the organization that have legitimate interests in the information. The
360 information must be destroyed when it is no longer needed for the purposes for which the
361 study was conducted. The School Board must enter into a written agreement with the
362 organization conducting the study which:

363

- specifies the purpose, scope, and duration of the study or studies and the

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- information to be disclosed;
- requires the organization to use personally identifiable information from education

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- records only to meet the purpose or purposes of the study stated in the written

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- agreement;
- requires the organization to conduct the study in a manner that does not permit

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- personal identification of parents/guardians and students by anyone other than

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- representatives of the organization with legitimate interests; and

369

- requires the organization to destroy all personally identifiable information when

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372 the information is no longer needed for the purposes for which the study was
 373 conducted and specifies the time period in which the information must be
 374 destroyed.

- 375
- 376 G. To accrediting organizations to carry out their functions.
- 377
- 378 H. To parents/guardians of an eligible student who claim the student as a dependent for
 379 income tax purposes.
- 380
- 381 I. To the entities or persons designated in judicial orders or subpoenas as specified in
 382 FERPA.
- 383
- 384 J. To appropriate parties in connection with an emergency if knowledge of the information is
 385 necessary to protect the health or safety of the student or other individuals. If the school
 386 division releases information in connection with an emergency, it will record the following
 387 information:
- 388
- 389 • The articulable and significant threat to the health or safety of a student or other
 - 390 individuals that formed the basis for the disclosure; and
 - 391 • The parties to whom the Division disclosed the information.
- 392
- 393 K. To an agency caseworker or other representative of a state or local child welfare agency or
 394 tribal organization who has the right to access a student's case plan when such agency or
 395 organization is legally responsible for the care and protection of the student.
- 396
- 397 L. Directory information so designated by the school division in Section XVII of this policy.
- 398
- 399 M. When the disclosure concerns sex offenders and other individuals required to register
 400 under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994,
 401 42 U.S.C. § 14071, and the information was provided to the Division under 42 U.S. C. §
 402 14071 and applicable federal guidelines.

403 The school division will use reasonable methods to identify and authenticate the identity of
 404 parents/guardians, students, school officials, and any other parties to whom it discloses
 405 personally identifiable information from education records.

406 **XII. Unauthorized Disclosure of Electronic Records**

407

408

409 In cases in which electronic records containing personally identifiable information are
 410 reasonably believed to have been disclosed in violation of federal or state law applicable to
 411 such information, the school division shall notify, as soon as practicable, the parent/guardian
 412 of any student affected by such disclosure, except as otherwise provided in Va. Code §§ 32.1-
 413 127.1:05 or 18.2-186.6. Such notification shall include the (i) date, estimated date, or date
 414 range of the disclosure; (ii) type of information that was or is reasonably believed to have
 415 been disclosed; and (iii) remedial measures taken or planned in response to the disclosure.

416

417 **XIII. Disclosure to Federal Agencies**
418

419 Notwithstanding any other provision of law or policy, no member or employee of ACPS will
420 transmit personally identifiable information, as that term is defined in FERPA and related
421 regulations, from a student's record to a federal government agency or an authorized
422 representative of such agency except as required by federal law or regulation.
423

424 **XIV. Disclosure of Information Relating to Home Instructed Students**
425

426 Neither the Superintendent nor the School Board shall disclose to the Department of
427 Education or any other person or entity outside of the local school division information that is
428 provided by a parent/guardian or student to satisfy the requirements of Policy LBD: *Home*
429 *Instruction*, or subdivision B1 of Va. Code § 22.1-254. However, the Superintendent or
430 School Board may disclose, with the written consent of a student's parent/guardian, such
431 information to the extent provided by the parent's/guardian's consent. Nothing in this policy
432 prohibits the Superintendent from notifying the Superintendent of Public Instruction of the
433 number of students in the school division receiving home instruction.

434 **XV. Audit or Evaluation of Education Programs**
435

436 Authorized representatives of the Comptroller General of the United States, the Attorney
437 General of the United States, the federal Secretary of Education, and state and local
438 educational authorities may have access to education records in connection with an audit or
439 evaluation of federal- or state- supported education programs, or for the enforcement of or
440 compliance with federal legal requirements that relate to those programs.
441

442 Any authorized representative other than an employee must be designated by a written
443 agreement which:

- 444 • Designates the individual or entity as an authorized representative;
- 445 • Specifies the personally identifiable information to be disclosed, specifies that the
446 purposes for which the personally identifiable information is disclosed to the
447 authorized representative is to carry out an audit or evaluation of federal- or state-
448 supported education programs, or to enforce or comply with federal legal requirements
449 that relate to those programs; and specifies a description of the activity with sufficient
450 specificity to make clear that the work falls within the exception of 34 CFR §
451 99.31(a)(3) including a description of how the personally identifiable information will
452 be used;
- 453 • Requires the authorized representative to destroy personally identifiable information
454 when the information is no longer needed for the purpose specified;
- 455 • Specifies the time period in which the information must be destroyed; and
- 456 • Establishes policies and procedures, consistent with FERPA and other federal and state
457 confidentiality and privacy provisions, to protect personally identifiable information
458 from further disclosure and unauthorized use, including limiting use of personally
459 identifiable information to only authorized representatives with legitimate interests in
460 the audit or evaluation of a federal- or state-supported education program or for
461 compliance or enforcement of federal legal requirements related to such programs.

462
463 **XVI. Military Recruiters and Institutions of Higher Learning**

464
465 ACPS provides, on request made by military recruiters or an institution of higher education,
466 access to secondary school students' names, addresses, and telephone listings unless a
467 parent/guardian or eligible student has submitted a written request that the student's name,
468 address and telephone listing not be released without the prior written consent of the
469 parent/guardian or eligible student. The school division notifies parents/ guardians of the
470 option to make a request and complies with any request.

471
472 The school division provides military recruiters the same access to secondary school students
473 as is provided generally to postsecondary educational institutions or to prospective employers
474 of those students.

475
476 **XVII. Record of Disclosure**

477
478 ACPS maintains a record, kept with the education records of each student, indicating all
479 individuals, (except school officials who have a legitimate educational interest in the records),
480 agencies, or organizations which request or obtain access to a student's education records. The
481 record of disclosure need not contain requests for or disclosure of directory information as
482 described below. The record will indicate specifically the legitimate interest the party had in
483 obtaining the information. The record of access will be available only to parents/guardians, to
484 the school official and assistants who are responsible for the custody of such records, and to
485 persons or organizations which audit the operation of the system.

486
487 The requirements related to records of disclosure stated above do not apply to disclosures
488 made pursuant to an ex parte order issued by a court at the request of the United States
489 Attorney General (or any federal officer or employee, in a position not lower than an Assistant
490 Attorney General, designated by the Attorney General) seeking to collect education records
491 relevant to an authorized investigation or prosecution of international terrorism as defined in
492 18 U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).

493
494 Personal information will only be transferred to a third party on the condition that such party
495 will not permit any other party to have access to such information without the written consent
496 of the parents/guardians of the student. If a third party permits access to information, or fails
497 to destroy information, the Division will not permit access to information from education
498 records to the third party for a period of at least five years.

499
500 **XVIII. Directory Information**

501
502 ACPS notifies parents/guardians and eligible students at the beginning of each school year
503 what information, if any, it has designated as directory information, the right to refuse to let
504 the Division designate any or all of such information as directory information, and the period
505 of time to notify the Division, in writing, that the parent/guardian or eligible student does not
506 want any or all of those types of information designated as directory information. The notice
507 may specify that disclosure of directory information will be limited to specific parties, for

508 specific purposes, or both. If ACPS specifies that disclosure of directory information will be
 509 so limited, the disclosures of directory information will be limited to those specified in the
 510 public notice.

511

512 ACPS Directory Information:

513

- 514 • name of student in attendance (or no longer in attendance)
- 515 • address*
- 516 • name of parent(s) or legal guardian(s)
- 517 • date and place of birth
- 518 • dates of attendance
- 519 • participation in officially recognized activities and sports
- 520 • height and weight, if member of an athletic team
- 521 • awards and honors received
- 522 • photograph

523

524 *No school discloses the address, telephone number, or email address of a student pursuant to
 525 the Virginia Freedom of Information Act unless the parent/guardian or eligible student
 526 affirmatively consents in writing to such disclosure. Except as required by state or federal law,
 527 no school discloses the address, telephone number, or email address of a student pursuant to
 528 34 C.F.R. § 99.31(a)(11) unless (a) the disclosure is to students enrolled in the school or to
 529 ACPS employees for educational purposes or school business and the parent/guardian or
 530 eligible student has not opted out of such disclosure in accordance with Virginia law and this
 531 policy or (b) the parent/guardian or eligible student has affirmatively consented in writing to
 532 such disclosure.

533

534 Parents/guardians and eligible students may not use the right to opt out of directory
 535 information disclosures to 1) prevent disclosure of the student's name, identifier, or
 536 institutional email address in a class in which the student is enrolled; or 2) prevent an
 537 educational agency or institution from requiring the student to wear, to display publicly, or to
 538 disclose a student ID card or badge that exhibits information designated as directory
 539 information and that has been properly designated as directory information.

540

541 Directory information may not include the student's social security number.

542

543 **XIX. Correction of Education Records**

544

545 The procedures for the amendment of records that a parent/guardian or eligible student
 546 believes to be inaccurate are as follows:

547

548 A. Parents/guardians or the eligible student must request in writing that ACPS amend a
 549 record. In so doing, they should identify the part of the record they want changed and
 550 specify why they believe it is inaccurate, misleading or in violation of the student's privacy
 551 or other rights.

552

553 B. ACPS shall decide whether to amend the record in accordance with the request within a

554 reasonable period of time. If it decides not to comply, the school division shall notify the
 555 parents/guardians or eligible student of the decision and advise them of their right to a
 556 hearing to challenge the information believed to be inaccurate, misleading, or in violation
 557 of the student's rights.
 558

559 C. Upon request, ACPS shall arrange for a hearing, and notify the parents/guardians or
 560 eligible student, reasonably in advance, of the date, place, and time of the hearing. The
 561 hearing shall be held within a reasonable period of time after the request.
 562

563 D. The parent/guardian or eligible student, may, at their own expense, be assisted or
 564 represented by one or more individuals of their own choice, including an attorney.
 565

566 E. The hearing shall be conducted by a hearing officer who is a disinterested party; however,
 567 the hearing officer may be an official of the school division. The parents/guardians or
 568 eligible student shall be afforded a full and fair opportunity to present evidence relevant to
 569 the issues raised in the original request to amend the student's education records in
 570 accordance with FERPA.
 571

572 F. ACPS shall prepare a written decision, which will include a summary of the evidence
 573 presented and the reasons for the decision, within a reasonable period of time after the
 574 hearing. The decision will be based solely on the evidence presented at the hearing.
 575

576 G. If ACPS decides that the information is inaccurate, misleading, or in violation of the
 577 student's right of privacy, it shall amend (including expungement) the record and notify
 578 the parents/guardians or eligible student, in writing, that the record has been amended.
 579

580 H. If ACPS decides that the challenged information is not inaccurate, misleading, or in
 581 violation of the student's right of privacy, it will notify the parents/guardians or eligible
 582 student that they have a right to place in the record a statement commenting on the
 583 challenged information and/or a statement setting forth reasons for disagreeing with the
 584 decision. The statement will be maintained as part of the student's education records as
 585 long as the contested portion is maintained and disclosed whenever the school division
 586 discloses the portion of the record to which the statement relates.
 587

588 **XX. Confidentiality of HIV and Drug and Alcohol Treatment Records**

589
 590 ACPS complies with the confidentiality requirements of Va. Code § 32.1-36.1 providing for
 591 the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In
 592 addition, the school division maintains confidentiality of drug and alcohol treatment records as
 593 required by federal and state law.
 594

595 **XXI. Release of Student Data/Records**

596
 597 The parent/legal guardian of any student enrolled in the Alexandria City Public Schools may
 598 authorize the release of their student's data/records to any individual or Agency upon
 599 completion and execution of the Consent for Release of Student Data/Records form

600 accompanying this policy.

601

602 This form may be used by the Community Policy and Management Teams, and the
 603 Departments of Health, Social Services, Juvenile Justice, and Behavioral Health and
 604 Development Services.

605

606

607 Adopted: December 5, 1996

608 Amended: June 18, 1998

609 Amended: July 6, 2000

610 Amended: June 19, 2003

611 Amended: June 15, 2006

612 Amended: June 28, 2007

613 Amended: May 21, 2009

614 Amended: February 2, 2012

615 Amended: June 11, 2015

616 Amended: June 22, 2017

617 Amended: October 7, 2021

618

619

620 Legal Refs.: 18 U.S.C. §§ 2331, 2332b .

621 20 U.S.C. §§ 1232 g, 7908.

622 42 U.S.C. § 290dd-2.

623

624 34 C.F.R. 99.3, 99.7, 99.10, 99.20, 99.21, 99.22, 99.31, 99.32, 99.33, 99.34, 99.35,

625 99.36, 99.37, 300.617.

626

627 Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3705.4, 2.2-3804, 16.1

628 260, 16.1-305.1, 16.1-305.2, 22.1-23.3, 22.1-254.1, 22.1-279.3:2, 22.1-287,

629 22.1-287.01, 22.1-287.02, 22.1-287.1, 22.1-288, 22.1-288.1, 22.1-288.2, 22.1-

630 289, 23.1-405, 32.1-36.1, 64.2-2003.

631

632 8 VAC 20-81-170.

633

634 Cross Refs.: IGBA Programs for Students with Disabilities

635 IJ Guidance and Counseling Program

636 JEC School Admission

637 JEC-R School Admission Regulations

638 JECA Admission of Homeless Children

639 JFC Student Conduct

640 JGDA Disciplining Students with Disabilities

641 JGD/JGE Student Suspension/Expulsion

642 JGD-R/JGE-R Student Suspension/Expulsion Regulations

643 JHCB Student Immunizations

644 JHCD Administration of Medications to Students

645 JOA Student Transcripts

646	JOA-R	Student Transcript Regulations
647	JRCA	School Service Providers' Use of Student Personal
648		Information
649	KBA	Requests for Information
650	KBA-R	Requests for Information Regulations
651	KBC	Media and Public Relations
652	KNB	Reports of Missing Children
653	KP	Parental Rights and Responsibilities
654	LBD	Home Instruction
655	LEB	Advanced/Alternative Courses of Credit
656		

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CONSENT FOR RELEASE OF STUDENT DATA/RECORDS

Student Name: _____ Date of Birth _____

Name of School _____ School ID # _____

Student Address _____

Home Telephone #: _____

Parent/Legal Guardian (1) Mobile Telephone # _____

Parent/Legal Guardian (2) Mobile Telephone # _____

I authorize Alexandria City Public Schools to release to the individual or Agency identified below identifying educational/medical data and records (the "Records") of the student listed above. I understand that in addition to educational records and data, such Records may also contain health information pertaining to diagnosis and treatments, immunization records, suspensions/office referral data, attendance data, referrals to student service teams, as well as written communications with school staff related to mental health interventions.

Time Period During Which Release of Student/Data Is Authorized:

From: (Date that form is signed below.) _____

Until: _____

Name of Authorized Individual or Agency

Name and Title _____

Agency Name (if applicable) _____

Address (1) _____

Address (2) _____

Email Address _____

Phone Number _____

Fax Number _____

Signature of Parent/Guardian _____

Name of Parent/Guardian _____

Relationship to Student _____

Date

Witness

DRAFT

47 electronic systems if the identifier cannot be used to gain access to education records except
48 when used in conjunction with one or more factors that authenticate the user's identity, such
49 as a personal identification number, password, or other factor known or possessed only by the
50 authorized user or a student ID number or other unique personal identifier that is displayed on
51 a student ID badge, if the identifier cannot be used to gain access to education records except
52 when used in conjunction with one or more factors that authenticate the user's identity such as
53 a PIN or password or other factor known or possessed only by the authorized user. The
54 specific information designated by ACPS as "directory information" is listed in Section XVIII
55 of this policy.

56
57 **Early Childhood Education Program** – a Head Start program or an Early Head Start
58 program, a state licensed or regulated child care program, or a program that serves children
59 from birth through age six that addresses the children's cognitive, social, emotional, and
60 physical development and is a state prekindergarten program, a program under Section 619 or
61 Part C of the Individuals with Disabilities Education Act, or a program operated by a local
62 educational agency.

63
64 **Education Program** - any program that is principally engaged in the provision of education,
65 including, but not limited to, early childhood education, elementary and secondary education,
66 postsecondary education, special education, job training, career and technical education, and
67 adult education, and any program that is administered by an educational agency or institution.

68
69 **Education Records** - any information recorded in any way (including handwriting, print,
70 computer media, video or audiotape, film, microfilm, microfiche, or other medium)
71 maintained by ACPS or an agent of the school division which contains information directly
72 related to a student, *except*:

- 73
- 74 • Records that are kept in the sole possession of the maker, are used only as a personal
75 memory aid, and are not accessible or revealed to another person except a temporary
76 substitute for the maker of the record;
- 77 • Records created and maintained for law enforcement purposes by ACPS' law
78 enforcement unit, if any. A "law enforcement unit" is any individual, department or
79 office of the school division that is authorized to enforce any local, state or federal law,
80 refer enforcement matters to appropriate authorities or maintain the physical security
81 and safety of the school division;
- 82 • In the case of persons who are employed by ACPS but who are not in attendance at a
83 school in the Division, records made and maintained in the normal course of business
84 which relate exclusively to the person in their capacity as an employee;
- 85 • Records created or received after an individual is no longer in attendance and that are
86 not directly related to the individual's attendance as a student;
- 87 • Grades on peer-graded papers before they are collected and recorded by a teacher; and
- 88 • Any electronic information, such as an email, even if it contains personally identifiable
89 information regarding a student, unless a printed copy of the electronic information is
90 placed in the student's file or is stored electronically under an individual student's
91 name on a permanent and secure basis for the purpose of being maintained as an
92 educational record. For purposes of this policy, electronic information that exists on a

back-up server, a temporary archiving system, or on a temporary basis on a computer is not an education record and is not considered as being maintained.

Electronic communications via emails or facsimiles regarding any matter associated with a child with disabilities, including matters related to Individualized Education Plan (IEP) meetings, disciplinary actions, or service delivery, are part of the child's educational record.

Commented [MS1]: Not a change. This is part of 8 VAC 20-81-170 and has been added to provide clarity.

Eligible Student - a student who has reached age 18.

Parent/Guardian - a parent of a student, including a natural parent, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student - any person who is or has been in attendance at an ACPS school regarding whom the school division maintains education records or personally identifiable information.

III. Dissemination and Maintenance of Records About Court Proceedings

A. Adjudications

The Superintendent shall disseminate the notice or information regarding an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G contained in a notice received pursuant to Va. Code § 16.1-305.1 to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled. The principal shall further disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

A parent, guardian, or other person having control or charge of a student, and, with consent of a parent or in compliance with a court order, the court in which the disposition was rendered, shall be notified in writing of any disciplinary action taken with regard to any incident upon which the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 was based and the reasons therefor. The parent or guardian shall also be notified of their right to review, and to request an amendment of, the student's scholastic record.

Every notice of adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 received by the Superintendent, and information contained in the notice, which is not a disciplinary record as defined in Board of Education regulations, shall be maintained by the Superintendent and by any others to whom the Superintendent disseminates it, separately from all other records concerning the student. However, if the school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction of an offense listed in subsection G of Va. Code § 16.1-260, the notice shall become a part of the student's disciplinary record.

If the child is not enrolled in the division when notification is received pursuant to Va. Code § 16.1-305.1, the Superintendent forwards to notification to the Superintendent of the school division where the child is enrolled or where the child intends to enroll, as evidenced by the division's receipt of a request from another division for the child's scholastic record.

Commented [MS2]: Per the amendment of Va. Code § 16.1-305.1 by HB1317/SB443.

Any notice of disposition received pursuant to Va. Code § 16.1-305.1 shall not be retained after the student has been awarded a diploma or a certificate as provided in Va. Code § 22.1-253.13:4.

B. Petitions and Reports

The Superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to Va. Code § 16.1-260 or report received pursuant to Va. Code § 66-25.2:1 except as follows:

- If the juvenile is not enrolled as a student in a public school in the division to which the notice or report was given, the Superintendent shall promptly so notify the intake officer of the juvenile court in which the petition was filed or the Director of the Department which sent the report and may forward the notice of petition or report to the Superintendent of the Division in which the juvenile is enrolled, if known.
- Prior to receipt of the notice of disposition in accordance with Va. Code § 16.1- 305.1, the Superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the Superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel within the Division. The principal may further disseminate the information regarding a petition, after the student has been taken into custody, whether or not the child has been released, only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety or the appropriate educational placement or other educational services.
- If the Superintendent believes that disclosure of information regarding a report received pursuant to Va. Code § 66-25.2:1 to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel, the Superintendent may disclose the information to the principal of the school in which the student is enrolled. The principal may further disseminate the information regarding such report only to school personnel as necessary to protect the student, the subject or subjects of the danger, other students, or school personnel.

IV. Protective Orders and Orders Prohibiting Contact with a Child

Any school principal who receives notice that a circuit court, general district court, juvenile and domestic relations district court, or magistrate has issued a protective order for the protection of any child who is enrolled at the school, or any other order prohibiting contact with such a child, notifies licensed instructional personnel and other school personnel who (i)

185 provide direct educational or support services to the protected child or the child subject to the
186 order, (ii) have a legitimate educational interest in such information, and (iii) are responsible
187 for the direct supervision of the protected child or the child subject to the order that such order
188 has been issued.

189
190 **V. Records Related to Gender**

191 ACPS is required to maintain a record that includes a student's legal name and sex assigned at
192 birth and may be required to use or report the legal name and sex assigned at birth in some
193 situations. In situations where school staff is required to use or to report a transgender
194 student's legal name or sex assigned at birth, such as for purposes of standardized testing,
195 school staff and administrators should adopt practices to avoid the inadvertent disclosure of
196 such information.

197
198 Although parental consent is required to change official education records for minor students
199 (under age 18), upon the request of a student or parent/guardian, schools shall use the name
200 and gender consistent with the student's gender identity on other school records or documents.

201
202 Schools shall change a student's name and gender designation upon verification or submission
203 of a legal document such as a birth certificate, state- or federal-issued identifications, passport,
204 or court order. Records of former students may also be re-issued with the submission of legal
205 documents substantiating the amended name and gender.

206
207
208 **VI. Annual Notifications**

209
210 **Annual FERPA Notification**

211 The school division annually notifies parents/guardians and eligible students of their rights
212 under the Family Education Rights and Privacy Act (FERPA), including:

- 213 • The right to inspect and review the student's education records and the procedure for
214 exercising this right;
- 215 • The right to request amendment of the student's education records that the
216 parent/guardian believes to be inaccurate, misleading, or in violation of the student's
217 privacy rights and the procedure for exercising this right;
- 218 • The right to consent to disclosures of personally identifiable information contained in
219 the student's education records, except to the extent that FERPA authorizes disclosure
220 without consent;
- 221 • The type of information designated as directory information and the right to opt out of
222 release of directory information;
- 223 • That the school division releases records to other institutions that have requested the
224 records and in which the student seeks or intends to enroll or is already enrolled so
225 long as the disclosure is for purposes related to the student's enrollment or transfer;
- 226 • The right to opt out of the release of the student's name, address, and phone number to
227 military recruiters or institutions of higher education that request such information;
- 228 • A specification of the criteria for determining who constitutes a school official and
229
230

- what constitutes a legitimate educational interest; and
- The right to file complaints with the ~~Family Policy Compliance Office~~ Office of the Chief Privacy Officer in the United States Department of Education concerning the school division's alleged failure to comply with FERPA.

Notification Regarding Special Education Records

After a child with a disability graduates, ages out of, or otherwise leaves any public school, the school retains the special education records of the child for at least seven years. The school notifies the parents of each such child of the opportunity to obtain such records during the retention period.

Commented [MS3]: Per the amendment of Va. Code § 22.1-289 by HB1089/SB 220

VII. Procedure to Inspect Education Records

Parents/guardians of students or eligible students may inspect and review the student's education records within a reasonable period of time, which shall not exceed 45 days, and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents/guardians have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Parents/guardians or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records the parent/guardian or eligible student wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's/guardian's child or the eligible student, the parent/guardian or eligible student may not inspect and review the portion of the record which pertains to other students.

VIII. Copies of Education Records

ACPS will not provide a parent/guardian or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent/guardian or eligible student from exercising the right to inspect and review the records.

IX. Fees for Copies of Records

The fee for copies will be 25 cents per page, plus the actual cost for any postage. ACPS does not charge for search and retrieval of the records. ACPS does not charge a fee for copying an Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the Virginia Board of Education's *Regulations Governing Special Education Programs for Children with Disabilities in Virginia*. The fee for records

may be waived due to financial hardship or if the fee would prevent a parent, guardian or eligible student from exercising their right to review and inspect an education record.

X. Types, Locations and Custodians of Education Records

ACPS shall provide parents/guardians on request a list of the types and locations of education records collected, maintained, or used by the school division.

The following is a list of the types of records that the Alexandria City Public Schools maintain, their locations and their custodians.

Type of Record	Location of Record	Custodian
Educational Record	School Principal’s Office or School Counseling Office	Principal (see addresses below)
Health Records	Health Clinic	See addresses below
Educational Records	Records Center, George Washington Middle School	Records Manager
Psychological Testing	Schools	See addresses below
Student Appeals	1340 Braddock Place, 22314	Hearings Director
Other Records	Records Center, George Washington Middle School	Records Manager
School Addresses		
John Adams Elementary School (Grades PreK-5) 5651 Rayburn Avenue, Alexandria, VA 22311	Charles Barrett Elementary School (Grades PreK-5) 1115 Martha Custis Drive, Alexandria, VA 22302	Patrick Henry Elementary School (Grades PreK-5) 4643 Taney Avenue, Alexandria, VA 22304
Jefferson-Houston School (Grades PreK-8) 1501 Cameron Street, Alexandria, VA 22314	Cora Kelly School for Math, Science and Technology (Grades PreK-5) 3600 Commonwealth Ave., Alexandria, VA 22305	Lyles-Crouch Traditional Academy (Grades K-5) 530 S. St. Asaph Street, Alexandria, VA 22314
Douglas MacArthur Elementary School (Grades K-5) 1101 Janneys Lane, Alexandria, VA 22302	George Mason Elementary School (Grades K-5) 2601 Cameron Mills Road, Alexandria, VA 22302	Naomi L. Brooks Elementary School (Grades K-5) 600 Russell Road, Alexandria, VA 22301
Mount Vernon Community School (Grades K-5) 2601 Commonwealth Ave., Alexandria, VA 22305	James K. Polk Elementary School (Grades K-5) 5000 Polk Avenue, Alexandria, VA 22304	William Ramsay Elementary School (Grades PreK-5) 5700 Sanger Avenue, Alexandria, VA 22311

Samuel W. Tucker Elementary School (Grades K-5) 435 Ferdinand Day Drive, Alexandria, VA 22304	Francis C. Hammond Middle School (Grades 6-8) 4646 Seminary Road, Alexandria, VA 22304	George Washington Middle School (Grades 6-8) 1005 Mount Vernon Avenue, Alexandria, VA 22301
Alexandria City High School (Grades 10-12) 3330 King Street, Alexandria, VA 22302	Alexandria City High School Minnie Howard Campus (Grade 9) 3801 W. Braddock Road, Alexandria, VA 22302	Ferdinand T. Day Elementary School (Grades K-5) 1701 North Beauregard St., Alexandria, VA 22311

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XI. Disclosure of Education Records

ACPS discloses education records or personally identifiable information contained therein only with the written consent of the parent/guardian or eligible student except as authorized by law. Exceptions which permit the school division to disclose education record information without consent include the following:

A. To school officials who have a legitimate educational interest in the records. A “**school official**” is:

- A person employed by the school division;
- A person elected to the School Board;
- A person employed by or under contract to the school division to perform a special task, such as an attorney, auditor, medical consultant, or therapist; or
- A contractor, consultant, volunteer, or other party to whom the school division has outsourced services or functions for which the school division would otherwise use employees and who is under the direct control of the school division with respect to the use and maintenance of education records.

A school official has a “**legitimate educational interest**” if the official is:

- Performing a task that is specified in the school official’s position description or by a contract agreement;
- Performing a task related to a student’s education;
- Performing a task related to the discipline of a student; or
- Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.

B. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for the purposes related to the student’s enrollment or transfer.

When a pupil transfers from one school division to another, the scholastic record or a copy of the scholastic record and a copy of the complete student disciplinary record, including copies of any relevant correspondence sent to the pupil or pupil’s parent and copies of any

326 correspondence and documentation relating to the pupil's placement in an alternative
327 education program pursuant to Va. Code § 22.1-209.1:2 or Va. Code § 22.1-277.2:1, is
328 transferred to the school division to which the pupil transfers if requested by such school
329 division.

Commented [MS4]: Per the amendment of Va. Code § 16.1-305.1 by HB1317/SB443.

- 330
331 C. To certain officials of the U.S. Department of Education, the United States Attorney
332 General, the Comptroller General, and state educational authorities, in connection with
333 certain state or federally supported education programs and in accordance with applicable
334 federal regulations.
335
- 336 D. In connection with a student's request for or receipt of financial aid as necessary to
337 determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms
338 and conditions of the aid.
339
- 340 E. For the purpose of furthering the ability of the juvenile justice system to effectively serve
341 the pupil prior to adjudication. The principal or principal's designee may disclose
342 identifying information from a pupil's scholastic record to state or local law-enforcement
343 or correctional personnel, including a law-enforcement officer, probation officer, parole
344 officer or administrator, or a member of a parole board, seeking information in the course
345 of their duties; an officer or employee of a county or city agency responsible for protective
346 services to children, as to a pupil referred to that agency as a minor requiring investigation
347 or supervision by that agency; attorneys for the Commonwealth, court services units
348 juvenile detention centers or group homes, mental and medical health agencies, state and
349 local children and family service agencies, and the Department of Juvenile Justice, and to
350 the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to
351 whom the records are to be disclosed shall certify in writing to the principal or principal's
352 designee that the information will not be disclosed to any other party, except as provided
353 under state law, without the prior written consent of the parent/guardian of the pupil or by
354 such pupil if the pupil is eighteen years of age or older.
355
- 356 F. To organizations conducting studies for, or on behalf of, educational agencies or
357 institutions to develop, validate or administer predictive tests; administer student aid
358 programs; or improve instruction. The studies must be conducted in a manner that does not
359 permit personal identification of parents/guardians and students by individuals other than
360 representatives of the organization that have legitimate interests in the information. The
361 information must be destroyed when it is no longer needed for the purposes for which the
362 study was conducted. The School Board must enter into a written agreement with the
363 organization conducting the study which:
- 364 • specifies the purpose, scope, and duration of the study or studies and the
365 information to be disclosed;
 - 366 • requires the organization to use personally identifiable information from education
367 records only to meet the purpose or purposes of the study stated in the written
368 agreement;
 - 369 • requires the organization to conduct the study in a manner that does not permit
370 personal identification of parents/guardians and students by anyone other than
371 representatives of the organization with legitimate interests; and

- requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.

- G. To accrediting organizations to carry out their functions.
- H. To parents/guardians of an eligible student who claim the student as a dependent for income tax purposes.
- I. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.
- J. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the school division releases information in connection with an emergency, it will record the following information:
 - The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
 - The parties to whom the Division disclosed the information.
- K. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student.
- L. Directory information so designated by the school division in Section XVII of this policy.
- M. When the disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the Division under 42 U.S. C. § 14071 and applicable federal guidelines.

The school division will use reasonable methods to identify and authenticate the identity of parents/guardians, students, school officials, and any other parties to whom it discloses personally identifiable information from education records.

XII. Unauthorized Disclosure of Electronic Records

In cases in which electronic records containing personally identifiable information are reasonably believed to have been disclosed in violation of federal or state law applicable to such information, the school division shall notify, as soon as practicable, the parent/guardian of any student affected by such disclosure, except as otherwise provided in Va. Code §§ 32.1-127.1:05 or 18.2-186.6. Such notification shall include the (i) date, estimated date, or date range of the disclosure; (ii) type of information that was or is reasonably believed to have been disclosed; and (iii) remedial measures taken or planned in response to the disclosure.

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XIII. Disclosure to Federal Agencies

Notwithstanding any other provision of law or policy, no member or employee of ACPS will transmit personally identifiable information, as that term is defined in FERPA and related regulations, from a student's record to a federal government agency or an authorized representative of such agency except as required by federal law or regulation.

XIV. Disclosure of Information Relating to Home Instructed Students

Neither the Superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent/guardian or student to satisfy the requirements of Policy LBD: *Home Instruction*, or subdivision B1 of Va. Code § 22.1-254. However, the Superintendent or School Board may disclose, with the written consent of a student's parent/guardian, such information to the extent provided by the parent's/guardian's consent. Nothing in this policy prohibits the Superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

XV. Audit or Evaluation of Education Programs

Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the federal Secretary of Education, and state and local educational authorities may have access to education records in connection with an audit or evaluation of federal- or state- supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.

Any authorized representative other than an employee must be designated by a written agreement which:

- Designates the individual or entity as an authorized representative;
- Specifies the personally identifiable information to be disclosed, specifies that the purposes for which the personally identifiable information is disclosed to the authorized representative is to carry out an audit or evaluation of federal- or state-supported education programs, or to enforce or comply with federal legal requirements that relate to those programs; and specifies a description of the activity with sufficient specificity to make clear that the work falls within the exception of 34 CFR § 99.31(a)(3) including a description of how the personally identifiable information will be used;
- Requires the authorized representative to destroy personally identifiable information when the information is no longer needed for the purpose specified;
- Specifies the time period in which the information must be destroyed; and
- Establishes policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personally identifiable information from further disclosure and unauthorized use, including limiting use of personally identifiable information to only authorized representatives with legitimate interests in

461 the audit or evaluation of a federal- or state-supported education program or for
462 compliance or enforcement of federal legal requirements related to such programs.

463
464 **XVI. Military Recruiters and Institutions of Higher Learning**

465 ACPS provides, on request made by military recruiters or an institution of higher education,
466 access to secondary school students' names, addresses, and telephone listings unless a
467 parent/guardian or eligible student has submitted a written request that the student's name,
468 address and telephone listing not be released without the prior written consent of the
469 parent/guardian or eligible student. The school division notifies parents/ guardians of the
470 option to make a request and complies with any request.
471

472 The school division provides military recruiters the same access to secondary school students
473 as is provided generally to postsecondary educational institutions or to prospective employers
474 of those students.
475

476
477 **XVII. Record of Disclosure**

478 ACPS maintains a record, kept with the education records of each student, indicating all
479 individuals, (except school officials who have a legitimate educational interest in the records),
480 agencies, or organizations which request or obtain access to a student's education records. The
481 record of disclosure need not contain requests for or disclosure of directory information as
482 described below. The record will indicate specifically the legitimate interest the party had in
483 obtaining the information. The record of access will be available only to parents/guardians, to
484 the school official and assistants who are responsible for the custody of such records, and to
485 persons or organizations which audit the operation of the system.
486

487
488 The requirements related to records of disclosure stated above do not apply to disclosures
489 made pursuant to an ex parte order issued by a court at the request of the United States
490 Attorney General (or any federal officer or employee, in a position not lower than an Assistant
491 Attorney General, designated by the Attorney General) seeking to collect education records
492 relevant to an authorized investigation or prosecution of international terrorism as defined in
493 18 U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).
494

495 Personal information will only be transferred to a third party on the condition that such party
496 will not permit any other party to have access to such information without the written consent
497 of the parents/guardians of the student. If a third party permits access to information, or fails
498 to destroy information, the Division will not permit access to information from education
499 records to the third party for a period of at least five years.
500

501 **XVIII. Directory Information**

502
503 ACPS notifies parents/guardians and eligible students at the beginning of each school year
504 what information, if any, it has designated as directory information, the right to refuse to let
505 the Division designate any or all of such information as directory information, and the period
506 of time to notify the Division, in writing, that the parent/guardian or eligible student does not

want any or all of those types of information designated as directory information. The notice may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. If ACPS specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.

ACPS Directory Information:

- name of student in attendance (or no longer in attendance)
- address*
- name of parent(s) or legal guardian(s)
- date and place of birth
- dates of attendance
- participation in officially recognized activities and sports
- height and weight, if member of an athletic team
- awards and honors received
- photograph

*No school discloses the address, telephone number, or email address of a student pursuant to the Virginia Freedom of Information Act unless the parent/guardian or eligible student affirmatively consents in writing to such disclosure. Except as required by state or federal law, no school discloses the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) unless (a) the disclosure is to students enrolled in the school or to ACPS employees for educational purposes or school business and the parent/guardian or eligible student has not opted out of such disclosure in accordance with Virginia law and this policy or (b) the parent/guardian or eligible student has affirmatively consented in writing to such disclosure.

Parents/guardians and eligible students may not use the right to opt out of directory information disclosures to 1) prevent disclosure of the student's name, identifier, or institutional email address in a class in which the student is enrolled; or 2) prevent an educational agency or institution from requiring the student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information designated as directory information and that has been properly designated as directory information.

Directory information may not include the student's social security number.

XIX. Correction of Education Records

The procedures for the amendment of records that a parent/guardian or eligible student believes to be inaccurate are as follows:

- A. Parents/guardians or the eligible student must request in writing that ACPS amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.

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- B. ACPS shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parents/guardians or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- C. Upon request, ACPS shall arrange for a hearing, and notify the parents/guardians or eligible student, reasonably in advance, of the date, place, and time of the hearing. The hearing shall be held within a reasonable period of time after the request.
- D. The parent/guardian or eligible student, may, at their own expense, be assisted or represented by one or more individuals of their own choice, including an attorney.
- E. The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parents/guardians or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.
- F. ACPS shall prepare a written decision, which will include a summary of the evidence presented and the reasons for the decision, within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing.
- G. If ACPS decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents/guardians or eligible student, in writing, that the record has been amended.
- H. If ACPS decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents/guardians or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained and disclosed whenever the school division discloses the portion of the record to which the statement relates.

XX. Confidentiality of HIV and Drug and Alcohol Treatment Records

ACPS complies with the confidentiality requirements of Va. Code § 32.1-36.1 providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division maintains confidentiality of drug and alcohol treatment records as required by federal and state law.

XXI. Release of Student Data/Records

The parent/legal guardian of any student enrolled in the Alexandria City Public Schools may

authorize the release of their student’s data/records to any individual or Agency upon completion and execution of the Consent for Release of Student Data/Records form accompanying this policy.

This form may be used by the Community Policy and Management Teams, and the Departments of Health, Social Services, Juvenile Justice, and Behavioral Health and Development Services.

- Adopted: December 5, 1996
- Amended: June 18, 1998
- Amended: July 6, 2000
- Amended: June 19, 2003
- Amended: June 15, 2006
- Amended: June 28, 2007
- Amended: May 21, 2009
- Amended: February 2, 2012
- Amended: June 11, 2015
- Amended: June 22, 2017
- Amended: October 7, 2021

- Legal Refs.: 18 U.S.C. §§ 2331, 2332b .
 20 U.S.C. §§ 1232 g, 7908.
 42 U.S.C. § 290dd-2.
- 34 C.F.R. 99.3, 99.7, 99.10, 99.20, 99.21, 99.22, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, [300.617](#).
- Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3705.4, 2.2-3804, 16.1-260, 16.1-305.1, 16.1-305.2, 22.1-23.3, 22.1-254.1, 22.1-279.3:2, 22.1-287, 22.1-287.01, 22.1-287.02, 22.1-287.1, 22.1-288, 22.1-288.1, 22.1-288.2, 22.1-289, 23.1-405, 32.1-36.1, 64.2-2003.

[8 VAC 20-81-170](#).

- Cross Refs.: [IGBA](#) [Programs for Students with Disabilities](#)
 IJ Guidance and Counseling Program
 JEC School Admission
 JEC-R School Admission Regulations
 JECA Admission of Homeless Children
 JFC Student Conduct
 JGDA Disciplining Students with Disabilities
 JGD/JGE Student Suspension/Expulsion
 JGD-R/JGE-R Student Suspension/Expulsion Regulations
 JHCB Student Immunizations

645	JHCD	Administration of Medications to Students
646	JOA	Student Transcripts
647	JOA-R	Student Transcript Regulations
648	JRCA	School Service Providers' Use of Student Personal Information
649		
650	KBA	Requests for Information
651	KBA-R	Requests for Information Regulations
652	KBC	Media and Public Relations
653	KNB	Reports of Missing Children
654	KP	Parental Rights and Responsibilities
655	LBD	Home Instruction
656	LEB	Advanced/Alternative Courses of Credit
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CONSENT FOR RELEASE OF STUDENT DATA/RECORDS

Student Name: _____ Date of Birth _____

Name of School _____ School ID # _____

Student Address _____

Home Telephone #: _____

Parent/Legal Guardian (1) Mobile Telephone # _____

Parent/Legal Guardian (2) Mobile Telephone # _____

I authorize Alexandria City Public Schools to release to the individual or Agency identified below identifying educational/medical data and records (the "Records") of the student listed above. I understand that in addition to educational records and data, such Records may also contain health information pertaining to diagnosis and treatments, immunization records, suspensions/office referral data, attendance data, referrals to student service teams, as well as written communications with school staff related to mental health interventions.

Time Period During Which Release of Student/Data Is Authorized:

From: (Date that form is signed below.) _____

Until: _____

Name of Authorized Individual or Agency

Name and Title _____

Agency Name (if applicable) _____

Address (1) _____

Address (2) _____

Email Address _____

Phone Number _____

Fax Number _____

Signature of Parent/Guardian _____

Name of Parent/Guardian _____

Relationship to Student _____

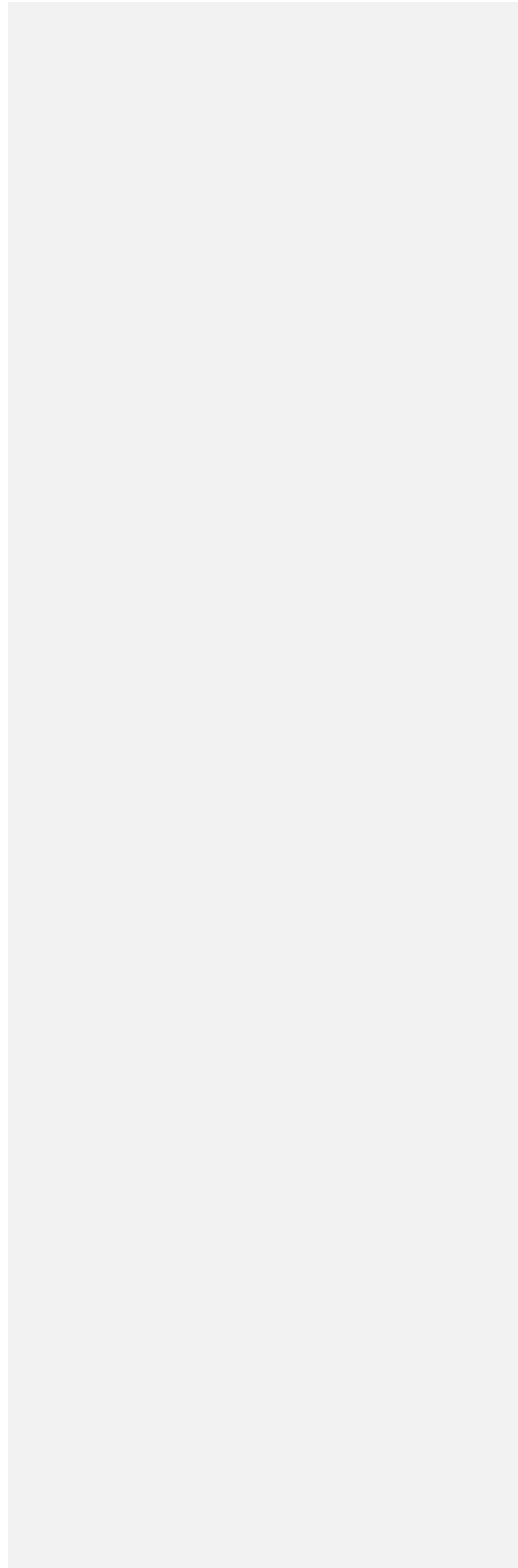
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1 **PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS**
2

3 The Alexandria City School Board welcomes communications from the community regarding
4 matters of general importance to the operation of the school division. The Board is committed to
5 a public participation process that is equitable and inclusive.
6

7 Members of the community, including students enrolled in the division, are invited and
8 encouraged to attend meetings of the Board to observe its deliberations. Members of the
9 community may address the Board on matters related to Alexandria City Public Schools (ACPS)
10 at any regular meeting and at public hearings. Persons wishing to address the Board at regular
11 meetings or public hearings are requested to contact the Clerk of the Board for placement on the
12 agenda in accordance with Regulation BDDH-R/KD-R. The Board does not take public
13 comments at work sessions, retreats, closed meetings, or subcommittee meetings.
14

15 The Board Chair is responsible for the orderly conduct of the meeting and rules on such matters
16 as the appropriateness of the subject being presented and length of time for such presentation.
17

18 Up to one hour will be allocated at each regular meeting for community members to present matters
19 of public concern related to the operation of the school division.
20

21 **Student Participation**
22

23 Students enrolled in a public elementary or secondary school in the division are allowed to address
24 the School Board during any public comment or citizen participation portion of a School Board
25 meeting. Such students must follow the same sign-up procedures and rules and restrictions relating
26 to time, place, and manner of speaking that are adopted by the School Board and applicable to all
27 public participants.
28

29 The School Board may require a student to provide identification in the form of a current student
30 identification card or other school document, such as a report card or a personal school email
31 address, before allowing the student to provide oral comments, in accordance with Virginia law.
32
33

- 34 Adopted: October 24, 1996
- 35 Amended: October 7, 2004
- 36 Amended: February 5, 2009
- 37 Amended: September 24, 2009
- 38 Amended: April 24, 2014
- 39 Amended: April 6, 2017
- 40 Amended: May 9, 2019
- 41 Amended: October 21, 2021
- 42 Amended: May 4, 2023

- 43
44 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-253.13:7.
45 2016 Op. Va. Att’y Gen. 15-020.
46 *Baca v. Moreno Valley Unified Sch. District*, 936 F. Supp. 719 (C.D. Cal. 1996).
47 *Leventhal v. Vista Unified School District*, 973 F. Supp. 951 (S.D. Cal. 1997).
48 *Bach v. School Board of the City of Virginia Beach*, 139 F. Supp. 2d. 738, 743 (E.D.
49 Va. 2001).
50
51 Cross Refs.: BDDE Rules of Order
52 BDDH-R/KD-R Regulations for Public Communications with the School
53 Board
54 KL Public Complaints
55

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Commented [MS1]: Per the amendment of Va. Code §§ 22.1-79(14) and 22.1-79(15) by HB 253.

- 43
44 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, [22.1-79](#), 22.1-253.13:7.
45 2016 Op. Va. Att’y Gen. 15-020.
46 *Baca v. Moreno Valley Unified Sch. District*, 936 F. Supp. 719 (C.D. Cal. 1996).
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53 Board
54 KL Public Complaints
55

ADVANCED/ALTERNATIVE COURSES FOR CREDIT

The Alexandria City School Board has an agreement for postsecondary degree attainment with a community college in the Commonwealth specifying the options for students to complete an associate's degree or a one-year Uniform Certificate of General Studies, or the Passport Program from the community college concurrent with a high school diploma. The agreement will specify the credit available for Dual Enrollment (DE) courses and Advanced Placement (AP) courses with qualifying exam scores of three or higher.

The School Board may enter into agreements for postsecondary credential, certification or license attainment with community colleges or other public institutions of higher education or educational institutions established pursuant to Title 23.1 of the Code of Virginia that offer a Career and Technical Education (CTE) curriculum. Such agreements shall specify

- (i) the options for students to take courses as part of the CTE curriculum that lead to an industry-recognized credential, certification or license concurrent with a high school diploma,
- (ii) the credit, credentials, certifications or licenses available for such courses,
- (iii) the industry-recognized credentials that are accepted as substitutes for certain credits required for high school graduation, consistent with the list developed and maintained by the Virginia Board of Education, and
- (iv) available options for students to participate in pre-apprenticeship and apprenticeship programs at community colleges concurrent with the pursuit of a high school diploma and receive college credit and high school credit for successful completion of any such program

Beginning in the middle school years, students are counseled on opportunities for beginning postsecondary education and opportunities for obtaining industry certifications, occupational competency credentials, or professional licenses in a career and technical education field prior to high school graduation. Such opportunities include access to at least three Advanced Placement (AP) courses or three college-level courses for degree credit. Students taking advantage of such opportunities are not denied participation in school activities for which they are otherwise eligible. Wherever possible, students are encouraged and afforded opportunities to take college courses simultaneously for high school graduation and college degree credit (dual enrollment), under the following conditions:

- Written approval of the high school principal prior to participation in dual enrollment must be obtained.
- The college must accept the student for admission to the course or courses.
- The course or courses must be given by the college for degree credits (no remedial courses will be accepted).
- Students participating in courses offered by an institution of higher education are permitted to exceed a full course load in order to participate in courses that lead to a degree, certificate, or credential at such institution.

Adopted: November 7, 1996

Amended: June 1, 2006

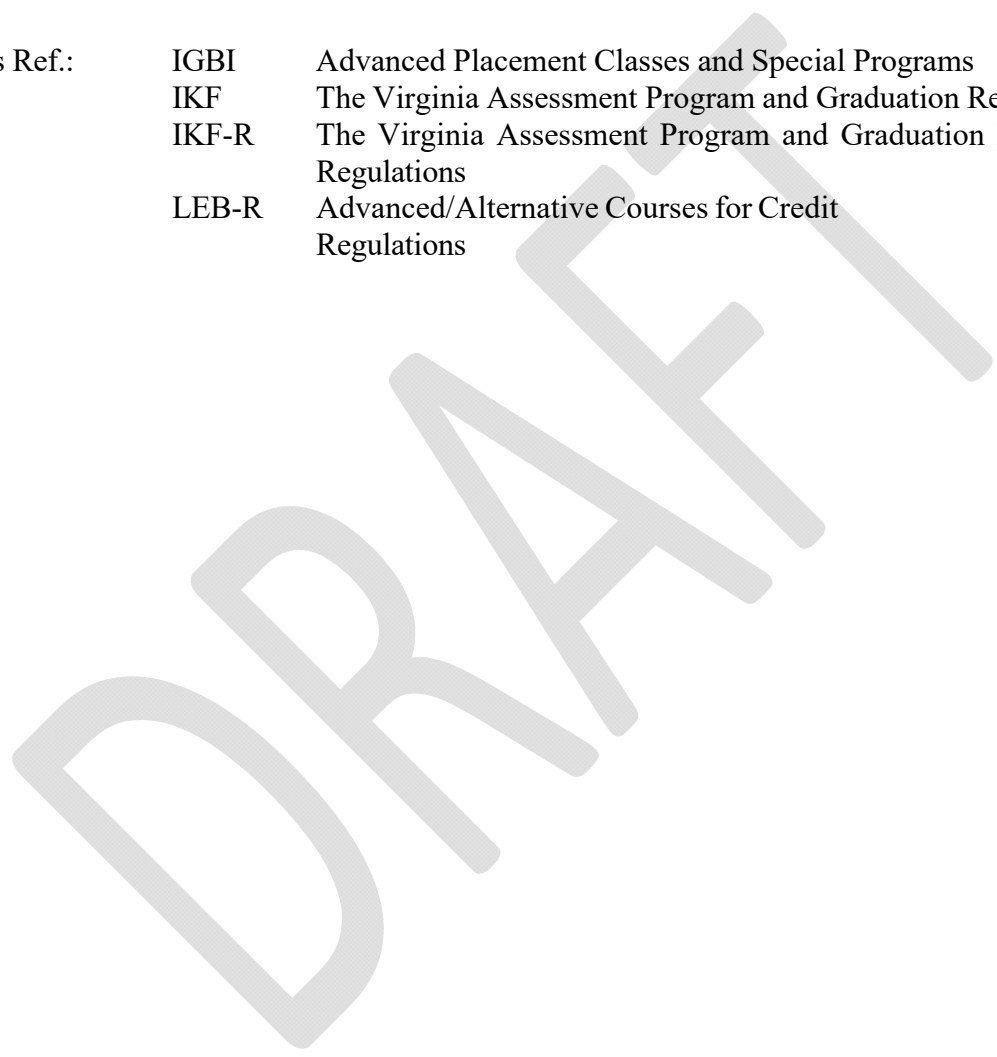
48 Amended: December 17, 2015
49 Amended: February 20, 2020
50 Amended: November 20, 2023

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53 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:1.
54
55 8 VAC 20-131-140.

56

57 Cross Ref.: IGBI Advanced Placement Classes and Special Programs
58 IKF The Virginia Assessment Program and Graduation Requirements
59 IKF-R The Virginia Assessment Program and Graduation Requirements
60 Regulations
61 LEB-R Advanced/Alternative Courses for Credit
62 Regulations



48 Amended: December 17, 2015
49 Amended: February 20, 2020
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