

Memorandum

TO: ACPS School Board Policy Committee
FROM: Matt Smith, Policy Services Consultant
DATE: January 19, 2024
SUBJECT: Proposed Policy Revisions

Staff are proposing revisions to the following policies:

- DJB - Petty Cash Funds
- DJB-R - Petty Cash Fund Regulations
- EEA - Student Transportation Services
- EEA-R/EEAB-R -Student Transportation Services Regulations
- EEA-R2/EEAB-R2 - Requesting Transportation Services for Non-Eligible Students
- EEAB - School Bus Scheduling and Routing
- JEA - Compulsory Attendance
- JEA-R/JED-R - Attendance Regulations
- JEA-R2/JED-R2 - Attendance Codes
- JED - Student Absences/Excuses/Dismissals
- JEG - Exclusions and Exemptions From School Attendance
- JEG-R - Protocol for Addressing Requests for Religious Exemption

These policies have been revised to align with the ACPS Policy Style Guide, aligned with the VSBA model policy and the Code of Virginia, and reviewed by the Equity Audit Team, ACPS staff members, and the Senior Leadership Team

Revision Summaries

[DJB - Petty Cash Funds](#)

[DJB-R - Petty Cash Fund Regulations](#)

- 5-year review
- VSBA model policy alignment
- Clarified travel advance requests for transportation staff
- Added the annual petty cash reconciliation process

[EEA - Student Transportation Services](#)

[EEAB - School Bus Scheduling and Routing](#)

[EEA-R/EEAB-R -Student Transportation Services Regulations](#)

[EEA-R2/EEAB-R2 - Requesting Transportation Services for Non-Eligible Students](#)

- 5-year review & preparation for redistricting
- VSBA model policy alignment
- Added provisions around transportation of children in foster care (required under ESSA)
- Clarified that walking distance is 'door to door'.
- Added a new regulation for requesting transportation for students who live in walk zones (effective July 1, 2024)

JEA - Compulsory Attendance

JEA-R/JED-R – Attendance Regulations

JEA-R2/JED-R2 – Attendance Codes

- Requested review
- Standard changes
- VSBA model policy alignment
- Added that Superintendent responsible for developing Regulations for the policy
- Updated to reflect Va. Code § 22.1-261
- Updated to reflect amendment of Va. Code § 22.1-207.7 by [HB 246](#)/SB 596
 - **School attendance; 4-H educational programs and activities.** Provides that students who miss a partial or full day of school while participating in 4-H educational programs and activities shall not be counted as absent for the purposes of calculating average daily membership and shall receive course credit in the same manner as they would for a school field trip. The bill directs each local school board to develop policies and procedures for students to make up missed work and may determine the maximum number of school days per academic year that a student may spend participating in 4-H educational programs and activities to not be counted absent. This bill is identical to [SB 596](#).
- Updated to reflect amendment of Va. Code § 22.1-254 by [HB 1022](#)
 - **Certain public elementary and secondary school students; excused absences; attendance at pow wow.** Provides that, subject to guidelines established by the Department of Education, any student who is a member of a state-recognized or federally recognized tribal nation that is headquartered in the Commonwealth and who is absent from school to attend such tribal nation's pow wow gathering shall be granted one excused absence per academic year, provided that the parent of such student provides to the student's school advance notice of such absence in the manner required by the school.
- Relocated and revised process for attendance for virtual learning
- Added content and references for period absences
- Updated dates/timeframes to reflect current Code of Virginia
- Relocated attendance codes to a new regulation
- Added the creation of an attendance plan for a pattern of unexcused absences
- Added that the principal must assist families with obtaining a Dr's note for medical absences to address equity issues.

JED – Student Absences/Excuses/Dismissals

- Requested change
- Standard changes
- VSBA model policy alignment
- Reorganization to improve readability
- Added the number of days a student can be out for HS Work Partnerships
- Added a requirement to keep a log of parental notifications
- Added breadcrumbs to regulation JEA-R which lists the reason for excused absences

JEG – Exclusions and Exemptions from School Attendance

JEG-R – Protocol on Religious Exemptions

- Standard changes
- Added breadcrumbs to Policy LBD – Home Instruction
- Reorganization to improve readability

- Emphasized that religious exemptions must be from a bona fide religious training or belief