

**BOARD MEMO**

Date: May 23, 2024

For ACTION \_\_\_\_\_

For INFORMATION X

**FROM:** Matt Smith, Policy Services Consultant

**THROUGH:** Melanie Kay-Wyatt, Ed.D., Superintendent of Schools

**TO:** The Honorable Michelle Rief, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Proposed Policy Revisions

**ACPS 2025 STRATEGIC PLAN GOAL:**

- Goal 1: Systemic Alignment
- Goal 2: Instructional Excellence
- Goal 3: Student Accessibility and Support
- Goal 4: Strategic Resource Allocation
- Goal 5: Family and Community Engagement

**SY 2023-2024 FOCUS AREA:**

N/A

**FY 2024 BUDGET PRIORITY:**

- Full Implementation of Students with Disabilities Action Plan
- Reduce Class Sizes
- K-4 Literacy
- Target Chronic Absenteeism
- Restorative Practices Supports
- Increase Support for Social and Emotional Learning

**SUMMARY:**

Staff are proposing the revision of several policies and regulations. Summaries of the revision, including links to code changes where appropriate, are presented in the Details section. Red-line changes and comments are included in the draft policies. The policies undergoing a full revision have been reviewed for code alignment and VSBA model policy alignment, audited for equity, edited by a team of staff members, and reviewed by division counsel, the SLT, and the Board Policy Subcommittee. The policies being updated have been revised to reflect changes in code, changes in position titles, changes in facilities titles, and other changes previously approved by the Board. The updated policies have been reviewed by division counsel, the SLT, and the Board Policy Subcommittee.

These revisions are proposed for adoption at the June 6, 2024, School Board Meeting.

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### DETAILS:

The following summarizes the proposed revisions, details are in the track-changes of the draft policies.

### Policies undergoing a full revision

#### **GBOA - Voluntary Retirement Savings Program**

- Discrepancy discovered during audit
- Added the 403b and 457 plans to the list of voluntary retirement savings plans offered by ACPS.

#### **GCBD - Staff Leaves and Absences**

##### **GCBD-R - Staff Leaves and Absences Regulations**

##### **GCBD-R2 - Voluntary Donated Leave Regulations**

- 5-year review
- Standard Changes
- Added definitions for employee groups
- Updated the types of leave that are earned at given points in time
- Minor reorganization
- Corrected the leave accrual table
- Clarified the religious leave language
- Clarified that only continuing contract employees may request long term leave (except for long term child care leave)
- Added a new regulation for voluntary donated leave

#### **GCBE - Family and Medical Leave**

- 5-year review
- Standard changes
- Alphabetized the definitions,
- Reorganization to improve readability and align with the VSBA model

#### **GCBEB - Military Leave and Benefits**

- 5-year review
- Updated the length of leave to 21 days of paid leave for a federally funded tour of duty per the VSBA model

#### **GCI - Licensed Staff Assignments and Transfers**

##### **GCI-R - Licensed Staff Assignments and Transfers Regulation**

- 5-year review and preparation for redistricting
- Added definitions
- Reorganized the voluntary transfers process to provide greater clarity

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### **GDI - Support Staff Assignments and Transfers**

#### **GDI-R - Support Staff Assignments and Transfers Regulation**

- 5-year review and preparation for redistricting
- Added definitions
- Added a due date for voluntary transfers for the upcoming school year
- New regulation which mirrors the licenced staff regulation

### **IC/ID-R - School Year Calendar Regulations**

- Requested review
- Adjusted conference days to add flexibility in scheduling
- Included evening cultural observance days
- Error corrections
  - Veterans Day was omitted in the original document
  - Orthodox Epiphany was listed twice

### **IGBF - Limited English Proficient Students**

#### **IGBF-R English Learners Identification and Assessment Regulations**

- 5-year review
- VSBA model policy alignment
- Standard changes
- Added that services are provided until age 22
- Added notification requirements of testing accommodations for certain examinations
- Created a new regulation with procedures for identification, assessment, placement, and monitoring.
  - Includes clarification that ELs are placed in grade levels at the HS using the same criteria as non-ELs.
- Added a section to the regulation around equity for ELs

### **IGBI - Advanced Placement and Dual Enrollment Courses**

#### **IGBI-R - IGBI-R - Notification of Advanced Placement Classes and Special Programs**

- 5-year review
- Added a Board Belief Statement
- Revised the list of programs that ACPS informs families about
- Updated the title to reflect the expanded scope of programs
- Added a regulation per the requirement of the code
- Relocated the quality points section to improve readability

### **IKFD - Credit by Exam**

#### **IKFD-R - Credit by Exam Regulations**

- 5-year review
- Standard changes
- Title change to better reflect the content of the policy
- VSBA model policy alignment

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- Organized the options for earning credits into a waiver section per the code. This gives the division the ability to add other waivers if desired.
- Struck language from the regulation which was time limited
- Increased the number of credits that can be awarded for world languages from 3 to 4. This gives the students who are proficient in multiple languages the ability to earn two credits in each of two languages thereby satisfying graduation requirements.
- Added that the Board pays the costs of the exams
- Added that Languages available for high school credit are dependent on assessments approved and vetted by the VDOE for the World Language Requirement of the Seal of Biliteracy.

### **JFG - Search and Seizure**

- Requested review
- Updated the definitions
- Struck language around law enforcement officers ability to search that wasn't in the model policy
- Added a section on strip searches
- Clarified that school rules apply to parking lots and vehicles are subject to search
- Removed references to 4th amendment rights

### **JL - Fundraising and Solicitation**

- 5-year review
- Standard changes
- Added a provision that fundraising must be safe and age appropriate
- Added that fundraising activities are periodically reported to the Board.

### **JM - Managing Student Behaviors in Emergency Situations**

#### **JM-R - Regulations for the Management of Student Behavior in Emergency Situations**

- Required annual review
- Standard Changes
- Moved the content of the current policy into a new regulation. Replaced the policy content with the VSBA model policy
- Generalized SROs into Alexandria Police Department staff to broaden the scope
- Removed training of the SROs as they are not permitted to be involved in these interventions

### **Policies being proposed for update rather than full revision**

#### **IKE-R - Regulations for Retention and Promotion**

- Update
- Updated to reflect VDOE guidance on grade level placements
- Updated to reflect the change in the title of student's academic plan
- Updated LEP students to EL students
- Updated the title of the Executive Director of School Leadership

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### **IKF - The Virginia Assessment Program and Graduation Requirements**

- Code Change (2023)
- Per the 2023 amendment of Va. Code § 22.1-253.13:3 by HB 2225/[SB 1253](#).
  - **Certain student assessment results; availability.** Requires each school board to provide teachers, parents, principals, and other school leaders with their students' results on any Standards of Learning assessment or Virginia Alternate Assessment Program assessment as soon as practicable after the assessment is administered. This bill is identical to HB 2225.

### **BACKGROUND:**

The proposed revisions are part of the Board's ongoing work to provide ACPS with high-quality governance. ACPS has over 400 policies and regulations and has established the target of reviewing at least 100 policies and regulations each school year. Candidate policies for revision are drawn from code changes, changes in the VSBA model policies, the code requirement that policies are reviewed every 5 years, and policies and regulations that have been identified by the Board and/or staff for review.

Drafts of proposed revisions are available for public review as part of the Policy Subcommittee, Board Information, and Board Action processes.

### **RECOMMENDATION:**

The Superintendent recommends that the School Board review the information about the proposed policy revisions.

### **IMPACT:**

By auditing policies for equity, code compliance, and appropriate guidance the School Board ensures that ACPS has high-quality governance.

### **ATTACHMENTS:**

1. 240523\_Presentation\_Policy Revisions
2. 240523\_GBOA - Voluntary Retirement Savings Program.pdf
3. 240523\_GCBD - Staff Leaves and Absences.pdf
4. 240523\_GCBD-R - Staff Leaves and Absences Regulations.pdf
5. 240523\_GCBD-R2 - Voluntary Donated Leave Regulations.pdf
6. 240523\_GCBE - Family and Medical Leave.pdf
7. 240523\_GCBEB - Military Leave and Benefits.pdf
8. 240523\_GCI - Licensed Staff Assignments and Transfers.pdf
9. 240523\_GCI-R - Licensed Staff Assignments and Transfers Regulation.pdf
10. 240523\_GDI - Support Staff Assignments and Transfers.pdf
11. 240523\_GDI-R - Support Staff Assignments and Transfers Regulation.pdf
12. 240523\_IC\_ID-R - School Year Calendar Regulations.pdf
13. 240523\_IGBF - Limited English Proficient Students.pdf

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14. 240523\_IGBF-R English Learners Identification and Assessment Regulations.pdf
15. 240523\_IGBI - Advanced Placement and Dual Enrollment Classes.pdf
16. 240523\_IGBI-R - Notification of Advanced Placement Classes and Special Programs.pdf
17. 240523\_IKE-R - Regulations for Retention and Promotion.pdf
18. 240523\_IKF - The Virginia Assessment Program and Graduation Requirements.pdf
19. 240523\_IKFD - Credit by Exam.pdf
20. 240523\_IKFD-R - Credit by Exam Regulations.pdf
21. 240523\_JFG - Search and Seizure.pdf
22. 240523\_JL - Fundraising and Solicitation.pdf
23. 240523\_JM - Managing Student Behaviors in Emergency Situations.pdf
24. 240523\_JM-R - Regulations for the Management of Student Behavior in Emergency Situations.pdf

### REFERENCES:

1. March 14, 2024 SB Policy Subcommittee Meeting
2. May 2, 2024 SB Policy Subcommittee Meeting
3. May 14, 2024 SB Policy Subcommittee Meeting

**CONTACT:** Matt Smith, [matt.smith@acps.k12.va.us](mailto:matt.smith@acps.k12.va.us)