

BOARD MEMO

Date: December 14, 2023

For ACTION X

For INFORMATION

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 for Approval

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. These policies have been reviewed for code alignment and VSBA model policy alignment, audited for equity, edited by a team of staff members, and reviewed by the SLT and the Board Policy Subcommittee.

These policies were presented for information on November 30, 2023

DETAILS:

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

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BBA - School Board Powers and Duties

- Added definitions
- Clarified that the policy does not reflect all Board duties
- Changed the title as the policy does not list powers, only duties
- Policy updated to reflect amendment of Va. Code § 22.1-79 by [HB 1630](#)/SB 1479
 - Virginia Retirement System; return to work. Reduces from 12 to six the number of months for the required break in service for a teacher, bus driver, school administrator, or school security officer to return to work full time and continue to receive his pension under the Virginia Retirement System (VRS). The bill adds specialized student support positions to the list of employees who may return to work with a six-month break in service and specifies that the employer shall include such employees' compensation in membership payroll for purposes of the employer contributions to VRS. The bill has an expiration date of July 1, 2028, for the reduction of the required break in service period for all classes of employees. Finally, the bill requires VRS to submit a report regarding options for employing certain enumerated positions part-time during the required six-month break in service period.
- [HB 2021](#)
 - **School boards; back to school night events; free or reduced price meals applications.** Requires each school board to ensure that at any back to school night event in the local school division to which the parents of enrolled students are invited, any such parent in attendance receives prominent notification of and access, in paper or electronic form, or both, to information about application and eligibility for free or reduced price meals for students and a fillable free or reduced price meals application that may be completed and submitted on site.
- [HB 2025](#)
 - **Department of Social Services; school boards; SNAP benefits program parent information sheet; free or reduced price meals application.** Requires the Department of Social Services to develop, annually update, and provide to each school board in advance of the start of each school year an information sheet on the SNAP benefits program that sets forth the application process and such other information as the Department deems necessary or appropriate in order to properly inform the parents of students enrolled in public elementary and secondary schools of such program and encourage application by those who are eligible. The bill requires each school board to ensure that such information sheet is sent home with each student enrolled in a public elementary or secondary school in the local school division at the beginning of each school year or, in the case of any student who enrolls after the beginning of the school year, as soon as practicable after enrollment. The bill also requires each school board to ensure that a fillable free or reduced price meals application is sent home with each such student at the beginning of each school year or, in the case of any student who enrolls after the beginning of the school year, as soon as practicable after enrollment.

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- [HB 2161](#) and SB 1151
 - **Local government; standardization of public notice requirements for certain intended actions and hearings; report.** Standardizes the frequency and length of time that notices of certain meetings, hearings, and other intended actions of localities must be published in newspapers and other print media. The notice provisions included in the bill are organized into the following three groups: (i) publication required one week before the meeting, hearing, or intended action; (ii) publication required two consecutive weeks before the meeting, hearing, or intended action; and (iii) publication required three consecutive weeks before the meeting, hearing, or intended action. In addition, the bill amends provisions related to the content of notices for zoning ordinances and amendments to such ordinances by removing the requirement that such notices contain a descriptive summary of the proposed action and providing that such notices shall include the street address or tax map parcel number of the parcels subject to the action. In cases where the intended action affects more than 25 parcels, the notice must also include the approximate acreage subject to the intended action. For more than 100 parcels of land, the advertisement may instead include a description of the boundaries of the area subject to the changes and a link to a map of the subject area. The bill also removes the requirement that notices of proposed amendments to a zoning map state the general usage and density range of the proposed amendment and the general usage density set forth in the applicable part of the comprehensive plan. The bill directs the Virginia Code Commission to convene a work group to continue review of the notice requirements throughout the Code of Virginia and requires the Virginia Code Commission to submit a report to the Chairmen of the House Committee on General Laws and the Senate Committee on General Laws and Technology summarizing the work and any recommendations of the work group by November 1, 2023.
- Legal References updated.

BDDH-R - Procedures for Public Communications with the School Board (also KD-R)

- Update requested by the Board
- Updated to reflect that Board Retreats are open to the public

BDDL - Electronic Participation in Committee Meetings From Remote Locations

- New policy which permits Board Committees and Subcommittees to hold all-electronic meetings in certain situations.

JEC - School Admissions

JEC-R - School Admission Regulations

JEC-R2 - Kindergarten and Grade One Placements

- Requested review
- Code change
- VSBA model policy alignment

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- Standard Changes
- Struck language around kinship care that went beyond the code
- Struck language about students leaving during the school year, the topic is part of JC/JCD
- Removed the forms from the regulation. This permits ACPS to begin transitioning to an annual verification process for families living in shared housing (in alignment with Arlington and Fairfax)
- Clarified the process about placements of students who are age six but did not complete a kindergarten program
- Policy updated to reflect enactment of Va. Code §§ 22.1-369, 22.1-370, and 22.1-373 by [HB 1929](#).
 - **Educational opportunities for certain children established.** Establishes certain rights and privileges for any school-age child who is a dependent of a foreign service employee or civilian member of the Armed Forces of the United States under federal orders when the parent produces documentation indicating that he is required to move in order to perform his job responsibilities and such move results in the student's relocation from another state to a school division in the Commonwealth, including rights and privileges relating to educational records, enrollment, placement, attendance, extracurricular activities, and graduation.

JHCF - Student Wellness

JHCF-R - Wellness Guidelines for ACPS

JHCF-R2 - School Health Guidelines - Managing Allergies in Schools

- Requested review
- Standard Changes
- Removed general illness guidelines
- Removed COVID-19 guidelines from the regulation
- Transitioned JHCF-R2 from a regulation to a publication
- Replaced content that was redundant with Policy IGAE/IGAF - Health / Physical Education with breadcrumbs to the policy
- Aligned the policy with the [VDOE Wellness Policy Guidance](#) (Wellness Policy Checklist, Model Wellness Policy, Wellness Policy Template)
 - Refined the Goals to align with the goals in the guidance
 - Added the role of SHAB
 - Added breadcrumbs to show where nutrition standards are in ACPS policy
 - Added roles and a process to implement the policy
 - Added a Triennial Assessment section
 - Added Public Involvement
 - Added Recordkeeping

KBA-E - Rights and Responsibilities

- Code Change
- Updated to reflect amendment of Va. Code § 2.2-3704.1 by [HB 2007](#).

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- **Virginia Freedom of Information Act; posting of fee policy.** Requires a public body to make available upon request and post on its website or otherwise publish a written policy (i) explaining how the public body assesses charges for accessing or searching for requested records and (ii) noting the current fee charged, if any, by the public body for accessing and searching for the requested records.

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 approve 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. 231214_BBA - School Board Powers and Duties
2. 231214_BDDH-R - Procedures for Public Communications with the School Board (also KD-R)
3. 231214_BDDL - Electronic Participation in Committee Meetings from Remote Locations
4. 231214_JEC - School Admission
5. 231214_JEC-R - School Admission (Regulations)
6. 231214_JEC-R2 - Kindergarten and Grade One Placements
7. 231214_JHCF - Student Wellness
8. 231214_JHCF-R - Wellness Guidelines for ACPS
9. 231214_KBA-E - Rights and Responsibilities

REFERENCES:

1. September 28, 2023 SB Policy Subcommittee Meeting
2. October 12, 2023 SB Policy Subcommittee Meeting
3. November 1, 2023 SB Policy Subcommittee Meeting
4. November 9, 2023 SB Policy Subcommittee Meeting

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5. November 30, 2023 SB Meeting
6. December 7, 2023 SB Policy Subcommittee Meeting

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