

BOARD MEMO

Date: June 1, 2023

For ACTION

For INFORMATION

Board Agenda: Yes

No

FROM: Matt Smith, Policy Services Consultant

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

TO: The Honorable Meagan L. Alderton, Chair, and
Members of the Alexandria City School Board

TOPIC: Proposed Revisions to Policies

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

FY 2023 BUDGET PRIORITY:

Implementation of the 2025 Strategic Plan

SUMMARY:

As part of the Board’s continuing Equity Audit of School Board Policies, changes to the Code of Virginia, the requirement that policies are reviewed every 5 years, and policies and regulations that have been identified for revisions, staff are proposing the revision of 19 policies and regulations. Summaries of the revision, including links to code changes where appropriate, are below. Red-line changes and comments are included in the draft policies.

Policies being considered:

- CLA - Reporting Acts of Violence and Substance Abuse
- EB - School Crisis, Emergency Management, and Medical Emergency Response Plan
- EBB - Threat Assessment/Safety Teams
- EBB-R - Threat Assessment/Safety Team Regulations
- EBCA - Emergency Preparedness Response Drills
- EBCE - Emergency Services
- IC/ID-R – School Year Calendar Regulations
- IGBB - Programs for Gifted Students
- IGBG – Homebound, Correspondence, and Alternative Means of Instruction
- IIBD - School Libraries/Media Centers
- IIBD-R School Library Collections Regulations

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- IIBEA - Responsible Computer System Use (Also GAB)
- IIBEA-R3 - Student Use of Personal Mobile Devices
- IKEB - Acceleration
- IKEB-R - Acceleration Regulations
- KLB - Public Complaints About the Curriculum or Instructional Materials
- KLB-E - ACPS Request for Reconsideration of Learning Resources
- KLB-R - Process for Responding to Request for Reconsideration of School Resources
- KNAJ - Relations with Law Enforcement Authorities

ADDITIONAL INFORMATION:

All policies and regulations include the following Standard Changes:

- Remove gender-affirming terms
- Replace parent with parent/guardian
- Reduce the use of 'shall' per VSBA model policy changes
- Add breadcrumbs to other policies
- Reword and reform to improve readability
- Align content with VSBA model policies and the Code of Virginia
- Use abbreviations consistently
- Add line numbers

Revision Summaries

CLA - Reporting Acts of Violence and Substance Abuse

- Added a Board belief statement.
- Minor reordering of wording to improve readability
- Inclusion breadcrumbs to other policies
- Expansion of examples of actions taken to prevent violence
- Added references to restorative practices and partnerships with other organizations
- Added clause that ACPS/police contacts are in accordance with the ACPS/APD MOU
- Policy updated to reflect amendment of Va. Code § 22.1-279.3:1 by [HB 4/SB 36](#).
 - **School principals; incident reports.** Requires that school principals report to law enforcement certain enumerated acts that may constitute a misdemeanor offense and report to the parents of any minor student who is the specific object of such act that the incident has been reported to law enforcement. Under current law, principals are required to make such reports only for such acts that may constitute a felony offense. The bill provides, as an exception to the requirement to report any written threats against school personnel while on a school bus, on school property, or at a school-sponsored activity, that a principal is not required but may report to the local law-enforcement agency any such incident committed by a student who has a disability. This bill incorporates SB 2, SB 287, and SB 613 and is identical to HB 4.

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EB - School Crisis, Emergency Management, and Medical Emergency Response Plan

- Added references to other policies
- Aligned with the VSBA model policy
- Third paragraph of policy amended to reflect amendment of Va. Code § 22.1-279.8 by [HB 1129](#)/SB 600 (regarding collaboration with chief law-enforcement officer).
 - **School safety audits; law-enforcement officers.** Requires each local school board to require its schools to collaborate with the chief law-enforcement officer of the locality or his designee when conducting required school safety audits. Under current law, the division superintendent is required to make the results of such audits available to the chief law-enforcement officer upon request. The bill also requires that the completed walk-through checklist using the standardized checklist provided by the Virginia Center for School and Campus Safety be made available to the chief law-enforcement officer of the locality or his designee. Current law requires that the completed walk-through checklist be made available to the chief law-enforcement officer or his designee upon request. This bill is identical to SB 600.
- Definition of school safety audit updated to reflect amendment of Va. Code § 22.1-279.8 by [HB 741](#) (regarding floor plans).
 - **Annual public elementary and secondary school safety audits;** creation or review of school building floor plans required. Requires each local school board, as part of each annual school safety audit, to create a detailed and accurate floor plan for each public school building in the local school division or certify that the existing floor plan for each such school is sufficiently detailed and accurate but provides that such floor plan may be withheld from public disclosure.
- Inclusion of the contact information for division safety official per the amendment of Va. Code § 22.1-279.8 by [HB 1704](#)/SB 821.
 - **Public elementary and secondary schools; reports of certain arrests and convictions; receipt, report, and compilation.** Requires each division superintendent to annually designate an employee in the local school division as the division safety official whose duty is to receive all reports required to be made pursuant to relevant law from (i) every state official or agency and every sheriff, police officer, or other local law-enforcement officer or conservator of the peace having the power to arrest for a felony upon arresting a person who is known or discovered by the arresting official to be a full-time, part-time, permanent, or temporary teacher or any other employee in such local school division for a felony or a Class 1 misdemeanor or an equivalent offense in another state and (ii) the clerk of any circuit court or any district court in the Commonwealth upon the felony conviction of any person known by such clerk to be employed by such local school division.
 - The bill requires each division superintendent to include such division safety official designation in the collated packet of school safety audits submitted to the Virginia Center for School and Campus Safety pursuant to relevant law and requires the Center to designate an employee of the Center as the school

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personnel safety official for the Commonwealth whose duty is to compile, maintain, and make publicly available a list of each such division safety official. The bill requires such designation to include updated contact information for the division safety official and requires such safety official to at least annually confirm with each division superintendent that such contact information is up to date and accurate.

- The bill also provides that a probation and parole officer who is supervising a person employed by a local school division in the Commonwealth shall, upon discovering that such supervised person has been arrested or convicted of a felony offense or an equivalent offense in another state, report such arrest or conviction to the Superintendent of Public Instruction and the designated division safety official in the local school division where such supervised person is employed as soon as practicable. The bill requires any such report to be transmitted via certified mail to the mailing address identified by the division superintendent or via fax and email to the fax number and email address identified by the division superintendent, pursuant to the applicable provisions of the bill. Finally, the bill requires, until July 1, 2027, that all such arresting officials or agencies request in writing that the Virginia Employment Commission provide the name of the current employer of each arrested person for purposes of determining whether such notice is required. This bill is identical to [SB 821](#).

EBB - Threat Assessment Teams

EBB-R Threat Assessment Teams Regulations

- Aligned with the VSBA model policy
- Revised to reflect the ACPS practice of calling the teams “Threat Assessment Teams”. The term “Safety Teams” is no longer used.
- Removed the reference to the central team. While there are identified staff to support the process, it is not a formal team.
- Policy updated to reflect inclusion of SROs on threat assessment teams as required by Va. Code § 22.1-79.4.C as amended by [HB 873](#).
 - **Public elementary and secondary schools; threat assessment team membership;** law-enforcement liaison for certain school administrators. Requires, in the case of any public elementary or secondary school in which a school resource officer is employed, the threat assessment team for such school to include at least one such school resource officer. The bill requires the chief local law-enforcement officer for any local school division in which a public elementary or secondary school does not employ a school resource officer to designate a law-enforcement officer to receive, either in-person or online, the school safety training for public school personnel conducted by the Virginia Center for School and Campus Safety in accordance with relevant law and requires such officer to serve as the law-enforcement liaison for the school administrator in such a school who has also received such training as prescribed by relevant law.

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- Policy updated to reflect the training of threat assessment team members per the amendment of Va. Code § 22.1-79.4 by [SB 1359](#)
 - **Public elementary and secondary schools; threat assessment team members; training requirement.** Requires new threat assessment team members at each public elementary and secondary school to complete initial threat assessment training and all threat assessment team members to complete refresher training every three years.

EBCA - Emergency Preparedness Response Drills

- Renumbered to EBCB to align with the VSBA model policy
- Reviewed to ensure a holistic review of the safety policies and procedures
- Revised to add clarity about decisions to shelter in place or evacuate

EBCE - Emergency Services

- 5-year review
- No VSBA model policy
- Standard changes and minor rewording

IC/ID-R - School Year Calendar Regulations

- New regulation
- Aligns the ACPS school year calendar with the standard practices of surrounding divisions
- Provides governance over
 - The Calendar Committee
 - First and last days of school
 - Conferences
 - Holidays
 - Teacher work days / professional learning days
 - Cultural Observance Days

IGBB - Programs for Gifted Students

- 5-year review
- Added 'and talented' to the title
- Added a board belief statement
- Revised to align with the VSBA model policy

IGBG - Homebound, Correspondence, and Alternative Means of Instruction

- 5-year review
- Code Changes (2023)
- Renamed to Off-Site Instruction and Virtual Courses and revised to reflect the amendment of 8 VAC 20-131-180 in 2018
- Standard changes
- Added a Board Belief statement

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- Revised to align with the VSBA model policy
- Revised to change “nurse practitioner” to “advanced practice registered nurse” per the amendment of Va. Code § 54.1-2957.02 by [SB 975](#).
 - **Certified nurse midwives, certified registered nurse anesthetists, clinical nurse specialists, and nurse practitioners; designation as advanced practice registered nurses.** Changes references to certain practitioners in the Code to advanced practice registered nurse in order to align the Code with the professional designations established by the *Consensus Model for Advanced Practice Registered Nurses Regulation* established by the National Council of State Boards of Nursing.

IIBD - School Library Media Centers

IIBD-R - Collection Development & Circulation Regulations

- 5-year review
- Standard changes
- Alignment with the VSBA Model Policy
- Added a Board Belief Statement
- Added statement about of culturally inclusive content
- New regulation for Collection Develop and Circulation Regulations
 - Created criteria and procedures for selecting and maintaining library collections
 - Created regulations around fees and fines for late, lost, and damaged materials
 - Added breadcrumbs for reconsideration of library materials

IIBEA_GAB - Responsible Computer System Use

- Code Change (2023)
- Standard 2-year review
- Aligned with the VSBA Model Policy
- Clarified that incidental personal use of ACPS computer systems is permitted
- Expanded the scope so it’s clear the policy is not just about devices
- Modernized language around digital citizenship curriculum
- Reorganization to improve readability
- Prohibition from taking devices to or accessing systems from countries with Level 3 or 4 travel advisories
- Policy updated to reflect the prohibition of TikTok, WeChat, etc. per the enactment of Va. Code § 2.2-5514.1 by [SB 1459](#).
 - **Administration of state government; prohibited applications and websites.** Prohibits any employee or agent of any public body or person or entity contracting with any such public body from downloading or using any application, including TikTok or WeChat, or accessing any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any government-issued device or government-owned or government-leased equipment, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet, or (ii) while connected to any wired or wireless Internet network owned, operated, or maintained by the Commonwealth.

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IIBEA-R3 - Student Use of Personal Mobile Devices

- New regulations
- Establishes governance over where students may use personal mobile devices such as cell phones with a focus on safety

IKEB - Acceleration

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- 5-year review
- Aligned with the VSBA Model Policy
- Separated gifted acceleration from other forms of acceleration
- Removed content that is redundant with the Local Plan for the Gifted
- Removed content that is part of the Program of Studies
- Added underage first grade placement to the policy
- Renamed the regulation to Underage First Grade Placement

KLB - Public Complaints About the Curriculum or Instructional Materials

KLB-E - Request for Reconsideration of Learning Resources

KLB-R - Process for Responding to Request for Reconsideration of School Resources

- 5-year review
- Standard changes
- Revised to align with the VSBA Model Policy
- Added a Board Belief statement
- Noted that resources will not be removed during the reconsideration process
- New regulation that establishes a four level review process
 - Discussion with the Principal, school committee, central committee, school board
- Updated the form to align with the regulation

KNAJ - Relations with Law Enforcement Authorities

- Updated notifications
- Updates roles
- Clarified in the opening paragraph that the role of police is in alignment with the MOU.
- Policy updated to reflect amendment of Va. Code § 22.1-279.3:1 by HB 4/[SB 36](#).
 - **School principals; incident reports.** Requires that school principals report to law enforcement certain enumerated acts that may constitute a misdemeanor offense and report to the parents of any minor student who is the specific object of such act that the incident has been reported to law enforcement. Under current law, principals are required to make such reports only for such acts that may constitute a felony offense. The bill provides, as an exception to the requirement to report any written threats against school personnel while on a school bus, on school property, or at a school-sponsored activity, that a principal is not required but may report to the local law-enforcement agency any such

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incident committed by a student who has a disability. This bill incorporates SB 2, SB 287, and SB 613 and is identical to HB 4.

BACKGROUND:

As part of the standard ACPS policy revision process, these policies have been:

- Reviewed for code changes and alignment with the VSBA model policies
- Reviewed for equity as part of the ACPS 2020-25 Strategic Plan
- Reviewed by staff members whose work is closely related to the policy and/or regulation
- Reviewed by the Senior Leadership Team
- Reviewed by the School Board Policy Subcommittee

RECOMMENDATION:

The Superintendent recommends that the School Board review the policies and regulations.

IMPACT:

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

ATTACHMENTS:

- 230601_CLA - Reporting Acts of Violence and Substance Abuse.pdf
- 230601_EB - School Crisis, Emergency Management, and Medical Emergency Response Plan.pdf
- 230601_EBB - Threat Assessment_Safety Teams.pdf
- 230601_EBB-R - Threat Assessment_Safety Team Regulations.pdf
- 230601_EBCA - Emergency Preparedness Response Drills.pdf
- 230601_EBCE - Emergency Services.pdf
- 230601_IC_ID-R – School Year Calendar Regulations.pdf
- 230601_IGBB - Programs for Gifted Students.pdf
- 230601_IGBG – Homebound, Correspondence, and Alternative Means of Instruction.pdf
- 230601_IIBD - School Libraries/Media Centers.pdf
- 230601_IIBD-R School Library Collections Regulations.pdf
- 230601_IIBEA - Responsible Computer System Use (Also GAB) .pdf
- 230601_IIBEA-R3 - Student Use of Personal Mobile Devices.pdf
- 230601_IKEB - Acceleration.pdf
- 230601_IKEB-R - Acceleration Regulations.pdf
- 230601_KLB - Public Complaints About the Curriculum or Instructional Materials.pdf
- 230601_KLB-E - ACPS Request for Reconsideration of Learning Resources.pdf
- 230601_KLB-R - Process for Responding to Request for Reconsideration of School Resources.pdf
- 230601_KNAJ - Relations with Law Enforcement Authorities.pdf

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