

BOARD MEMO

Date: January 19, 2023
For ACTION ___
For INFORMATION x
Board Agenda: Yes x
No ___

FROM: Matt Smith, Policy Services Consultant
THROUGH: Melanie Kay-Wyatt Ed.D., Acting 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 five policies and regulations. Summaries of the revision, including links to code changes where appropriate, are below. All policies and regulations receive the standard changes listed below. Red-line changes and additional comments are in the draft policies.

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

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REVISION SUMMARIES:

BCC - School Board Clerk

- 5-year review
- Standard changes

BCG - School Attorney

- 5-year review
- Standard changes

KBA - Requests for Information

KBA-E - Rights and Responsibilities

KBA-R - Requests for Information Regulation

- Updated the Standard Changes to consistently use the acronym FOIA. Current documents use both FOIA and VFOIA.
- Removed the FOIA officer contact information from the regulation as it is not required to be in the regulation under the code. The contact information is listed on the ACPS website.
- Added Regulation KBA-E Rights and Responsibilities to align with the VSBA Model Policies.
- Updated the regulations to reflect the amendment of Va. Code §§ 2.2-3704 and 2.2-3704.1 by [HB 307](#).
 - **Virginia Freedom of Information Act; estimated charges; exception for certain scholastic records.** Provides that a public body subject to the Virginia Freedom of Information Act shall make all reasonable efforts to supply records requested by a citizen at the lowest possible cost; however, no such public body shall charge for the provision of certain scholastic records, outlined in the bill. The bill requires a public body, prior to conducting a search for records, to notify the requester in writing of the public body's right to make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records. Finally, the bill provides that any costs incurred by a public body in estimating the cost of supplying requested records shall be applied toward the overall charges to be paid by the requester for the supplying of such records.

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
- 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.

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IMPACT:

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

ATTACHMENTS:

- 230119_BCC_School_Board_Clerk.pdf
- 230119_BCG_School_Attorney.pdf
- 230119_KBA_Requests_For_Information.pdf
- 230119_KBA-E_Rights_and_Responsibilities.pdf
- 230119_KBA-R_Requests_for_Information_Regulations.pdf

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