

Memorandum

TO: ACPS School Board Policy Committee
FROM: Matt Smith, Policy Services Consultant
DATE: January 26, 2024
SUBJECT: Proposed Policy Revisions

Staff are proposing revisions to the following policies:

- KF - Distribution of Information/Materials
- KF-R - Regulations for Distribution of Information/Materials in Schools by Non-School Organizations
- KG - Community Use of School Facilities
- KG-R - Community Use of School Facilities Regulations and Application
- KGA - Public Sales on School Property
- KH - Public Donations to the Schools
- KH-R - Regulations for Public Donations to the Schools
- KJ - Advertising in the Schools

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

[KF - Distribution of Information/Materials](#)

[KF-R - Regulations for Distribution of Information/Materials in Schools by Non-School Organizations](#)

- 5-year review
- Standard changes
- Minor reorganization to improve readability
- Added that distributed information will not promote discrimination
- Added VSBA language clarifying how student handle information/materials
- Added language addressing use of ACPS logo
- Updated the regulation title to clarify this only refers to Non-School Organizations

[KG - Community Use of Schools Facilities](#)

[KG-R - Community Use of Schools Facilities Regulations and Application](#)

- Standard changes
- Revised to align with the VSBA Model Policy
- Reorganized to improve readability
- Added Superintendent's designee also responsible for working with City to develop City Facilities Use and Maintenance Agreement
- Removed facilities use protocols related to COVID 19

- Clarified the reasons the community can use ACPS facilities
- Revised so Department of Facilities and Operations is contacted for use of facilities
- Replaced T. C. Williams H. S. with ACHS
- Reorganization to improve readability
- Revised procedures for requesting facilities use
- Clarified services to be provided by custodial staff and ACPS
- Removed Appendix A Facility Use Fee Schedule as fees are published in the ACPS Budget
- Removed Appendix B - Permit for Use of School Facilities

KGA - Public Sales on School Property

- 5-year review
- Standard changes
- Added a definition of Extracurricular Programs to tie this policy together with Policy KG - Community Use of School Facilities.

KH - Public Donations to the Schools

KH-R - Regulations for Public Donations to the Schools

- 5-year review
- Standard changes
- Minor rewording and reorganization to improve readability
- Increased thresholds that require Board approval
- Add a provision requiring a monthly report to the Board on accepted donations
- Added breadcrumbs to policies covering acceptance of donations and Board Members
- Provided clarification on when ACPS may not accept a donation
- Breadcrumb provided on the procedure for restricted donations
- Clarified the types of donations, thresholds, and acceptance procedures

KJ - Advertising in the Schools

- Standard changes
- 5-year review
- Revisions made to improve clarity
- Reorganization to improve readability and to emphasize intent of policy
- Breadcrumbs to Policies JL & JQ
- Clarified that advertisements may be used to offset costs of school publications or activities