

**BOARD MEMO**

Date: April 25, 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 May 9, 2024, School Board Meeting.

**DETAILS:**

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

### **Policies undergoing a full revision**

#### **CBG - Evaluation of the Superintendent**

- Code change
- Added element about ongoing two-way dialog
- Policy updated to reflect requirement of HB 1904/SB 1196 (2021).
  - **Teachers and other licensed school board employees; cultural competency.** The bill requires teacher, principal, and division superintendent evaluations to include an evaluation of cultural competency. The bill requires every person seeking initial licensure or renewal of a license from the Board of Education (i) to complete instruction or training in cultural competency and (ii) with an endorsement in history and social sciences to complete instruction in African American history, as prescribed by the Board. The bill also requires each school board to adopt and implement policies that require each teacher and any other school board employee holding a license issued by the Board to complete cultural competency training, in accordance with guidance issued by the Board, at least every two years.
- Legal Reference updated.

#### **GBG - Staff Participation in Political Activities and School Board Election Campaigns**

- 5-year review
- VSBA model policy alignment
- Relocated content relating to individuals running for the School Board to the ACPS website.
- Renamed policy to limit scope to staff participation in political activities

#### **GBL - Personnel Records**

##### **GBL-R - Personnel Records Regulations**

- 5-year review
- VSBA model policy alignment
- Struck provision that permitted maintaining information after an allegation was determined to be unfounded
- New regulation that lists the contents of the employee record, based on the Virginia Administrative Code
- Added a provision permitting the maintenance of transactional information which informs items that will go into the permanent record.

#### **GCPA - Reduction in Licensed Staff Workforce**

##### **GCPA-R - Reduction in Licensed Staff Workforce Regulations**

- 5-year review
- VSBA model policy alignments

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- Limited the recall order of RIFed staff to seniority
- Added that staff who have been identified for RIF may apply for any open position and will only be RIFed if they are unable to find a new position
- Added that recalled RIFed staff will be placed by the Superintendent
- Added that a RIFed staff member who received unsatisfactory ratings on their most recent summative evaluation will not be recalled.

### **GCQA - Non-school Employment by Staff Members**

- 5 year review
- Standard changes
- Updated leave exception authorization from the Chief Human Resources Officer to the Superintendent or Superintendent's Designee
- Added cross-references

### **GCQAB - Tutoring for Pay**

- 5 year review
- Standard changes
- Removed redundant wording
- Clarified which organizations might sponsor tutoring
- Removed inaccurate provision regarding how staff members are paid for tutoring from other organization
- Removed provision preventing ACPS from providing a stipend to teachers for additional tutoring

### **IGAE/IGAF - Health/Physical Education**

- Requested review
- Added a clarification that the right to opt out of Family Life Education does not extend to the rest of the Health and PE curriculum.

### **IGBD - Extended Day Opportunities**

- 5-year review
- Standard changes
- Added a definition of Extended Instructional Day to clarify the intent of the policy
- Changed references and policy title to Extended Instructional Day

### **IGBG - Off-Site Instruction and Virtual Courses**

#### **IGBGA - Online Courses and Virtual School Programs**

#### **IGBGA-R - ACPS Online Learning Program**

- 5 year review
- Standard changes
- VSBA model policy alignment
- Added a vision statement
- Clarified the definitions
- Remed the ACPS full day virtual program the ACPS Virtual Academy
- Added the benefits of online courses and the ACPS Virtual Academy

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- Clarified the enrollment process
- Clarified that tuition is only charged during summer and at the same rate as in-person summer school
- Added processes to the regulation
- Revised the roles in the regulation to improve clarity.

### **IKH - Retaking SOL Assessments**

#### **IKH-R - Retaking SOL Assessments Regulations**

- 5 year Review
- VSBA model policy alignment
- Added that students in Grades K-2 are not required to retake SOL assessments, the current version states Grades 3-8.
- Relocated content not in the VSBA model policy to a new regulation
- Minor adjustments to improve readability

### **IM - Evaluation of Instructional Programs**

- 5 year review
- No model policy
- Standard changes
- Updated state and federal reporting groups

### **JEG – Exclusions and Exemptions from School Attendance**

#### **JEG-R – Protocol on Religious Exemptions**

- 5-year review
- Standard changes
- Added breadcrumbs to Policy LBD – Home Instruction
- Reorganization to improve readability
- Emphasized that religious exemptions must be from a bona fide religious training or belief

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

#### **EBBA - First Aid, CPR and AED Certified Personnel (also GBEG)**

- Code Change
- Standard changes
- Policy updated to reflect amendment of Va. Code §§ 22.1-271.2 and 54.1-2957.02 by 2023 [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.

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### **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. 240425\_CBG - Evaluation of the Superintendent.pdf
2. 240425\_EBBA - First Aid CPR Certified Personnel (also GBEG).pdf
3. 240425\_GBG - Staff Participation in Political Activities and School Board Election Campaigns (also KE).pdf
4. 240425\_GBL - Personnel Records.pdf
5. 240425\_GBL-R - Personnel Records Regulations.pdf
6. 240425\_GCPA - Reduction in Licensed Staff Workforce.pdf
7. 240425\_GCPA-R - Reduction in Licensed Staff Workforce Regulation.pdf
8. 240425\_GCQA - Nonschool Employment by Staff Members.pdf
9. 240425\_GCQAB - Tutoring for Pay.pdf
10. 240425\_IGAE\_IGAF - Health Physical Education.pdf
11. 240425\_IGBD - Extended Day Opportunities.pdf
12. 240425\_IGBG - Homebound, Correspondence, and Alternative Means of Instruction.pdf
13. 240425\_IGBGA - Online Courses and Virtual School Programs.pdf
14. 240425\_IGBGA-R - ACPS Online Learning Program.pdf
15. 240425\_IKH - Retaking SOL Assessments.pdf
16. 240425\_IKH-R - Retaking SOL Assessments Regulations.pdf
17. 240425\_IM - Evaluation of Instructional Programs.pdf
18. 240425\_JEG - Exclusions and Exemptions from School Attendance.pdf

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19. 240425\_JEG-R - Protocol on Religious Exemptions.pdf

### **REFERENCES:**

1. January 25, 2024 SB Policy Subcommittee Meeting
2. March 14, 2024 SB Policy Subcommittee Meeting
3. April 4, 2024 SB Policy Subcommittee Meeting

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