APS Policy Review Team
2110 Washington Blvd
Arlington, VA 22204

TO: Arlington School Board
FROM: Policy Review Team
THROUGH: Dr. Francisco Durán, Superintendent
DATE: July 17, 2026
RE: Proposed Revisions to Policy K-14.30 Volunteers and Partners

This policy is being revised as part of its 5-year review and is scheduled for Board Information on July 30.

Staff are proposing the following changes to Policy K-14.30 Volunteers and Partners.

- Remove outdated references to Volunteer and Partnership Liaisons.
- Update definitions.
- Remove monitoring language.
- Minor technical changes.

This policy was reviewed by the Policy Review Team and Policy Subcommittee and was posted for public comment.

Arlington Public Schools is committed to providing a healthy and safe learning environment for all students that is enhanced through the support of volunteers and partnerships. Volunteers and partners contribute their time to schools to enhance programs and services that aid in the enrichment of educational experiences for students. The knowledge and skills volunteers and partners provide to students is invaluable and supports a school's community environment. Volunteers and partners are accepted based on a school's need.

The Department of School and Community Relations (SCR) is responsible for managing the Arlington Public Schools volunteers and partners on a division-wide basis.

Arlington Public Schools seeks and engages in partnerships with a variety of businesses, non-profit organizations and government agencies to support student learning in accordance with the Arlington Public Schools Strategic Plan.

At no time will Arlington Public Schools delegate the administration of a student's Individualized Education Program (IEP), 504 Plan, or Individualized Health Care Plan (IHCP) to a volunteer, partner, or visitor. All such duties will be administered solely by Arlington Public Schools staff at all times.

Screening and Approval Process

All volunteers must complete an application and background screening process, and complete the online, state-mandated SafeSchools sexual misconduct training. All volunteers and visitors will be screened against federal, state and local sex offender registries at the school point of entry. If a volunteer is a parent, guardian, or family member of an Arlington Public Schools student, they are required to complete the same screening process as all volunteers to ensure the safety and security of all students since they will have access to students who are not related to them. The application process includes non-disclosure and confidentiality assurances that volunteers will not share any personal information about Arlington Public Schools students, employees, parents/guardians, and other volunteers with any individuals who are not currently employed by Arlington Public Schools, especially as it relates to personally identifiable information protected under the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA). Any information obtained by the background screening process is confidential and will not be shared by Arlington Public Schools employees and contractors.

Volunteers and visitors are required to adhere to all Arlington Public Schools policies and procedures while performing their duties. Arlington Public Schools reserves the right to terminate the services of volunteers and visitors at any time. In addition, a principal or their designee may deny permission for individuals to serve as a volunteer or organizations to serve as a partner if they violate Arlington Public Schools policies and procedures. In the event that the services of a volunteer or visitor are terminated, written notice stating the cause of the termination of services will be provided by a school's principal or their designee. Individuals have the right to appeal a principal's or principal designee's decision to the Superintendent or Assistant Superintendent of School & Community Relations in writing within 30 days of receiving written notice that they are unable to serve as a volunteer or visitor. If the services of a volunteer or partner have been terminated for any reason, they must reapply to be a volunteer or partner pending review of their application by SCR.

Definitions

Chaperone- A parent/guardian who volunteers to supervise students during school-sponsored field trips off school grounds, ensuring their safety and appropriate behavior. All chaperones must complete the Arlington Public Schools Volunteer Application, complete the Safe Schools online training and receive approval prior to volunteering. The volunteer and chaperone approval process takes approximately three business days.

Partner- A business, non-profit, or other organization collaborating with a school or multiple schools to provide programs or services that support schools and contribute to student learning and development. Partner organizations have a signed agreement with Arlington Public Schools.

Visitor- An individual who enters the school temporarily for a specific purpose or a onetime event, always present under the supervision of staff. All visitors must provide a valid identification and check in through the front-office Visitor Management System. All visitors must adhere to the visitor screening process detailed in Policy Implementation Procedure E-3.31 PIP-5 Physical Security.

Volunteer-an individual who serves in an unpaid position and regularly offers their time and services to support school-based or school-sponsored activities. All volunteers must complete the Arlington Public Schools Volunteer Application, complete the Safe Schools online training and receive approval prior to volunteering. All volunteers are approved to chaperone. The volunteer and chaperone approval process takes approximately three business days.

References

Family Educational Rights and Privacy Act (FERPA)
Health Insurance Portability and Accountability Act (HIPPA)
Children's Internet Protection Act (CIPA)
Code of Virginia §22.1-70.2 as amended
Title 17 of the United States Code
Policy Implementation Procedure E-3.31 PIP-5 Physical Security.
Policy Implementation Procedure K-14.30 PIP-1 Volunteers
Policy Implementation Procedure K-14.30 PIP-2 Partners

Policy Adoption and Revision History

Adopted November 29, 2007, Effective November 29, 2007
Renumbered (former Policy 20-2.410) effective July 1, 2018
Revised November 5, 2020, Effective November 5, 2020

Arlington Public Schools is committed to providing a healthy and safe learning environment for all students that is enhanced through the support of volunteers and ~~community~~ partnerships. Volunteers and partners ~~who~~ contribute their time to schools to enhance programs and services that aid in the enrichment of educational experiences for students ~~by enhancing the programs and services offered~~. The knowledge and skills volunteers and partners provide to students is invaluable and ~~immensely~~ supports a school's community environment. Volunteers and partners are ~~assigned~~ accepted based on a school's need ~~to perform duties based upon the established goals of the program~~.

The Department of School and Community Relations (SCR) is responsible for managing the Arlington Public Schools ~~V~~volunteers and ~~P~~partners~~hip Program~~ on a division-wide basis. ~~SCR oversees a network of designated Volunteer and Partnership (V&P) Liaisons representing each school to encourage and effectively utilize the services of family members and community volunteers to enhance instruction and enrich the student learning process on a continual basis.~~

Arlington Public Schools seeks and engages in partnerships with a variety of businesses, non-profit organizations and government agencies to support student learning. in accordance with ~~T~~the Arlington Public Schools ~~2018-24~~ Strategic Plan ~~emphasizes the importance of partnerships to "develop and support strong connections among our schools, families, and the community to broaden opportunities for student learning, development, and growth."~~

~~**Definitions**~~

~~A **volunteer** is an unpaid individual working under employee supervision, who donates their time, either only one time not occurring due to a special event or on an ongoing basis, to assist with activities that enhance instruction and promote learning.~~

~~A **partner** is a business, non-profit organization, civic or government organization that supports Arlington Public Schools students, teachers, and/or administrators on projects that advance student learning, development and growth.~~

~~**Visitors** who are at a school to assist with a special event, or a parent, guardian or family member attending a special event and/or visiting their child, are not required to complete a volunteer application or undergo a volunteer screening since they are considered one-time visitors attending an event. Examples of special events include, but are not limited to the following: sporting events, school assemblies, book read-alouds, etc. All visitors must adhere to the visitor screening process detailed in Policy Implementation Procedure E-3.31-PIP-5 Physical Security.~~

At no time will Arlington Public Schools delegate the administration of a student's Individualized Education Program (IEP), 504 Plan, or Individualized Health Care Plan (IHCP) to a volunteer, partner, or visitor. All such duties will be administered solely by Arlington Public Schools staff at all times.

Screening and Approval Process

~~Each school has a designated Volunteer and Partnership (V&P) Liaison responsible for managing the volunteers and partners at their school.~~ All volunteers ~~and partners~~ must complete an application and background screening process, and complete the online, state-mandated

SafeSchools sexual misconduct training. All volunteers and ~~partners~~ visitors will be screened against federal, state and local sex offender registries at the school point of entry. If a volunteer is a parent, guardian, or family member of an Arlington Public Schools student, they are required to complete the same screening process as all volunteers to ensure the safety and security of all students since they will have access to students who are not related to them. The application process includes non-disclosure and confidentiality assurances that volunteers ~~and partners~~ will not share any personal information about Arlington Public Schools students, employees, parents/guardians, and other volunteers with any individuals who are not currently employed by Arlington Public Schools, especially as it relates to personally identifiable information protected under the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA). Any information obtained by the background screening process is confidential and will not be shared by Arlington Public Schools employees and contractors.

Volunteers and ~~partners~~ visitors are required to adhere to all Arlington Public Schools policies and procedures while performing their duties. Arlington Public Schools reserves the right to terminate the services of volunteers and ~~partners~~ visitors at any time. In addition, a principal or their designee ~~(e.g., V&P Liaison)~~ may deny permission for individuals to serve as a volunteer or organizations to serve as a partner if they violate Arlington Public Schools policies and procedures. In the event that the services of a volunteer or ~~partner~~ visitor are terminated, written notice stating the cause of the termination of services will be provided by a school's principal or their designee. Individuals have the right to appeal a principal's or principal designee's decision to the Superintendent or Assistant Superintendent of School & Community Relations in writing within 30 days of receiving written notice that they are unable to serve as a volunteer or ~~partner~~visitor. If the services of a volunteer or partner have been terminated for any reason, they must reapply to be a volunteer or partner pending review of their application by ~~the Department of School & Community Relations~~SCR.

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~~**Evaluation**~~

~~The School Board shall monitor the implementation of this policy through annual monitoring reports and other internal reports as designated by the School Board to ensure that reasonable progress is being made toward achieving the School Board's goals and that operation of the school division is consistent with its policies.~~

References

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