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 24, 2026
RE: Proposed Revisions to Policy Implementation Procedure K-14.30 PIP-2 Partners

This PIP is being revised as part of its 5-year review. The Policy Review Team and School Board Policy Subcommittee are collaboratively providing Board members the opportunity to provide feedback on draft policies.

Feedback is due August 4, 2026.

PIPs will only be reviewed by the Policy Subcommittee if requested by a member of the Board. Feedback may be provided by the deadline above without necessarily requiring a Subcommittee review unless that review is requested. Policies will still require a full Subcommittee review in all instances.

Staff are proposing the following changes to Policy Implementation Procedure K-14.30 PIP-2 Partners.

- Remove outdated references to Volunteer and Partnership Liaisons.
- Remove unnecessary language.
- Remove out of date definitions.
- Require partners to have an agreement and to fill out the APS Partnership Agreement Form.
- Remove volunteer procedures that are duplicative with PIP-1.
- Remove out of date procedures.
- Change agreement review from annual to 6 months before expiration.

Board members are encouraged to review Policy B-6 School Board Policy Process for guidance on the content of Policies and PIPs.

Feedback and comments should be emailed to the School Board Policy Subcommittee members (Bethany Zecher Sutton and Zuraya Tapia-Hadley) and Steven Marku (steven.marku@apsva.us). This policy is scheduled for Board Information on June 18.

Arlington Public Schools partners commit to working with Arlington Public Schools to achieve shared goals and outcomes.

The role of the Department of School and Community Relations (SCR) is to ensure that each partner affiliated with a school or program has a signed partnership agreement on file. Partners must have an agreement with a school or with Arlington Public Schools and that agreement must be filed with SCR.

Partnership Procedures

The principal or designee or the department head or designee must ensure the following is completed for all partner organizations before the organization partners with any program, school, or the school division:

- Make sure that Arlington Public Schools' goals and the partner's organizational goals align with one another and with the Arlington Public Schools Strategic Plan.
- Fill out a Arlington Public Schools Partnership Agreement Form specifying the partnership type, participating school or department, and the duration of the partnership up to three years.
    - Each person affiliated with a partner who works in schools must adhere to the same screening procedures set forth in Policy Implementation Procedure K-14.30 PIP-1 Volunteers.
- Ensure that the organization's contact and school administrator's signature is on the agreement.
- Add the school's partner information to the Arlington Public Schools Partnership Inventory and ensure it is up to date.
- Send a copy of the Partnership Agreement Form to SCR to keep on file in the central office.
- Review partnership agreements 6 months prior to expiration and adjust or update partnership agreements as necessary.

References

Policy Implementation Procedure E-3.31 PIP-5 Physical Security

Policy Implementation Procedure K-14.30 PIP-1 Volunteers

Policy Implementation Procedure Adoption and Revision History

Adopted November 5, 2020, Effective November 5, 2020

~~APS seeks and engages in partnerships with a variety of businesses, non-profit organizations and government agencies to support student learning. The APS 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."~~

Arlington Public Schools partners ~~make a~~ commit~~ment with a written agreement that defines~~to working with Arlington Public Schools to achieve shared goals and outcomes ~~of the partnership~~.

The role of the ~~Volunteer & Partnership (V&P) Liaison~~Department of School and Community Relations (SCR) is to ensure that each partner affiliated with a school or program has a signed partnership agreement on file. Partners must have an agreement with a school or with Arlington Public Schools and that agreement must be filed with SCR. ~~A partnership agreement is required, including a list of all names of employees within the partner organization that will volunteer at the school.~~

~~**Definitions**~~

~~A partner is a business, non-profit, civic or government organization that supports APS students, teachers, and/or administrators on projects that advance student learning, development and growth. The procedures outlined in this document apply to four specific categories of partners:~~

1. ~~**Resource Partner** – Provides space, gift certificates, incentive prizes, and financial or in-kind donations.~~
2. ~~**Service Partner** – Provides tutors, guest speakers, workshops, and/or job shadowing opportunities.~~
3. ~~**Strategic Partner** – A resource or service partner that signs a formal partnership agreement to commit the organization to providing ongoing support.~~
4. ~~**Work-Based Experience/Profile of a Graduate** (to be developed based on progress toward performance objectives in the 2018-24 Strategic Plan) – A partner that provides internships, externships and other work-based experiences.~~

Partnership Procedures

The ~~V&P Liaison~~principal or designee or the department head or designee must ensure the following is completed for all partner organizations before the organization partners with any program, school, or the school division:

- Make sure that Arlington Public Schools' goals and the partner's organizational goals align with one another and with the Arlington Public Schools Strategic Plan.
- Fill out a Arlington Public Schools Partnership Agreement Form specifying the partnership type, participating school or department, and the duration of the partnership up to three years.
- ~~Check the partner against the partnership database to avoid multiple partnership agreements. If partners are working with multiple schools, check with the organization and contact the originating school to secure a copy of the partnership agreement to have~~

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~~on file.~~

- Each ~~name listed on the~~person affiliated with a partner~~ship agreement~~ who works in schools must ~~should~~ adhere to the same screening procedures set forth ~~as volunteers~~in Policy Implementation Procedure K-14.30 PIP-1 Volunteers.~~:~~
  - ~~Volunteers must complete an online SafeSchools sexual misconduct course that is required by the Commonwealth of Virginia. The V&P Liaison will track and verify the completion of the training.~~
  - ~~Volunteers listed on the Partnership Agreement will be screened against local, state and federal sex offender registries at the school point of entry.~~
  - ~~Each volunteer must complete the Confidentiality Agreement Form acknowledging they will not share any personal information about APS students, staff, parents/families, 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).~~
- ~~Ensure that all key individuals affiliated with APS partner organizations are listed on the agreement form (they do not have to fill out a volunteer form if they are listed as a background partner contact).~~
- Ensure that the organization's contact and school ~~liaison or~~ administrator's signature is on the agreement.
- ~~Verify that the Confidentiality Agreement form is signed.~~
- Add the school's partner~~ship~~ information to the Arlington Public Schools Partnership ~~Database~~Inventory and ensure it is up to date.
- Send a copy of the Partnership Agreement Form to ~~the Department of School & Community Relations~~SCR to keep on file in the central office.
- Review partnership agreements ~~annually~~ 6 months prior to expiration and adjust or update partnership agreements as necessary.

References

Policy Implementation Procedure E-3.31 PIP-5 Physical Security~~.~~

Policy Implementation Procedure K-14.30 PIP-1 Volunteers

Policy Implementation Procedure Adoption and Revision History

Adopted November 5, 2020, Effective November 5, 2020

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