APS Policy Review Team
2110 Washington Blvd
Arlington, VA 22204

TO: Arlington School Board
FROM: Policy Review Team
THROUGH: Dr. Francisco Durán, Superintendent
DATE: October 17, 2025
RE: Revisions to Policy Implementation Procedure K-14.30 PIP-1 Volunteers

This PIP was revised as part of its 5-year review.

The Superintendent signed the following changes to Policy Implementation Procedure K-14.30 PIP-1 Volunteers.

- Remove outdated references to Volunteer and Partnership Liaisons.
- Remove language that duplicates policy.
- Remove unnecessary duties of school-based staff.
- Add chaperones to the volunteer procedures.

Arlington Public Schools supports and encourages participation of family and community members to volunteer their time and talents to support Arlington Public Schools students and school programs. Arlington Public Schools has developed clearly defined roles and procedures for volunteer and partner recruitment and screening to ensure student safety.

Roles and Responsibilities

School-based staff will:

- Accurately record and report volunteer and partnership data in the central database to allow Arlington Public Schools to track the program and maintain a record of active volunteers;
- Effectively communicate the needs of the school's volunteer and partnership program, both orally and in writing, to a variety of audiences;
- Proactively promote the successes and stories of volunteers and partners to increase interest in supporting Arlington Public Schools; and
- Capture and share quality photos and videos of events and relevant activities in newsletters, on social media and other electronic channels to ensure timely, effective communications about the work of the school's partners and volunteers.

Volunteer Procedures

All volunteers and chaperones are screened to ensure the safety and security of students, staff, and other volunteers. Steps include:

- Volunteers and chaperones complete an online Volunteer Application that includes a confidentiality statement. The confidentiality statement acknowledges volunteers will not share any personal information about Arlington Public Schools students, staff, parents/families, and other volunteers and chaperones 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).
- Arlington Public Schools will also share a link to a mandatory SafeSchools online sexual misconduct course that is required by the Commonwealth of Virginia. SCR will track and verify the completion of the training.
- Once all requirements have been fulfilled, the school will contact the volunteer with their assignment, schedule and orientation.

Volunteers and chaperones will be screened against local, state, and federal sex offender registries at the school point of entry.

Volunteer Applications are valid for three years from the date that they are approved by SCR. If an individual desires to continue to serve as a volunteer or chaperone, they must submit a new application for the volunteer program every three years.

These procedures are designed to protect the volunteers and chaperones, as well as the students and staff, at the school where they volunteer. Volunteers and chaperones should be assured that their efforts are appreciated and that the procedures are intended to ensure the continued success of the volunteer and partnership program.

References

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

Policy Implementation Procedure Adoption and Revision History

Adopted November 5, 2020, Effective November 5, 2020

Arlington Public Schools supports and encourages participation of family and community members to volunteer their time and talents to support Arlington Public Schools students and school programs. Arlington Public Schools has developed clearly defined roles and procedures for volunteer and partner recruitment and screening to ensure student safety.

~~**Volunteer Definitions**~~

~~Individuals contribute to schools in a variety of ways based on available time commitment, interests, and relationship to the school. The roles and procedures outlined in this document apply to two specific volunteer categories:~~

1. ~~**Volunteer** – 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.~~
2. ~~**Chaperone** – A family or community member who chaperones school activities or field trips, but does not volunteer with students in any other capacity. Chaperones are included in all references to volunteers in this PIP.~~

Roles and Responsibilities

~~The Department of School and Community Relations (SCR) is responsible for managing the Arlington Public Schools Volunteer and Partnership 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.~~

~~The principal of each s~~School-based staff will ~~designates a V&P Liaison to implement the volunteer and partner program at their school. SCR oversees the V&P Liaisons and provides training and resources to help them implement the program at the school level. Each liaison is provided a stipend to perform assigned duties, including~~:

- ~~Maintain a strong knowledge and awareness of their school or program and its primary volunteer and partnership needs;~~
- Accurately record and report volunteer and partnership data in the central database to allow Arlington Public Schools to track the program and maintain a record of active volunteers;
- ~~Confidentially secure all volunteer and partnership applications and data;~~
- Effectively communicate the needs of the school's volunteer and partnership program, both orally and in writing, to a variety of audiences;
- Proactively promote the successes and stories of volunteers and partners to increase interest in supporting Arlington Public Schools ~~schools~~; and
- Capture and share quality photos and videos of events and relevant activities in newsletters, on social media and other electronic channels to ensure timely, effective communications about the work of the school's partners and volunteers.

~~The V&P Liaisons support families and community members interested in volunteering to serve Arlington Public Schools students, staff and instructional programs. The liaisons are also responsible for ensuring student safety by guiding volunteers through the process and procedures of volunteering.~~

Volunteer Procedures

All volunteers and chaperones are screened to ensure the safety and security of students, staff, and other volunteers. Steps include:

- Volunteers and chaperones complete an online Volunteer Application that includes a confidentiality statement. The confidentiality statement acknowledges volunteers will not share any personal information about Arlington Public Schools students, staff, parents/families, and other volunteers and chaperones 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).
- ~~The V&P Liaison~~Arlington Public Schools will also share a link to a mandatory SafeSchools online sexual misconduct course that is required by the Commonwealth of Virginia. ~~The V&P Liaison~~SCR will track and verify the completion of the training.
- Once all requirements have been fulfilled, the ~~V&P liaison~~school will contact the volunteer with their assignment, schedule and orientation.

- Volunteers and chaperones will be screened against local, state, and federal sex offender registries at the school point of entry.

- Volunteer ~~a~~Applications are valid for ~~two~~ three years from the date that they are approved by ~~the V&P Liaison~~SCR. If an individual desires to continue to serve as a volunteer or chaperone, they must submit a new application for the volunteer program every ~~two~~ three years.

These procedures are designed to protect the volunteers and chaperones, as well as the students and staff, at the school where they volunteer. Volunteers and chaperones should be assured that their efforts are appreciated and that the procedures are intended to ensure the continued success of the volunteer and partnership program.

~~All visitors must adhere to the visitor screening process detailed in Policy Implementation Procedure E-3.31 PIP-5 Physical Security.~~

References

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

Policy Implementation Procedure Adoption and Revision History

Adopted November 5, 2020, Effective November 5, 2020

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