



Abington School District  
***VOLUNTEER HANDBOOK***

# Table of Contents

|  |         |
|--|---------|
| Welcome Letter   | 2       |
| Links to School Board Policies and<br>Superintendent's Administrative Procedures<br>Regarding Volunteering | 3, 4    |
| Volunteer Procedures   | 5       |
| Checking-In  |         |
| Schedule   |         |
| Traveling Throughout the Building and Following School Rules   | 6       |
| Volunteer Opportunities at Elementary Schools  | 7, 8, 9 |
| Volunteer Opportunities at Secondary Schools   | 10, 11  |

Dear Volunteer,

Welcome to Abington School District! Our community appreciates you taking the interest and time to volunteer in our schools.

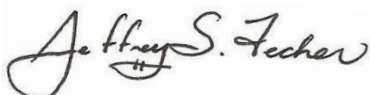
We rely on the kindness, energy, and talents of our volunteers to support our instructional programs. Volunteers can always be seen around our schools. We welcome community members, retired citizens, student teachers, unemployed teachers, grandparents, or anyone who feels he/she can make a difference and lend a hand.

There are many ways to volunteer within the schools. This handbook will provide you with a glimpse of the many committees, events, and activities that could use your help. We have many tasks that will fit the schedule of working parents/guardians who are unable to assist during the school day.

This handbook also provides the guidelines that we ask volunteers to follow in order to ensure a pleasant experience at our schools and to maintain a safe, uninterrupted learning environment for our students. It includes the School Board Policy and Superintendent's Administrative Procedures regarding volunteering. **Please note that all volunteers must obtain an Abington School District volunteer badge by providing certifications (see page 3) to the Office of Human Resources in the Abington School District Administration Building prior to being permitted to volunteer at any of our schools.**

Thank you again, and we look forward to working with you!

Sincerely,



Jeffrey S. Fecher, Ed.D.  
Superintendent of Schools



# Links to School Board Policies and Superintendent's Administrative Procedures Regarding Volunteering

Find instructions on obtaining Volunteer Certifications at:

<https://www.abington.k12.pa.us/information/employment-and-volunteer-certifications>  
under "Volunteer Certifications - Instructions"

**\*\*Note: All volunteers must obtain a volunteer badge by providing certifications at our district Human Resources Office prior to being permitted to volunteer at any of our schools.**

- <http://www.abington.k12.pa.us/policies/media/sites/policies/COMMUNITY-RELATIONS/VOLUNTEERS-BOARD-POLICY-STATEMENT.pdf>
- <http://www.abington.k12.pa.us/policies/media/sites/policies/COMMUNITY-RELATIONS/VOLUNTEERS-SUPERINTENDENTS-ADMINISTRATIVE-PROCEDURE.pdf>

Student Abuse and Mistreatment by School Employee or Other Adult

- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Student-Abuse-and-Mistreatment-by-School-Employee-or-Other-Adult-Board-Policy-Statement.pdf>
- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Student-Abuse-and-Mistreatment-by-School-Employee-or-Other-Adult-Implementation-of-Child-Protective-Services-Law-and-Act-151-Superintendents-Administrative-Procedure.pdf>

Harassment and Bullying

- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Harassment-and-Bullying-Board-Policy-Statement.pdf>
- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Harassment-and-Bullying-Superintendents-Administrative-Procedure.pdf>

Accident Report Routing Procedure

- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Accident-Report-Routing-Procedure-Board-Policy-Statement.pdf>
- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Accident-Report-Routing-Procedure-Superintendents-Administrative-Procedure.pdf>

#### Student Offenses and Discipline Procedures

- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Student-Offenses-and-Discipline-Procedures-Board-Policy-Statement.pdf>
- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Student-Offenses-and-Discipline-Procedures-General-Education-Students-Superintendents-Administrative-Procedure.pdf>
- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/STUDENT-OFFENSES-AND-DISCIPLINE-PROCEDURES-FOR-STUDENTS-WITH-IEPs-AND-504-AGREEMENTS-SUPERINTENDENTS-ADMINISTRATIVE-PROCEDURE.pdf>

#### Tobacco Use and Possession

- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Tobacco-Use-and-Possession-Board-Policy-Statement.pdf>
- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Tobacco-Use-and-Possession-Superintendents-Administrative-Procedure.pdf>

#### Drug Use by Students

- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Student-Substance-Abuse-Board-Policy-Statement.pdf>
- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Student-Substance-Abuse-Superintendents-Administrative-Procedure.pdf>

#### Behavior Support – Special Education Students

- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Behavior-Support-Special-Education-Students-Board-Policy-Statement.pdf>
- <http://www.abington.k12.pa.us/policies/media/sites/policies/STUDENTS/Behavior-Support-Special-Education-Students-Superintendents-Administrative-Procedure.pdf>

#### Nondiscrimination of Students in Classroom Procedures

- <http://www.abington.k12.pa.us/policies/media/sites/policies/CURRICULUM/NONDISCRIMINATION-OF-STUDENTS-IN-CLASSROOM-PRACTICES-BOARD-POLICY-STATEMENT.pdf>
- <http://www.abington.k12.pa.us/policies/media/sites/policies/CURRICULUM/NONDISCRIMINATION-OF-STUDENTS-IN-CLASSROOM-PRACTICES-SUPERINTENDENTS-ADMINISTRATIVE-PROCEDURE.pdf>
- <http://www.abington.k12.pa.us/policies/media/sites/policies/CURRICULUM/NONDISCRIMINATION-OF-STUDENTS-IN-CLASSROOM-PRACTICES-GENDER-EXPANSIVE-AND-TRANSGENDER-STUDENTS-SUPERINTENDENTS-ADMINISTRATIVE-PROCEDURE.pdf>

#### Other district Board Policies and Superintendent's Administrative Procedures

- <http://www.abington.k12.pa.us/policies/>

# Volunteer Procedures

## Checking-In

When reporting for a volunteer activity, please sign-in at the front desk. On the sign-in sheet you will indicate your name, the time of your arrival and the room or staff member you are meeting. Please show your volunteer badge issued by the district office and wear it throughout your visit. The volunteer badge allows us to identify our volunteers and ensure the safety of our students and staff. Proceed to your volunteering location.



Following your visit, please go to the front desk and sign out. Visitors are permitted to only visit the area/classroom designated on the volunteer log. Visitors/volunteers are not permitted to interrupt classes or visit classes or other settings of the building, for this disrupts the school programs and activities.

## Elementary Schedule

|              |                    |
|--------------|--------------------|
| 8:00 AM..... | Office Opens       |
| 8:30 AM..... | Teachers Report    |
| 8:50 AM..... | Student Entry      |
| 9:00 AM..... | Instruction Begins |
| 3:20 PM..... | End of School Day  |
| 4:00 PM..... | Office Closes      |

## Secondary Schedule

### Junior High Schedule

|              |   |
|--------------|---|
| 7:30 AM..... | Office Opens                                    |
| 7:45 AM..... | Teachers Report                                 |
| 8:00 AM..... | Students Visit Lockers / Report to First Period |
| 8:10 AM..... | Instruction Begins                              |
| 3:00 PM..... | End of School Day                               |
| 4:15 PM..... | Office Closes                                   |

### Senior High Schedule

|              |   |
|--------------|---|
| 7:00 AM..... | Office Opens                                    |
| 7:25 AM..... | Teachers Report                                 |
| 7:30 AM..... | Students Visit Lockers / Report to First Period |
| 7:35 AM..... | Instruction Begins                              |
| 2:35 PM..... | End of School Day                               |
| 4:15 PM..... | Office Closes                                   |

## Traveling Throughout the Building and Following School Rules

While traveling throughout our buildings, we ask that you please serve as a good example to our students and follow our school rules (see below). Also, please use the designated adult restrooms in each building.

- Copper Beech CARES: Cooperation, +Attitude, Respect, Empathy, Safety
- Highland Husky STARS: Safety, Teamwork, a Positive Attitude, Respect, Success
- McKinley HEART: Honesty, Excellence, Awareness, Respect, Tolerance
- Overlook PROUD: Peaceful, Respectful, Opportunities and obligations, Understanding, Diligent
- Roslyn ROCKETS: Respect, Honesty, Cooperation, Kindness, Excellence, Tolerance, Safety
- Rydal BEES: Be respectful, Be responsible, Be thoughtful, Be bully-free
- Willow Hill Respect through: Responsibility, Cooperation, Kindness, Effort
- Junior High PRIDE: Personal Responsibility, Integrity, Dependability, Excellence
- Senior High: Ghosts are Respectful, Responsible, Active Participants

# Volunteer Opportunities at Elementary Schools

Following are possible volunteer opportunities available in our elementary schools. Note that each school has different opportunities based on building interest and need.

***Please remember that all volunteers must obtain their clearances and a district-issued volunteer badge. See the Board Policy and Superintendent's Administrative Procedures (pages 2-4) for more information.***

## **Room Parents/Guardians**

**Contact:** PTO/PTA Coordinator/Teacher

Every classroom needs a few extra hands throughout the year to organize parties and special events, chaperone field trips, or provide instructional supports during lessons (e.g., science, literacy work stations, math centers, or special projects). Room Parents/Guardians assist the teacher and provide an opportunity for family members to be active within the classroom.

## **Library Helpers**

**Contact:** Librarians

Library Volunteers are needed to help support the library staff by assisting with book circulation and shelving, as well as helping students locate books on the shelves. Volunteers may commit to a weekly shift helping children, checking books in/out and filing/shelving.

## **Computer Helpers**

**Contact:** Classroom Teachers

Volunteers may be needed to help students during computer times. Helpers can assist our students in logging on to computers and offering additional support as needed per the classroom teacher's direction.

## **Guest Readers**

**Contact:** Classroom Teachers

Teachers may request guest readers. Guest readers would conduct a read aloud for the classroom. Books would be selected in collaboration with the classroom teacher to ensure alignment with the curriculum. *Volunteer badges are not needed to participate in this activity.*

## **Lunch Helpers**

**Contact:** PTO/PTA/Building Principals

Some schools have volunteers host "Lunch Bunch" clubs where volunteers can chat with a small group of students and play games. Other schools have volunteers assist students in the cafeteria by opening packages and providing utensils or condiments.

## **Recess Clubs**

**Contact:** PTO/PTA/Building Principals

Volunteers are invited to host a club during recess time. For example, the McKinley Garden Club consists of volunteers assisting children with garden-related activities during recess and maintaining the garden by weeding, watering and planting.

## **Healthy Foods / Nutrition Committee**

**Contact:** Building Principals

This committee meets once per month to review ideas and suggestions about how to improve the school cafeteria and food service program.



**SWPBIS / Bullying Prevention Committee****Contact:** Building Principals

This committee meets once per month to review ideas and suggestions about how to improve the school climate and address concerns as they relate to bullying.

**Math and/or Reading Night****Contact:** Elementary Curriculum Specialists

Schools host events for families to enjoy activities that promote our educational programming. Volunteers are needed to help plan, set up, facilitate games, and clean up.

**Field Day****Contact:** Physical Education Teachers

Students compete against their grade levels in relays, contests, and activities. Volunteers are needed to help coordinate and supervise the events and games.

**PTO/PTA Events****Contact:** PTO/PTA

Each elementary school has a Parent-Teacher organization that coordinates social events throughout the year. Volunteers are needed to help plan, set up and clean up the family-friendly events. Below are some sample events that have occurred at each elementary school.

*\*\*Note: This list of sample activities does not reflect all of the volunteer opportunities available through each PTO/PTA. Events are subject to change each year.*

| School       | Activity  |
|--------------|---|
| Copper Beech | Fall Fest, Game Night, Movie Night, Spring Fair<br><a href="https://copperbeech.ptboard.com/sgnvw">https://copperbeech.ptboard.com/sgnvw</a>                    |
| Highland     | "Family Fun" Nights, Science Day, Teacher Appreciation, Spring Fling<br><a href="http://highlandpto.com/get-involved/">http://highlandpto.com/get-involved/</a> |
| McKinley     | Book Fair, McKingo, Race for Education, Spring Fair<br><a href="https://www.mckinleypto.org/sign-up">https://www.mckinleypto.org/sign-up</a>                    |
| Overlook     | Talent Show, Blingo, Fall Festival, Overlook REWARDS<br><a href="https://www.overlookproud.com">https://www.overlookproud.com</a>                               |
| Roslyn       | Ringo, Holiday Shop, Winter Carnival, May Fair<br><a href="http://www.roslynpto.com/">http://www.roslynpto.com/</a>   |
| Rydal        | Raccoon Rally, School Store, Ringo Night, Winter Formal<br><a href="http://www.rydalpto.com">http://www.rydalpto.com</a>  |
| Willow Hill  | Spirit Day, WHingo, Back-to-School Picnic, May Family Fair<br><a href="https://www.willowhillpto.weebly.com">https://www.willowhillpto.weebly.com</a>           |

**Extra-Curricular Activities****Contact:** PTO/PTA/Building Principals

Each elementary school offers a variety of after-school extra-curricular activities. Volunteers are welcome to present proposals for clubs to the PTO/PTA or Building Principal. Below are some sample clubs from each elementary school.

*\*\*Note: This list of sample activities does not reflect all of the volunteer opportunities available through each school. Events are subject to change each year.*

| <b>School</b> | <b>Extra-Curricular Activities</b>                              |
|---------------|---|
| Copper Beech  | Musical Program, Dance Club, First in Math Club                 |
| Highland      | Penn State After-school STEM Club, DJ Club, iRun4Life           |
| McKinley      | STEAM Clubs, Drama Club, McKinley Scholars                      |
| Overlook      | After-school Enrichment, Student Ambassadors, Chess             |
| Roslyn        | Student Council, Drama Club, Cooking                            |
| Rydal         | Sports Club, REAL Club, Drama Club                              |
| Willow Hill   | Study Buddies, Literature Circle Club, Science Enrichment Clubs |

# Volunteer Opportunities at Secondary Schools

Following are possible volunteer opportunities available in our Junior and Senior High schools. Note that each school has different opportunities based on building interest and need.

***Please remember that all volunteers must obtain their clearances and a district-issued volunteer badge. See the Board Policy and Superintendent’s Administrative Procedures (pages 2-4) for more information.***

**Healthy Foods / Nutrition Committee**

**Contact:** Building Principals

This committee meets once per month to review ideas and suggestions about how to improve the school cafeteria and food service program.

**SWPBIS / Bullying Prevention Committee**

**Contact:** Building Principals

This committee meets once per month to review ideas and suggestions about how to improve the school climate and address concerns as they relate to bullying.

**PTO Events**

**Contact:** PTO

Each school has a Parent-Teacher organization that coordinates social events throughout the year. Volunteers are needed to help plan, set up and clean up the family-friendly events. Below are some sample events that have occurred at each secondary school.

*\*\*Note: This list of sample activities does not reflect all of the volunteer opportunities available through each PTO. Events are subject to change each year.*

| School      | Activity  |
|-------------|---|
| Junior High | Book Fair, PRIDE Assemblies, Activity Night, ACORNS<br><a href="https://www.abington.k12.pa.us/junior/general-information/parent-teacher-organization/">https://www.abington.k12.pa.us/junior/general-information/parent-teacher-organization/</a><br><a href="https://www.abington.k12.pa.us/junior/general-information/abington-acorns/">https://www.abington.k12.pa.us/junior/general-information/abington-acorns/</a> |
| Senior High | College and Career Fair, College Nights, Course Selection Night, Service Learning<br><a href="https://www.abington.k12.pa.us/shs/activities/pto/">https://www.abington.k12.pa.us/shs/activities/pto/</a>  |

**Extra-Curricular Activities****Contact:** PTO/Building Principals

Each secondary school offers a variety of after-school extra-curricular activities. Volunteers are welcome to present proposals for clubs to the PTO or Building Principal. Below are some highlighted clubs from school.

*\*\*Note: This list of sample clubs does not reflect all of the volunteer opportunities available through each school. Events are subject to change each year.*

| School      | Extra-Curricular Activities   |
|-------------|---|
| Junior High | VIBE/IMAGINE, School Musical, TADA<br><a href="https://www.abington.k12.pa.us/junior/activities/">https://www.abington.k12.pa.us/junior/activities/</a> |
| Senior High | Mini-THON, School Play, Buddies Club<br><a href="https://www.abington.k12.pa.us/shs/activities/">https://www.abington.k12.pa.us/shs/activities/</a>     |