



# **Abington School District Volunteer Handbook**

2023-2024

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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 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 11-13) 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,

Abington School District



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

Find instructions on obtaining Volunteer Certifications at the [end of this handbook](#)

**\*\*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**

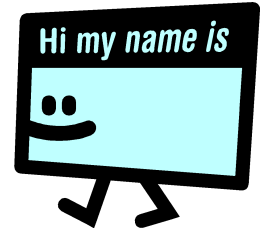
For a list of policies and SAPs relevant to volunteering in Abington Schools, please visit the “Board Policies & Admin. Procedures” section of the ASD website (listed under the Board of Directors tab) at: <https://www.abington.k12.pa.us/policies>. These policies and SAPs include:

- Volunteers
- Student Abuse and Mistreatment by School Employee or Other Adult
- Harassment and Bullying
- Accident Report Routing Procedure
- Student Offenses and Discipline Procedures
- Tobacco Use and Possession
- Drug Use by Students
- Behavior Support – Special Education Students
- Nondiscrimination of Students in Classroom Procedures

# 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

### Middle School Schedule

7:30 AM.....	Office Opens
7:45 AM.....	Teachers Report
7:35 (or after).....	Student Arrival / Report to First Period
8:00 AM.....	Instruction Begins
3:00 PM.....	End of School Day
4:15 PM.....	Office Closes

### Senior High Schedule

7:30 AM.....	Office Opens
7:25 AM.....	Teachers Report
7:00 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, Outstanding Leaders, Understanding differences, Doing my Best
- Roslyn ROCKETS: Respect, Honesty, Cooperation, Kindness, Excellence, Tolerance, Safety
- Rydal Bees: Be respectful, Be responsible, Be thoughtful and kind, Be an Upstander
- Willow Hill: Respect through: Responsibility, Cooperation, Kindness, Effort.
- Abington Middle School: SRK - Safe, Responsible, Kind
- Abington Senior High School: 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 support 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 Volunteer are needed to help support the library staff by assisting with book circulation and shelving, as well as helping students locate books on our 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 capacity.*

## **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, a 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. Volunteers are needed to serve on the committee for the monthly meetings to offer suggestions and ideas.

**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 sometimes 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:** PE 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 and are subject to change each year.*

School	Activity
Copper Beech	Trunk or Treat, CB-INGO, Book Fair, Dance Night Out, Sports Night Out, Movie Night, CB Palooza <a href="https://copperbeech.ptboard.com/sgnvw">https://copperbeech.ptboard.com/sgnvw</a>
Highland	“Family Fun” Nights, Science Day, Teacher Appreciation, Spring Fling <a href="http://highlandpto.com/get-involved/">http://highlandpto.com/get-involved/</a>
McKinley	Book Fair, McKingo, Race for Education, Spring Fair <a href="https://www.mckinleypto.org/sign-up">https://www.mckinleypto.org/sign-up</a>
Overlook	Book Fair, Holiday Hollow, Blingo, Fall Festival, Overlook SWPBS events <a href="https://www.overlookproud.com">https://www.overlookproud.com</a>
Roslyn	Ringo, Holiday Shop, Winter Carnival, May Fair <a href="http://www.roslynpto.com/">http://www.roslynpto.com/</a>
Rydal	Raccoon Rally, School Store, Ringo Night, Winter Formal <a href="http://www.rydalpto.com">http://www.rydalpto.com</a>
Willow Hill	Spirit Day, WHingo, Back-to-School Picnic, May Family Fair <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 extracurricular 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 and are subject to change each year.*

School	Extra-Curricular Activities
Copper Beech	Musical Program, Dance Club,
Highland	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 Middle 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. Volunteers are needed to serve on the committee for the monthly meetings to offer suggestions and ideas.

## **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 and are subject to change each year.*

School	Activity
Middle School	Student Dances, speakers/assemblies, Activity Night <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>
Senior High	College and Career Fair, College Nights, Course Selection Night, Service Learning <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 extracurricular 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 and are subject to change each year.*

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

To become a volunteer, you will need to provide to the Abington School District Office of Human Resources your PA State Police Criminal Record Check, PA Child Abuse History Clearance and, **if** you have not been a resident of PA for the previous ten consecutive years without any convictions, your Federal Criminal History Record Information. Your volunteer identification badge will be valid for a period of 5 years from the date of your oldest clearance. Please be sure to retain a copy of your clearances in a memorable location as future copies will not be provided. Replacement fees for lost badge: 1<sup>st</sup> replacement – none; 2<sup>nd</sup> replacement - \$5.00; 3<sup>rd</sup> or subsequent replacements - \$10.00.

## HOW TO OBTAIN VOLUNTEER CERTIFICATION FORMS

### **Step 1. PA State Police Criminal Record Check (REQUIRED):**

*(Note: PA Criminal Record Check clearance shall be provided free of charge to a volunteer once every 57 months)*

1. Go to <https://epatch.pa.gov/home> and click on “submit a new record check”.
2. Select “New Record Check (Volunteers Only)” in the middle of the screen.
3. After reviewing the Terms and Conditions of Use, check “Volunteer Acknowledgement” and “Accept” at the bottom of the screen.
4. Type “Abington School District” and “215-884-4700” as Volunteer Organization name and Volunteer Organization Telephone Number.
5. Follow the prompts.
6. You may receive an immediate “No Criminal Record” response or “Under Review” response. It is your responsibility to check the website frequently until you receive a “No Criminal Record” or “Criminal Record Found” response. If you receive a “Criminal Record Found” response, results will be mailed to your home.
7. Print 2 copies of the “No Criminal Record” results (one to keep for your records and a second copy for the Office of Human Resources). If you have a Criminal Record, you must bring in the original copy to the Office of Human Resources.

### **Step 2. Pennsylvania Child Abuse History Certification (REQUIRED):**

*(Note: PA Child Abuse History clearance shall be provided free of charge to a volunteer once every 57 months)*

1. Go to <https://www.compass.state.pa.us/CWIS>
2. Create an account.
3. Follow the prompts and be sure to **select “Volunteer” to avoid paying any fee.**
4. Submit your certification application online.
5. Print 2 copies of the results (one for you to keep for your records and a second copy for the Office of Human Resources).

**Step 3. *\*\*IMPORTANT: If the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period, and he or she swears or affirms in writing that he or she is not disqualified from service and has not been convicted of an enumerated offense, he or she need not submit a Federal Criminal History Record Information (CHRI). A form to affirm residency is available in the Office of Human Resources. If the prospective volunteer has not been a resident of Pennsylvania for the previous ten-year period, but has submitted and received a CHRI at any time since establishing residency in Pennsylvania and provides a copy of the CHRI to the Office of Human Resources he or she need not submit a new CHRI.***

To assist you in obtaining the ***Federal Criminal History Record Information***

1. Go to: <https://uenroll.identogo.com/>
2. Input 1KG6XN in the "Enter your Service Code to get started" field.
3. Select "Schedule or Manage Appointment".
4. Complete all demographic information including legal name, date of birth, email and phone.
5. Create a security question and provide the answer.
6. Select country of birth from the drop down menu, "\*\*Country of Birth".
7. Input the city of your birth in the "City of your Birth" field.
8. Select state of Birth from "\*\*State/Province of Birth".
9. Select Country from drop down menu, "Country of Citizenship".
10. Select "Yes" or "No" from the radio buttons to answer "Have you ever used an alias?" Remember: maiden names or nicknames that you may have used are considered aliases
11. Select "Yes" or "No" from the radio buttons to answer "Is your mailing address the same as your residential address?"
12. Select "Yes" or "No" from the radio buttons to answer "Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?" (Note: The School District does not provide an Authorization Code.) Select "Continue".
13. Input your height and weight and select your Hair and Eye Color, Gender, Race and Ethnicity from the drop down menus. Select "Continue".
14. Select Country from drop down menu "Country". Input your Address. Select "Continue".
15. Select type of identification you will bring to the fingerprint location from the drop down menu "Document".
16. Select "Yes" or "No" from the radio buttons to answer "Does the name you are enrolling under match the name on all documents selected?" Note: Legal name must match exactly on all identification documents brought to enrollment. Select "Continue".
17. Input your zip code where indicated to search for a location closest to you.
18. Choose a location to be fingerprinted and select "Next".
19. Select an appointment date and time or choose "Walk in".
20. Print the Pre-Enrollment form and take with you to the fingerprint site with a business check, money order or credit card to pay the fee.

**Step 4.** Please make an appointment by clicking on the [Schedule Volunteer Appointment](#) prior to coming to the Abington School District Administration Building at 970 Highland Avenue, Abington, PA 19001 to process your clearances

*\*All paperwork must be complete PRIOR to scheduling an appointment with Human Resources at the Administration Building.*