

ABINGDON ELEMENTARY SCHOOL

VOLUNTEER HANDBOOK

2021-22



3035 S. Abingdon Street
Arlington, VA. 22206
Phone: 703-228-6650

<https://abingdon.apsva.us/families/volunteer>
Twitter: @AbingdonVandP

TABLE OF CONTENTS

Welcome from our Principal.....	2
About Abingdon Elementary School.....	3
About the Volunteer Program.....	4
Overview of Volunteer Opportunities.....	4
How to Apply.....	5
Volunteer Procedures and Policies.....	6-7
APS Emergency Procedures.....	8-9



WELCOME FROM OUR PRINCIPAL

Dear Volunteer,

I am thrilled that you have chosen to volunteer at Abingdon. Volunteers are a vital part of achieving our goals. I hope that you find the duties of your particular volunteer opportunity to be fulfilling and that your volunteer experience with us is rewarding and positive. The following information package includes details about our school and volunteers. If you have any questions, please feel free to contact me at david.horak@apsva.us or 703-228-6650.

Once again, welcome and thank you!

Sincerely,

David Horak

Thank you!

ABOUT ABINGDON ELEMENTARY SCHOOL

The mission of Abingdon Elementary School is to provide a safe, academically challenging environment that engages all students through well-planned and executed teaching strategies, develops positive social skills and fosters productive, self-reliant citizens for the Abingdon community and beyond. Our vision is recognizing that students have multiple intelligences, we will foster academic excellence through integration of the arts, technology, and real world problem solving.

Abingdon's Project GIFT (Guiding Instruction through Fine Arts and Technology) seeks to increase student achievement by integrating fine arts and technology into the core curriculum. The school provides each student personalized instruction throughout their day in a collaborative teaching model. Abingdon is also partnered with the Teacher's College Reading and Writing Project at Columbia University to enhance Language Arts instruction through Reading and Writing Workshop. A math coach works with teachers K-5 to develop math units that require students to use higher level thinking skills and a variety of math materials to solve math problems.

Abingdon's instructional program is consistent with Arlington Public Schools' goal to teach all students a broad body of knowledge, effective communication skills, and to think creatively.

Through Project GIFT, all Abingdon students participate in Abingdon's Specialty Wheel Classes. These include science lab, architecture, living histories, music, violin, art, and PE.

ABOUT THE VOLUNTEER PROGRAM

The Abingdon staff welcomes and values the contributions our volunteers make to our students and school community. There are some important things you need to know before volunteering at Abingdon. Please read this handbook and keep it for reference during the duration of your volunteer time at Abingdon.

Each school in Arlington has a Volunteer and Partnership Liaison. It is the liaison's responsibility to match the needs of the school with the skills and interests of the volunteers.

Abingdon's Volunteer and Partnership Coordinator is Debbie Staren-Doby. Feel free to contact her at deborah.starendoby@apsva.us or at 703-228-6650 with any questions or concerns about volunteering.

For questions about volunteering at APS, please contact Dawn Smith, Communications Coordinator for Volunteers, Partners, and Special Events at dawn.smith@apsva.us or 703-228-2581.

OVERVIEW OF VOLUNTEER OPPORTUNITIES

While the volunteer needs of the school vary from year to year, some of the volunteer jobs in recent years have included:

- Chaperoning field trips
- Making costumes and props for the school musical
- Reading one-on-one with students
- Stuffing Tuesday folders
- Discussing your job with students
- Assisting the reading team with special projects
- Tutoring students in math
- Preparing student artwork for the annual art show

HOW TO APPLY

Volunteer Applications

If you are interested in volunteering at Abingdon, please complete an online application at:

<https://apps.raptortech.com/Apply/MjQyMDplbi1VUw==>

The link is also available in the volunteer section of Abingdon's website (<https://abingdon.apsva.us/>).

The application requires that volunteers submit proof of vaccination for COVID-19. Once your application is submitted, the Volunteer and Partnership Liaison will assign you a mandatory online sexual misconduct training. When that is completed, your application will be finalized.

Volunteering at Multiple Schools in APS

The online application allows you to indicate more than one Arlington County public school where you would like to volunteer.

Confidentiality Agreement

The volunteer application includes a confidentiality agreement, which must be signed before volunteering. Volunteers agree to protect personal, health, and academic information about parents, students, staff, and other volunteers.

VOLUNTEER PROCEDURES & POLICIES

Sign In and Sign Out Procedures

Tracking volunteerism is important to us. Please sign in and out at the front desk in the main office each time you volunteer.

Indoor Masking Requirement

Volunteers must comply with school visitor policies. This includes wearing a mask while indoors. Face coverings are not required when outdoors on APS property.

Parking

Volunteers are welcome to park in the school lot if space is available. Otherwise, you are allowed to park on the streets in Fairlington, but not in the neighborhood's parking lots.

Restrooms

There are staff bathrooms throughout the school, including the main office. Abingdon staff members are happy to direct volunteers to the most convenient restroom. Volunteers should never, under any circumstance, enter a student bathroom.

Food

Abingdon has a no food policy due to severe food allergies of some students. Please refrain from giving food to Abingdon students. If you would like to reward students who you are working with, please ask a staff member for non-food reward ideas.



Photos and Social Media

Because of privacy and confidentiality issues, we ask that volunteers do not take photos or post photos online in which students can be identified.

Discontinuing Service

Upon leaving our volunteer program please inform the Volunteer & Partnership Liaison. Thank you again for choosing to volunteer at Abingdon Elementary School!

Please note that it is Arlington Public School policy that volunteers are never to be alone with students.

APS Emergency Procedures

APS works to ensure everyone's safety in the event of a serious incident during school. We coordinate with local authorities to ensure the best care for our students. APS uses security cameras to enhance safety and security in our facilities. These security cameras are not monitored 24 hours per day but are recorded for later access by safety and security personnel as needed.

In case of snow, ice, or other unusual conditions such as power outages and excessive heat, or in the event of a local or national emergency, school officials may decide to close school, delay school opening, shelter-in-place or send students home early.

News about these decisions is communicated as soon as the decision is made. Methods of communication include www.apsva.us home page, the APS hotline (703-228-4277), local radio and TV stations, the APS mobile app, Facebook and Twitter.

The following is a summary of possibilities when the schedule changes:

Schools Closed - All school buildings are closed. The decision is usually announced by 6 a.m. on all information outlets.

Delayed Opening - School will open two hours later than usual. This decision is usually announced by 6 a.m. The morning bus route schedule is delayed by two hours. Field trips are canceled. Breakfast is served. On any early release day, the early release is canceled and students remain until the regular daily dismissal time.

Early Dismissal - When conditions require that schools be closed early, ALL schools will follow their early release schedule. This decision is normally announced by 11:30 a.m.

Other emergencies may keep students in their classrooms or school:

Secure the Building - In a situation where the police or other officials determine we need to keep students in the building and lock the outside doors because of a concern in the community, we will follow their directions until directed otherwise.

Lock-Down - A lock-down may occur when police or other safety officials determine it is necessary to contain students and staff in their classrooms with doors locked and building access limited to specific identified staff and safety officials.

Shelter-In-Place - If an event occurs that involves a chemical, biological or radiological contaminant, public safety officials may direct us to shelter-in-place. If that occurs, the school will be locked and secured. Signs will be posted stating that no one is to enter or leave the site and students and staff will move to identified safe locations in the building.

**In case of an emergency while you are in the building,
please follow staff members' directions.**

THANK YOU!