

Kaechele Elementary School
5680 Pouncey Tract Road
Glen Allen, VA 23059
(804) 364-8080

Emergency Procedures

For all emergencies, assist the teacher and follow the instruction of the staff you are assigned to or the staff member located in the area you are working

Fire Alarm- Please assist the students (if needed) to line up quickly & orderly and follow the direction of the classroom teacher. If you are in a room without a teacher, please consolidate yourself and your group of students with the nearest class evacuating the building.

Tornado- Drop, Cover & Hold away from windows. This is performed at the location indicated on evacuation map beside the door.

Earthquake- Drop, Cover & Hold immediately under the nearest desk or table.

Lockdown- Lock, close doors & windows. Take students to their homeroom teacher.

*To account for all students for all emergencies other than fire, make an attempt to communicate your presence to a staff member if it is safe.

Cafeteria or other Common Area Emergency- Follow directions of the monitors, custodians and administration supervising the area.

HCPS Volunteer Guidelines

1. The volunteer will operate only under the direct supervision of the principal or his/her designee.
2. The volunteer must be willing to accept direction and supervision from school staff.
3. The volunteer may provide assistance to students as directed by the appropriate school supervisor but may not do the work for the students.
4. The volunteer must treat students with fairness, honesty, patience and kindness.
5. The volunteer must set a good example by being courteous and respectful of students and staff.
6. The volunteer must be knowledgeable about classroom rules and practices and emergency procedures and must be familiar with the Volunteer Guidelines and the Code of Student Conduct.
7. The volunteer must report discipline issues to the appropriate staff member immediately.
8. The volunteer must respect the privacy of students and school staff and must not divulge confidential information.
9. The volunteers may not bring any children with them when volunteering.
10. The volunteer agrees to follow the School Board's Policy & Regulation 4-06-013, "Information Technology," regarding acceptable use of technology.

Clinic Procedures

If a student needs to report to the clinic, please be sure the student reports to the classroom teacher so the teacher can fill out a Clinic Referral. The exception, of course, would be a medical emergency, such as bleeding, vomiting, or allergic reaction. If there *IS* a medical emergency, contact the clinic attendant immediately by radio, or the office by picking up the phone in the room and dial ** (star, star) The office should always be notified if you or a student needs immediate medical attention.

**Consistency is the
Pathway to a
Safe and Secure
Environment.**

**Student Supervision &
Being a Role Model
Are the Most
Important Tasks**

If you are in charge of a group of students, be sure that those students are always under adult supervision. If you are in a different location than the classroom teacher and with a group of students, please take a radio with you that can be provided by the office or classroom teacher so that you have contact in case of emergency. Stay focused on the task to maintain the integrity of the learning environment. Keep conversations with students to the instruction and refrain from "entertaining" the students. A general rule is to follow the rules that we expect our students to follow according to the HCPS Code of Conduct & KES Student/Parent Handbook.

Communication is the Key!

-Please make sure you check in with the teacher or staff member that you will be assisting.

-Never assume anything and please ask a staff member if you are in any doubt about anything.

-If there is a walkie-talkie radio available for you to use, make sure it is turned on and the volume is up. You should take the radio with you when going outside, in a resource room or any other reason that you are not within close distance of the classroom teacher. At the end of the day, make sure the radio is turned off and placed back in the charger.

-Keep in mind that cell phone use is against school policy. Please keep it off during school hours. If it must be used, please be sure that it is not visible to our students.

-Please do not compromise the teacher's time to instruct. If you need a conference, please schedule in advance with the teacher.

-Please help us promote a positive atmosphere and confidentiality by avoiding gossip, using sound judgment and professionalism with our staff and students.

Student Dismissal

If you would like to sign out your student at the end of your volunteer or visitation time, please leave your child with the classroom teacher. Then go to the main office to sign out the student. The office will call for the student. We must be sure that every student is signed out appropriately and that the classroom teacher is aware.

Addressing Students

Please feel free to give reminders to our students such as "keep your voice down" or "walk in the hallway". However, if a student needs more assistance, please communicate with the classroom teacher and allow the teacher to handle these situations.

Bathroom (only use adult bathroom)

There is a bathroom key that hangs on the wall near the bathroom door in the main hallway. This key will unlock the main hallway bathroom door that is to the right of the cafeteria. Please remember to return the key to the hook.

Pictures & Social Media

Please do NOT take pictures of students unless permission has been given by the Office. Be mindful of staff and student privacy and address any concerns to the Office. Social media is not an appropriate place to address concerns or post pictures. However, positive remarks are welcome!

KAECHELE ELEMENTARY VOLUNTEER GUIDELINES



Please read and use the information in this pamphlet for a successful day!

First, "Thank You" for volunteering and assisting with our instructional program.

Please make sure to sign in and out in the main office. When signing out, make sure you return any keys and door cards, if provided. Please be aware that ALL visitors and volunteers in the building should have a visible pass. Please direct anyone without a pass, or a county badge, to the office for assistance.