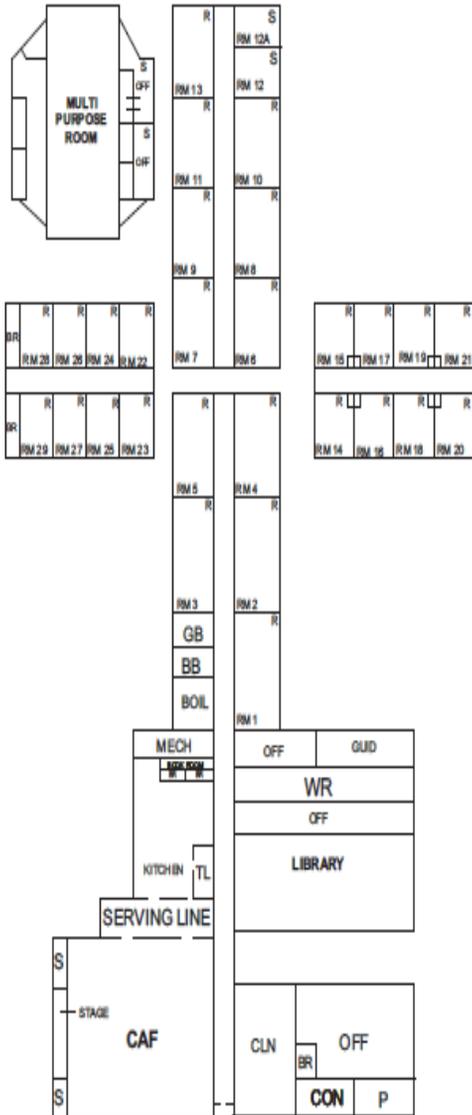


**TREVVETT ELEMENTARY SCHOOL**  
 2300 Trevvett Drive  
 Richmond, VA. 23228  
 (804) 261-5060



## Emergency Procedures

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

Fire Alarm - Please have the students line up quickly and orderly and follow the evacuation routes on the map located beside the door. Take the red crisis bag located near the door. Make sure to turn off the lights and close the door.

Tornado – Drop, Cover, & Hold away from windows. The location for this is indicated on the evacuation map posted near the doorway. Do not go into the hallway.

Earthquake – Drop, Cover and Hold immediately under the nearest desk or table.

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

Cafeteria Emergency – Follow the directions of the monitors, custodians, and administration supervising the area.

**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.

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.

# Communication is the Key!

- Communication is the key to success!
- 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 using sound judgment and professionalism for 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)

Please only use the adult bathrooms located either in the office, across from the library, or on the Kindergarten hallway.

## 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!

# MAUDE TREVETT 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.

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.