



Back Lot Policies and Guidelines

Students:

- No student will be allowed on the back play area without an adult supervisor present.
- Mondays and Thursdays prep school students have the play area exclusively from 12:00 to 12:30. After this time, upperclassman will be allowed onto the lot.
- Upperclassmen may not go from the play area to an off site location unless they have first signed-out at appropriate locations in the building.
- All students leaving study hall for the backlot play area must sign out with the lunch room or study hall monitor and sign back in when returning to the building. (Prep school students who leave the building with a specified adult volunteer and return with the same do not have to sign out).
- Any equipment, clothing, snacks or drinks taken onto the back lot must be taken off the lot before leaving. The adult volunteer should help facilitate this.
- General D.A. etiquette and appropriate conduct is expected in the play area with the same standard as in the building.

Adult Monitors:

- Prior to assuming monitor responsibilities, the adult should read and sign this form to indicate that they understand the protocol/procedures.
- All monitors should go to the office prior to their shift and request a walkie talkie and a key to the back door.
- Each adult monitor needs to have a cell phone in his possession so he has the ability to call 911, if necessary.
- The back door should always be firmly closed to prevent the entrance of any intruders. The key obtained in the office will allow reentry.
- Students should be reminded at the beginning of each period outside what the protocol is for properly using, entering, and exiting the playground area.
- The prep monitors should make lists of students so they know who is in the group with them when they go out and can update the list if parents pick up their students during the play time. Any prep students who do not go outside need to be supervised inside.
- If an injury occurs on the back lot which appears dangerous or life-threatening, the adult-supervisor will call 911 and will communicate with the office. If it is a minor injury, the person will be made comfortable and the adult supervisor will communicate with the office. The notified staff member will escort the student to the first aid kit.
- In the event of environmental danger, severe weather, unyielding intruder, or some other event which the adult monitor perceives to be threatening, all students are to immediately seek shelter in the school.

I have read this material and understand my responsibilities as a backlot monitor/volunteer/staff.

Back Lot Monitor

Date

Head of School

Date