



Thank you so much for volunteering your time to help with yard duty! We truly appreciate your support. Before you begin your shift, we'd like to gently remind you of a few important guidelines:

- Under no circumstance may you do yard duty without being VIRTUS trained
- You must sign in at the office prior to your supervision time where you will get an orange vest and a Visitor badge that **MUST** be worn while out on duty.
- Do not use your phone to take photos or videos nor make any phone calls at any time during your supervision period.
- If you cannot make your supervision time it is your responsibility to find a replacement.
- During lunch, students must be seated for the first 10 minutes (or until 11:45 am) before they may get up to play.
- Students must be sitting while eating. No food is allowed to be eaten while walking around the play areas.
- Encourage students to clean up their lunch area
- No food or drinks permitted on the field
- Students may not play or sit on the stairs
- You must constantly talk around and monitor your area.
- Behavioral Incidents: Please do not directly discipline a student. Contact the staff member on duty to address the behavior concern.
- Please refrain from contacting other parents regarding incidents that occur during your supervision period. Instead, notify the teacher or administration, who will determine and implement any necessary consequences at their discretion.
- Do not contact parents regarding injuries or illnesses that occur during your supervision period. Inform the health clerk who will administer the appropriate aid and reach out to the parents if necessary.
- Any information regarding any SFDS students is privileged and may only be shared with authorized SFDS staff.

