



# Duty Cycle - Cheat Sheet - WHAT and WHEN

Every duty officer must have an ID badge for the entire duration of their shift (ID badges are in the locker near the bells). Every duty officer must also bring "snacks" to the cafeteria. Homemade cakes and donuts are welcome. If anyone has an idea for healthier food for children to buy in the cafeteria, that is also welcome.

## SCHOOL LOCKER - LAST CLASS IN THE HALLWAY (Room # 123)

Here you can find all the school supplies and items: whiteboards, stands, cleaning products, school banners, etc. All of our items are marked "Polish School of Dallas". Small items are hidden in large turquoise boxes. The code for the padlocks is "966". The contents of the box are described. Please put the items in the appropriate boxes after classes are finished. Bells and IDs are in the compartment in the hanging locker.

**10:30 AM**      **Preparing the school for classes**      **It is important that the classes are ready by 11:00 AM**

1. We put on duty officer ID badges (they are in the cabinet near the bells).
2. We connect the battery from the vacuum cleaner to the charger.
3. We unlock the entrance door using a velcro strip that is in one of the two vases at the reception. (Often this is already done by the building owners).
4. We prepare individual classes accordingly. There should be enough tables and chairs in the classrooms. If there are not enough, you should take them from the large gym.

## Classroom equipment for classes

Room #	Rug	Boards	Tables	Chairs	Teacher
103	1	Magnetic on wheels	2	7	Magda Nykiel
132	1	Magnetic on wheels	2	6	Alice Trumpeter
130		1	3	6	Mariusz Nykiel
129		1	3	6	Anna Ostrowska
128		1	4	7	Basia Trzópek
127		1	4	9	Paulina Wyszomirska
126		1	5	11	Iwona Piotrowska
125		1	4	8	Karolina July

5. We are placing two bookcases in the entrance hall.
6. In the lobby we set up a cafe (coffee, tea, plates, etc.). These are two teal boxes from the storage room. The amount of cash must be counted before the start and at the end. If a lot of cash has been collected, please inform the treasurer or someone from the board.

Personnel on duty should monitor the main exit from the building, the connection of the corridor with classrooms and the corridor with toilets (two additional exits from the building plus the gym and kitchen are OFF LIMITS for students).

## RESPONSIBILITIES OF THE OFFICER DURING A BREAK

Children from the youngest classes (in the lobby) stay in their classrooms during breaks. Parents can come in, the teacher is on break, so he can ask the person on duty to come into the classroom.

The school officials should observe all exits from the building, maintain order in the corridors and toilets. Children are not allowed to leave the school building during classes and breaks! Parents on duty are in charge of the cafe and sell coffee and cakes during breaks.

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### START OF SCHOOL CLASSES

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- 11:00 AM**      **LESSON 1** - We ring the bell to start the class
- 11:50 AM**      We ring the bell at the end of the lesson - BREAK I
- 12:00 PM**      **LESSON 2** - We ring the bell to start the lesson
- 12:50 PM**      We ring the bell at the end of the lesson - BREAK II
- 1:00 PM**        **LESSON 3** - We ring the bell to start the lesson
- During the 3rd lesson you can start cleaning the cafeteria and check if the bathrooms are tidy.
- 1:50 PM**        We ring the bell at the end of classes

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### OBLIGATIONS OF THE DUTY OFFICER AT THE END OF CLASSES

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One of the Parents on duty supervises the pickup of children.

Children from the youngest classes (in the lobby) are picked up by their parents directly from the classrooms. Children from other groups are picked up by their parents at school. Children are not allowed to leave the school building without a guardian. Persons on duty remain in the building until all children have been picked up by their parents.

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### 1:50 PM            Cleaning the school after classes

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Other Parents on Duty - Clean Up

- 1**      Wipe down all boards (first with a wet wipe and then with a paper towel); take clean boards and stands to the school storage room; roll up the carpets from the youngest classrooms (if necessary, vacuum them). Put cleaning products away in boxes in the storage room.
- 2**      Take all school materials to the school locker; whatever was taken out, put back in turquoise boxes (remember the VACUUM CHARGER) - lock them with padlocks.
- 3**      Move the library bookshelves back to the last class and cover them with covers.
- 4**      Tidying up the tables and chairs in the classrooms; there is a LOST & FOUND basket in the storage room - for things left behind (lunchbox, water bottle etc.). If you see anything valuable at school, please take it with you and inform someone from the board.
- 5**      Make sure that the floor and tables are clean, if necessary, please wipe the tables with wet-wipes (especially in younger grades where glue is often used); throw trash into bins, vacuum, if necessary, in the classroom or corridor. Leave the trash bins in the classrooms. Empty the container from the vacuum cleaner into the trash.
- 6**      Put the ID cards and the bell in the middle hanging cabinet; check that all the turquoise boxes are closed.
- 7**      Turn off the lights in all classrooms and hallways, verify all students have left. Verify bathroom faucets are off.

### IMPORTANT!!

**When leaving the school - please lock the entrance door - unfasten the velcro and put it in one of the decorative vases standing on the reception desk. After removing the velcro, the door will lock shut and there will be no access to the building from the outside.**