**Gary Hardin Academy / ALC**

2540 Boyds Creek Highway, Sevierville (865) 453-8338

Itinerary and Contact

7:00 – Arrive. Initial walkthrough of building, turn on lights/hvac. Take chain off double doors in computer lab (key on shelf) – ask staff if it cannot be located.

7:40 – 9:50 – Busses arrive and wand students in/check purses and backpacks.

8:30 – Breakfast arrives from Boyds Creek Elementary – help staff unload and set up.

8:40 – Call individual rooms to come get their breakfast.

8:45 – 11:50 – Video surveillance of Hardin Academy and ALC. Periodic security and perimeter checks. Interaction with students/faculty. Assist with student discipline issues. Bathroom and hallway monitor. Assist with counseling students. Answer phones when office staff is unavailable. Take students temp/administer medicine as needed. Assist staff with lunch as it arrives.

11:55 – Call individual rooms to come get their breakfast.

12:00- 2:00 – Video surveillance of Hardin Academy and ALC. Periodic security and perimeter checks. Interaction with students/faculty. Assist with student discipline issues. Bathroom and hallway monitor. Assist with counseling students. Answer phones when office staff is unavailable. Take students temp/administer medicine as needed.

2:00- 2:15 – Monitor students as they sign out. Start calling individual busses/car riders.

2:15 – 3:00 – Final walkthrough of building –check all exterior doors in both buildings. Check hvac/turn off if needed. Chain door in computer lab. Check with principal about setting alarm.

Principal: Scott Sutton

Assistant Principal: Jason Kerley

Secretary: Kara Roberts

Custodians: Mark