

SCHOOL SCHEDULE OUTLINE:

CMS

Arrival: 0800-0825 Dismissal: 1500-1520

- o 1 unit in the rear parking lot/access road area for the car rider line. (Under the light post would be a good spot)
- o 1 unit in the front parking lot near the entrance to High Jackson. This entrance is for buses/staff only. There are a select few ED students who are dropped off in the front but they are usually done well before the buses arrive/leave.
- o **Morning only:** 1 officer needs to walk the perimeter to check that all exterior doors are secured. Any doors observed to be unsecured needs to be noted and reported to D54 immediately.

JES

Arrival: 0830-0900 Dismissal: 1520-1545

- o 1 unit near the front entrance/office area for buses.
- o 1 unit near in the playground parking lot for car rider line.
- o **Morning only:** 1 officer needs to walk the perimeter to check that all exterior doors are secured. Any doors observed to be unsecured needs to be noted and reported to D54 immediately.

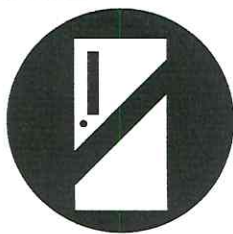
Lunches at both schools are from approximately 1100-1330.

****The below are direct phone numbers and should not be distributed****

- Contact D54 with any issues first, if I cannot be reached utilize the following directory
- All after hours calls (open door/alarm/etc.) should go to Jeremy Shireman then Gary Greene before contact the other listed individuals if contact is needed
- During school hours you should contact in the order listed for the appropriate school.

NAME:	SCHOOL:	TITLE:	PHONE:
Adrienne Bach	CMS	Principal	502-724-9115
Amy Gilbert	CMS	Assistant Principal	502-645-1517
Russ Cook	CMS	Dean of Student/AD	502-544-0613
Brandi Burdin (Daytime only)	CMS	Front Office	812-989-8369
Aimee Doherty	JJES	Principal	812-989-8795
Jill Richardson	JJES	Assistant Principal	502-552-0886
Misty Rothbauer (Daytime only)	JJES	Front Office	502-759-7034
Jennifer Webb (Daytime only)	JJES	Front Office	502-544-6448
Jeremy Shireman	GCCS	Facilities Director	812-972-3148
Gary Green	GCCS	Safety Director	502-376-4393

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

CMS 6th Grade**CMS 7th/8th Grade**

	Start	End		Start	End
Period	Time	Time	Period	Time	Time
Impact	8:25	9:06	Impact	8:25	9:06
2	9:10	10:01	2	9:10	10:01
3	10:05	10:56	3	10:05	10:56
Lunch	10:56	11:26	4	11:00	11:51
4	11:29	12:40	5	11:55	1:14
5	12:42	1:53	Lunch 7	11:51	12:21
6	1:55	3:10	Lunch 8	12:44	1:14
			6	1:18	2:10
			7	2:14	3:10

Teacher	Arrival	Dismissal
Hobson	11:10	11:40
Grimes	11:10	11:40
Harper	11:15	11:45
Marlin	11:15	11:45
Bruckmann	11:20	11:50
DeCamp	11:20	11:50
Howard	11:55	12:25
Robinson	11:55	12:25
Hardy	12:00	12:30
Harris	12:00	12:30
Briner	12:05	12:35
Hosteiler	12:05	12:35
Day	12:25	12:55
Dietrich	12:25	12:55
Johanningsmeier	12:30	1:00
Sawyer	12:30	1:00
Holt	12:35	1:05
Schafer	12:35	1:05

Lunch Coverage			
11:00-11:15	Lunch Monitor		
11:15-11:30	Lunch Monitor	Sorke	House
11:30-11:45	Lunch Monitor	Sorke	House
11:45-12:00	Lunch Monitor	Sorke	Stader
12:00-12:15	Lunch Monitor	Sorke	Stader
12:15-12:30	Lunch Monitor	Sorke	Stader
12:30-12:45	Lunch Monitor	Craig	Garcia
12:45-1:00	Lunch Monitor	Craig	Garcia
1:00-1:15	Lunch Monitor		

Monitoring Expectations			
Lunch Monitor	-Follows schedule and dismisses students to the throw away trash		
	-Picks a weekly sweeper and table washer, then distributes end of week reward		
Lunch Monitor Supporters	-Answers questions when hands are raised		
	-Proactively circulates the cafeteria monitoring students		
	-One person monitors lunch line and stands class up when it is time for them to line up		

Cafeteria Student Expectations
-Raise your hand if you need something
-Speak kindly to others and respect their space
-Messses happen by accident, clean yours up
-Lunch is a time to talk to peers at your table

Students will sit in their assigned class area/row, but can sit next to anyone in their class that they choose