EDITABLE CLASS SCHEDULE SET

- STUDENT TEMPLATE
- TEACHER SCHEDULES
- ACTIVITIES GUIDE
- BACK TO SCHOOL

Student Schedules 2024-25 (as of 8/1/24)

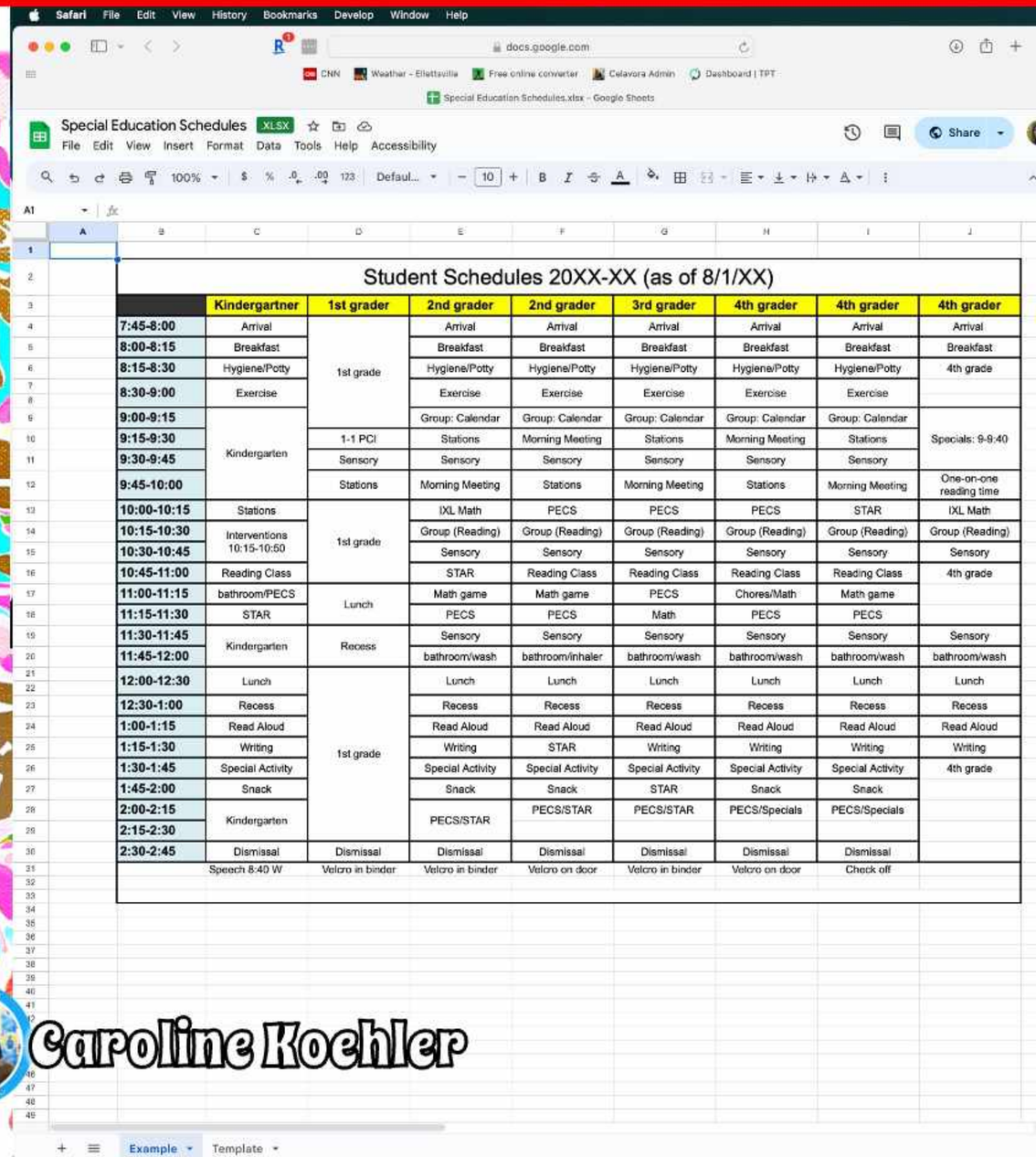
	Alexa	Tyler	Keyshawn	Michael	Olivia	Zeke	Juan	Taylor
7:45-8:00	Arrival	1st grade	Arrival	Arrival	Arrival	Arrival	Arrival	Arrival
8:00-8:15	Breakfast		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:15-8:30	Hygiene/Potty		Hygiene/Potty	Hygiene/Potty	Hygiene/Potty	Hygiene/Potty	Hygiene/Potty	4th grade
8:30-9:00	Exercise		Exercise	Exercise	Exercise	Exercise	Exercise	
9:00-9:15	Kindergarten		Group: Calendar	Group: Calendar	Group: Calendar	Group: Calendar	Group: Calendar	
9:15-9:30		1-1 PCI	Stations	Morning Meeting	Stations	Morning Meeting	Stations	Specials: 9-9:40
9:30-9:45		Sensory	Sensory	Sensory	Sensory	Sensory	Sensory	
9:45-10:00		Stations	Morning Meeting	Stations	Morning Meeting	Stations	Morning Meeting	One-on-one reading time
10:00-10:15	Stations	1st grade	IXL Math	PECS	PECS	PECS	STAR	IXL Math
10:15-10:30	Interventions 10:15-10:50		Group (Reading)	Group (Reading)	Group (Reading)	Group (Reading)	Group (Reading)	Group (Reading)
10:30-10:45			Sensory	Sensory	Sensory	Sensory	Sensory	Sensory
10:45-11:00	Reading Class		STAR	Reading Class	Reading Class	Reading Class	Reading Class	4th grade
11:00-11:15	bathroom/PECS	Lunch	Math game	Math game	PECS	Chores/Math	Math game	
11:15-11:30	STAR		PECS	PECS	Math	PECS	PECS	
11:30-11:45	Kindergarten	Recess	Sensory	Sensory	Sensory	Sensory	Sensory	Sensory
11:45-12:00			bathroom/wash	bathroom/inhaler	bathroom/wash	bathroom/wash	bathroom/wash	bathroom/wash
12:00-12:30	Lunch	1st grade	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:00	Recess		Recess	Recess	Recess	Recess	Recess	Recess
1:00-1:15	Read Aloud		Read Aloud	Read Aloud	Read Aloud	Read Aloud	Read Aloud	Read Aloud
1:15-1:30	Writing		Writing	STAR	Writing	Writing	Writing	Writing
1:30-1:45	Special Activity		Special Activity	Special Activity	Special Activity	Special Activity	Special Activity	4th grade
1:45-2:00	Snack		Snack	Snack	STAR	Snack	Snack	
2:00-2:15	Kindergarten		PECS/STAR	PECS/STAR	PECS/STAR	PECS/Specials	PECS/Specials	
2:15-2:30								
2:30-2:45	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	
	Speech 8:40 W	Velcro in binder	Velcro in binder	Velcro on door	Velcro in binder	Velcro on door	Check off	

Caroline Koehler

FAST EDIT STUDENT SCHEDULES

Student Schedules 2024-25 (as of 8/1/24)

	Alexa	Tyler	Keyshawn	Michael	Olivia	Zeke	Juan	Taylor
7:45-8:00	Arrival	1st grade	Arrival	Arrival	Arrival	Arrival	Arrival	Arrival
8:00-8:15	Breakfast		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:15-8:30	Hygiene/Potty		Hygiene/Potty	Hygiene/Potty	Hygiene/Potty	Hygiene/Potty	Hygiene/Potty	4th grade
8:30-9:00	Exercise		Exercise	Exercise	Exercise	Exercise	Exercise	
9:00-9:15	Kindergarten		Group: Calendar	Group: Calendar	Group: Calendar	Group: Calendar	Group: Calendar	Specials: 9-9:40
9:15-9:30		1-1 PCI	Stations	Morning Meeting	Stations	Morning Meeting	Stations	
9:30-9:45		Sensory	Sensory	Sensory	Sensory	Sensory	Sensory	
9:45-10:00		Stations	Morning Meeting	Stations	Morning Meeting	Stations	Morning Meeting	One-on-one reading time
10:00-10:15	Stations	1st grade	IXL Math	PECS	PECS	PECS	STAR	IXL Math
10:15-10:30	Interventions 10:15-10:50		Group (Reading)	Group (Reading)	Group (Reading)	Group (Reading)	Group (Reading)	Group (Reading)
10:30-10:45			Sensory	Sensory	Sensory	Sensory	Sensory	Sensory
10:45-11:00	Reading Class		STAR	Reading Class	Reading Class	Reading Class	Reading Class	4th grade
11:00-11:15	bathroom/PECS	Lunch	Math game	Math game	PECS	Chores/Math	Math game	
11:15-11:30	STAR		PECS	PECS	Math	PECS	PECS	
11:30-11:45	Kindergarten	Recess	Sensory	Sensory	Sensory	Sensory	Sensory	Sensory
11:45-12:00			bathroom/wash	bathroom/inhaler	bathroom/wash	bathroom/wash	bathroom/wash	bathroom/wash
12:00-12:30	Lunch	1st grade	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:00	Recess		Recess	Recess	Recess	Recess	Recess	Recess
1:00-1:15	Read Aloud		Read Aloud	Read Aloud	Read Aloud	Read Aloud	Read Aloud	Read Aloud
1:15-1:30	Writing		Writing	STAR	Writing	Writing	Writing	Writing
1:30-1:45	Special Activity		Special Activity	Special Activity	Special Activity	Special Activity	Special Activity	4th grade
1:45-2:00	Snack		Snack	Snack	STAR	Snack	Snack	
2:00-2:15	Kindergarten		PECS/STAR	PECS/STAR	PECS/STAR	PECS/Specials	PECS/Specials	
2:15-2:30								
2:30-2:45	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	
	Speech 8:40 W	Velcro in binder	Velcro in binder	Velcro on door	Velcro in binder	Velcro on door	Check off	



Student Schedules 20XX-XX (as of 8/1/XX)

	Kindergartner	1st grader	2nd grader	2nd grader	3rd grader	4th grader	4th grader	4th grader
7:45-8:00	Arrival	1st grade	Arrival	Arrival	Arrival	Arrival	Arrival	Arrival
8:00-8:15	Breakfast		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:15-8:30	Hygiene/Potty		Hygiene/Potty	Hygiene/Potty	Hygiene/Potty	Hygiene/Potty	Hygiene/Potty	4th grade
8:30-9:00	Exercise		Exercise	Exercise	Exercise	Exercise	Exercise	
9:00-9:15	Kindergarten		Group: Calendar	Group: Calendar	Group: Calendar	Group: Calendar	Group: Calendar	Specials: 9-9:40
9:15-9:30		1-1 PCI	Stations	Morning Meeting	Stations	Morning Meeting	Stations	
9:30-9:45		Sensory	Sensory	Sensory	Sensory	Sensory	Sensory	
9:45-10:00		Stations	Morning Meeting	Stations	Morning Meeting	Stations	Morning Meeting	One-on-one reading time
10:00-10:15	Stations	1st grade	IXL Math	PECS	PECS	PECS	STAR	IXL Math
10:15-10:30	Interventions 10:15-10:50		Group (Reading)	Group (Reading)	Group (Reading)	Group (Reading)	Group (Reading)	Group (Reading)
10:30-10:45			Sensory	Sensory	Sensory	Sensory	Sensory	Sensory
10:45-11:00	Reading Class		STAR	Reading Class	Reading Class	Reading Class	Reading Class	4th grade
11:00-11:15	bathroom/PECS	Lunch	Math game	Math game	PECS	Chores/Math	Math game	
11:15-11:30	STAR		PECS	PECS	Math	PECS	PECS	
11:30-11:45	Kindergarten	Recess	Sensory	Sensory	Sensory	Sensory	Sensory	Sensory
11:45-12:00			bathroom/wash	bathroom/inhaler	bathroom/wash	bathroom/wash	bathroom/wash	bathroom/wash
12:00-12:30	Lunch	1st grade	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:00	Recess		Recess	Recess	Recess	Recess	Recess	Recess
1:00-1:15	Read Aloud		Read Aloud	Read Aloud	Read Aloud	Read Aloud	Read Aloud	Read Aloud
1:15-1:30	Writing		Writing	STAR	Writing	Writing	Writing	Writing
1:30-1:45	Special Activity		Special Activity	Special Activity	Special Activity	Special Activity	Special Activity	4th grade
1:45-2:00	Snack		Snack	Snack	STAR	Snack	Snack	
2:00-2:15	Kindergarten		PECS/STAR	PECS/STAR	PECS/STAR	PECS/Specials	PECS/Specials	
2:15-2:30								
2:30-2:45	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	
	Speech 8:40 W	Velcro in binder	Velcro in binder	Velcro on door	Velcro in binder	Velcro on door	Check off	

Caroline Koehler

Staff Coordinating Schedule

Assistants Schedule .XLSX

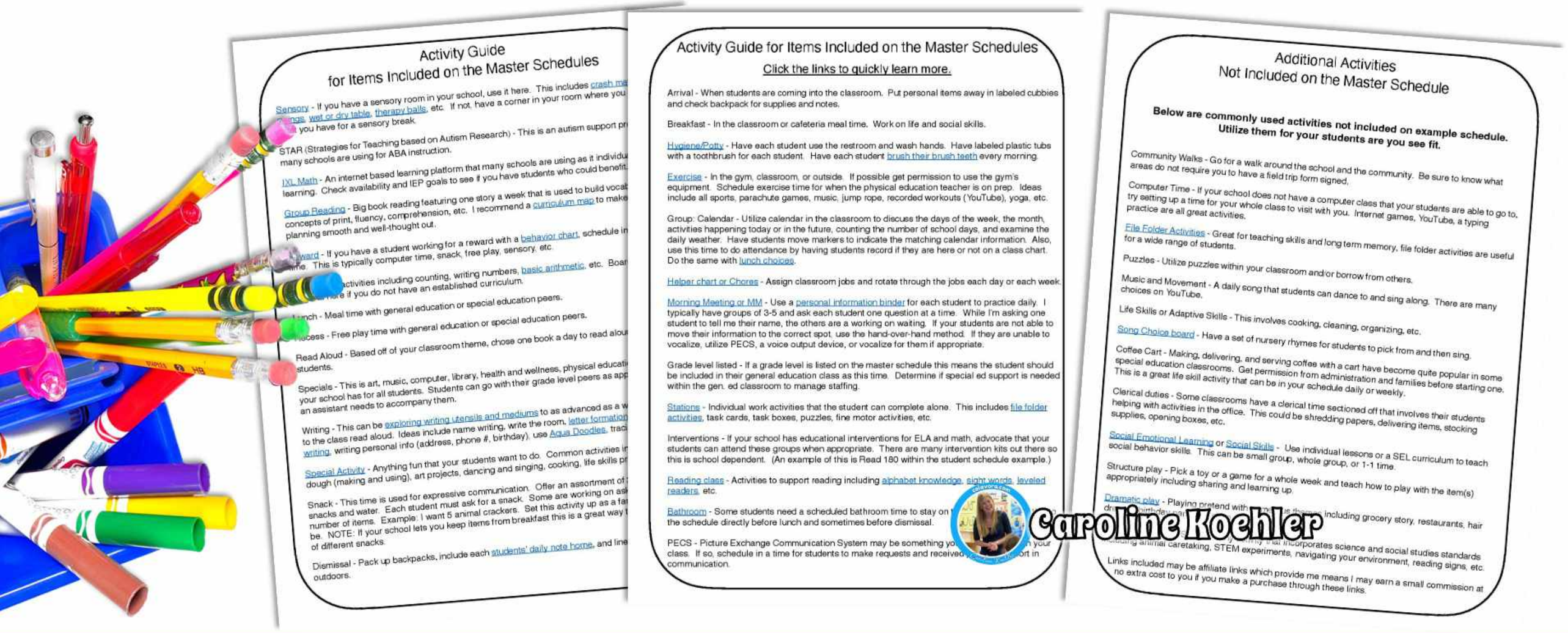
File Edit View Insert Format Data Tools Help Accessibility

Staff Schedule (as of 8/1/20XX)

	Teacher	Assistant #1	Assistant #2	Assistant #3	Assistant #4
7:45-8:00	Student A & Student B		Student F	Student G, Student H	1:1- Student J
8:00-8:15					
8:15-8:30	Whole class- as needed	Arrive 8:15			
8:30-8:45		Student C, Student D, & Student E		Duty free break	
8:45-9:00			Duty free break	Student G, Student H, Student I	
9:00-9:15					
9:15-9:30	MM: A				
9:30-9:45	Inclusion				Duty free break
9:45-10:00	MM: B				1:1- Student J
10:00-10:15	Student A				
10:15-10:30	Whole class- as needed				
10:30-10:45		Duty free break	1:1 Student B		
10:45-11:00		Student C, Student D, & Student E			
11:00-11:15				Duty free lunch	
11:15-11:30					
11:30-11:45		Duty free lunch		Student G, Student H	
11:45-12:00					
12:00-12:15	Duty free lunch	ACE Lunch	ACE Lunch	ACE Lunch	Duty free lunch
12:15-12:30					
12:30-12:45	Student A	Recess	Recess	Recess	Recess
12:45-1:00					
1:00-1:15	Whole class- as needed	Student C, Student D, & Student E	Duty free lunch	Student G, Student H	1:1- Student J
1:15-1:30					
1:30-1:45			1:1 Student B		
1:45-2:00					
2:00-2:15				Off duty 2:06	
2:15-2:30					
2:30-2:45					
2:45-3:00			Prep		Prep
3:00-3:10					

Caroline Koehler

SPECIAL ED ACTIVITY GUIDE



Activity Guide for Items Included on the Master Schedules

Click the links to quickly learn more.

Arrival - When students are coming into the classroom. Put personal items away in labeled cubbies and check backpack for supplies and notes.

Breakfast - In the classroom or cafeteria meal time. Work on life and social skills.

Hygiene/Potty - Have each student use the restroom and wash hands. Have labeled plastic tubs with a toothbrush for each student. Have each student brush their brush teeth every morning.

Exercise - In the gym, classroom, or outside. If possible get permission to use the gym's equipment. Schedule exercise time for when the physical education teacher is on prep. Ideas include all sports, parachute games, music, jump rope, recorded workouts (YouTube), yoga, etc.

Group: Calendar - Utilize calendar in the classroom to discuss the days of the week, the month, activities happening today or in the future, counting the number of school days, and examine the daily weather. Have students move markers to indicate the matching calendar information. Also, use this time to do attendance by having students record if they are here or not on a class chart. Do the same with lunch choices.

Helper chart or Chores - Assign classroom jobs and rotate through the jobs each day or each week.

Morning Meeting or MM - Use a personal information binder for each student to practice daily. I typically have groups of 3-5 and ask each student one question at a time. While I'm asking one student to tell me their name, the others are a working on waiting. If your students are not able to move their information to the correct spot, use the hand-over-hand method. If they are unable to vocalize, utilize PECS, a voice output device, or vocalize for them if appropriate.

Grade level listed - If a grade level is listed on the master schedule this means the student should be included in their general education class as this time. Determine if special ed support is needed within the gen. ed classroom to manage staffing.

Stations - Individual work activities that the student can complete alone. This includes file folder activities, task cards, task boxes, puzzles, fine motor activities, etc.

Interventions - If your school has educational interventions for ELA and math, advocate that your students can attend these groups when appropriate. There are many intervention kits out there so this is school dependent. (An example of this is Read 180 within the student schedule example.)

Reading class - Activities to support reading including alphabet knowledge, sight words, leveled readers, etc.

Bathroom - Some students need a scheduled bathroom time to stay on t the schedule directly before lunch and sometimes before dismissal.

PECS - Picture Exchange Communication System may be something yo n your class. If so, schedule in a time for students to make requests and received rt in communication.

Additional Activities Not Included on the Master Schedule

Below are commonly used activities not included on example schedule. Utilize them for your students are you see fit.

Community Walks - Go for a walk around the school and the community. Be sure to know what areas do not require you to have a field trip form signed.

Computer Time - If your school does not have a computer class that your students are able to go to, try setting up a time for your whole class to visit with you. Internet games, YouTube, a typing practice are all great activities.

File Folder Activities - Great for teaching skills and long term memory, file folder activities are useful for a wide range of students.

Puzzles - Utilize puzzles within your classroom and/or borrow from others.

Music and Movement - A daily song that students can dance to and sing along. There are many choices on YouTube.

Life Skills or Adaptive Skills - This involves cooking, cleaning, organizing, etc.

Song Choice board - Have a set of nursery rhymes for students to pick from and then sing.

Coffee Cart - Making, delivering, and serving coffee with a cart have become quite popular in some special education classrooms. Get permission from administration and families before starting one. This is a great life skill activity that can be in your schedule daily or weekly.

Clerical duties - Some classrooms have a clerical time sectioned off that involves their students helping with activities in the office. This could be shredding papers, delivering items, stocking supplies, opening boxes, etc.

Social Emotional Learning or Social Skills - Use individual lessons or a SEL curriculum to teach social behavior skills. This can be small group, whole group, or 1-1 time.

Structure play - Pick a toy or a game for a whole week and teach how to play with the item(s) appropriately including sharing and learning up.

Dramatic play - Playing pretend with including grocery story, restaurants, hair

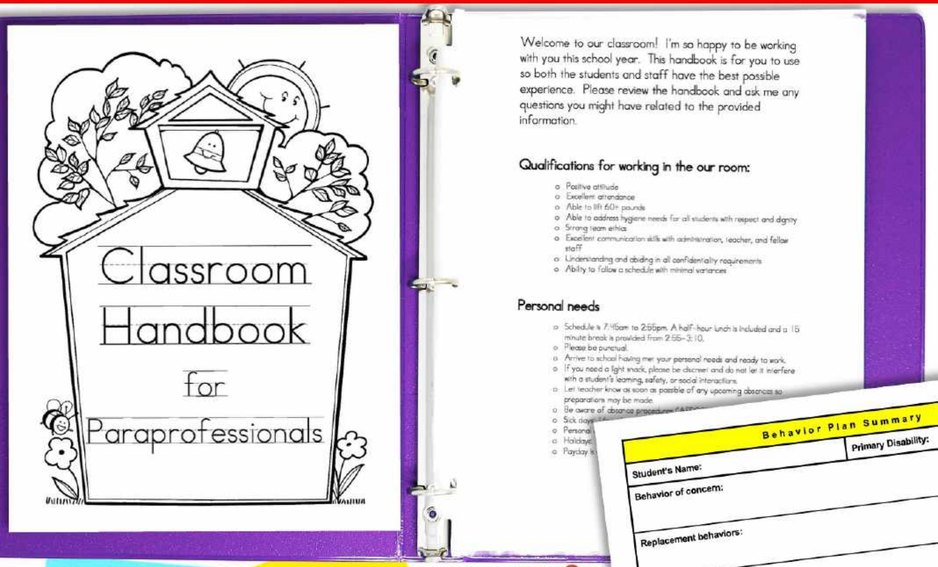
including animal caretaking, STEM experiments, navigating your environment, reading signs, etc.

Links included may be affiliate links which provide me means I may earn a small commission at no extra cost to you if you make a purchase through these links.

Caroline Koehler

HOW TO USE PLANNING LIST

CHECK OUT THE BUNDLE!



Click here to get this plus more paraeducator support tools.

PARAPROFESSIONAL CLASSROOM SET UP

- ✓ **Paraprofessional Bundle**
- ✓ **Organization & Communication**
- ✓ **Complete editable templates**