

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	1-1 PCI	Group: Calendar	Group: Calendar	Group: Calendar	Group: Calendar	Group: Calendar	Specials: 9-9:40
9:15-9:30			Stations	Morning Meeting	Stations	Morning Meeting	Stations	
9:30-9:45			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	Reading Class		Sensory	Sensory	Sensory	Sensory	Sensory	Sensory
10:45-11:00	bathroom/PECS		STAR	Reading Class	Reading Class	Reading Class	Reading Class	4th grade
11:00-11:15	STAR	Lunch	Math game	Math game	PECS	Chores/Math	Math game	
11:15-11:30			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



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STAFF COORDINATING SCHEDULE

Assistants Schedule .XLSX

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

Staff Schedule (as of 8/1/2024)

	Caroline	Korenia	Casey	Mandie	Matt
7:45-8:00	Alexa & Tyler				1:1- Jacob
8:00-8:15			Zeke	Juan & Taylor	
8:15-8:30		Arrive 8:15			
8:30-8:45	Whole class- as needed			Duty free break	
8:45-9:00		Keyshawn, Michael, Olivia	Duty free break		
9:00-9:15	MM: A				
9:15-9:30	Inclusion				Duty free break
9:30-9:45	MM: B			Juan, Taylor, & Ethan	1:1- Jacob
9:45-10:00	Alexa				
10:00-10:15					
10:15-10:30		Duty free break	Tyler		
10:30-10:45					
10:45-11:00	Whole class- as needed	Keyshawn, Michael, Olivia		Duty free lunch	
11:00-11:15					
11:15-11:30				Juan & Taylor	
11:30-11:45		Duty free lunch			
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	Alexa	Recess	Recess	Recess	Recess
12:45-1:00					
1:00-1:15			Duty free lunch	Juan & Taylor	1:1- Jacob
1:15-1:30					
1:30-1:45		Keyshawn, Michael, Olivia			
1:45-2:00	Whole class- as needed		Tyler	Off duty 2:06	
2:00-2:15					
2:15-2:30					
2:30-2:45			Prep		Prep
2:45-3:00					
3:00-3:10					

M, W, F gym is available for use

Caroline Koehler

SPECIAL ED ACTIVITY GUIDE



Activity Guide for Items Included on the Master Schedules

Sensory - If you have a sensory room in your school, use it here. This includes [crash mats](#), [wets or dry table](#), [therapy balls](#), etc. If not, have a corner in your room where you have for a sensory break.

STAR (Strategies for Teaching based on Autism Research) - This is an autism support program that many schools are using for ABA instruction.

IXL Math - An internet based learning platform that many schools are using as it individualizes learning. Check availability and IEP goals to see if you have students who could benefit.

Group Reading - Big book reading featuring one story a week that is used to build vocabulary, concepts of print, fluency, comprehension, etc. I recommend a [curriculum map](#) to make planning smooth and well-thought out.

Reward - If you have a student working for a reward with a [behavior chart](#), schedule in time. This is typically computer time, snack, free play, sensory, etc.

Activities including counting, writing numbers, [basic arithmetic](#), etc. Board games if you do not have an established curriculum.

Lunch - Meal time with general education or special education peers.

Access - Free play time with general education or special education peers.

Read Aloud - Based off of your classroom theme, choose one book a day to read aloud to students.

Specials - This is art, music, computer, library, health and wellness, physical education, your school has for all students. Students can go with their grade level peers as appropriate or an assistant needs to accompany them.

Writing - This can be [exploring writing utensils and mediums](#) to as advanced as a worksheet to the class read aloud. Ideas include name writing, write the room, [letter formation](#), [writing](#), writing personal info (address, phone #, birthday), use [Aqua Doodles](#), tracing, etc.

Special Activity - Anything fun that your students want to do. Common activities include dough (making and using), art projects, dancing and singing, cooking, life skills projects, etc.

Snack - This time is used for expressive communication. Offer an assortment of snacks and water. Each student must ask for a snack. Some are working on asking for a number of items. Example: I want 5 animal crackers. Set this activity up as a fair game. NOTE: If your school lets you keep items from breakfast this is a great way to use them.

Dismissal - Pack up backpacks, include each [students' daily note home](#), and line up for dismissal outdoors.

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 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 the schedule directly before lunch and sometimes before dismissal.

PECS - Picture Exchange Communication System may be something you use in your class. If so, schedule in a time for students to make requests and receive them in communication.



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Additional Activities Not Included on the Master Schedule

Below are commonly used activities not included on example schedule. Utilize them for your students as 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 themes including grocery store, restaurants, hair salon, birthday party, etc.

STEM - Science, Technology, Engineering, and Math. This incorporates science and social studies standards including animal caretaking, STEM experiments, navigating your environment, reading signs, etc.

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HOW TO USE PLANNING LIST

CHECK OUT THE BUNDLE!

[Click here](#) to get this plus more paraeducator support tools.

PARAPROFESSIONAL CLASSROOM SET UP

Welcome to our classroom! I'm so happy to be working with you this school year. This handbook is for you to use so both the students and staff have the best possible experience. Please review the handbook and ask me any questions you might have related to the provided information.

Qualifications for working in our room:

- Positive attitude
- Excellent attendance
- Able to lift 60+ pounds
- Able to address hygiene needs for all students with respect and dignity
- Strong team ethics
- Excellent communication skills with administration, teacher, and fellow staff
- Understanding and abiding in all confidentiality requirements
- Ability to follow a schedule with minimal variances

Personal needs

- Schedule is 7:15am to 2:55pm. A half-hour lunch is included and a 15-minute break is provided from 2:55-3:10.
- Please be punctual.
- Arrive to school having met your personal needs and ready to work.
- If you need a light snack, please be discreet and do not let it interfere with a student's learning, safety, or social interactions.
- Let teacher know as soon as possible of any upcoming absences so preparations may be made.
- Be aware of absence procedures.
- Personal
- Holidays
- Payday

Behavior Plan Summary

Student's Name: _____ Primary Disability: _____

Behavior of concern: _____

Replacement behaviors: _____

Behavior goal(s): _____

Proactive Strategies To Prevent Behavior Escalation

- ☐ Break
- ☐ Cue cards
- ☐ Social stories
- ☐ Visual schedule

Reinforcement To Motivate Positive Behaviors

- ☐ Computer
- ☐ Noise home
- ☐ Preferred activity
- ☐ Sensory room
- ☐ Snack
- ☐ Slicker/token
- ☐ Treasure box
- ☐ Other: _____

De-escalation Strategies

IEP-at-a-Glance

Student Information

Name: _____ Date of Birth: _____ Grade Level: _____

Parent's Name: _____ Address: _____

Phone Number: _____ IEP Date: _____ Disability: _____

Strengths: Summarize present levels of performance. _____

Concerns: Summarize needs and deficits. _____

Academic Strengths

- ☐ Accepts help/correction
- ☐ Applies lessons to real world
- ☐ Creativity
- ☐ Critical thinking
- ☐ Finishes work in given time
- ☐ Prepared
- ☐ Makes predictions
- ☐ Recalls details
- ☐ Organized
- ☐ Perseverance
- ☐ Works independently

Communication Strengths

- ☐ Answers questions
- ☐ Asks questions
- ☐ Completes written work
- ☐ Engages in conversation
- ☐ Expresses self clearly
- ☐ Follows directions
- ☐ Makes choices
- ☐ Initiates communication
- ☐ Participates in discussions
- ☐ Uses appropriate humor
- ☐ Uses conventional grammar

Social Strengths

- ☐ Accepting of others
- ☐ Accepts responsibility
- ☐ Follow rules and routines
- ☐ Establishes eye contact
- ☐ Honest
- ☐ Makes and maintains friends
- ☐ Makes good choices
- ☐ Responds to social cues
- ☐ Takes turns/shares
- ☐ Understands personal boundaries
- ☐ Works well with others

Accommodations (Check all that apply.)

- ☐ Alternative seating
- ☐ Alternative indicating
- ☐ Assistive technology
- ☐ Extended time
- ☐ Modified work
- ☐ Own materials
- ☐ Paper copy
- ☐ Preferential seating
- ☐ Read aloud to self
- ☐ Read aloud to student
- ☐ Scribe
- ☐ Tested individually
- ☐ Tested small group

Staff Schedule (as of 8/1/2024)

Time	Camille	Kenneth	Clayton	Maria	Shari
7:45-8:00	Alexis & Tyler		Zaki	Juan & Taylor	1-1 Jacob
8:00-8:15		Active 8-15			
8:15-8:30	Whole class-as needed		Duty free break	Duty free break	
8:30-8:45		Keyshawn, Michael, Olivia			
8:45-9:00			Duty free break		
9:00-9:15		MM A			
9:15-9:30					
9:30-9:45		Inclusion		Juan, Taylor, & Ethan	Duty free break
9:45-10:00		MM B			1-1 Jacob
10:00-10:15	Alexis				
10:15-10:30					
10:30-10:45		Duty free break	Tyler		
10:45-11:00		Keyshawn, Michael, Olivia			
11:00-11:15	Whole class-as needed			Duty free lunch	
11:15-11:30				Juan & Taylor	
11:30-11:45		Duty free lunch			
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	Alexis	Recess	Recess	Recess	Recess
12:45-1:00					
1:00-1:15			Duty free lunch	Juan & Taylor	1-1 Jacob
1:15-1:30					
1:30-1:45		Keyshawn, Michael, Olivia			
1:45-2:00			Tyler		
2:00-2:15	Whole class-as needed			Off duty 2:00	
2:15-2:30					
2:30-2:45					
2:45-3:00					
3:00-3:15					

M, W, F gym is available for use

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

Time	Camille	Kenneth	Clayton	Maria	Shari
7:45-8:00	Alexis		Zaki	Juan & Taylor	1-1 Jacob
8:00-8:15		Active 8-15			
8:15-8:30	Whole class-as needed		Duty free break	Duty free break	
8:30-8:45		Keyshawn, Michael, Olivia			
8:45-9:00			Duty free break		
9:00-9:15		MM A			
9:15-9:30					
9:30-9:45		Inclusion		Juan, Taylor, & Ethan	Duty free break
9:45-10:00		MM B			1-1 Jacob
10:00-10:15	Alexis				
10:15-10:30					
10:30-10:45		Duty free break	Tyler		
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12:00-12:15	Duty free lunch	ACE Lunch	ACE Lunch	ACE Lunch	Duty free lunch
12:15-12:30					
12:30-12:45	Alexis	Recess	Recess	Recess	Recess
12:45-1:00					
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1:15-1:30					
1:30-1:45		Keyshawn, Michael, Olivia			
1:45-2:00			Tyler		
2:00-2:15	Whole class-as needed			Off duty 2:00	
2:15-2:30					
2:30-2:45					
2:45-3:00					
3:00-3:15					

Paraprofessional Binder 2025-26

Paraprofessional Binder

Paraprofessional Binder

Paraprofessional Binder

Paraprofessional Bundle

Organization & Communication

Complete editable templates

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