**Class: ID-Severe**

**Room 312**

**2010-2011 Academic Year**

**Supervising Teacher**: Reba Frank

**Paraeducators**: Para A., Para D, Para L, Para R, Para W

\*NM-When Arrive: PC Check and Stander

|  |  |
| --- | --- |
| Time | Duties Assigned |
| **7:30am-7:55** | R:* Open Classroom
* Start Coffee
* Pick up CS from Car Rider
* Upon Arrival to classroom, Help student(s) with Morning Routine as outlined by Reba
* Get Ready for Duty (if appropriate)
* Help CS find an independent leisure activity

D:* CS Personal Care-Follow Goal List
* Get ready for Duty (if appropriate)
 |
| **7:55-9am** | R: CS* Follow Duty Schedule (if appropriate)
* CS goes to assigned job with Coffee Cart (Needs Communication device)

(If can not assist CS with job, find another Paraeducator to cover or ask Reba)* Work on Materials assigned by teacher
* Set up Classroom for Morning Activities specific to student(s)
* After Coffee Cart, CS goes to Cafeteria for 30 minutes.

D: AA, AB* Follow Duty Schedule (if appropriate)
* Work on Materials assigned by teacher
* Gather material needed for student breakfast (once student is finished, bring back to room)
* Set up Classroom for Morning Activities specific to student(s)
* Gather materials for day (Data Sheet, Daily Communication Sheet)
* 8:10 (unless at another assigned duty), Be at Bus Pick up for assigned student(s)
* Assist student in getting breakfast
* Upon Arrival to classroom, Help student(s) with Morning Routine as outlined by Reba

W:* Follow Duty Schedule (if appropriate)
* Work on Materials assigned by teacher
* Set up classroom for morning activities
* Gather materials for day (Data Sheet, Daily Communication Sheet)
* Assist other student(s) as needed by staff.

L: CP* Follow Duty Schedule (if appropriate)
* Work on Materials assigned by teacher
* Gather material needed for student breakfast (once student is finished, bring back to room)
* Set up classroom for morning activities specific to student(s)
* Gather materials for day (Data Sheet, Daily Communication Sheet)
* 8:10 (unless at another assigned duty), Be at Bus Pick up for assigned student(s)
* Assist student in getting breakfast/feeding
* Upon Arrival to classroom, Help student(s) with Morning Routine as outlined by Reba

A.: RH* Follow Duty Schedule (if appropriate)
* Work on Materials assigned by teacher
* Gather material needed for student breakfast (once student is finished, bring back to room)
* \*Set up Classroom for Morning Activities specific to student(s)
* Gather materials for day (Data Sheet, Daily Communication Sheet)
* 8:10 (unless at another assigned duty), Be at Bus Pick up for assigned student(s)
* Assist student in getting breakfast/feeding
* Upon Arrival to classroom, Help student(s) with Morning Routine as outlined by Reba
 |
| **9-9:25am****IEP Goal Work****School****Attendance** | R: CS* Work on assigned IEP Goals (See Student(s) Notebook)

D: AB* Work on assigned IEP goals (See Student(s) Notebook)

W: AA* Work on assigned IEP goals (See Student(s) Notebook)

L: CP* PC check for CP
* Put in Stander Monday, Tuesday, Thursday, Friday for 1 hour
* Work on Assigned IEP goals (See Student(s) Notebook)

A.: RH* PC check for RH
* Ask RH if she would like to work on Computer using Communication Device
* Ask RH if would like to get in blue chair with Communication Device
* Set timer for RH for 10-15 minutes. Let RH know when time is coming to an enD
 |
| **9:30-9:45****Channel One** | R: CS* Have Appropriate materials ready (data sheet, Daily communication log, pen, Student communication device)
* Bring student to Group for Channel One News
* Sit with students

D: AA and AB* Have Appropriate materials ready (data sheet, Daily communication log, pen, Student communication device, PBIS board for AB)
* Bring student to Group for Channel One News
* Sit with students

W: KS and NM* Tuesday –Friday: Get KS from Bus pick up @ 9:30
* PC check for KS
* Bring KS/NM to group
* Sit with students
* Work on assigned materials by Teacher (if student(s) is not here)
* Help others in group

L: CP* Have Appropriate materials ready (data sheet, Daily communication log, pen, Dynavox turned On, PBIS board)
* Bring student to Group for Channel One News
* Sit with Student

A.: RH* Have Appropriate materials ready (data sheet, Daily communication log, pen, Student Communication Device,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* Bring student to Group for Channel One News (Before coming to group, ask RH if would like to sit in beanbag or chair)
* Sit with Student
 |
| **9:45-10****Rules****Morning Attendance** | R: CS* Help CS communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

D: AA and AB* Help AA and AB communicate with teacher and group using communication device and/or voice.
* Write down Data

W: KS and NM* IF here, help KS and NM communicate with teacher and group using communication device.
* Help Student to and from Pro Board
* Write down Data

L: CP* Help student communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

A.: RH* Help RH communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data
 |
| **10-10:15****Literacy**  | R: CS and CP* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

D: AA and AB* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

W: KS and NM* Scenario 1: IF here, assist KS and NM communicate with teacher and group using communication device.

-Help Student to and from Pro Board-Write down Data* Scenario 2: NM water (KS goes to A.)

**L: 15 minute break**A.: RH * Help student communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data
* Also work with KS if both KS and NM are here
 |
| **10:15-10:30****Math** | R: CS* Help student communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

D: AA and AB* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

W: KS and NM* IF here, assist KS and NM communicate with teacher and group using communication device.

-Help Student to and from Pro Board-Write down Data* If student is not here, help others in group or work on materials for class

L: CP* Have Appropriate materials ready (data sheet, Daily communication log, pen, Dynavox turned On, PBIS board)
* Bring student to Group for Channel One News
* Sit with Student

A.: RH* Help student communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data
 |
| **10:30-10:45****Project Discovery (M/W/F)****Language Arts (ELA) (Tu/Th)****(Every Other Friday MT)****School****Attendance** | **R: 15 minute break**D: AA and AB* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

W: KS and NM* IF here, help KS and NM communicate with teacher and group using communication device.

-Help Student to and from Pro Board-Write down Data* If student is not here, help others in group or work on materials for class

L: CP and CS* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

A.: RH* Help student communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data
 |
| **10:45-11**Flex Period**M:** Para Meeting/Other Student Activity**T:MT****W: Cooking or Health****Th: Library****Fri: Art or MT** with Amanda | R: CS and AA* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

D: AB and NM* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

W: KS * KS on Somatron
* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

L: CP* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

A.: RH* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data
 |
| **11-11:15**Flex Period**M:** Para Meeting/Other Student Activity**T:MT****W: Cooking or Health****Th: Library****Fri: Art** | R: CS and AA* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

D: AB and NM* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

W: KS * KS on Somatron
* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

L: CP* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

A.: RH (Computer T-Th)* Ask RH if she would like to work on Computer using Communication Device
* Ask RH if would like to get in blue chair with Communication Device
* Set timer for RH for 10-15 minutes. Let RH know when time is coming to an enD
* Bring back to group before break.
 |
| **11:15-11:30****M, W, F: News 2 You****T, Th: Explore Communities** | R: CS, CP, AA (Reba will also help)* Assist CS to PC
* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board

D: * PC for CS
* Assist AB and AA when finished with CS

W: AB and NM* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board

L: RH and KS* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board

**A.: 15 minute break** |
| **11:30-12:10**Student Lunch | R: CS* Gather materials for lunch
* Assist student with lunch when needed or necessary (want student to be as independent as possible)

D: AA and AB* Gather materials for lunch
* Have AB or AA help push KS or NM to cafeteria
* Assist student with lunch when needed or necessary (want student to be as independent as possible)
* Help W bring KS and NM back to room.

W: KS and NM* Bring Student Communication devices.
* 12 noon-Both Students come back to room for Feeding (See Feeding Schedule)

L: CP* Gather materials for lunch
* Assist student with lunch when needed or necessary (want student to be as independent as possible)

A.: RH* Gather materials for lunch
* Assist student with lunch when needed or necessary (want student to be as independent as possible)

Wednesday Store Schedule in Cafeteria: 11:45-12:15 Reba and (alternating NM and KS) |
| **12:15-12:45**Para Lunch Group 1 | R: CS* Assist student to Group
* **Lunch Break**

D: AA and AB* Help student(s) to group
* **Lunch Break**

W: KS and NM* Help student(s) to group after Feeding
* Sit with Students in Group (Help with CP and RH)

L: CP* Help student(s) to group
* PC check for RH
* Sit with Students in Group (Help with CP and RH)

A.: RH* **Lunch Break**

Wednesday Store Schedule in Cafeteria: 12:19-12:48 Alderman Class |
| **12:45-1pm****Start to Finish**Para Lunch Group 2**School****Attendance** | R: CS and CP* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

D: AA and AB* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

W: KS and NM* **Lunch Beak**

L: CP* **Lunch Break**

A.: RH* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

Wednesday Store Schedule in Cafeteria: **12:53-1:22** Frank ClassIn order of….AB, RH, CP, CS, AA |
| **1-1:15****Promethean Choice/****Review Schedule for Gym**Para Lunch Group 2\*If KS here, R/Reba will work with group. | R: CS and/or more students* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

D: AA and AB (if KS not here)* Assist KS with PC (if here)
* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

W: NM* **Lunch Break**

L: CP* **Lunch Break**

A.: RH and KS* Assist KS with PC (if here)
* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data
 |
| **1:15-1:30**Choice/Travel to Gym\*May need assistance from Alderman crew to get to gym. | R: NM* (Starting at 1:15) Assist NM with PC

D: AA and AB* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data
* (AA and/or AB need to assist other students in class to gym)

W: KS and RH * Assist KS in getting ready to leave
* Assist KS to bus at 1:25
* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

L: NM* Assist NM with PC
* Assist NM to gym after PC

A.: CP and CS* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data
* (May need assistance helping students down to gym)
 |
| **1:30-2pm****SDPE**M, W, Fri-SCHS staff leadsT, Th-SDPE Teachers | R: CS * Assist Adapted P.E. Teacher(s) as you would in the classroom.
* Assist your student in each activity (walking, theme activity) to the best of the student’s independent ability.
* Participate with student(s) in each activity in each environment (Gym and Track).
* Collect student(s) documentation/data daily**.**

D: AB and AA * Assist Adapted P.E. Teacher(s) as you would in the classroom.
* Assist your student in each activity (walking, theme activity) to the best of the student’s independent ability.
* Participate with student(s) in each activity in each environment (Gym and Track).
* Collect student(s) documentation/data daily**.**

W: KS and NM * Assist Adapted P.E. Teacher(s) as you would in the classroom.
* Assist your student in each activity (walking, theme activity) to the best of the student’s independent ability.
* Participate with student(s) in each activity in each environment (Gym and Track).
* Collect student(s) documentation/data daily**.**

L: CP* Assist Adapted P.E. Teacher(s) as you would in the classroom.
* Assist your student in each activity (walking, theme activity) to the best of the student’s independent ability.
* Participate with student(s) in each activity in each environment (Gym and Track).
* Collect student(s) documentation/data daily**.**

A.: RH (unless help lead Class)* Assist Adapted P.E. Teacher(s) as you would in the classroom.
* Assist your student in each activity (walking, theme activity) to the best of the student’s independent ability.
* Participate with student(s) in each activity in each environment (Gym and Track).
* Collect student(s) documentation/data daily**.**

Wednesday Store Schedule in Cafeteria: 1:25-1:57 Zavala Class |
| **2-2:15**Student Snack and Water | R: CS* Assist students in Snack and clean up

D: AA and AB* Assist students in Snack and clean up

W: NM* Follow Water Schedule

L: CP* PC Check for CP

A.: RH* Assist student with medication (juice)
* Record medication on medication form
* PC Check when finished
 |
| **2:15-2:30pm****Science****School Attendance** | R: CS and AA* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

**D: 15 minute break**W: AB and NM* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

L: CP* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

A.: RH * Ask RH if she would like to work on Computer using Communication Device
* Ask RH if would like to get in blue chair with Communication Device
* Set timer for RH for 10-15 minutes. Let RH know when time is coming to an enD
 |
| **2:30-2:45pm****Social Studies** | R: CS (AA and AB)* Assist CS to PC
* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board

D: CS* Assist CS to PC

**W: 15 minute Break**L: CP* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board

A.: RH and NM* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
 |
| **2:45-3pm****Pro Board Choice/or Music Therapy** | R: CS and NM* Lead student in Home Routine
* May need assistance with NM (PC Check)

D: AB (M, W, Fri); AB and AA (T, Th)* AB alternates participating in group and reading on computer (IEP goal)

M, W, Fri: Pro Board Choice; T, TH: Reading on Computer* Help student(s) communicate with teacher and group using communication device (in Pro Board Choice)
* Help student to and from Pro Board
* Write down Data

W: NM* PC Check for NM (If he needs full assistance with PC, Help CP/CS while R/L assists NM)
* Have materials ready to go home. Be up front at 3pm

L: CP* Help student(s) communicate with teacher and group using communication device (in Pro Board Choice)
* Help student to and from Pro Board
* Write down Data
* May need assistance with NM. If so, CP goes to W)

A.: RH; RH and AA (M, W, Fri)* Help student(s) communicate with teacher and group using communication device (in Pro Board Choice)
* Help student to and from Pro Board
* Write down Data
 |
| **3-3:15pm**DirectedStudent ChoiceGreen Team on Tuesday | D: AA and AB* Help student(s) communicate with teacher and group using communication device.
* Help student to and from Pro Board
* Write down Data

W: * NM to car rider pick up

L: CP* PC Check for CP
* Assist CP in Directed Student Choice

A.: RH* PC Check for CP
* Assist CP in Directed Student Choice
 |
| **3:15-3:24** | D: AA and AB* Lead student(s) in Home Routine

W: * Assist Other students if needed

L: CP* Lead student(s) in Home Routine

A.: RH* Lead student(s) in Home Routine
 |
| Follow Staff Schedule of who will take students to Bus Location in Cafeteria |