Structure and Schedules

By

Anu Olayinka

Garland ISD
ct i v i t y

Group Activity
Objectives

- Including all kinds of schedules in the classroom

- Individualizing schedule to fit the interest of each student

- Importance of Structure and Schedule in a self contained Classroom
- Physical Arrangement
- Schedules
- First day of School
- Lesson Plans, Instruction and Data Collection
- Communication with Parents
- Other Staff and Related Services.
- It provides order for the student and staff
- Ensure Consistency thereby increase learning
- Less of down time
- Safety is ensured
- Student are to be motivated
General education classroom
General education classroom
- Desk is highly recommended for use with our students population
- Areas in the classroom should be properly designated using labels (Centers, Workstations, Teachers desk, Bulletin board, kitchen)
- Teachers and Para educator ‘s desk should be strategically located
- The use of visuals should not be undermined. It works well with our students
- Arrange student desk in a way that there is easy access to the centers, workstations and bathroom.
- Do not make the flow easy for a runner to maneuver.
- Have a bulletin board specifically for display of students work reflecting the week’s theme.
enter s/ or kst at ions

-Must have in a self contained classroom
-It is a place where student work independently on materials that have been mastered
-It includes the following
-Reading, Listening, Computer, Sensory, Art
-And kitchen area
- Designate a place for everything, Books, writing materials, domestic supply, sensory objects
- Label every area using visual strategy
transition area
An area that serves as a waiting place after an activity. This is important for student to understand “STOP” and “START” Do not allow the student to be on a spot the whole day. Design an area for each activity; Rest area, Work Area, Calendar area
Consider the following:

- Grade level/Age appropriate
- Safety
- Individual needs of student
- Physical layout of the classroom

Group Activity
Organization of materials ensure the following:
- Clarity,
- Enhances student independence
- Promotes safety
chedules
Importance of Schedules

- Promotes harmony in the daily routine
- Tells vividly the changes in the activities
- Reduces behavior problem
- Improves Language
- Teaches the passage of time
Kinds of Schedules

- Classroom Schedules
- Individual Schedules
- Staff Schedules
In creating the classroom and student schedule, you will need to look in the student most recent ARD in the schedule of services page. There you will find the various minutes of the instruction day allocated for each activity. Also, to be noted are the inclusion classes the student will be involved in. You will also find the schedules of other related services (OT, PT, Speech).
Considering the school wide Master Schedule, you will create the weekly schedule of the class in general and the daily schedule of your student in particular.

The daily schedule has to do with the individuality of the student and is very essential.
The daily schedule helps the student take responsibility for his/herself.

It could be object based, picture based, both picture and word or art. This all depends on the functioning level of your student. It is very important that it is based what your student can access or relate with.
Schedule is also used as a behavioral support such as in; First-Then, First-Second or Now – Next. Visual schedule. Expected behavior is promptly rewarded with the student’s desired item.
This is a picture based app obtainable on IPAD with a visual count-down timer that tells how much time is left on a particular activity
One question to ask is how does my student access the schedule

- Will it be mobile
- Will it be situated by the side of the desk/wall
- Will it be portable enough for it to be carried around
- Always have a “START” and a “STOP”
- You can color code or make use of their initials but be very flexible
This is very important so everyone knows where he/she is supposed to be or whom he/she is to work with.

Lots of problem are avoided when staff are properly designated assignment to be done through out the day. Get feedback regularly.
Have a rotation system in which case no student is permanently attached to a staff. It creates unnecessary behavior issue.
Para-Educators are to:
- Follow teacher’s direction in the implementation of student plan
- Take data on a daily basis on students’ record
- Help in observation and reporting as such to the teacher (behavior, academics)
- Be trained to adhere strictly to guidelines stated in executing student plan
Visual Schedules

- Promotes independence
- Foster learning
- Enhance communications
- Increase Language acquisition
- Use visuals to teach procedures and behavior expected
- Use visuals to post rules to promote desired behavior in the classroom
Bathroom Procedure

1. Potty
2. Flush
3. Wash Hands
4. Dry Hands
5. Leave
Hallway Rules

- STRAIGHT line
- Look to FRONT
- Hands & feet to self
- Mouth CLOSED
- Not too close!
- Stop at doors!
- Space
- Space
Being Friends
Eyes Looking
Keep your hands to yourself.

Keep your feet to yourself.

Listen.

Follow directions.
We cover our coughs.
We wash our hands.
We keep the bathroom neat and clean.
We don’t always make the right decisions.
Helping Hands
We brush our teeth.
We wipe up our spills.
We wipe up our spills.
don't walk
No
- Always model the appropriate behavior verbally and most importantly visually
- Ensure that all the staff are following through or else all others effort will be in futility
Establish a reward system. For every effort and successful response

- Smiles
- Thumbs up
- Point system
- Note home
- Mention others
The interest of the student is very important in motivation and reinforcing good behavior.

In improving behavior:
- Gather information
- Target the behavior
- Set a boundary
- Exchange for the behavior
- Reward
Never do without a lesson plan. It keeps you in focus. Develop your lesson plan based on the requirement of your student for acquisition and mastery of skills that are stated in the IEP goals and objectives.
- Always be prepared
- Get materials ready ahead of time
A few second of lack of composure is enough for a student to start acting out
- Have a data collection sheet available for all staff to record student progress on a daily basis. This allows for progress monitoring and as such areas that are lacking can be addressed.

- Find out what your district policies are regarding grade reporting.
This is very important in any self contained classroom. It affects the ability to learn. Lack of communication can result in unmet needs and can lead to frustration and behavior problem could be assumed.
Know your student, take data and involve the assistive technology personnel to determine what is the best way your student can relate. It might be as simple as using visuals, to signing or the use of some sophisticated Assistive Technology devices.
Communication with parents

- Communicate with parent everyday. Do not always be negative. They know their student already, they only wish it could get better.

- Have a notebook or some form of chart. Use whatever seems to work best for you
Have a substitute folder handy in your classroom. You never can tell when there will be a call for emergency. You can guarantee a little bit of structure if not perfect when you are gone.
The nature of this job demands that you work with a variety of people with different expertise. Be very flexible so as to accommodate their involvement, which is always helpful not only for you but for the overall success of your student.
On the first day of school

- Be sure to have everything ready: Weekly, daily, individual and staff schedule (At this time, you are still very flexible because of other related services)
- Lesson plan: better to be adequately prepared than no plan at all
- Rules posted: Might be just one or two and there may be need for more
- Procedures in place: When and how things will be done
It applies to both students and staff
-When and who gets student off the bus
-What is to be done before school time begins etc
-Familiarize yourself with the Behavior Intervention Plan before the first day. This is very important
Helpful Websites for visuals
- Board maker
- Speaking of speech.com
- Google images

Name some
edit

-Samson and Rohrer

-Google images