

# BASIC STANDARDS ACROSS CLASSROOMS

Tasks	Due	Completed
<ul style="list-style-type: none"> <li>✓ Review all behavior plans and medical protocols with classroom staff. Identify needs for updates.</li> <li>✓ Update student and staff information (address, phone numbers and emergency contact numbers). Send updates to Carol Skondin and building registrar.</li> <li>✓ Ensure student families will receive school mailings.</li> </ul>	<b>Friday 9/7/12</b>	_____  _____  _____
<ul style="list-style-type: none"> <li>✓ Ensure all classroom staff complete the following online training modules:               <ul style="list-style-type: none"> <li>• Bloodborne Pathogens</li> <li>• Child Abuse Identification &amp; Prevention in Oregon Schools</li> <li>• Sexual Misconduct – Staff to Student (HB 2062)</li> </ul> </li> </ul>	<b>Friday 9/7/12</b>	_____
<ul style="list-style-type: none"> <li>✓ Classroom <u>staff schedule</u> in place; copy to program supervisor.</li> <li>✓ Individual <u>student schedules</u> in place.</li> <li>✓ Identify Location for <b>Service Provider Log*</b> for related services personnel to sign for each classroom visit (located on SPED forms page online).</li> </ul>	<b>Friday 9/14/12</b>	_____
<ul style="list-style-type: none"> <li>✓ Personal care procedures used with individual students reviewed with parents (can be done annually in the context of the IEP). <i>Note: Personal care procedures that differ from those described above must be submitted in writing and approved by the program supervisor.</i></li> </ul>	<b>Friday 9/14/12</b>	_____
<ul style="list-style-type: none"> <li>✓ Student educational/behavioral program notebooks and data systems in place.</li> <li>✓ Student arrival and departure times to supervisor.</li> </ul>	<b>Friday 9/21/12</b>	_____
<ul style="list-style-type: none"> <li>✓ <b>Substitute Lesson Plans*</b> in place for teacher and classroom assistants.</li> </ul>	<b>Friday 9/28/12</b>	_____
<ul style="list-style-type: none"> <li>✓ <b>One Page Profiles*</b> – Update status of student and staff, identify completion plan.</li> </ul>	<b>Friday 10/26/12</b>	_____
<ul style="list-style-type: none"> <li>✓ Identify students for 2012-13 <b>Transition*</b> and update list with Carol Skondin.</li> </ul>	<b>Friday 12/14/12</b>	_____

\* Template or Form located on <http://www.lesd.k12.or.us/se/forms/index.html>