Section

2

ESE Scheduling for Elementary Schools

Introduction

It will be necessary for the data processor and the school based ESE contact person to work closely together to develop the school's ESE master schedule. Please use the following guidelines to develop a master schedule and complete the scheduling requirements of ESE students.

ESE Matrix Score/Funding Level

EVERY eligible ESE Student *(including Gifted)* must have a FEFP Funding code in the MATIX Field and the FUND Field on panel A-23 in TERMS.

In the MATIX field, a code of 251, 252, 253, 254, or 255 needs to be entered for EVERY ESE Student.

In the FUND Field most ESE students will be a code of: **111-Grades PK-3; 112-Grades 4-8; 113-Grades 9-12.** For involved ESE students, a matrix code of 254 or 255 would be entered in the FUND Field on panel A-23 in TERMS.

This code will be transferred electronically to the student's schedule on Panel A10-Student Schedule (This is also the information on Panel C20-Classroll)

Where the Instruction Occurs

It will be necessary to group students by where their instruction occurs.

Type 1: These students receive ESE services in the regular classroom. This is often referred to as "Support Facilitation". **The ESE teacher goes to the student's regular classroom.**

Type 2: Some ESE students are removed from non-disabled students and receive ESE instruction in a room with ONLY ESE students. **The student goes to the ESE teacher's room.**

This is often referred to as "pullout". This type of instruction also includes any *self-contained ESE classes*. This DOES NOT apply to gifted students.

Some students will receive ESE instruction in the regular classroom and are also "pulled-out" for part of their ESE instruction. These students will be scheduled into both types of ESE classes.

What is an ESE Course?

For a course to be classified as "ESE" or "Gifted" ALL the students in the course/subject must be disabled (or gifted for gifted courses). If there is only **one teacher** in the room, it cannot be an ESE course if non-disabled (or non-gifted) students receive instruction in the room at the same time. If there is a mixture of non disabled and disabled students in the room with only one teacher, it is actually a "Basic" course. The FDOE Certification and NCLB Highly Qualified Teacher (HQT) requirements apply to the basic course, not the ESE/gifted course

For students to be reported in an ESE or gifted course, the teacher CANNOT be the instructor to both disabled and non-disabled (or gifted and non-gifted) students during the same period. **One** non-disabled or **One** non-gifted student will change the composition of the course.

ESE Academic Courses

The courses used for ESE instruction are derived from those available in *the Florida Course Code Directory*. At the elementary level, the following courses are available for ESE academic instruction:

Grade K - 5th

Course	Title	Type of Report Card
7710020E	ESE Reading	Regular report card
5010030E	ESE Listening	Regular report card
7710050E	ESE Writing	Regular report card
7712010E	ESE Math	Regular report card
7720010E	ESE Science	Regular report card
7721000E	ESE Social Studies	Regular report card
7755010E	ESE Academics – not graded, **limited to less than 150 min/wk** – used for academic support only.	
7755030E	ESE Pre-Acad: K - 5	ESE report card
7755050E	ESE Developmental Skills: K - 5	ESE report card

Grade PK

Course	Title	Type of Students
7650130	PK Disabilities: 3 - 5	ALL PK Handicapped

There are additional courses for certain ESE services. Please use the appropriate course for the type of service provided (i.e. OT, PT):

ESE Pullout Courses

Course Description	Grade PK - 5	Panel A23 – Special Programs
Speech Therapy	7763030F	Student has Speech only
Language Therapy	7763040G	Has Lang. or Speech & Lang.
Occupational Therapy	7763050	Has OT minutes on IEP/A23
Physical Therapy	7763070	Has PT minutes on IEP/A23
Vision	7763080V	Has vision minutes on IEP/A23
Orientation/Mobility	7763060V	Has vision minutes on IEP/A23
Hearing	7763090H	Has hearing minutes on IEP /A23
Academic Support	**7755010E**	**Any disabled, max 150 min/ wk***

*This course is limited to 150 minutes per week and is intended for academic remediation***. *If a student receives more than 150 minutes per week***, then the student is missing an academic subject in the regular classroom. Therefore, the ESE teacher will need to provide a grade for the subject material missed. The student will need to be scheduled into the appropriate academic course with the ESE teacher so that a grade roster is generated and the grade can be assigned.

When to Schedule the Courses

The standard elementary bell schedule is from 8:00 a.m. to 14:00 p.m., periods 01 through 12. However, the bell schedule contains other periods so ESE pullout courses can be scheduled. Please use the following chart to set up these courses.

Periods	Days	Course	Time	Purpose
0188	M	7755010T	0800 – 0801~	Support Facilitation **
0188	MTWRF	7763050	0800 – 1400~	Occup. Therapy Services
0188	MTWRF	7763030F	0800 – 1400~	Speech Therapy
0188	MTWRF	7763040G	0800 – 1400~	Language Therapy
0188	MTWRF	7763080V	0800 – 1400~	Vision Services
0188	MTWRF	7763060V	0800 – 1400~	Orientation/Mobility
0188	MTWRF	7763090H	0800 – 1400~	Hearing Services
0188	MTWRF	7763070	0800 – 1400~	Phys. Therapy Services
0188	MTWRF	7755010E	0800 – 1400~	Academic Support

~ *The data processor must set the times on C17 – Master Schedule when building the course.*

** *Support Facilitation was previously referred to as "in-class direct" or "co-teaching"(see Support Facilitation Section (2-4)*

Scheduling ESE Students for Specially Designed Physical Education

Some ESE students require Specially Designed Physical Education. To account for this service on the IEP and in the student's schedule, the following procedures should be followed:

On the IEP: Indicate that Specially Designed P.E. will be provided

The Adaptive PE Teacher will provide a list of students receiving Specially Designed PE to the district ESE office. ***The district ESE office will coordinate the scheduling of students into Specially Designed P.E.***

Accounting for minutes in the schedule

The time students are placed in ESE classes is used to determine the Least Restrictive Environment (LRE) information that is reported during the October FTE count.

In the current funding system, **minutes are not a determining factor for the calculation of funding or allocation of ESE teacher units**. However, if a student is removed from the regular classroom for instruction or is in an ESE class all day with ONLY ESE students, their actual instructional minutes in the ESE class must be recorded on Panel C20 – Class Roll so that the LRE data is reported correctly. This can also be accomplished on Panel A10 - Current Schedule.

Students receiving instruction in the "Support Facilitation", "pullout", or "graded subject" models will be scheduled for one or more ESE courses. The "pullout" codes will require individualization of each student's days, times, & minutes. The graded courses are based on the periods (30 minute increments). The "Support Facilitation" course is set up for 1 minute.

Each of the ESE students WILL BE LISTED on the regular teacher's roster with the other students in the regular course for the entire length of the regular class.

Support Facilitation (in-class direct)

The ESE course for "Support Facilitation" will contain ONLY ESE students and MUST be taught by an ESE certified teacher. The ESE course will be set up for (**M**)onday for periods 0188. The course will be set for **NO attendance** and **NO grade.** The ESE teacher will be the teacher on C17**. The room will be the actual classroom where the Support Facilitation occurs (regular classroom).** The support facilitation schedule will appear as follows**:**

Course/Sec	Description	Per	Days	Times	Min/wk	Teacher
7755010T 301	ESE Acad: K-5	0188	M	0800-0801	0001 min	Smith (ESE)

A Support Facilitation course must be set up for each classroom in which an ESE teacher is providing instruction. For students in 6th grade, use course 7863010T. Use the guidelines for the K-5 Support Facilitation course on page 2 – 3

When setting up the course on C17 – Master Schedule, it will be necessary to fill in the Team Teacher Training (TTT) field for each section. The appropriate codes are listed below:

A code that indicates the prior existence of the team of teachers and the teacher's status regarding training in team-teaching methods, as per Section 1003.03 (5), F.S.

CODE	DEFINITION
A	This teacher is team-teaching in this class as part of a team that was in existence prior to July 1, 2005.
B	This teacher is team-teaching in this class as part of a team that was not in existence prior to July 1, 2005 and this teacher has had training in team-teaching methods as of the FTE survey week
C	This teacher is team-teaching in this class as part of a team that was not in existence prior to July 1, 2005 and this teacher has not had training in team-teaching methods as of the FTE survey week. This teacher is scheduled to attend training in team-teaching methods within one year after the teacher's assignment to the team.
D	This teacher is team-teaching in this class as part of a team that was not in existence prior to July 1, 2005 and this teacher has not had training in team-teaching methods as of the FTE survey week. This teacher is not scheduled to attend training in team-teaching methods within one year after the teacher's assignment to the team.

For schools participating in Florida Inclusion Network (FIN) training, the code would be "B". For schools initiating FIN Training for 2006/2007 or non – FIN schools, the code would be "C". The district IT department will fill this field based upon the teacher's in service record. If the teacher has completed the necessary component(s), then a "B" will be entered. If the teacher has not completed the necessary component(s), then a "C" is entered.

For every "pullout" or "Support Facilitation" course, it will be necessary to enter the appropriate Scheduling Method (SCH-M) on C17 – Master Schedule must be entered.

For pullout courses, the code is "G" – **Individual or Small Group Instruction** – Teacher meets with an individual student or small group of students in a separate classroom setting.

For Support Facilitation courses, the code is "I" – **In - Class One-on-One – Teacher** meets with an individual student or small group of students on an individualized basis within a traditional classroom but not as a co-teacher.

Scheduling Occupational/Physical Therapy, Speech & Language Therapy, and Itinerant Vision and Hearing Services

These programs have specific courses that correspond with the service delivery and MUST correspond with the minutes on Panel A23 - Special Programs. Specifically, the courses require certain certification requirements of the instructor. The District ESE office will schedule OT/PT, VISION, and HEARING. **Speech/Language Therapy will be scheduled at the school center.**

Therapy/Itinerant Subject	Certification	Min on Panel A23 - Spec Pgm.
Occupational Therapy	Occupational Therapist	match minutes to PGM D - OT
Physical Therapy	Physical Therapist	match minutes to PGM E - PT
Speech Therapy	Spch/Lang Therapist	match min to F – Speech
Language Therapy	Spch/Lang Therapist	match min to G - Lang *(if a student has Both S & L put in Lang Therapy)*
Vision (Itinerant)	Vision Certified	match min to I - Vision
Hearing (Itinerant)	Hard of Hearing Certified	match min to H - Hearing

If a student has minutes on the IEP and Panel A23 - Special Programs for one or more of the above programs, they MUST have the appropriate course on their schedule on Panel A10 - Current Schedule.

These teachers may be itinerant, serving several schools in the area, and may be located in the area office. To build the course on Panel C17 – Master Schedule, it will be necessary to obtain the itinerant teacher's:

Employee ID Number

It will be necessary to build a teacher record, on Panel C05 - Staff/Faculty, at each school center in which the instruction occurs. Please see the table on page 2-3 of this document that outlines the periods, days, and times for these courses. The hearing, vision, O/M, OT, & PT courses MUST be set up for section ***01.*** Once the courses are built on Panel C17, the district ESE office will schedule the students receiving these services into the appropriate courses. ***It will be necessary for the school center to assign a room (instructional space, not the office) from C01 – Room Resources for each of the itinerant instructors (O/M, OT, PT, Specially Designed PE, Vision, & Hearing.***

Setting up Pre K Courses

There are four (4) types of programs for PK disabled students. The primary difference for scheduling involves the number of minutes served per week. In many situations, the ESE Pre-K students receive instruction from more than one ESE teacher. Usually the additional teacher is a Speech/Language Therapist, but may also be an OT, PT, etc.

Each ESE Pre-K teacher, including the Speech/Language therapist, must have a roster on C20 – Classroll of the ESE students taught.

The only ESE Pre-K course is 7650130. Speech, OT, & PT courses for PK students are the same as those used for grades K-5 (7763040G, 7763050, & 7763070).

The four types of PK programs are outlined below:

Type	Periods	Days	Hours	Min/wk
100	0112	MTWRF	0805 – 1350	1425
101	0112	MTWRF	0800 – 1245	1350
102	0105 0812	MTWRF MTWRF	0800 – 1030 11:30 – 1400	0750 0750
103	0104 0710	MTWRF*	0800 – 1000 1100 – 1300	0600*

* Each student will be adjusted to reflect the total minutes and actual days scheduled. For example, some students may have MW, others TR. Some may have 600 minutes, others 300, 240, etc. This is identified on the student's IEP. ***This course will be 7763040G – Language Therapy and the instructor is a SL Therapist.***

- Set up course 7650130 (no Companion Field) for each ESE teacher that has a group of PK students assigned. This would be the primary teacher.

- If a Speech/Language Therapist provides therapy to students (these PK students may be all in one class or in different classes) throughout the week, set up **one** section of **7763040G** for the therapist. Set the course for **Period 0188, T – Tuesday,** from **08:00 – 08:01** for **1 minute,** on Panel C17 – Master Schedule. All of the students that the therapist instructs must be entered into this section.

- OT, PT, Vision, and Hearing will be scheduled in the same manner by the district ESE Department

Setting up LLD Programs

The LLD Program provides services to Learning Disabled students who also receive Language Therapy services in a self-contained setting. These students should have ESE Academic courses along with a Language Therapy course set up of 1 minute.

Course	Period	Days	Minutes	Teacher
7710020E**	0103	MTWRF	0450	ESE Teacher
7712010E**	0405	MTWRF	0300	ESE Teacher
7763040G	0188	T	0001 *	Therapist

*08:00 – 08:01

** Use ESE & regular courses for academics, periods 01 – 12, the sample only lists 2 courses, not all six)

ESE Consultation

The ESE Consultation course is no longer used. In order to indicate that the student is **ONLY** receiving consultative services enter a **"Y"** under the **C** on panel A23. All ESE programs on the A23 panel must reflect 0005 min in the Min/wk field.

A LOG OF CONSULTATION BETWEEN THE ESE TEACHER AND REGULAR TEACHERS MUST BE MAINTAINED FOR FTE AUDIT PURPOSES. CONSULTATION MEETINGS BETWEEN THE ESE AND REGULAR TEACHERS MUST BE ON A REGULARLY SCHEDULED BASIS AS OUTLINED IN EACH STUDENT'S IEP.

Courses for EH and SED Programs

If there is an EH unit at the school, the academic course will end with a "J" (i.e. 7710030J). The only students to be placed into this program are EH students. If there is an SED unit at the school, the academic course will end with a "Q" (i.e. 7710030Q). The only students to be placed into these courses are SED students. If the program at a school has a mixture of students, SED/EH and Non SED/EH, then the program is actually a VE Model. **VE Models should not use the course with a J or Q.**

Scheduling 6th grade ESE Students at the Elementary Level

Some elementary school centers have students in grades K – 6th. For ESE students, the 6th grade course numbers are different than K – 5th course numbers. Support courses (speech, OT, etc) are set up just like K – 5 courses and the student's individual time is adjusted according to their IEP and the services delivered. The 6th grade ESE academic and support courses are listed below:

Course	Description
7810010E	ESE Language Arts: 6 – 8
7810020E	ESE Reading: 6 – 8
7812010E	ESE Math: 6 – 8
7820010E	ESE Science: 6 – 8
7821010E	ESE Social Studies: 6 – 8
7866030F	Speech Therapy 6 – 8
7866040G	Language Therapy: 6 – 8
7866050	Occupational Therapy: 6 – 8
7866070	Physical Therapy: 6 – 8
7863060V	Orientation & Mobility: 6 – 8
7863080V	Unique Skills Vision: 6 – 8
7863010H	Unique Skills: 6 - 8
7863010T	ESE Support Facilitation: 6 - 8