



INFORMATION FOR PARA-PROFESSIONALS AT FOOTHILL HORIZONS OUTDOOR SCHOOL



Thank you for helping to make it possible for a young person to come to outdoor school. Your efforts not only allow a student with special needs to experience this unique adventure with their classmates, but it also allows the other students in the group to see how "abled" a person with special needs can be. Included below are some of the basic facts concerning what we do as a school and what you will be doing as an aide. Please discuss compensation with your district or school.

All school staff must submit the *Adult Health Form* found on the Foothill Horizons website under [Forms and Resources](#) webpage.

THE JOB

Foothill Horizons is a residential outdoor school. In general, our classes take place outside, away from roads and groomed trails, and in all weather. As a paraprofessional to a child with special needs, you will be expected to focus on that child's needs during all their waking hours, and possibly during their sleeping hours as well.

Because you have the training to deal specifically with a particular child, we have no staff members able to replace you. For this reason, breaks must be arranged with the teacher from your student's school and in accordance with to the child's needs. During your break time, you can be in the Staff Office, Teacher's Retreat, Dining Hall, Free play field or Dorms, and can use your cell phone freely. We will do our best to clarify a break schedule by the end of the arrival day, after we see how the child is adapting to their new learning and living environment.

ACCOMMODATIONS: See our [Foothill Campus](#) webpage for photos

If the child needs assistance at night, you will be staying in the dormitory. If there is space and the child does not need assistance at night you will be sleeping in the Teacher's Retreat. The dorms are set up for 14 to 20 students with six dorms on the boys' side and six on the girls' side. In each dorm will be half of the hiking group (divided according to gender), their counselor (usually a high school volunteer), and one of our staff in the dorm building, though not necessarily in the room. Each building has showering and toilet facilities, all with wheelchair access. You will be able to take showers only during the breaks that you arrange with your teacher.

WHAT TO PACK

As a school, we cannot allow any alcohol, marijuana derivatives or tobacco products on site. If you do bring a cell phone, please only use it during your time off. Your phone should not be visible at all in the dorms. This is for your safety as well as students' because children are changing and showering in the dorms. Students are not allowed to call home except in special circumstances. Please follow the packing list for students in *Outdoor School Information with packing list* can be found on the website under [Forms and Resources](#).

MEALS

Our kitchen can accommodate special dietary needs such as allergies, diabetes, and vegetarian or kosher meals. You may contact Foothill Horizons regarding your needs in advance, should you have any questions. A microwave oven and blender are also available, should you need them to meet your student's needs. Meals are family style, with servings brought to the tables.



INFORMATION FOR PARA-PROFESSIONALS AT FOOTHILL HORIZONS OUTDOOR SCHOOL



3-DAY SAMPLE SCHEDULE

4-DAY SAMPLE SCHEDULE

Monday	Tuesday	Wednesday	Tuesday	Wednesday	Thursday	Friday
	7:00 Wake Up	7:00 Wake Up, Pack Luggage		7 AM Wake Up	7 AM Wake Up	7 AM Wake Up & Pack up
	7:30 Flag ceremony (teachers & SDA assist)	7:30 Flag ceremony (teachers & SDA assist)		7:35 Flag Ceremony (SDA/teachers)	7:35 Flag Ceremony (SDA/teachers)	7:35 Flag Ceremony (SDA/teachers)
	7:45 Breakfast teachers eat in TR	7:45 Breakfast teachers eat in TR		7:45 Breakfast (teachers off)	7:45 Breakfast (teachers off)	7:45 Breakfast (teachers off)
	8:15 team teaching mtgs	8:15 team teaching mtgs		8:15 team teaching mtgs	8:15 team teaching mtgs	8:15 team teaching mtgs
	Dorm restrooms, prep for inspection, get ready	Dorm restrooms, prep for inspection, get ready		Dorm restroom, clean for inspection	Dorm restroom, clean for inspection	Dorm restroom, clean for inspection
10:30 AM Buses Arrive	8:50 -11:30 Hike	8:50 -10:30 Hike	10:30 AM Buses Arrive	8:50 Teacher checks in cns/nats off	8:50 Teacher checks in cns/nats off	8:50 Teacher checks in cns/nats off
Students use restrooms	Teacher check ins-nats/cns break	Teacher check ins-nats/cns break	Students use restrooms	A: Caverns-FT D: Me-Wuk	A: Me-Wuk D: Caverns-FT	A: Sci Practices D: Sci Practices
Counselor training	A: Me-wuk D: Me-Wuk	A: Sci Practice D: Sci Practices	Counselor training	B: Caverns-FT E: Earth Science	B: Sci Practice E: Caverns-FT	B: Earth Science E: Me-Wuk
10:45 welcome, grp division	B: Earth Science E: Earth Science	B: Me-wuk E: Me-wuk	10:45 welcome, grp division	C: Big Trees -FT	C: Big Trees -FT	C: Earth Science
led by Jess with teachers, nats	C: Sci Practice F: Sci Practices	C: Earth Science F: Earth Science	led by Jess with teachers, nats	NO dorm restroom break	11:30 Dorm restroom break	10:40 CNS reflection meeting
11:15 AM Orientation	11:30 Restroom break	11:30 Restroom break	11:15 AM Orientation	10:30 Lunch & closing supervised by teachers	11:30 Dorm restroom break	*bring backpacks
	11:45 Lunch (Teachers/Nats off)	11:45 Lunch (Teachers/Nats off)	10:45 welcome, grp division	11:15 Freeplay supervised by teachers	11:45 Lunch in dining hall	11:30 Dorm restroom break
	1:00 team teaching mtgs	1:00 team teaching mtgs	11:15 AM Orientation	11:45 Dorm Restrooms with teachers	11:45 Lunch in dining hall	11:45 Lunch in dining hall
	1:15-1:45 students move in	1:15 Restroom break, get ready for hike (nat break)	Teachers with Nats	(after arriving group has used the restrooms)	teachers nats off	teachers nats off
	(Nat/Tr 15 min break)		Teachers with Jess	12:00 Load buses depart	12:30 Game time	12:20 Closing Ceremony
1:45-3:45 Hike	1:30-3:45 Hike				counselors, teachers off	12:35 Dorm Bathrooms
Adventure hike—all groups	A: Earth Science D: Earth Science				1:00 Restroom break dorms	12:45 Load Buses
Restroom break (chr break)	B: Sci Practice E: Sci Practices					1:00 Depart
	C: Me-wuk F: Me-wuk					
4:00 Snack & Freeplay (45 min) nats on	4:00 Snack & Freeplay teachers on					
Teacher/cnsr meeting in dining hall	(4-4:15 cnsr meeting in staff office, then off)					
	4:45 shower meetings					
4:45 Dorm mtgs & move in (nats assist in dorm until 5)	5:00 ABC: DEF					
	Showers Teacher time—cns off					
5:15 Emergency Drill	5:30 Diner (teachers off)					
Teachers off	Dorm Restroom break					
Dorm Restroom break						
6:30 Teacher time —teacher check ins Cns meeting	6:30 ABC: DEF					
	Teacher time—cns off Showers					
7:00-8:15	7:00-8:15					
ABC: DEF:	ABC: DEF:					
Dorm Olympics Night hike	Night hike Dorm Olympics					
Teachers off	Teachers on					
Dorm restroom break	Dorm restroom break					
8:30 Campfire —cns meeting	8:30 Campfire —cns meeting					
9:00-prepare for bed, 9:30 lights out	9:00-prepare for bed, 9:30 lights out					

Depending upon the student’s needs, paras may be required to support children during the following activities. We will schedule breaks for you when the child is least in need.

- Lessons outside
- Meals
- Free play
- Dorm time
- Evening activities

Students who need more support with social interactions will require a para during dorm times, meals, and evening activities. Students who are at risk of wandering from the group, need to be redirected from blurting or interrupting the learning experience of others will need more support during lessons and meals.

At the end of the first day, we will do our best to create a break schedule for paraprofessionals based upon students’ needs and the classroom teacher’s availability to support the child. The general education teacher’s role is to support all children and they also have required scheduled duties.

Schools sending more than one special education student with a para, with concerns for self-harm, harm of others, or of eloping are strongly encouraged to send a special education teacher or certificated staff member who will determine when the child should go home.

For students with wheelchairs, only a staff member or Parent Shadow may push the wheelchair. We do not have a bus with a lift.

For more information, please see Planning for Students with Accommodations, Common Adaptations form on the [Forms and Resources](#) webpage of the Foothill website.

Please contact with questions or concerns Jessica Hewitt, Director III at (209) 532-6673 or at jhewitt@stancoe.org.

