

Community Based Instruction Experiences and Field Trips

With the addition of more classrooms throughout the CASE cooperative, there is a need for aligning K-8 community outings. The expectations are as follows:

Field Trips:

Follow your district's approved field trip procedures. A field trip is a trip by students to gain firsthand knowledge away from the classroom. It is something all students would participate in. If this is your purpose it does not fall under community based instructional experiences. Follow your district's guidelines for field trip funding.

Frequency:

- Follow your district's guidelines

Community based instructional experiences:

The purpose is to work on functional life skills related to transitional skills. This is an experience that only a small portion of our student population requires additional instruction.

At least one of the following transition areas must be addressed:

- Instruction
- Related Services
- Community Experience
- Development of Employment
- Other Post-School Adult Living
- Daily Living Skills
- Functional Vocational Evaluation

Date of Trip			
Times of trip	Depart School:	Arrive at destination:	Return to School:
Location			
Target activity (to support domain above)			

Effective for the 2017-2018 school year:

Frequency for each grade level:

Grade Level	EC	Primary	Intermediate	Middle school
Frequency	0	1-2X/year	3-4X/year	2X/month

Protocol for Community outings:

- All community outings need to be aligned with Illinois Learning Standards and IEP goals.
- A CASE Transportation Sheet (Unless District provides transportation, then follow district procedures), a CASE Community Based Instruction Lesson Plan form and a yearlong community based instruction form must be completed and submitted to the district director or designee for approval prior to scheduling of trips.
- Classroom teacher is responsible for planning Community Outings.
- No money can be accepted from parents for a Community Based Instruction experience. Parents are only permitted to send money for student purchases at the destination if this skill relates the lesson.
- Parents must receive advanced written notice if the community outing requires lunch. Families must have the option of sending a sack lunch or money for lunch (if child does not qualify for free/reduced lunch.
- If a child qualifies for free/reduced lunch the district is responsible for providing that child's lunch.
- All special needs (e.g. car seat, booster, vest, lift, etc.) must be listed on the transportation request form.
- All IEP specifications must be considered when planning a community based instruction experience

Bus procedures:

- All transportation requests must be completed, approved by district designee, and received by CASE transportation coordinator no less than 10 school days prior to the trip.
- Please follow district procedure for transportation in District 41 and 93.
- Each trip requires an individual form to be completed and submitted separately.
- Trips can only be scheduled between the hours of 9:15 am and 2:15 pm.

Approved by Administrator / date