



MINNEAPOLIS
PUBLIC SCHOOLS

Urban Education. Global Citizens.

TO: Special Education Staff

FROM: Rochelle Cox, Executive Director Special Education

DATE: April 10, 2017 (updated 10/10/17)

SUBJECT: Community Based Instruction

Community based instruction is an ongoing instructional process based upon many factors: IEP objectives, transition plans, family preferences, student interests, and grade level curriculum. Community based instruction is direct instruction delivered to individual students or small groups at the actual location the student will later use as a consumer. The process is continuous, sequential, interactive, and instructive; each intricate step is aimed at achieving a student's long-term goal.

A **field trip** is designed to enhance the curriculum by adding an observational and/or experiential component to specific subjects. Typically field trips are short in duration and are related to a small portion of a unit of study. They occur occasionally and are attended by one or more classes of students. Individual goals are not considered and personal interaction is minimal. Field trips are interesting for students of all ages and reflect the school's attempt to enrich the educational experience. *Participation in field trips is an inclusive practice that is highly encouraged.* Students with disabilities can gain content information, group membership skills, and appropriate behavioral examples from attending field trips with their same-age peers. The goals for field trips and community based instruction are different, and the two should not be confused or used interchangeably.

The Special Education Department will review Community Based Instruction Application Packets which include a request for special transportation. If the application packet is approved, the request for transportation will be submitted to the Transportation Department for bus routing, and school personnel will be notified. Building administrators will review field trip transportation requests.

Field trip requests should follow building specific processes and should be submitted to building administrators. Funding for field trip transportation is the responsibility of the building. In the event that there is a need for a lift bus and it requires more than one bus to meet all of the students' needs, special education will pay for half of the cost for the lift bus.

Guidelines for Community Based Instruction:

All community outings should be arranged within district boundaries to the greatest extent possible. Regarding the physical location of a school, the location in which a school lies does partially indicate school community, along with the greater communities within the city of Minneapolis. Bordering communities can be considered to be a part of a school community. The businesses within the City of Minneapolis do support MPS and we in turn try to support the businesses within our city to the greatest extent possible. Limits on number of community outings are as follows:

- High Schools: Allowed one grocery and one non-grocery outing per month for a total of 18 outings.
- Middle Schools: Allowed two grocery and one non-grocery outing per semester for a total of 10.
- Elementary Schools: Allowed two outings per school year.

The **purpose** of community based instruction is to provide direct instruction to students within a natural setting thus providing an opportunity to generalize and enhance skills previously taught in the classroom as part of daily lesson plans and instructional units. *Priority consideration is given to community based instruction focused on jobs and career exploration, job shadowing, varied service learning within the community and introduction to post-secondary training and education. Career exploration should begin at the elementary level and expand as students enter secondary schools.*

It is the **responsibility** of each teacher submitting an application to document and provide evidence of how the community based instruction is aligned with students' IEP goals and objectives. Lesson plans with learning targets and data collection sheets should be included and submitted. Do not submit student IEP's or classroom materials.

To increase the **accountability** of community based instruction the application requires documentation of: relevant lesson plans, including the learning target, how the students will engage in the lesson, and how the community based instruction will reflect and connect to the student's IEP goals and content and skills being taught within the classroom.

Community Based Instruction Applications Packets should be submitted to Directors of Special Education no later than **May 22, 2017 to begin in September 5, 2017. Renew applications must be submitted by January 5, 2018 to begin January 29, 2018.** An application with the appropriate documentation must be submitted and approved in order to receive transportation. All information listed on the application must be included to be considered for approval.

Timelines for Completion:

- **Submit Community Based Instruction Applications Packets electronically or via school mail by May 22, 2017 and/or January 5, 2018 to:**
 - Marty Amundson – Director for high schools and Transition Plus
 - Amy Johnson – Director for elementary west and high priority schools
 - Ginny Nyhus – Director for middle schools, Riverbend, Metro St. Joe's
 - Sara Stack – Director for elementary east, K-8 and magnet schools
 - Trish Praus – DPF work coordinator, CVBT
- Community Based Instruction Applications Packets will be reviewed and if approved, will be submitted to transportation for routing. Notification of approved/non-approved requests will be via email.
- Complete all spaces on each form, clearly identify the contact person's full name, site and phone number.

The application forms should be submitted as a packet. Send form electronically or via school mail. All forms are available on-line at: <https://staff.mpls.k12.mn.us/Depts/speced/Pages/Community-Based-Training-Approval-and-Transportation-Request-Forms.aspx>