Special Services
Community-Based Instruction
Request Procedures

Determine your Community-Based Instruction (CBI) trip that supports classroom curriculum. You will develop a lesson plan that includes the objective(s), education standards addressed, student skills, and opportunities for assessment. All CBI trips, whether transportation is needed or not, are to be requested as follows:

- Complete the CBI Request for Special Services Approval.
- Submit the Request to your building administrator for approval.
- Email the request to kimheard@mooreschools.com

Approval of Request

- If your request IS approved and includes transportation, an email will be sent to the Special Services Director's Secretary. The Secretary will email you with a budget code which you will provide when requesting transportation. The request for Transportation is not initiated by Special Services.
- If your request IS NOT approved, you will be given a reason why. It is possible for you to amend your request. If you have questions, please call the Director of Special Services at x4310.

What Is CBI?

Community-based instruction occurs in natural, non-school, community environments after classroom instruction has occurred. The purpose is to promote functional skills to be used naturally in settings that students frequent individually or with their family or peers. Many factors contribute to the ongoing instructional practice including transition goals and IEP objectives, grade level curriculum, and student interests (Beakley, Yoder, & West, 2003).

What Is a Field Trip?

Field trips are related to a unit of study. They occur occasionally as an overall experience by a group of students. Individual goals are not a consideration when planning a field trip (Beakley, et al). The instructional objectives of the field trip are reflected and enhanced with the selection of a resource that cannot be brought into the classroom (Moore, 2014).

References

Beakley, B. A., Yoder, S. L., & West, L. L. (2003). *Community-based instruction: A guidebook for teachers.* Arlington, Virginia: Council for Exceptional Children. http://files.eric.ed.gov/fulltext/ED481853.pdf

Moore Public Schools Board of Education. (2014). *Policies and procedures.* Retrieved from Moore Public Schools: http://www.mooreschools.com/page/10

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