

COMMUNITY BASED ACTIVITIES GUIDELINES
SUGGESTED ACTIVITIES

1. Written parent permission should be obtained prior to a student participating in community learning experiences. One form may be used to cover a school year.
2. The instructor should make a personal visit to the specific community site prior to taking students. At this time, the site can be assessed for accessibility and planning should take place for optimal student participation, learning, and enjoyment of the particular activity. Contingency plans should be devised in the event of behavioral problems or outbursts prior to the excursion. Note the locations of restrooms, telephones, security personnel, etc.
3. Staff should teach general safety procedures to students prior to departing the school, such as how to telephone for assistance or ask appropriate persons for help.
4. Students should have at least one form of identification when they go into the community (e.g., teacher-made identification cards, school identification, or identification cards from the Indiana License Bureau)
5. The supervising adults should carry emergency data for each student including medication taken, pertinent medical conditions such as seizure disorders, allergies, emergency phone numbers and names, and the hospital of parent/guardian's choice.
6. Public school corporation vehicles are the primary mode of transportation. Drivers should be appropriately licensed and informed of any unusual circumstances.
7. Supervising adults are responsible for ascertaining if a student will need to bring medication along on a community outing. The supervising adult will obtain the medication prior to leaving the school and assure that the medication is secure and taken by the student at the prescribed time in accordance with school corporation policies.
8. Students should go out in the community in small groups in the interest and goals of blending into the particular site. The group should be heterogeneous yet complimentary to maximize staff instruction capabilities. Contingency plans should be prepared in the event of staff or student absence.
9. If cost is involved in the activity, arrangements should be made in advance.
10. Notify the building principal/school office about any community based activities so that the school can contact the group in case of bad weather or other emergencies.

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