

## West Baton Rouge Parish School Board Community Based/Vocational Activities

- I. Completed forms (Calendar, Request for Educational Tour, Community Based /Vocational Activity Page) must be submitted at least 1 month in advance.
- II. A Community Based/Vocational Activity Form documenting the links between the activity and the IEPs must be completed and submitted for each location. An explanation of why the money is needed must be included on this form. How will the use of money enhance the trip/lesson/objectives?
- III. If money will be spent, there must be an explanation of how this relates to the Transition page or goals on the IEP.
- IV. Once the trip is approved, there can be **NO** changes in where the bus will stop or where the students will go. **24 hours notice** must be given to Mrs. Henry if a trip is to be cancelled or the cost of transportation will be deducted from your allotment.
- V. Your school will have an allotment that you will use during the year. Use the policy that is in place at your school to request funds for a trip. At the semester break in January and approximately 2 weeks before the end of school, receipts, ledgers and any other documentation must be submitted to Sandy. At the end of the school year, your school will write a refund check to special education for the unspent amount. **ALL** money must be accounted for. All receipts must be kept.
- VI. Nancy Stuart has a list of approved locations for vocational trips. If a desired location is not on the list, email Nancy with your suggestion(s). When planning to visit a vocational trip, ***you must contact that site and receive approval prior to submitting a request for the trip.***