



**Los Angeles County
Office of Education**
Leading Educators ▪ Supporting Students
Serving Communities

November 8, 2007

TO: Educational Programs

FROM: Compliance Support Services

**Topic: Compliance Information Bulletin Number 6
Paraeducators and their involvement in community based instruction**

May a paraeducator remain at school with a group of students while the teacher has another group of students in the community?

The answer is yes and can be found in the Division of Special Education's Administrative Handbook. The entire policy is provided on the following page.

Policy for Implementation of Community-Based Programs For Students with Severe Disabilities

The following policy is to be used in the community-based implementation of the functional skills training model for students with severe disabilities:

Teachers are responsible for all students and their instructional program.

The teacher is also responsible for the supervision and instruction of all classroom staff and must have documentation that he/she has trained the instructional assistant prior to handing over the responsibility for a given activity.

- Instructional assistants can remain at the school site with a group of students with severe disabilities and assist in supervision and instruction without being in close proximity to the classroom teacher.
- Instructional assistants can accompany a group of students with severe disabilities going to, from, or at a community training site while the teacher remains at school or is with other students at a different training site.
- Students and other approved volunteers can assist in supervision and/or instruction of students with severe disabilities at community sites only when in close proximity of the teacher.

THE INTENT OF THIS POLICY STATEMENT IS TO MAXIMIZE COMMUNITY INSTRUCTION AND PROVIDE SAFE NORMALIZING EXPERIENCES FOR SPECIAL EDUCATION PUPILS.

It is understood that there may be instances when there is apprehension regarding students going into the community without the teacher present or in being left alone at the site. In these cases, the instructional assistants have the right to address this issue to their teacher and are responsible to expressing their concern. The teacher and the assistant must agree on the coverage for the students. If no agreement is reached, a conference with an administrator will follow. The administrator will be responsible for resolving the issue. **ALL CBI OUTINGS REQUIRE WRITTEN APPROVAL FROM THE ADMINISTRATOR.**