

2025 - 2026 Guidelines for CBIs, Special Events, Special Olympics and Field Trips

We recognize that certain trips, like community-based instruction, are not only necessary but required for students' learning and the implementation of the students' IEPs. We also recognize the educational, behavioral, and social value and the wonderful experiences our students receive from going on field trips, participating in Special Olympics, and attending special events. The following 2025-26 school year guidelines will be in effect.

COMMUNITY-BASED INSTRUCTION (CBI)

Teachers may schedule CBI's for their class if it is indicated in the students' IEPs that this type of instruction is necessary for students to make meaningful progress toward their functional living goals. For example, trips to the grocery store, shopping centers, or other places in the community like the bank, post office, restaurants, or on-the-job site training would be considered applicable community-based instruction if it relates to goals you are working on in the students' IEPs. Remember that all CBIs must be a reasonable distance in terms of miles, travel time, and student health.

ELEMENTARY CLASSES may schedule 1 CBI per school year.

MIDDLE/JUNIOR HIGH CLASSES may schedule up to 4 CBIs per school year.

HIGH SCHOOL CLASSES may schedule up to 12 CBIs per school year.

SPECIAL EVENTS

Special Events include the Kiwanis holiday gathering, the Tobyhanna Depot holiday gathering, the Resolve picnic, and others. Many of these special events are sponsored by community organizations.

Elementary & High School classes may choose to attend up to 2 special events throughout the school year.

SPECIAL OLYMPICS

ELEMENTARY CLASSES may participate in a maximum of 2 Special Olympic events.

MIDDLE/JUNIOR HIGH CLASSES & HIGH SCHOOL CLASSES may participate in a maximum of 3 Special Olympic events. Track and field must be selected as one of the 3 events.

Two off-site trainings that require transportation to the bowling alley are allowed for bowling. The other practices for bowling must occur in the school setting. Four off-site trainings that require transportation to a pool are allowed for swimming.

FIELD TRIPS

When requesting to attend field trips that require funding for transportation, the CIU20 Program Supervisor will need to assess budgeted funds available for transportation costs to ensure there are funds available. If funds are available the CIU20 Program Supervisor will make the decision to approve or disapprove the trip request. However, if districts invite our students to participate in district-sponsored field trips and there is no cost for CIU20, we must and will permit students to participate.

- **Permission from Families:** All community experiences require parental/guardian permission prior to the experience. The teacher is responsible for securing this permission and should keep the actual permissions on file. Field Trip Request forms are located on the **CIU20 Intranet20 site under Student Services**.
- **Nursing Needs:** Please follow the procedure when securing a nurse for any CBI/Special Event/Field Trip located on the CIU20 Intranet20 site under **CIU20 Case Management Responsibilities & Guidelines or below**.
 - [Protocol for Requesting Nursing Services for CBI & Field Trips](#)

How to Request Transportation:

- Field Trips must be entered into the system 15 days prior to the departure date in advance of the trips and submitted via <http://plus.transfinder.com/tripfinder/>, which is located on the CIU20 Intranet20 site Home Page and under Student Services-Transportation Requests.
 - **Here are a few things you need to know to get yourself set up in the system:**
 - Link to the trip finder, plus.transfinder.com/tripfinder/ place this link in your web browser
 - If you were a field trip requestor or approver last school year, you can use the same username and password as before.
 - If you are a new hire for the 2025-26 school year, your username is your first name, (if you have a more common name like David, first try David. If that doesn't work, then try David and the first letter of your last name, Davids.

- if you were not in the previous field trip system your password is 202020; after logging in, you can go to settings and follow the process to change your password.
- Client ID is **ciu20**
- The earliest time you may enter for pick-up time to attend the trip is 9:30 am
- Arrival time back at the school building of origination MUST be no later than 1:00 pm

If you have any questions about username, password, or anything else regarding requesting field trips/CBIs/Special Events, please contact Sue DeFranco, CIU20 Transportation Supervisor via email, at sdefranco@ciu20.org.

[Transfinder Trip Request Training Video on How to Enter A Trip Request](#)