



Dennis M. Walcott, Chancellor

Michael Best
General Counsel

NOTICE
June 8, 2011

AMENDMENTS TO REGULATION OF THE CHANCELLOR

Number: A-670

Subject: SCHOOL TRIPS

I. Description of the subject and purpose of the proposed item under consideration.

Chancellor's Regulation A-670 amends the prior version of the regulation, dated November 26, 2008. It has been adopted pursuant to an emergency declaration of the Chancellor pending vote by the Panel for Educational Policy. The amendments to the regulation are summarized as follows:

- The Regulation clarifies who may serve as an adult supervisor for out of the city, overnight, and international trips and trips when students will be engaging in swimming and water based activities. (pp. 3-4, section II(D)(6))
- The Regulation imposes new adult to student ratios for trips which involve swimming and/or water based activities. (p. 4, section II(D)(7))
- The Regulation requires that prior to approving a trip, the principal/designee must ensure that a lifeguard will be on duty at all times when students are swimming. (p. 2, section II(A)(9))
- The Regulation requires that schools use the appropriate consent forms attached to the Regulation for all school trips and that any modifications to the forms be approved by the Office of Legal Services. (p. 2, section II(C)(1))
- The Regulation clarifies insurance and indemnification requirements. (p.6, section IV)
- The Regulation clarifies requirements with respect to international trips and requires the following: (1) prior to approving a trip, the superintendent must determine whether there are any travel warnings or advisories for the country/countries the students will be visiting and, if there are such warnings or advisories, the superintendent must consult with the Deputy Senior Supervising Superintendent prior to approving the trip (p. 1, section II(A)(2)); (2) the Superintendent must ensure that every student and staff member has the appropriate documentation for travel to the country/countries being visited and for return to the United States (p. 1, section II(A)(4)); (3) the principal must ensure that at least one of the staff members accompanying the students on an international trip carries a phone with international service (p. 1, section II(A)(5)); and (4) that in addition to the two staff members required to accompany up to fifteen students, one other adult also must be included on the trip. (p. 4, section II(D)(6)(c))

- The Regulation provides that for trips of a celebratory nature, schools must fundraise to meet the costs of the trip. (p.2, section II(A)(10))
- The Regulation clarifies the fact that the Regulation does not apply to student exchange and homestay programs. (p.1, section II(A)(1))
- The Regulation clarifies the fact that the Chancellor or his designee may waive the Regulation, or any portion thereof, if it is determined to be in the best interest of the school system. (p.6, section VI)
- The Regulation clarifies what are considered high risk activities or activities with inherent risks. (p.3, section II(D)(4); p. 5, section IV)
- The consent forms and trip plan have been modified.

II. Information regarding where the full text of the proposed item may be obtained.

The full text of the amendments to the regulation, and the regulation in its entirety, can be found on the main page of the PEP website:

<http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2010-2011/A670AmendedReg>

III. The name, office, address, email and telephone number of the city district representative, knowledgeable on the item under consideration, from whom information may be obtained concerning the item and to whom written or oral comments regarding the item under consideration can be submitted.

Name: Donald Conyers
 Office: Division of Academics, Performance and Support
 Address: 52 Chambers Street, New York, NY 10007
 Email: RegulationA-670@schools.nyc.gov
 Phone: 212-374-6742

IV. Date, time and place of the PEP meeting at which the Board will vote on the proposed item under consideration.

August 17, 2011 at 6:00 P.M.
 Murry Bergtraum High School for Business Careers
 411 Pearl Street
 New York, NY 10038