



Revised Notice
July 29, 2011

Dennis M. Walcott
Chancellor

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 which was adopted pursuant to an emergency declaration of the Chancellor on June 8, 2011 pending vote by the Panel for Educational Policy.

Since the initial posting of the revised Regulation, the DOE has received several comments expressing concerns about what constitutes a DOE sponsored trip. In response, the DOE has made the following substantial revisions to the Regulation:

- This Regulation applies to trips sponsored by the Department of Education (hereinafter DOE) over which the DOE assumes primary supervision and control. (p. 1, Section I (D))
- When a trip is sponsored by a parent association/PTA or other outside group that has a relationship to the school, you must consult with your Network Leader and/or Senior Field Counsel to determine whether the trip is a DOE trip (in which case the requirements set forth in this Regulation apply) or whether it is an independently run trip. (p. 1, Section I (E))
- When it is determined that the trip is independently run, parents must be explicitly informed that this is not a DOE sponsored trip and all documentation relating to the trip must so indicate. (p. 1, Section I (F))
- When planning a trip which will be paid, in whole or in part, by an outside organization, refer to Chancellor's Regulation C-110 regarding compliance with conflict of interest rules on travel expenses. Questions regarding this matter should be referred to the DOE's Ethics Officer. (p. 1, Section I (G))
- The Regulation and the attached consent forms do not apply to situations where a school regularly provides offsite physical education. In such cases, the school must provide appropriate notice to the parents and exercise appropriate supervision and caution. (p. 1)

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