



**Dennis M. Walcott**  
*Chancellor*

Date: August 16, 2011

Topic: Proposed Chancellor's Regulation A-670

Date of Panel Vote: August 17, 2011

---

### **Summary of Proposed Chancellor's Regulation A-670**

Chancellor's Regulation A-670 sets forth the rules and procedures governing school trips for students at all levels of the school system. It provides guidelines for planning and executing school trips for students and outlines the responsibilities of Superintendents, Principals, and staff.

### **Summaries of Issues Raised in Written and Oral Comments and Significant Alternatives Suggested**

Comments received are summarized as follows:

1. The regulation should clarify what constitutes a school trip;
2. Information about submitting Travel Reimbursement Approval Certification (TRAC) requests for reimbursement of travel expenses for out-of-city trips should be included;
3. Swimming should not be allowed on any school trip because it is inherently too dangerous; and
4. The ratio of chaperones to students on international trips should be 1:6, rather than the ratio provided for in the regulation of 3 chaperones (two staff members and 1 other adult) for a group of up to 15 students, and an additional chaperone (1 adult) for every additional 10 students.

### **Analysis of Issues Raised, Significant Alternatives Proposed, and Changes Made to the Proposal**

The DOE accepted the first comment and revised the regulation to provide that:

1. The regulation applies to trips sponsored by the DOE over which the DOE assumes primary supervision and control;
2. When a trip is sponsored by a parent association/PTA or other outside group that has a relationship to the school, school officials must consult with their 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;
3. 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;

4. When planning a trip which will be paid, in whole or in part, by an outside organization, school officials must 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; and
5. 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.

With regard to comment 2, the logistics of what forms need to be filled out for travel reimbursement are a matter of implementation and not appropriate for inclusion in the regulation.

With regard to comment 3, the DOE believes that swimming is a valuable learning experience and extension of the school curricula and that the revised regulation appropriately addresses safety concerns.

With regard to comment 4, the DOE believes that the ratio set forth in the proposed regulation ensures appropriate supervision and promotes the safety and well-being of students on international trips. It is based on years of experience in taking students on international trips. The ratio was established after consultation with the DOE's Division of Academics, Performance and Support, as well as the Office of the Corporation Counsel of the City of New York.

In addition to the above significant changes, the DOE has added a word to clarify what constitutes a school trip. The words "coursework and/or" were added to footnote 1 on the first page of the Regulation, so that the first sentence of the footnote reads: "The Regulation and the attached consent forms do not apply to situations where a school regularly provides offsite coursework and/or physical education...."

A copy of the proposed Regulation can be obtained at:

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