



Urban Advantage ELEMENTARY Class Trip Information Packet 2017-2018

**UA Class Trip Vouchers MUST be used before
May 31, 2018.**





Planning a Field Trip to the New York Aquarium

Each UA voucher can be used for a self-guided visit for up to 40 visitors, including chaperones and teachers. Parking is \$16 per bus, and is not included.

To book a self-guided visit using Urban Advantage vouchers:

1. Go to <http://bit.ly/UAProgramsatNYA> (case sensitive) and fill out the form to book your trip.
2. Once your date is confirmed, you will receive a confirmation invoice and reservation number via e-mail.
3. **Please print 2 copies of your invoice. Mail the first copy, along with your UA voucher, to the address provided prior to your scheduled date of visit. Bring the other copy with you when you visit the Aquarium.**
4. Have a wonderful day at the New York Aquarium!

It is best to come with a plan for your field trip. Consider having a focus to your trip by having your students share in an activity to observe mammal behaviors or how species interact in our coral exhibits. Visit <http://nyaquarium.com> for directions to the Aquarium, along with show and animal feeding times.

If you have any questions about booking your trip, please contact Devin Pedone at urbanadvantage@wcs.org or 718-220-8612.



Planning a Field Trip to the Staten Island Zoo

The Urban Advantage Class Trip Voucher includes both admission to the zoo as well as the option of a 50 minute Zoo Education Program. These interactive programs utilize live animals and biofacts to teach a variety of science content. Our programs can also be tailored to enhance your students' investigation topics or provide support for data collection. Please give us *at least 6 weeks' notice* if you plan on participating in an education program. Visit <http://www.statenislandzoo.org/> and click the education tab for a complete listing of the programs at the zoo.

Please Note:

- To make a reservation for your field trip, contact our registrar at 718-442-3174 ext.33, Monday through Thursday, 9:00am to 3:00pm or by email at education@statenislandzoo.org. Reservations must be made at least 6 weeks in advance for an education program.
- Let the registrar know that you are an Urban Advantage class and that you are using an Urban Advantage class trip voucher. **Be prepared to give the number on your voucher when booking your trip.** Also, be sure to bring the actual voucher on your trip!
- **If you are visiting the zoo and NOT registering for an education program**, you do not have to contact the registrar. You can submit your voucher(s) as your admission ticket to the gate when you arrive at the Zoo. Although a formal reservation is not needed, please email education@statenislandzoo.org with your expected date and amount of visitors so that we know to expect you.
- If you would like support materials or activities for your students to use during your visit, please email education@statenislandzoo.org.
- Visit the zoo website <http://www.statenislandzoo.org> for information regarding the animal collection, exhibitry and programming before you visit. It would be helpful for you to visit the zoo ahead of time to determine which exhibits and wings are most appropriate for your students' work. If you contact the education department ahead of time, we can work together to tailor informal lessons for your students' inquiry time at the zoo.

For questions about adapting your visit to enhance a UA learning experience, please contact
Jessica Hartmann at 718-442-3174 ext. 24
Or email jhartmann@statenislandzoo.org



Planning a Fieldtrip to the Queens Botanical Garden

Welcome to Queens Botanical Garden where students have access to 39 acres of trees, flowers and animals and can get an exceptional introduction to the natural world without a trek into the wilderness.

To book your visit, call us at **718.886.3800 ext. 230** or email Groups@queensbotanical.org.

When contacting, please make sure to have the following information:

- Preferred dates
- Title of program
- Your name and contact information
- Your organization's title and contact information
- Number of classes and students
- Voucher numbers

Advance registration is required for all programs. A scheduled visit is not confirmed until a voucher is received. Please check your invoice for due dates. Queens Botanical Garden reserves the right to refuse registrations for any reason.

Workshops and Tours Available for Urban Advantage Groups

- Biomes and Ecosystems (additional fees apply)
- Bugging Out
- City Safari
- Color Me Autumn
- Growing Together
- Healing with Plants: The Amazing Legacy of Dr. George Washington Carver
- Honeybees and other Pollinators
- Making Scents of Plants
- Plants and Animals
- Plants We Eat!
- Trees and Me
- What's in Bloom
- Wild Plants and the First Americans
- A Worm in the City
- Guided Garden Tour
- Sustainability Tour
- Self-Guided Tour (available April 1st through October 31st)

Please check our website at <https://queensbotanical.org/Education> for additional information about our programs, rescheduling, and cancellation policy.

Visit <https://queensbotanical.org/> for information about the Garden's address, directions, hours of operation, map, and Garden etiquette please.

For questions related to Urban Advantage, please contact Marnie Rackmill at mrackmill@queensbotanical.org.



Planning a Fieldtrip to the New York Hall of Science

UA Class Visit Admission Vouchers

- Admits up to 40 people per voucher (students, teachers, adult chaperones)
- Includes a 30-minute session in Design Lab **Design Lab session must be reserved at the same time that you are reserving your class visit date**

Optional Experiences (Additional cost with UA Vouchers; payment due **2 weeks before visit**)

Connected Worlds: 45 minutes. 40 person maximum. \$4 per child with Voucher.

Student Workshop: 45 minutes. 32 student maximum. \$200 per group, with Voucher.

Science Playground: 45 minutes. \$4 per child, one free chaperone with every 5 children with Class Visit Voucher.

3D Theater Experience: \$4 per person with Voucher.

Rocket Park Mini Golf: \$4 per person with Voucher.

Scheduling your class visit

1. To make a reservation for your class visit, please contact our **Group Reservations Department** at 718.699.0301 Monday-Friday, 9am-5pm. You **MUST** have your vouchers on hand when you are booking your class visit. You cannot book your class visit without your voucher numbers.
2. Reserve a 20-minute lunch, subject to availability.
3. Reserve a 30-minute session in Design Lab, which is open subject to availability.
4. Optional: book additional experiences.

Submitting your UA Class Visit Vouchers

5. After making a reservation, vouchers must be mailed to NYSCI and arrive **at least two weeks** prior to your class visit date. Please be sure to schedule your visit date accordingly. Vouchers that are not received in a timely manner will result in a cancellation of your class visit. Faxed vouchers will not be accepted.
6. Any mailed in vouchers not used on the scheduled visit date will be credited to that teacher to use during a future visit before the expiration date on the voucher. To claim this credit you will need to call our Group Reservations Department at 718.699.0301 no later than one month after the initial visit.

Planning For Your Visit

7. For all of the information, support, inspiration, and teacher guides you will need to take full advantage of everything New York's world-renowned hands-on science and technology center has to offer you and your students please use our website, <https://nysci.org>.

ELEMENTARY FIELD TRIP PROGRAMS AT THE NEW YORK BOTANICAL GARDEN

Bring curriculum concepts to life through our Children's Education programs at the Everett Children's Adventure Garden or through GreenSchool programs in the Enid A. Haupt Conservatory and on the Garden Grounds. For more information visit <http://www.nybg.org/files/SchoolTeacherGuide.pdf>. To register call 718.817.8181.

EVERETT CHILDREN'S ADVENTURE GARDEN OUTDOOR TOURS

Times: 10–11:15 a.m. or 11:45 a.m.–1 p.m.

Fall programs (September 28–November 17)

- Seed Dispersal
- Pumpkin Life Cycle
- Wetland Ecology

Winter/Holiday programs (January 30–March 16)

- The Winter Garden
- Evergreen Express (November 28–January 12 only)

Spring programs (March 22–June 15)

- Pollination
- Wetland Ecology

GREENSCHOOL IN THE ENID A. HAUPT CONSERVATORY: PLANT SCIENCE WORKSHOPS

Times: 10–11:30 a.m. or 11:45 a.m.–1 p.m.

Programs (offered all seasons)

- Amazing Plant Adaptations
- Flowers in the Life Cycle
- Life in the Rainforest
- Patterns of Plants
- The Water Cycle

GREENSCHOOL INDOOR GUIDED TOURS AT THE ENID A. HAUPT CONSERVATORY

Times: 10:15–11:15 a.m. or 11:30 a.m.–12:30 p.m.

Suggested program choices (offered all seasons)

- Grade 3: Plant Adaptations
- Grade 4: Plants in their Environment
- Grade 5: Exploring Ecosystems

GREENSCHOOL GUIDED OUTDOOR NATURE WALKS

Times: 10:15–11:15 a.m. or 11:30 a.m.–12:30 p.m.

Fall and Spring programs (September 28–November 17 and March 22–June 15)

- 50-Acre Thain Family Forest Walk
- Native Plant Garden Walk
- Sensory Walk

HOW TO REGISTER

Before You Call

Make sure you have the following information ready for registering when you call: 718.817.8181.

- Your UA Class Visit Admission Voucher number
- Name of the program/s you would like your students to attend
- Number of classes that will be attending the program
- List of multiple preferred dates in case your first choice is full
- Number of adult chaperones (see below)

Class Size and Special Needs

In order for students to have the best learning experience, combining classes is not allowed. Our class sizes are as follows:

- Grades 1–8: up to 32 students, 1 adult per 7 students
- Self-Contained Pre-K–8: up to 12 students, 1 adult per 2 students

The numbers of classes that can be accommodated vary by program. Please contact the registration office for details on bringing multiple classes: 718.817.8181.

Please share information with us about any special considerations to help ensure a successful field trip experience.

Before Arrival

You will be e-mailed a map with specific entrance and exit procedures for the school group entrance, the Everett Garden Gate. Please consult these materials before arrival. If your group is traveling on more than one bus, please make sure that a teacher on each bus receives this information. Please advise registration staff if you will be taking public transportation.

Arrival

Please arrive 15 minutes early to check in and get to your specific program location. All school buses should stop at the Garden's school group entrance, the Everett Garden Gate, located on Southern Boulevard across from Fordham University. From there, they will be directed to either disembark or proceed to a different location. Bus parking is not available within the Garden. However, there is street parking along Southern Boulevard. All programs will end at the originally scheduled time. Groups arriving more than one-half hour late will be cancelled. No refunds are available. School groups are not permitted to board the Tram.

Inclement Weather

Programs run rain or shine unless officially cancelled due to weather emergencies. Please have students dress appropriately for the weather. If you choose to reschedule, please call by 8:30 a.m.: 718.817.8181.

Accessibility

The Botanical Garden, its buildings, and its tour vehicles are accessible. Due to the Garden's varied topography, portions of the historic landscape may be inaccessible. In addition, sign language interpreters are available. Please notify the Registration office of any special needs at least 48 hours in advance of your visit.

Lunch

All school groups must bring lunches. There are no indoor lunch facilities. School groups are invited to eat in the Clay Family Picnic Pavilions located near the Everett Garden Gate. School groups are not allowed in the Garden dining facilities.



Bronx Zoo

A Wildlife Conservation Society Park

Planning a Field Trip to the Bronx Zoo

Each UA voucher can be used for a self-guided visit for up to 40 visitors, including chaperones and teachers. Parking is \$20 per bus, and is not included.

UA vouchers can be used for General Admission, plus admission to **one** of the following paid exhibits:

- *JungleWorld* (all year)
- *Wild Asia Monorail* (May - October)
- *Butterfly Garden* (April - October)
- *Congo Gorilla Forest* (April - December)

To book a self-guided visit using Urban Advantage vouchers:

1. Go to <http://bit.ly/UAProgramsatBZ> (case sensitive) and fill out the form to book your trip.
2. You will receive an email with a confirmation letter attached.
Bring your confirmation letter and voucher with you when you visit the Zoo.
3. Have a wonderful day at the Bronx Zoo!

PLEASE NOTE: General Admission to the Bronx Zoo is available to all New York City public school groups **free of charge**; you do not need to use your UA voucher for a General Admission self-guided visit, unless you would like access to one of the paid exhibits listed here.

To book a self-guided visit without using Urban Advantage vouchers:

Please visit our Group Sales field trip page at <http://bronxzoo.com/field-trips>. Then contact Group Sales to make your reservation by emailing wcsgroupsales@wcs.org or call 1-800-433-4149, press 1 for the Bronx Zoo, then press 1 for self-guided trips.

If you have any questions about booking your trip, please contact Devin Pedone at urbanadvantage@wcs.org or 718-220-8612.

Planning a Class Trip To Brooklyn Botanic Garden: UA Elementary



UA Elementary Class Visit Voucher = Exploration Workshop

Urban Advantage Teachers can turn their class field trip into a rich learning experience at Brooklyn Botanic Garden throughout the school year (Winter too!) by redeeming UA Class Visit Vouchers for one of our **Exploration Workshop Programs**.

Each Exploration Workshop Program includes:

- Hands-on exploration of plants
- A tour of the Garden's plant collections on the grounds and/or Conservatory
- Potting-up in our greenhouse: each student will propagate and take home a plant
- Classroom resources: a set of books to support students' learning about plant science after the program and a special plant for the classroom
- Post-visit activities to extend Garden learning

Choose one of the following curriculum topics:

- *Ecological Explorations (grades 2 – 8)*
- *Exploring for Plants We Use (grades K– 8)*
- *Sensory Explorations (grades pre-K – 2)*
- *Exploring Trees (grades pre-K – 5); Available October – February*
- *Flower Explorations (grades pre-K – 5); Available March – June*

Schedule your class for an Exploration Workshop Program

Programs are scheduled October – Early June; Tuesday through Friday mornings

Registration for October – February: Begins September 5, 2017

Registration for March – June: Begins January 2, 2018

To Register: 718-623-7220; Registration Staff will ask you for your UA Voucher Number.

Questions about Exploration Tours? Contact Barbara Kurland at bkurland@bbg.org or call (718) 623-7235.

Another way to visit BBG! 

Self-Guided School Visits to Brooklyn Botanic Garden

School groups are admitted **for free** when the Garden is open – no UA Voucher is needed.

Teachers must **register in advance** for these self-directed visits here:

<http://www.bbg.org/learn/schools>

Preregistered groups receive an admission pass for entry to the Garden grounds and Steinhardt Conservatory and priority admission to the School Lunch Area, open seasonally.

Planning a Self-Guided Field Trip to BBG:

- **Visit the Garden yourself**, using your UA Teacher Voucher. Map out the locations of the plant collections you will visit, identify the entry gate your class will use (dependent upon how your class travels – via school bus or public transportation or on foot – to BBG), and where restrooms and lunch area are located along your route.

Look at the map to begin to plan: <http://www.bbg.org/collections/gardens>

- **Visit in all seasons!** The *Steinhardt Conservatory* is an indoor setting where you and your students can explore tropical, desert, warm temperate and aquatic plants as well as the *C. V. Starr Bonsai Museum*. The *Visitor Center* provides interactive exhibits to learn about the history of the Garden, some special features of the plant collections, and how to read the plant labels.

Note: **Garden grounds open at 8:00 am on weekdays (10:00 am December-February); the Conservatory and Visitor Center open at 10:00 am on weekdays.**

- **Ask us for help*!** We will be glad to help you with your self-guided trip pre-planning.

Check our website to learn more about these offerings that support science learning for UA teachers and students at the garden: http://www.bbg.org/learn/teachers_and_schools

***Questions about Guided School Programs or Self-Guided school Visits?**

Contact Barbara Kurland, at bkurland@bbg.org or call (718) 623-7235.



Planning a Field Trip to the American Museum of Natural History

A successful UA Class Field Trip begins much in the same way an effective lesson plan does—with careful planning!

Ideally, if you can visit the Museum prior to your class trip to feel more comfortable and familiar with the exhibition halls and specific destinations you want to focus on with your students, your trip will be productive and more aligned with your classroom curriculum. One or two focused destinations is recommended.

If you're unable to visit the Museum prior to your class trip, then check out <http://www.amnh.org/plan-your-visit/plan-a-school-group-or-camp-group-visit> for exhibits, show times, and directions to the Museum.

Aligning your trip to the Museum and your curriculum is critical to the overall experience and success of your visit. The Museum offers online resources for specific grade levels and content and these resources can be found at <http://www.amnh.org/learn-teach>. Here you will also find educator guides that have activities, programs, and other information.

Before you call Central Reservations to book your trip, view or download the Reservation Worksheet from <http://www.amnh.org/plan-your-visit/plan-a-school-group-or-camp-group-visit/getting-started>. This prep work will help expedite your call.

- Central Reservations can be reached at 212-769-5200.
- Inform Central Reservations that you are an Urban Advantage teacher and have a UA Class Visit Admission Voucher. Have your voucher with you when calling as you will need your voucher numbers.
- **The Museum provides free admission to all New York City public school classes; this includes all temporary exhibits and exhibit halls. If you are not planning on the planetarium space show or the IMAX, you will not need to use a UA voucher.**
- Your UA Class Trip Voucher gives you ADDITIONAL access to the opportunities below (regularly an additional charge):
 - The IMAX
 - The Planetarium Space Show

Tips for booking your trip:

- o **When possible, book your field trip at least 5 weeks in advance.** If you have changes (new field trip date, reduction/increase of reservation numbers, or cancellations), please call Central Reservations at least 14 days before your visit to make the change.
- o Please call 212-769-5100 or view AMNH.org for any Hall closing before coming to the Museum.
- o When making your reservation indicate whether you will be coming by BUS or by subway.

Questions? Go to <https://myua.amnh.org> and use the “Contact Us” button to submit a help request.

Think of your trip to the Museum as a “scientific expedition!” and the Museum as your “classroom” for the day. Have students search and find, take journal notes, sketch or draw specimens and objects, create narratives, work in pairs or teams, build on interpretive and observation skills, and ask students to reflect and share what they’ve learned.

Certificate For Free Transportation

Conditions of Use on Reverse Side

SECTIONS A&C - To be completed by agency.

SECTIONS B&D - To be completed by Station Agent at station of entrance (Agent will detach and return right side of form to agency).

SECTION E - To be completed by Station Agent for return trip and remitted to Money Room.

This certificate entitles the holder to free transportation at any subway station of the New York City Transit System and Staten Island Railway, for date shown below.

Section A Agency to complete prior to entrance of station for outbound trip.

Organization:			
Children:	Attendants:	Date:	Time:
Destination of Group:			

Section B Station Agent to complete at station for outbound trip.

Station Agent:	Pass#:	Booth:
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This certificate is valid Mon - Fri 9 a.m.-4 p.m. and 7 p.m.-11:30 p.m. and Sat-Sun 9 a.m.-11:30 p.m. (including Holidays).

Program ID Card Required

Program ID#



Certificate For Free Transportation

Section C Agency to complete prior to entrance of station for outbound trip.

Organization:	Program ID #:	Date:	
Destination Of Group:		Home Station:	Phone #:
Group Leader:	Executive (Print Name):	Executive Signature:	Title:

Section D Station Agent to complete at station of entrance for outbound trip.

Number of Children:	Number of Attendants:	Total Passengers:	
Division:	Station Agent:	Pass Number:	
Booth:	Station:	Date:	Time:

Section E Station Agent to complete at station of entrance for return trip.

Number of Children:	Number of Attendants:	Total Passengers:	
Division:	Station Agent:	Pass Number:	
Booth:	Station:	Date:	Time:

Station Agent will count passengers, permit entry through gate, and completely fill out all corresponding section(s). The number of certificates received daily must be recorded on the Remittance Report under Authorized Free Certificates. The certificates must be attached and transmitted with daily receipts to the Money Room.

Not For Use On Buses
Program ID Card
Required



Certificate Number:
No. [Redacted]

Certificate For Free Transportation

Conditions of Use:

- Program ID Card required.
- Each certificate is valid for no more than forty (40) children and four (4) adults, and not less than five (5) children and one (1) adult. The ratio is ten (10) children to one (1) adult.
- Adults wishing to travel with the group that fall outside of the 10 to 1 ratio must pay the full current fare.
- Certificate is valid Monday - Friday 9:00 a.m.-4:00 p.m. and 7:00 p.m.-11:30 p.m. and Saturday - Sunday 8 a.m.-11:30 p.m. (including Holidays).
- Certificate is valid at any subway station of the New York City Transit System and Staten Island Railway.
- Certificate is **NOT** valid on buses.
- Certificate can not be copied or altered in any way. Use of this certificate without proper authorization is a violation of Transit Authority rule NYCRR Section 1050.4 and 1050.10 which carries a fine of \$100.
- Agency must provide all information requested in Sections A & C prior to entrance of station for outbound trip.
- Each agency participating in the Certificate For Free Transportation Program is responsible for compliance with all program guidelines and can be denied entry to the subway system or have travel privileges suspended in the event that any guideline is violated.

Department of Youth and Community Development

156 Williams Street
New York, NY 10038
1-800-246-4646 (Inside NYC)
212-227-4005 (Outside NYC)
www.nyc.gov/dyced



Courtenaye Jackson-Chase
General Counsel

FAQs Regarding School Trips

1. What Regulation governs school trips?

Chancellor’s Regulation A-670 sets forth the rules and procedures governing school trips for students in the school system. The regulation provides guidance for planning and executing field trips for students, and outlines the responsibilities of Superintendents, principals and staff. It also clearly establishes defined supervisory ratios and rules for handling emergencies. Please refer to the website attached for the full text of Chancellor’s Regulation A-670: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/109108/A67081811FINAL.pdf>

2. What is the purpose of a School Trip?

School trips should have an educational purpose or support learning outcomes. A trip that is celebratory in nature (e.g., senior class trip) should only be approved if the students plan on fundraising to participate in the trip. Trips should not be cost-prohibitive and should aim to include as many students as possible. Trips should not be approved if there are not a sufficient number of students interested in the school trip since the purpose of a school trip is for students to engage in an educational trip with their peers. (E.g., A school trip to Europe in which only 3 or 4 students are scheduled to participate generally is not acceptable.)

3. What is considered a DOE Sponsored School Trip?

School trips organized by special programs within the school (e.g., clubs) or trips that are planned by the school are DOE sponsored school trips and therefore must comply with Chancellor’s Regulation A-670. When a trip is sponsored by a parent association or an outside group such as a community based organization that has a relationship to the school, the principal should consult with his or her Senior Field Counsel to determine whether the trip is a DOE trip or whether it is an independently run trip. For example, if a community based organization that works with the school during the day/after school is organizing a trip, to determine whether that trip constitutes a DOE sponsored school trip, the principal should look to the following factors:

(a) what is the purpose of the trip, does it support the curriculum/purpose of the school or is it simply a travel opportunity, (b) what involvement does the DOE have in planning the school trip, and (c) are there any DOE staff members chaperoning the trip?

If the trip is an independently run trip, parents must be advised in writing that the DOE is not sponsoring the trip and therefore is not responsible and will not be providing supervision.

4. What are the Requirements for Trips Sponsored by Non-DOE Organizations?

All DOE personnel involved in a DOE trip sponsored by a non-governmental entity, such as a community based organization or other organization that is offering to pay for his/her travel and/or lodging, must complete the “Travel Related Expenses Paid for by Non-Government Entities” form. Principals must sign the form for school staff and Superintendents must sign the form for Principals. An agenda must be attached to the form and then the form must be sent to the DOE Ethics Officer for review. The form should be filled out as much in advance as possible, but at minimum, at least 3 weeks before the trip. Accepting travel and lodging in these circumstances is considered a gift to the City. Please be advised that this form must be filled out in addition to any other forms that are required for travel and all DOE personnel must receive approval from the DOE Ethics Officer before attending the trip. See the form at <http://schools.nyc.gov/NR/rdonlyres/8670218B-20FF-49E2-BDFF-CE0B8F9D3A94/0/TravelRelatedExp.pdf>

For non-DOE or independently sponsored trips through community based organizations, offers to pay for travel and/or lodging, or any offers of stipends, are considered either compensation and/or a gift to the employee, and therefore cannot be accepted. The DOE may be able to apply for a conflict of interest waiver in very limited circumstances. Please contact the DOE Ethics Officer for further guidance

5. How many Chaperones do you need on a School Trip and Who may serve as a Chaperone?

All school trips require appropriate supervision as set forth in Chancellor’s Regulation A-670. Principals should designate a licensed teacher, assistant principal, or other supervisor participating in the trip as the individual with overall responsibility for the trip. There must be supervision of students at every stage of a school trip.

Principals must ensure that the ratio of staff and adults to students on a school trip is appropriate given the type of trip, the age of students, and type of activities.

Type of Trip	Elementary School	Middle School	High School
Routine Day Trips within NYC ¹	1 staff member + 2 additional adults for up to 30 students. For each additional 10 students, an additional adult is required.	1 staff member + 2 additional adults for up to 30 students. For each additional 15 students, an additional adult is required.	1 staff member + 1 additional adult for up to 30 students For each additional 15 students, an additional adult is required.
One day out-of-the-	2 staff members+ 1	2 staff members+ 1	2 staff members+ 1

¹ If a trip involves swimming please see question number 13 for more information on the number of chaperones needed.

city or overnight trips	adult for up to 30 students. For each additional 10 students, an additional adult is required.	adult for up to 30 students. For each additional 15 students, an additional adult is required.	adult for up to 30 students. For each additional 15 students, an additional adult is required.
International Trips		2 staff members + 1 other adult are required for up to 15 students. For each additional 10 students participating, an additional adult is required.	2 staff members + 1 other adult are required for up to 15 students. For each additional 10 students participating, an additional adult is required.

All schools trips must have one teacher or supervisor present on the trip. If a trip requires a second staff member, that staff member may be a member of the instructional staff, a paraprofessional, a school aide, a guidance counselor, or a parent coordinator. The other chaperones on the trip must be parents of students attending the trip. The term “parent” means the student’s parent(s) or guardian(s), or any person(s) in a parental or custodial relationship to the student, or the student, if he/she is an emancipated minor or has reached 18 years of age.

The term parent does not include adults who are not in a custodial relationship with the student. For example, a parent’s friend or boyfriend, or a parent’s adult child, or a parent of a student on another school trip may not serve as chaperones on a school trip.

6. Who may come on a School Trip?

As described above, parents may attend a school trip as a chaperone. It is a violation of Chancellor’s Reg A-670 for relatives of DOE personnel to be involved in or otherwise affiliated with school trips. Thus, a parent may not bring other siblings or family members along on the trip, even if the sibling is an adult. A staff member may not bring his or her spouse or boyfriend/girlfriend, other family members, or child on the school trip. School trips are for students only and staff members/parents who are acting as chaperones.

Additionally, involving relatives may also violate the New York City Conflicts of Interest Law and Chancellor’s Regulation C-110 on Conflicts of Interest. City employees cannot use their city position to benefit themselves or family members. Therefore, as these school trips are often offered at a discounted rate for adults and/or are not otherwise available to the general public, it is a potential conflict for a DOE employee to include a family member on the trip. Violators may be reported to the Special Commission on Investigations for possible conflicts of interest violations.

7. When can Payment be made or Tickets Purchased?

All school trips must be approved in advance by the principal before payment may be made or tickets are purchased. International trips must be approved by the Superintendent. There will be no exceptions to this rule. Trip organizers may not purchase tickets or move ahead with scheduling the trip until they have received explicit approval from the principal or in the case of international trips approval from the Superintendent to move forward. No school should enter into an agreement with a tour company or make any payments for travel until the trip has received approval.

All trip proposals must be submitted well in advance of the anticipated date of the trip. For domestic trips, it is recommended that required information be submitted to the principal 6 weeks in advance of the trip. In cases involving international trips, it is recommended that first round approval information be submitted to the Superintendent 12 weeks in advance and then all required information in round 2 of approval should be submitted at least 6 weeks in advance.

Trips will not be approved by the Principal or Superintendent unless the trip has the correct number of chaperones as described above.

8. What information must a Trip Organizer Submit to a Principal when proposing a DOE School Trip?

First, the trip organizer must describe in detail the purpose of the trip, which must be educational in nature, and the reason for the trip (i.e., is it a celebratory trip, or is it a trip that is sponsored by a club or group within the school) in a document to the principal. The trip organizer must project how many students he or she anticipates will participate in the trip and the number of chaperones who will attend the trip. Principals must determine whether the trip as proposed meets the guidelines for a DOE sponsored school trip (i.e., will the trip include the correct number of chaperones to students and is the trip educational?). Principals should check to see whether the trip will be organized by an outside entity and whether that entity is reputable. Principals should determine whether the trip will be cost prohibitive and therefore will not involve a large number of students.

If after reviewing all the information, the principal determines that the trip should be approved, then the trip organizer should submit a Trip Plan in accordance with Chancellor's Regulation A-670. See Attachment 1 to Chancellor's Regulation A-670. That information should be reviewed by the Principal to determine whether there will be adequate supervision on the trip and whether proper transportation will be used to and from the trip. The trip organizer and Principal must also ensure that all parents sign the parent consent form as attached to Chancellor's Regulation A-670. Furthermore, the trip organizer and Principal must ensure that all students sign the student declaration form as attached to the regulation.

9. What information must a Trip Organizer Submit to the Principal and Superintendent when proposing an International Trip?

There are two steps that trip organizers must be aware of when proposing an international trip.

I. Approval from Principal

- a. Similar to domestic trips, international trip organizers must describe in detail the purpose of the international trip, which must be educational in nature, and the reason for the trip (i.e., is it a celebratory trip, or is it a trip that is sponsored by a club or group within the school). Trip organizers must project how many students they anticipate will participate in the trip.
- b. Principals must determine whether the trip as proposed meets the guidelines for a DOE sponsored school trip. Principals should check to see whether the trip will be organized by an outside entity and whether that entity is reputable. Principals should determine whether the trip will be cost prohibitive and therefore will not involve a large number of students.
- c. Principals should check to see whether there are any travel advisories in place regarding the destination country.
- d. If, after reviewing all the information, the principal determines the international trip should take place, the principal must submit the proposal to the Superintendent for approval well in advance of the trip.
- e. Trip organizers may not move ahead with planning the trip until the trip receives **final approval** from the Superintendent. Therefore no tickets may be purchased at this point, nor may the school enter into a contract with any outside entity for the purpose of going on this trip until the Superintendent's approval is received.

II. First Round Approval from the Superintendent

- a. Principals must submit a detailed trip itinerary to the Superintendent, along with a statement explaining the educational purpose of the trip, the number of students who are likely to participate in the trip, and the cost of the trip and any fundraising ideas associated with the trip.
- b. Superintendents should review the proposal to determine whether the international trip meets the guidelines of Chancellor's Regulation A-670. Among the questions that should be asked when considering the proposal:
 - i. Why are students traveling to the destination country? Is it educational or celebratory in nature?
 - ii. Is the trip cost-prohibitive and therefore will only a small number of students participate in the trip?
 - iii. Will the students fundraise in order to participate in the trip?
 - iv. How many students are likely to attend the trip?
 - v. Who will be organizing the trip? Outside entity? Is it reputable?
- c. Senior Field Counsel is available to consult with the Superintendent about the proposal.

III. Second Round Approval from the Superintendent

- a. Once a school receives first round approval from the Superintendent, the school may begin to plan the international trip and distribute information regarding the trip to students.
- b. The trip organizer should complete the Trip Plan which is attached to Chancellor's Regulation A-670. Principals should review the Trip Plan to ensure it is complete and that the trip meets the regulation's guidelines.
- c. Principals must check the following information:
 - i. Check to see whether an appropriate number of students are anticipated to participate in the trip. If not, the trip should be cancelled.
 - ii. Check to see whether there are an appropriate number of chaperones. Refer to section above on chaperones to determine whether the criteria has been met. If there are not enough chaperones, immediate steps must be taken to find additional chaperones.² 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.
 - iii. Check all passports for students attending the trip to ensure that students' passport do not expire before the trip or during the trip. Check whether students need visas to enter the country, including whether non-US citizen students need visas. If a student does not have the appropriate visa, the student cannot participate.³
 - iv. Check for trip advisories on the U.S. State Department's website and Center for Disease Control's website prior to submitting a proposal. If there is an advisory and you choose to go forward with the proposal, please advise parents that there is an advisory in place. Parents must sign a consent form agreeing to allow their child to participate in the trip despite the travel advisory.
 - v. Check if any immunizations are required in the country where students will be traveling. If immunizations are required, students must sign a consent form indicating that they have received the required immunizations. Senior Field Counsel will help with revising the consent form.
- d. The following information must be submitted to the Superintendent:
 - i. Information about each student participating in the trip and signed permission forms.
 - ii. Trip itinerary including all transportation detail.

² As explained in Question 16, waivers will only be granted in exigent circumstances.

³ Some countries have more stringent rules that require that a passport not expire within 3 months of the time of travel. Check each country's website for further information.

- iii. An explanation of who each chaperone is. (i.e. a teacher, parent, staff).
- iv. Copy of each travelers' passport and any necessary visas.
- v. Insurance information including health insurance for each participant per Chancellor's Regulation A-670 (this must be international insurance valid in the countries students are visiting).
- vi. International phone numbers of chaperones (in case of emergency).
- vii. Emergency contact sheet for all students and chaperones.
- viii. Letter to parents indicating whether or not travel advisories are in effect. If an advisory is in effect, each parent must sign the letter sent by the principal indicating they are aware of the advisory and that they are permitting their child to travel despite the advisory warning. Each student's signed letter must be included in the binder submitted.
- ix. Signed declarations from all adult chaperones indicating that they have read and are familiar with A-670 and that they will follow all school rules and Chancellor's Regulations while on the trip including no alcohol consumption; this includes parent participants.
- x. Letters to families explaining the purpose of the trip as well as information from parent meetings including sign in sheets, agendas, and other materials/information distributed to parents.
- xi. Signed consent forms per regulation.

10. What steps must be taken when School Requests Approval for an International Homestay?

Although Chancellor's Regulation A-670 does not specifically include reference to homestay programs, more and more schools are participating in homestay programs. A superintendent may permit a homestay program, but the principal of the school participating in the homestay must advise parents that given the nature of a homestay program, supervision of the students will be limited. Principals/Superintendents should speak to their Senior Field Counsel about the homestay because the permission slips for such a trip must be adjusted to reflect the trip and homestay.

As described above, homestay programs require the same number of chaperones as other DOE school trips. All chaperones must stay in the same city as the students who are participating in the homestay and chaperones should not travel outside of the local city or town where the students are located for the homestay, unless it is a group trip with all students involved. Chaperones must be present and available for all students who participate in the homestay program. The principal must ensure that at least one of staff members accompanying students on an international trip carries a phone with international service. That staff member should distribute contact information to students prior to leaving for the homestay so that students will be able to easily contact him or her should there be a problem. Principals should advise chaperones on a homestay trip to check in frequently with all students.

Each principal must send the superintendent a detailed letter about how the relationship with the host school has been established, as well as how the host families have been vetted. The information submitted to the Superintendent must also include a list of host families, contact information for each host family, and names of students staying with the host family. The school should also submit all of the information that is described above in the international school trips section.

11. What if a School Trip involves more than One School?

Schools may organize a trip that involves more than one school, and may combine chaperones from both schools to meet the ratios of appropriate chaperones to students per Chancellor's Regulation A-670, but in such cases parents must be notified and there must be adequate supervision provided at all times.

12. What types of Activities are permitted on School Trips?

If a school trip involves activities that require protective gear, students must wear it. For example, students who go horseback riding, skiing, biking, or kayaking must wear helmets. Students who participate in water activities must wear a life jacket. Where a trip involves activities with inherent risks (e.g., swimming, horseback riding, skiing, ice skating, use of physical fitness equipment) the principal/designee must ensure that there is appropriate adult supervision while the student engages in the activity.

Consent forms must identify activities with inherent risks (e.g., swimming, horseback riding, ice skating, use of physical fitness equipment) that students will engage in on the trip and must contain specific requests for parent permission to engage in those activities. If medical pre-clearance is required for a student to take part in the trip and/or participate in certain activities, it must be obtained in advance of the trip.

13. What if a School Trip Involves Swimming?

Prior to approving a trip in which swimming will be involved, the principal/designee must ensure that a lifeguard will be on duty at all times students are permitted to swim. No swimming may be permitted unless there is a lifeguard on duty.

Additional Requirements for Swimming and Water Based Activities

a. Ratio of Staff to Students for Swimming and Water Based Activities

If students will be swimming or will participate in water based activities (e.g., rowing, kayaking) the following ratios must be used:

1. For elementary and middle school students, at least two (2) staff members and two (2) adults are required for up to thirty (30) students.
2. For high school students, at least two (2) staff members and two (2) adults are required for up to thirty (30) students.
3. With respect to the staff member(s) noted above, one **must be a teacher or supervisor**. The other staff member may be a member of the instructional staff (e.g., teacher, dean, guidance counselor, social worker)

or a paraprofessional or school aide.

4. The other two (2) adults noted above may be parent volunteers or members of the instructional staff (e.g., teacher, dean, guidance counselor, social worker) or paraprofessionals or school aides.

5. At the elementary level, for each additional ten (10) students, two adults are required. At the middle and high school levels, for each additional fifteen (15) students, two additional adults are required.

b. Students may only be permitted to swim when a lifeguard is on duty. The lifeguard must be on duty the entire time that students are swimming.

c. Students who participate in water based activities other than swimming such as kayaking, tubing or rowing must wear a lifejacket at all times.

d. For international trips, the principal/designee must ensure that there is adult supervision appropriate to the activities in which the students engage.

14. What types of transportation may a School use?

Schools may use any of the following means of transportation:

1. Public transit systems (e.g., subways, buses);

2. Registered commercial airlines;

3. Intercity buses or transit systems (e.g., Amtrak, Greyhound); and/or

4. Private authorized buses, including school buses, as set forth below:

a. Any vehicle utilized to transport students must comply with all federal, state, city, and Department of Education rules and regulations for the transport of students. This shall include, but is not limited to, standards established for vehicles, drivers, insurance, and companies. The Office of Pupil Transportation must be contacted to obtain a list of companies which provide service in compliance with these standards.

b. To request a bus for a school trip from the Office of Pupil Transportation, please contact the Field Trip Unit at 718-784-3313. This unit sends information to all schools prior to the start of each school year about the procedures for obtaining buses for trips. Please refer to these procedures when requesting bus service from the Office of Pupil Transportation.

c. Students may not be transported to or from the trip site on an unauthorized or private vehicle.

15. When are yellow school buses mandated for DOE school Trips?

The use of yellow school buses is absolutely mandated only when a particular leg of the trip begins and/or ends within New York City. If a particular leg of a school trip begins and/or ends in a remote location, then a yellow school bus is preferred, but not mandatory, especially if a yellow school bus is not readily available or would add substantially and unnecessarily to the cost of the trip.

For instance, if a school organizes a trip that involves flying to another city and the trip will include lodging at a national chain hotel that provides courtesy van/bus service to and from airports as part of the room rate package, then it is acceptable to use the courtesy van/bus for

pupil transportation from the airport. But, the school must obtain information about the qualifications and licensing requirements that the hotel has for its drivers (and must ask to see the vehicle operator's driver's license when reaching the vehicle) and the automobile liability insurance that the hotel maintains for its vehicles. If the information provided is unacceptable, the school must arrange for a local school bus company in the region of the airport to provide transportation to and from the hotel and to other destinations.

Schools should use yellow school buses to travel to and from NYC airports.

16. When will the DOE issue a Waiver in regards to Chancellor's Regulation A-670

All schools must follow protocol in Chancellor's Regulation A-670 when organizing a trip. Waivers will be issued only if there are extenuating circumstances.

17. Who to Contact When You Have Questions?

Questions about domestic trips should be directed to the Network. It is recommended that schools submit their trip plans to their Network for review when trips involve air travel, hotel stays or higher risk activities such as swimming, zip lining etc. Questions about international trips should be directed to the Superintendent, and require advance approval from the Superintendent.

Urban Advantage Class Trip Guidelines

An electronic version of this document with live links can be found at www.urbanadvantagenyc.org.

1. Please check and follow your school trip procedures before planning your UA class trips. In the absence of such procedures, you should refer to [Chancellor's Regulations A-670](#), which were given to you in your UA teacher binder and can be found at www.urbanadvantagenyc.org under the Teacher Tab. You may follow these guidelines below.
2. All UA class trips should be approved by your principal and assistant principal or department supervisor **at least two weeks in advance**. The trip approval form from your school or [Chancellor's Regulations A-670](#) must be completed and signed by the coordinating teacher, department supervisor, and the principal before making any reservations. Please refer to our UA partner institution information on how to make reservations including any special instructions in our UA teacher binder. This information can also be found in the Vouchers and Trips section under the Teacher tab at www.urbanadvantagenyc.org.
3. Before planning your UA class trips, please speak to your department supervisor or principal to discuss the nature of your UA class trips. All UA class trips are to be curriculum-based and of an educational nature. Suggested pre- and post- trip activities may be obtained from our UA partner institutions. This should be done **at about two months in advance** of the trip dates. Planning cross-content trips is suggested if you need to take large groups of students.
4. After your UA class trip approval, please obtain and complete transportation forms ([school buses or public transportation passes](#)) from your main office. Sample copies are in our UA teacher binder. UA only provides school buses for UA family field trips. If you wish to travel to an institution farther from your school, please consider using a school bus one way and using public transportation for the return trip. If you choose this option, be sure to have the proper consent from each student's parent or guardian.
5. If you wish to take school lunches for your students, please complete a school field trip meal request form from your main office. It must be signed by your principal and submitted to the kitchen at least two weeks prior to the UA class trips. If no school form is available, please ask your principal to contact your [School Food District Supervisor](#).
6. Please distribute and collect all signed parent or guardian class trip consent forms from [Chancellor's Regulations A-670](#) and keep these forms on file. You should bring a copy of these forms with you. Please communicate to the parents or guardians the intended mode of transportation, costs, provisions for meals, whether the class will leave before school hours or return after school hours, etc.
7. Please make sure that the UA class trip is included in your school's calendar of events. UA class trips should not be scheduled around the time of standardized testing and parent-teacher conferences without the prior approval of your principal. UA class trips should not be scheduled in June.
8. Please bring and share with your chaperones the attendance sheet and emergency contact information of your students on your UA class trips. An attendance sheet of the students attending the trip must be given to someone designated by the principal in your main office on the day of the trip. As required by [Chancellor's Regulations A-670](#), please plan to have the required ratio of one adult to ten students for adequate supervision for the trips. Also, you should have the cell phone numbers of your school bus driver (if using a school bus) and chaperones for constant communication. Chaperones should have your cell phone number and a list of their students.
9. Please inform someone designated by your principal in your main office when you and your students arrive at your destination and also when you and your students are ready to return. All trips must occur during school hours unless prior approval from your principal has been obtained.
10. Please note where the students who are not going on the UA class trip are being held. Please consult with your dean and department supervisor in deciding where to place these students. You must account for all students.
11. Please consult your department supervisor on making arrangements and leaving assignments for your covering teachers.
12. Please do not release your students early from your UA class trips. They are your responsibility (and must be actively supervised) until the dismissal time. In the event of a medical emergency, please call 911 immediately and then your main office. For a non-medical emergency, please contact your main office first and then call 911.
13. If you have any questions about these guidelines, please contact John Tom at JTom3@schools.nyc.gov.