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Principal Shauntina Kerrison

NYC DOE School Trip Policy for Parents (Adapted for Goldie Maple Academy Campus)

Purpose:
School trips are designed to enhance the educational experience by providing students with opportunities to observe, explore, and engage in hands-on learning outside the classroom.

Types of Trips:

1. **Day Trips:** Short trips within the city or nearby areas.
2. **Overnight/Extended Day Trips:** Trips that require overnight stays.
3. **International Trips:** Trips outside the country.

Parent Responsibilities:

1. **Consent Forms:** Parents must complete and return the Parent Notification/Consent Form for each trip. Forms are available in multiple languages.
2. **Emergency Contact Information:** Provide up-to-date emergency contact information.
3. **Medical Information:** Inform the school of any medical conditions, allergies, or medications required by the student.
4. **Behavior Expectations:** Discuss appropriate behavior and expectations with your child before the trip.

Chaperone Requirements:

1. **Volunteer Chaperones:** Parents may volunteer as chaperones. Chaperones must adhere to school policies and guidelines.
2. **Supervision Ratios:** Ensure a minimum adult-to-student ratio is maintained for adequate supervision.

Dos for Chaperones:

- **Arrive on Time:** Be punctual for all activities and meetings.
- **Participate:** Join in all trip activities and interact positively with students and staff.
- **Be a Role Model:** Show respectful and responsible behavior.
- **Be Adaptable:** Be ready to help with any changes in the schedule.
- **Maintain Confidentiality:** Respect students' privacy.
- **Follow Rules:** Make sure students follow trip rules.
- **Report Issues:** Inform trip organizers about any concerns.

Don'ts for Chaperones:

- **Don't Leave Group:** Never leave your assigned group unattended.
- **Don't Discuss Sensitive Information:** Keep student information private.
- **Don't Use Inappropriate Language:** Avoid bad language or behavior.
- **Don't Ignore Distress:** Pay attention to any signs of distress among students.
- **Don't Deviate from Schedule:** Stick to the planned schedule unless approved.
- **Don't Get Distracted:** Avoid using cell phones and other electronics that could distract you from your supervisory duties.

Safety and Emergency Procedures:

1. **Risk Assessment:** Trips will be assessed for potential risks, and plans will be in place to manage emergencies.
2. **Insurance:** Verify if additional insurance coverage is needed for the trip.
3. **Emergency Plans:** Schools will have documented emergency management plans for various situations.

Financial Considerations:

1. **Fundraising:** Trips that are celebratory in nature may require fundraising efforts by students.
2. **Cost Management:** Trips should not be cost-prohibitive and aim to include as many students as possible.

Transportation:

1. **Approved Transportation:** Use school-approved transportation methods. Guidelines will be provided for using transportation companies or parent-provided transport.

Documentation and Approvals:

1. **Required Forms:** Ensure all required documentation and forms are completed and submitted on time.
2. **Approval Process:** Trips must be approved by the school administration and comply with Chancellor’s Regulation A-670.

Post-Trip Evaluation:

1. **Feedback:** Parents and students may be asked to provide feedback on the trip to help improve future trips.

Key Points from Chancellor's Regulation A-670:

Objectives:

- School trips should provide hands-on learning experiences and be an extension of the curriculum.

- Trips must be educational or appropriately celebratory.
- The principal is responsible for the safety of all participants.

Planning and Logistics:

- **Approval:** All trips must be approved by the principal. International trips require additional approval from the Superintendent.
- **Trip Plan:** A detailed Trip Plan must be prepared, including itinerary, medical needs, transportation,lunch requests and emergency plans.
- **Documentation:** Ensure all participants have the necessary travel documents, especially for international trips.
- **Medical Needs:** Plan for students' medical needs and emergencies, including carrying first aid kits and emergency contact numbers.
- **Swimming:** Trips involving swimming require a lifeguard on duty at all times.

Fees:

- Fees should not be excessive, and students should not be excluded due to inability to pay. Schools may assist students in financial need.

Parental Notification and Consent:

- Parents must be notified in writing and provide consent for each trip. Consent forms must identify activities with inherent risks and require specific permission for those activities.

Supervision:

- Designate a licensed teacher or supervisor with overall responsibility for the trip.
- Maintain appropriate supervision ratios at all times.
- Ensure protective equipment is provided for activities with inherent risks.

Transportation:

- Use approved transportation methods, including public transit, registered commercial airlines, and authorized buses.
- Students with transportation needs on their IEP or Section 504 Plan must be accommodated.

Insurance and Indemnification:

- Facilities visited must have liability insurance. Emergency medical group insurance is required for international trips.
- Contact the Senior Field Counsel for questions regarding insurance and indemnification.

Liability:

- DOE staff and authorized volunteers may be entitled to legal representation and indemnification for acts within the scope of their duties.

Emergency Procedures:

- Procedures for missing students and illness/injury must be followed, including notifying authorities, school administration and parents.

Waiver:

- The Chancellor or their designee may waive any portion of this regulation if deemed in the best interests of the NYC school district.

Inquiries:

- Direct inquiries to the appropriate Superintendent Team.

Scholars have rights and responsibilities as outlined in NYC Citywide Discipline Code (Student Bill of Rights). Below is a summary of those rights and responsibilities. A more detailed account is available for families upon request or by visiting your child's google classroom.

Summary of Student Responsibilities

Responsible behavior by students supports their rights and helps create a positive school environment. Violating these responsibilities may lead to disciplinary actions according to the Discipline Code. Accepting responsibility and exercising rights allows students to better serve themselves and society.

Students have a responsibility to:

- Attend School: Regularly and on time, striving to achieve in all areas of education.
- Be Prepared: Bring appropriate materials and maintain textbooks and school equipment.
- Follow Regulations: Adhere to rules for entering and leaving the classroom and school building.
- Maintain Safety: Help keep the school free of weapons, illegal drugs, controlled substances, and alcohol.
- Behave Appropriately: Contribute to a safe learning environment and respect others' right to learn.
- Share Information: Inform school officials about matters that may endanger the health and welfare of the school community.
- Respect Others: Treat everyone with dignity and equality, avoiding conduct that infringes on others' rights.
- Respect Property: Show respect for school property and others' belongings.
- Be Polite: Be courteous and respectful to everyone, regardless of age, race, creed, color, gender, identity, religion, national origin, weight, citizenship status, sexual orientation, condition, disability, marital status, and political beliefs.
- Promote Good Relations: Foster understanding and cooperation within the school community.
- Resolve Conflicts: Use non-confrontational methods to resolve disputes.

- Participate in Governance: Vote in student government elections and provide positive leadership.
- Develop Extracurricular Programs: Work with staff to create programs that meet students' diverse interests and needs.
- Observe Journalism Ethics: Follow ethical codes in responsible journalism.
- Communicate Respectfully: Avoid obscene and defamatory communication in all forms, including electronic.
- Express Peacefully: Assemble peacefully and respect others' decisions not to participate.
- Bring Safe Possessions: Only bring items that are safe and do not disrupt the learning environment.
- Follow Dress Guidelines: Adhere to dress codes for gym, physical education, labs, and shops.
- Know the Discipline Code: Be familiar with and follow school rules and regulations.
- Encourage Leadership: Motivate peers to follow school policies and practices.
- Inform Parents: Keep parents updated on school matters, progress, and events, ensuring they receive communications from school staff.

This summary highlights the key responsibilities students must uphold to support their rights and contribute positively to the school community.