



Superintendent's
Circular
School Year 2019-2020

NUMBER:
CAO-27
DATE:
November 7, 2019

GENERAL GUIDELINES AND PROCEDURES FOR WATER ACTIVITIES

This Superintendent's Circular provides instructions for implementing policies relating to BPS Sponsored field trips passed by the Boston School Committee on November 6, 2019.

This circular **MUST be read in its entirety** by **Program Leaders (chaperones), Principals/Headmasters (and/or the District Department sponsoring a field trip that includes an IN the water or ON the water activity). These parties are responsible for ensuring that all field trip policies, and procedures as outlined in this circular, and all of the field trip Circulars are adhered to.**

Water Activities

- If your trip involves **ON or IN** the water activities, you must contact the Department of Global Education immediately to submit a mandatory Water Activity Request Form 16 weeks in advance to ensure that the site location for the water activity has up to date **insurance, liability and certification documentation on file with the district.**
- For water activities: The student to chaperone ratio must remain 10:1 at all times during swimming for all grade levels. (This ratio does not include the lifeguards on duty.)

Swimming (In the Water)

- **Instructional Swimming is permitted only if** proper swimmer-lifeguard ratios are maintained (20:1); the swimming teachers hold valid American Red Cross or YMCA Lifeguard Instruction/ Water Safety Instruction, CPR/AED, and First Aid certificates; the site is nationally recognized for swim instruction (e.g., YMCA); and parents/guardians are informed in the appropriate Parental Authorization for Field Trip form. **Parents/Guardians must be given sufficient information to understand the nature and scope of the activity(s).**
- **Principals/Headmasters** are responsible for ensuring these requirements are met and **must receive written documentation of all listed guard and instructor certifications.** Copies of these certifications along with students' permission slips must be kept on file for the current fiscal year plus three additional years.
- **Therapeutic/Adaptive Swimming** for students with disabilities **is permitted only with individuals with Therapeutic/Adaptive Swim certification or licensure** and proper swimmer-lifeguard ratios are maintained (10:1); and parents/guardians are informed in the appropriate Parental Authorization for Field Trip form. Parents/Guardians must be given sufficient information to understand the nature and scope of the activity(s).
- **Recreational Swimming is not permitted** on a BPS field trip unless a request is submitted and approved by the district. These requests are submitted to and reviewed by the Department of

Global Education. Significant lead time is needed (12 weeks or more) to allow for safety requirements to be met.

Water Activities (On the Water)

- Water activities are permitted involving larger commercial or passenger vessels, which meet the US Coast Guard standards for safety and hold a valid Certification of Compliance for the state, or its international equivalent (Please note: There **must** be one life jacket per passenger). In addition, be sure the water-related activity is clearly listed in the appropriate Parental Authorization for Field Trip form. **Parents/Guardians must be given sufficient information to understand the nature and scope of the activity(s).**
- Water activities such as kayaking and canoeing (or the equivalent where the movement of a craft depends on the physical endurance of its operator) and travel in small water crafts are not permitted on a BPS field trip unless a request is submitted, and approved by the district. (Please note: There **must** be one life jacket per passenger) These requests are submitted to, and reviewed by the Department of Global Education. Significant lead time is needed (12 weeks or more) to allow for safety requirements to be met.

For Day & Water Field Trips, the Department of Safety Services (617-635-8000), must be notified in the event of a serious medical or other emergency and should be used as a resource for questions regarding safety on day field trips including **WATER ACTIVITY** day trips.



Water Activity Request Form

Directions:

1. This form must be submitted for water activities **at least 16 weeks** in advance for the proposed water activity to be considered. Please email this form to the Department of Global Education (kdorseytwumasi2@bostonpublicschools.org) and confirm its receipt.
2. One form should be completed per field trip. However, if there are multiple “water activities” planned, each water experience must be listed separately. For example, if you are taking students on a service learning trip for one week and would like students to participate in a water activity on multiple days, each separate excursion should be listed –even if the excursion is at the same location.
3. Requests will be reviewed and schools will receive an answer regarding their requests in 2-3 weeks.

Date request submitted:	Date(s) of field trip:
School:	
Principal/Headmaster/District Department Name:	
Trip leader’s name, role, and contact number:	
Chaperones’ names and roles in school:	
Vendor/Organization:	
What is the purpose of the “water activity”? How does the water activity add to the overall trip experience?	
Number of students participating in the field trip:	
Grade level and ages of students:	

Please complete the information below for each water activity planned for students:

Water Activity # _____	
Date	
Hours	
Water Activity Location (Address)	
Water Activity (i.e. canoeing)	
Site Contact Person	
Site Contact's Email & Phone #	

Water Activity # _____	
Date	
Hours	
Water Activity Location (Address)	
Water Activity (i.e. canoeing)	
Site Contact Person	
Site Contact's Email & Phone #	

Principal/Headmaster/District Department's Signature & Date:



Water Activity Addendum to Parental Authorization Field Trip Form

Directions: 1) This form must be used if a water activity, such as kayaking or canoeing is listed as a possible activity on the Attached Parental Authorization for Field Trip form for this field trip 2) Complete the School Portion of this form and attach to the appropriate Parental Authorization for Field Trip form for parent/guardian.

Parent legal guardian, if student is under 18 years of age, or student, if at least 18 years old: Complete the Authorization & Acknowledgement of Risk Section

If a student does not wear a life jacket, the student may not participate in the water activity.

School Name:	Student Name:
Date(s) of Trip:	Water Activity Location(s):
List of Water Activities:	

Authorization And Acknowledgement of Risks

I understand that participation in this field trip may involve water activities including, but not limited to boating. I understand that participation in these activities is voluntary and may expose me/my child to some risks(s). I assume responsibility for any risk of personal or property damages arising out of, or related to my/my child's participation in this boating and/or other water related activity, including acts of negligence or otherwise. I further agree to hold harmless BPS and any of the individuals and other organizations associated with BPS in this activity from any claim or liability arising out of my/my child's participation in this activity. I authorize myself/my child to participate in the planned components of the field trip to the extent indicated by my signature below.

If the applicant is at least 18 years of age, the following statement must be read and signed by the student:

I certify that I am at least 18 years of age, that I have read and that I understand the above Agreement, and that I accept and will be bound by its terms and conditions.

Student Signature

Date

If the applicant is under 18 years of age, the following statement must be read and signed by the student's parent or legal guardian:

I certify that I am the parent and legal guardian of the applicant, that I have read and that I understand the above Agreement, and that I accept and will be bound by its terms and conditions on my own behalf, and on the behalf of the student.

Parent/Guardian Signature

Date

Emergency Contact's Name (other than parent/guardian):

Relationship to Student: _____

Emergency Contact's Telephone Number: _____