



Superintendent's Circular

NUMBER:
CAO-27
Version 01

GENERAL GUIDELINES AND PROCEDURES FOR WATER ACTIVITIES

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

IMPORTANT NOTE: These guidelines might be impacted by COVID-19 restrictions and are subject to change based on public health, international security, or other emergent issues that could impact travel. For the most up-to-date information and guidance, contact OPL@bostonpublicschools.org for assistance/guidance.

This Superintendent's Circular provides instructions for implementing the Field Trip Policy passed by the Boston School Committee on November 20, 2019.

This circular MUST be read in its entirety by program leaders (chaperones), principal/head of school 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 applicable field trip circulars (CAO-23, 24, and 25) are adhered to.

WATER ACTIVITIES

- If your trip involves **ON** or **IN** 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, a safety plan, 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).
- **Principal/head of school** is 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 BPS field trips.

WATER ACTIVITIES (ON THE WATER)

- Water activities are permitted involving larger commercial or passenger vessels which meet U.S. 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, rowing, and canoeing (or the equivalent where the movement of a craft depends on the physical endurance of its operator) and travel in small watercraft 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 (16 weeks or more) to allow for safety requirements to be met.
- The sponsoring water venue/facility must provide the following documents to the district annually: 1) Safety

Plan; 2) Liability Insurance; and 3) Lifeguard Certification.

CHAPERONE REQUIREMENTS:

- The program leader (lead chaperone) must be a BPS employee. Other authorized chaperones may include parents and guardians 21 years of age or older.
- Chaperones must be equipped with hand sanitizer and additional masks if the need arises for staff and students.
- All chaperones must complete the Chaperone Agreement Form.
- All non-BPS employee chaperones must submit a *yearly* CORI/SORI authorization form to the Office of Human Capital. Complete the [eCORI form online at this link](#). Contact the BPS Office of Human Capital (OHC) for CORI check and confirmation support. The principal/head of school and the lead chaperone are responsible for submitting authorization forms to OHC and must not allow chaperones to take part in activities until they have been CORI/SORI cleared. Non-BPS employee chaperones (parents/guardians) must show proof of vaccination or a negative COVID-19 test within 24 hours of the field trip. Non-BPS employees who chaperone on a field trip are not covered for liability by the Boston Public Schools.
- The program leader must be sure that all chaperones, including non-BPS chaperones, are informed of, adhere to, and uphold the BPS Code of Conduct and other district and school-based rules.
- Chaperones who are parents/guardians of BPS students

on the trip must provide the same level of care and attention to ALL student participants. If a BPS chaperone's child who does not attend the participating school must attend the program, the child must be a BPS student and in the same grade or age range as participating students. In this case, the BPS employee is responsible for incurring all costs associated with their child's participation.

- Tour guides and employees of third-party vendors contracted to help operate the trip are not considered chaperones and do not factor into the student-to-chaperone ratio.

➤ **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.

For more information about this circular, contact:

Owner:	Chief of Teaching and Learning
Department:	Department of Global Education
Mailing Address:	2300 Washington St., Roxbury, MA 02119
Phone:	315-601-0292
Email:	OPL@bostonpublicschools.org

Mary Skipper, Superintendent

BOSTON PUBLIC SCHOOLS
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 OPL@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.

TO BE COMPLETED BY THE PRINCIPAL/HEAD OF SCHOOL

Date request submitted: _____

Date(s) of field trip: _____

School: _____

Principal/Head of School /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/Head of School /District Department's Signature

Date: _____

BOSTON PUBLIC SCHOOLS

WATER ACTIVITY ADDENDUM TO PARENTAL AUTHORIZATION FIELD TRIP FORM FOR "ON" WATER ACTIVITIES

Directions:

1. This form must be used if a water activity such as kayaking, rowing, or canoeing, or riding on a boat is listed as a possible activity on the Attached Parental Authorization Field Trip form for this field trip.
2. Complete the school portion of this form and attach it to the appropriate Parental Authorization 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 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/legal guardian of the applicant, that I have read and understand the above Agreement, and that I accept and will be bound by its terms and conditions on my own behalf and on behalf of the student.

Parent/Guardian Signature

Date

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

Relationship to Student: _____

Emergency Contact's Telephone Number: _____