

MEMO

To: Boston Public Schools Staff
From: Brittany Wheaton Calloway
Director of Global Programs
Date: May 25, 2016
RE: Field trips involving activities in or on the water

As the warm weather approaches a large amount of Water Activity Request forms are being submitted and processed. Therefore this memo serves as a policy reminder regarding the proper protocol for all field trips involving activities in or on the water.

Please be reminded that **all** off site activities involving water must be approved by the Department of Global Education (DGE). The approval process typically takes 3 weeks after the headmaster has signed off. Once a Headmaster has approved the Day Field Trip Request Form [CAO-23](#), the trip leader must submit an additional water request to DGE. Next, DGE will conduct a rigorous document collection process with the prospective site before issuing an official trip approval.

There are two water activity request forms. One for Recreational Swimming (In the Water), and another for Water Activities (On the Water). Once the appropriate form is submitted and the site is approved, there are two permission slips that must be signed and housed both at the school and DGE. Parents must sign page 13 of CAO-23, as well as the Water Activity Addendum. Both forms must be signed and submitted to DGE 3 days prior to the field trip, no exceptions will be made. Students who do not submit the said forms are prohibited from participating.

We cannot stress enough that you may not take any BPS students to a water activity without approval from central office and a signed parental/guardian consent form.

Please find all of the request forms and protocol information sheets at the following link [Click Here](#).

If you have any questions regarding this memo, please contact Brittany Wheaton Calloway at Bwheaton@bostonpublicschools.org or (857) 210-5269.

