

## **Department of Education Guidelines for Water-Related Activities**

### Planning and Preparation:

1. All water-related activities must be an extension of the standards-driven classroom instructional program or part of a Department of Education approved activity. Clear objectives must be established, and understood by all participants. Standards driven lesson plans, which include pre- and post-field trip activities, should be retained in the teacher's file.
2. Activity leaders and participants must conform with all swimming, boating, and other water-related activity protocols.
3. Participants and parents/guardians must be informed of the inherent dangers and hazards associated with the activity. Documentation of understanding and agreement by participants and parents/guardians must be received prior to participation and must be kept on file.
4. Parental permission forms should be reviewed prior to the activity. Forms should include student medical information and be carried on the field trip.
5. Activity leaders must conduct an assessment of the field site to identify hazards prior to the planned activity and develop appropriate safety instruction for all participants.
6. All participants, including chaperones, will receive appropriate water safety instruction.
7. Supervision should be adequate and appropriate. Chaperones should understand and agree to perform designated responsibilities during the field trip activity. Adult to-student ratio depends on the type of activity, number and type of students, and adult chaperone responsibilities. The following adult student ratio is recommended:

Grades K-3	1 :4
Grades 4-6	1 :6
Grades 7-12	1 :10

The level of supervision must be greater for special needs students.

8. Every student participating in the activity will have a partner.
9. A trip itinerary shall be filed at the school and shall include names of all participants. Changes in the activity will be immediately reported to the school.