

SWIM STUDY TRIP MEMO

To: Peter Parenti, Assistant Superintendent, Educational Services

Cc: Director(s) of Academics

School Name: _____

Submitted by: _____
Print name of Principal

Teacher(s) in charge of Study Trip: _____

Regarding the study trip to: _____
Destination

In accordance with Board Policy and Administrative Regulation 6153(f), policies for study trips with swimming activities, the following procedures will be:

- All students attending will have a signed permission slip from their parent/guardian indicating the student's swimming ability and allowing them to swim. (Section D 3a.)
- Swim club has been inspected by the principal and teachers sponsoring the trip. (Section D 3b.)
- The *(insert location)* _____ has provided a certificate of insurance which also holds harmless the district's responsibilities for injury or death. (Section D 3c)
- The *(insert location)* _____ will provide Certified Red Cross lifeguards for the students and chaperones. (Section D 3d & j)
- Certified Red Cross (aquatic) Lifeguards will pre-test all students at the club before they will be allowed to swim; this determines the depth allowed and students are identified with wrist bands accordingly.
- There will be *(# of pupils)* _____ and *(# of chaperones)* _____ meeting the required ratio of at least one (1) adult to eight (8) students at the secondary level, (1) chaperone to every six (6) students in grades 4-6, and one (1) chaperone for every three (3) students in grade K-3. (Section D 2)
- Teachers will go over the list of responsibilities of chaperones (in writing) before the trip. These instructions will include emergency procedures for teachers and chaperones. (Section D 2 and 3 f & g)
- All teachers and chaperones entering the water must be in appropriate swim apparel and know how to swim. (Section 3h)
- A buddy-system shall be arranged in advance and strictly enforced not only during the swimming but also when walking to and from the *(insert location)* _____. (Section 3i)

Principal Signature

Date