



## **ADMINISTRATIVE PROCEDURE**

CATEGORY: **Instruction, Basic Programs**

SUBJECT: **School Aquatics Programs**

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### **A. PURPOSE AND SCOPE**

1. To outline administrative procedures for planning and scheduling school-sponsored instructional, competitive and recreational aquatics activities held during the school day or after school hours.
2. **Related Procedures:**

Administration of Athletics .....	4170
Basic Regulations for Athletics .....	4171
Interscholastic Athletics Program Eligibility .....	4172
Starting Times for Sports Events .....	4175
Currently Approved Sports .....	4176

### **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board Policy F-2350; California Health and Safety Code, Sections 11590, 115921, 116025, 116028, 116033; California Code of Regulations, Title 5, Section 5593

### **C. GENERAL**

1. **Originating Office.** Questions about this procedure should be directed to the Physical Education, Health and Athletics Department.
2. **Agreements for Use of Swimming Pools.** The Board of Education may enter into joint agreements with the City of San Diego Park and Recreation Department and with other agencies and private entities for use of swimming pools.
3. **Use of Facilities.** Facilities shall be used only for school-sponsored instructional, competitive, and recreational aquatics activities and only while under the supervision of authorized district staff.
4. **Planning the Instructional Program/Scheduling Use of Pools.** Each principal interested in conducting aquatics activities shall develop and submit in writing an "Aquatics Activities Plan" form (Attachment 1) at least six weeks prior to the start of the aquatics activity. The plan shall be approved first by the Area Superintendent and submitted for final approval by the Physical Education, Health and Athletics Department.
5. **Staffing Considerations.**
  - a. General education swimming instruction, excluding interscholastic athletics. A minimum of four staff members must be present when any general aquatics activity is conducted: a certificated teacher with a current American Red Cross or equivalent agency Cardio-Pulmonary Resuscitation (CPR), First Aid, and Water Safety Instructor (WSI) qualification; a certified lifeguard, whose sole purpose is lifeguarding; and at least two other staff members with current CPR and First Aid certification. (See also C.6.b.)
    - (1) The following student-to-staff ratios and staff qualifications shall be observed, excluding interscholastic athletics:

# of Students	# of Certificated Teachers and Qualifications	Other Staff
1 – 34	1 with CPR, First Aid, and WSI	1 Certified Lifeguard 2 Other Staff with CPR and First Aid
35 – 68	2 with CPR, First Aid, and WSI	2 Certified Lifeguards 3 Other Staff with CPR and First Aid

(2) At least one school district staff member is required to be on the pool deck at all times that students are in the aquatics facility. Students should not be permitted to enter the pool area or remain on the pool deck unless both a school district staff member and a lifeguard are present.

b. Interscholastic athletics. Students participating on interscholastic athletic teams are considered to be reliant advanced swimmers. Teachers or coaches of interscholastic teams are encouraged to complete Safety Training for Swim Coaches and to possess CPR and First Aid certification from the American Red Cross or equivalent agency. As is the case in all athletic coaching assignments, the First Aid requirement can be met by successful completion of a college course in the care and prevention of athletic injuries and possession of a valid CPR card (CCR, Title 5, Section 5593). A certified lifeguard, whose sole purpose is lifeguarding, must be on the pool deck at all times.

# of Students	# of Certificated Teachers and Qualifications	Other Staff
Varies by sport	1 with Safety Training for Swim Coaches (current First Aid and CPR are required of all coaches)	1 Certified Lifeguard, whose sole purpose is lifeguarding

c. Special education swimming instruction, including therapeutic programs. Aquatics activities for students with disabilities will be taught by a certified Adapted Aquatic Instructor with support from certified special education staff and/or appropriately certified personnel from other agencies. District staff and personnel from other agencies shall possess qualifications that are equal to those outlined in C.5.a. Special education staff are encouraged to possess an Adapted Aquatics Instructor’s certification. Special education staffing requirements will be established based upon students’ individual needs. These needs will be specified in the “Aquatics Activity Plan” (Attachment 1). These requirements are applicable to all students with disabilities.

d. Recreational swimming. Staffing for school-sponsored recreational swimming, i.e., swimming that does not have instruction, competition or therapy as its primary purpose, must be adequate for the activities conducted, the age and skill levels of students, the size and shape of the swimming facility and the environmental conditions that might limit the ability of lifeguards to provide necessary supervision. At least one certified lifeguard, whose sole purpose is lifeguarding, must be on duty for every 25 students. In addition, at least one school district staff member is required to be on the pool deck at all times that students are in the aquatics facility.

**6. Teacher or Instructor and Coaching Qualifications.**

- a. Principals must verify that each teacher or staff member possesses the required, current credentials specified in C.5. Copies of the certification documents must be submitted with the “Aquatics Activity Plan” form (Attachment 1).
  - b. If district staff lack any or all of the required qualifications, assurances shall be made and noted on the “Aquatics Activity Plan” form (Attachment 1) by the school principal and the host facility will provide staff with qualifications that are equal to those required by the district (C.5.a.).
7. **Scheduling** of students into aquatic activities shall make provisions for and otherwise include consideration of the following:
- a. Parent notification. No student shall be permitted to participate in any school-sponsored aquatics activity without a signed parental permission form.
  - b. Orientation for students and parents/guardians.
  - c. Number of students.
  - d. Grade levels.
  - e. Hours and days pool is available.
  - f. Times for instruction or periods.
  - g. Number of lessons.
  - h. Health screening requirements. A “Swimming Program Medial History/Medical Clearance” form (Attachment 3) must be completed for each student in the aquatics program and be kept on file at the school. Copies of the forms for those students participating in an aquatics activity must be made available at the pool each time the activity is conducted.
  - i. Safety measures. See C.5.a.-d. and C.6.
  - j. Skill levels of students (non-swimmers; swimmers – beginning, intermediate or advanced)
  - k. Dressing requirements: swimsuits, bathing caps, and towels; “swimming diaper” or plastic pants and swimsuits for students not yet toilet trained.
  - l. Emergency action plan. Aquatics program personnel must be informed of the location and purpose of the plan.
  - m. One teacher or instructor to be in charge.
8. **Care and Maintenance of City-Owned Pool Facilities.**
- a. The installation of nails, hooks, tacks, screws, or anything that alters the pool facility is prohibited.

- b. School personnel are forbidden to make adjustments or alterations to the mechanical systems in the pool facility. Any problems related to these systems should be reported immediately to the Park and Recreation Department or pool management.

**9. Safety and First Aid Equipment.**

- a. In municipal pools, the City of San Diego Park and Recreation Department will provide and maintain all safety equipment and first aid supplies according to legal requirements. School personnel shall have access to safety equipment during school aquatics activities.
- b. One staff member is required to be on the pool deck any time students are in the aquatics facility.

**D. IMPLEMENTATION**

**1. Principal:**

- a. Determines availability of funding to conduct program.
- b. Arranges for pool assignment.
- c. Develops plans for aquatics program in consultation with the Physical Education, Health and Athletics Department and the Nursing and Wellness Department if needed. Reviews plan with appropriate Area Superintendent.
- d. Submits "Aquatics Activities Plan" form (Attachment 1) to the Physical Education, Health and Athletics Department at least six weeks in advance of the proposed aquatics instructional period.
- e. Ensures that no aquatics are conducted without prior approval.
- f. Ensures that a "Swimming Program Medical History/Medical Clearance" form (Attachment 2) is completed for each student in the program and is kept on file at the school. Ensures that copies of the forms are made available at the aquatics facility each time the activity is conducted.
- g. Monitors program.
- h. Evaluates program.

**2. Physical Education, Health and Athletics Department:**

- a. Receives "Aquatics Activity Plan" form (Attachment 1), reviews with appropriate staff, and approves or denies.
- b. Notifies principal or program manager of approval or of additional requirements.
- c. Maintains files of aquatics programs and activities.

SUBJECT: **School Aquatics Programs**

NO: **4178**

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EFFECTIVE: **10-12-70**

REVISED: **12-6-13**

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**E. FORMS AND AUXILIARY REFERENCES**

1. "Aquatics Activity Plan" form, to be completed annually (Attachment 1)
2. Swimming Program Medical History/Medical Clearance form (Attachment 2)
3. American Red Cross Water Safety Instructor's Manual
4. Cardio-Pulmonary Resuscitation (CPR) certification (must be from the American Heart Association or American Red Cross or equivalent agency)
5. Aquatics and First Aid certification for instructional programs (must be from the American Red Cross or from equivalent agency)

**F. REPORTS AND RECORDS**

1. "Swimming Program Medical History/Medical Clearance" form (Attachment 2) is completed for each student in the program and is kept on file at the school.

**G. APPROVED BY**



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General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



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Chief of Staff