



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4178

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CATEGORY: **Instruction, Basic Programs**

EFFECTIVE: **10-12-70**

SUBJECT: **School Aquatics Programs**

REVISED: **8-01-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for planning and scheduling school-sponsored instructional, competitive and recreational aquatics activities, whether they take place during the school day or after school hours.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2000, F-2350; Health and Safety Code, Sections 115920, 115921, 116025, 116028, 116033.

C. GENERAL

1. **Originating Office.** Questions about this procedure should be directed to the Physical Education, Health, and Athletics Department, Instruction and Curriculum Division, Office of Instructional Support.
2. **Agreements for Use of Swimming Pools.** The Board of Education has entered into a joint agreement 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 only under the supervision of authorized district staff.
4. **Planning the Instruction Program/Scheduling Use of Pools.** Each principal and/or special education program specialist interested in conducting aquatics activities shall develop and submit in writing an "Aquatics Activities Plan" form (E.1., Attachment 1) at least six weeks prior to the start of the aquatics activity. The plan shall be approved first by the School Supervision and Support instructional leader and submitted for final approval to the Physical Education, Health, and Athletics Director and the Chief Academic Officer or designee.
5. **Staffing Considerations**
 - a. **Regular education swimming instruction, excluding interscholastic athletics.** A minimum of four staff members must be present when any regular aquatics activity is conducted: a certificated teacher with current American Red Cross or equivalent agency CPR (Cardio-Pulmonary Resuscitation), First Aid, and WSI (Water Safety Instructor) qualification; a certified lifeguard, whose sole purpose is lifeguarding; and other staff members with current CPR and First Aid certification. (See also 6.b.)

- (1) The following student-to-staff ratios and staff qualifications shall be observed, excluding interscholastic athletics:

Number of Students	Number of Certificated Teacher(s) and Qualifications	Other Staff
1 - 34	1 with WSI, CPR, and First Aid	1 Certified Lifeguard 2 Other Staff with CPR, First Aid
35 - 68	2 with WSI, CPR, and First Aid	2 Certified Lifeguards 3 Other Staff with CPR, 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 have completed Safety Training for Swim Coaches and to have CPR and First Aid certification from the American Red Cross or an equivalent agency. As is the case in all athletic coaching assignments, the First Aid requirement can be met by the successful completion of a college course in the care and prevention of athletic injuries and possession of a valid CPR card (Title 5, CCR Section 5593). A certified lifeguard, whose sole purpose is lifeguarding, should be on deck at all times.

Number of Students	Number of Certificated Teacher(s) and Qualifications	Other Staff
Varies from sport to sport.	1 with Safety Training for Swim Coaches. Current First Aid and CPR are required of all coaches.	A certified lifeguard, whose sole purpose is lifeguarding, will be on duty.

- c. **Special education swimming instruction, including therapeutic programs.** Aquatics activities for special education students 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 have an Adapted Aquatics Instructor's certification. Staffing requirements for special education will be established based upon each special education student's individual needs. These needs will be delineated in the aquatics activity plan. These requirements are applicable to all special education students.
- 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 activities conducted, the age and skill levels of students, the size and shape of the swimming facility and 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 and/or special education program specialists must verify that each teacher or staff member possesses the required, current credentials spelled out in C.5. Copies of the certification documents must be submitted with the "Aquatics Activity Plan" form (E.1.).
- b. When district staff lack any or all of the required qualifications, assurances shall be made and noted on the "Aquatics Activity Plan" form (E.1.) by the school principal and/or special education program specialist that the host facility has 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 should be permitted to participate in any school-sponsored aquatics activity without first having submitted 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 Medical History/Medical Clearance” form (E.2., Attachment 2) must be completed for each student in the aquatics program and be placed 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 (nonswimmers, 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 and/or Special Education Program Specialist

- a. Determines availability of funding to conduct program.
- b. Arranges for pool assignment.
- c. Develops plans for aquatics program. Requests assistance as needed from the Physical Education, Health, and Athletics Office. Reviews plan with the appropriate instructional leader.
- d. Submits “Aquatics Activities Plan” form (E.1) to the Physical Education, Health, and Athletics Director at least six weeks in advance of the proposed aquatics instructional period.
- e. Ensures that no aquatics activities are conducted without prior approval.
- f. Ensures that a “Swimming Program Medical History/Medical Clearance” form (E.2.) is completed for each student in the program and is placed 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 Director

- a. Receives “Aquatics Activity Plan” form (E.1), reviews with appropriate staff, and signs off. Forwards to Chief Academic Officer or designee for signature.
- b. Notifies principal or program manager of approval or of additional requirements.
- c. Maintains files of aquatics programs and activities.

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E. FORMS AND AUXILIARY REFERENCES

1. Aquatics Activity Plan form to be distributed annually. Additional forms are available from the Physical Education, Health, and Athletics Office (Attachment 1)
2. Swimming Program Medical History/Medical Clearance form (Attachment 2)
3. American Red Cross Water Safety Instructor book
4. American Alliance for Health, Physical Education, Recreation, and Dance Guide for Aquatics and Adapted Aquatics
5. Cardio Pulmonary Resuscitation (CPR) certification; must be from the American Heart Association or American Red Cross or equivalent agencies
6. Aquatics and First Aid certification for instructional programs, must be from the American Red Cross or from equivalent agencies

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education