

*Adopted: May 10, 2016*  
*Reviewed: November 9, 2021*  
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## **808 WATER SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to promote safety for students; staff and community members while any aquatic activities are being conducted in the pool owned and operated by Columbia Heights Public Schools. Columbia Heights Public Schools maintains a swimming pool and offers a variety of aquatic experiences for students, staff and community members. Safety for students, staff, and community members will be promoted through implementation of this policy and any reasonable procedures adopted by the Superintendent for any aquatic activities being conducted in the pool owned and operated by Columbia Heights Public Schools.

### **II. GENERAL STATEMENT OF POLICY**

Water safety and swimming instruction enrich lives. The aquatic activities for Columbia Heights Public Schools focus on water safety education and swimming instruction based on materials provided by the American Red Cross.

### **III. RESPONSIBILITY**

This policy applies to all aquatic activities. “Aquatic activities” include swimming, diving, water safety, and any other curricular and extra-curricular Columbia Heights Public Schools activity conducted in or at any pool or other water facility that is owned or leased by Columbia Heights Public Schools.

Program oversight of aquatic activities shall be a shared responsibility of the Director of Operations, the Director of Community Education, the Director of Teaching and Learning, and the School District’s Activities Director, depending upon the activity being conducted.

The School District’s Manager of Buildings and Grounds shall be certified to serve as the designated Certified Pool Operator.

In the event that any person is harmed or injured while participating in an aquatic activity, Columbia Heights Public Schools personnel should follow the Aquatic Emergency procedures outlined in the Crisis Management Plan. All aquatic activity accidents involving any person should be reported to the Human Resources Department as soon as possible. A Columbia Heights Public Schools Incident Report must be

completed.

Any employee who violates this policy will be subject to disciplinary actions, including discharge.

#### **IV. LIFEGUARDS**

A lifeguard must be present on the pool deck whenever a Columbia Heights Public Schools pool is in use during the school day, during Community Education classes or when the pool is rented to an outside user group (non-swim club). Lifeguards shall have the authority to order any person who does not comply with the pool rules or the rules of the school and the district to leave the facility.

A. The following provisions shall apply to lifeguards working at a Columbia Heights Public Schools pool facility during Columbia Heights Public Schools Aquatic Activities:

- The assigned lifeguard must be present on the pool deck or in the pool area at all times while on duty.
- The minimum number of lifeguards that shall be on duty during all aquatic activities requiring a lifeguard will be one lifeguard per 30 individuals using the pool.
- All lifeguards must possess a current lifeguard's certificate or license, issued by the American Red Cross, the YMCA, the National Pool and Waterpark Training Program, or other entity acceptable to Columbia Heights Public Schools. The lifeguard certification is valid for two years, after which each lifeguard shall obtain any retraining required to renew the certification.
- All lifeguards must wear appropriate swimming attire, be identified as a lifeguard, and have appropriate rescue equipment at all times while on duty.
- No lifeguard, while assigned to supervise the pool, may have additional duties that would distract their attention from proper observation of the pool area.
- If, for whatever reason, the lifeguard cannot be present during the aquatics activity that requires a lifeguard, the aquatic activities will not take place.

#### **V. SWIMMING INSTRUCTION -CURRICULAR ACTIVITIES**

The student-instructor ratio during swimming instruction in a Columbia Heights Public Schools pool shall not exceed 15:1, in addition to the 30:1 ratio required of a lifeguard, the latter who cannot serve in any other role simultaneously while serving as a lifeguard, regardless of licensure. Failure to maintain an updated lifeguard certificate or license shall make the physical education teacher ineligible to teach or supervise students in the pool or in the pool area.

Every person who is assigned to teach an aquatic activity must have on file with the Human Resources Department an appropriate certificate or license for the program they are teaching. In addition, Columbia Heights Public Schools requires each physical education teacher to maintain a lifeguard certificate or license, issued by the American Red Cross, or an equivalent approved by the Columbia Heights Public Schools.

All swim instructors or pool supervisors shall be trained in the School District Crisis Plan and CPR.

## **VI. SWIMMING INSTRUCTION- EXTRA-CURRICULAR ACTIVITIES**

The student-coach ratio during swimming coaching in a Columbia Heights Public Schools pool shall not exceed 20:1.

Every person who is assigned to coach an aquatic activity must have on file with the Human Resources Department an appropriate certificate or license for the program they are coaching. In addition, Columbia Heights Public Schools requires each coach to maintain a lifeguard certificate or license, issued by the American Red Cross, or an equivalent approved by the Columbia Heights Public Schools.

All swim coaches shall be trained in the School District Crisis Plan and CPR.

## **VII. AQUATIC ACTIVITIES: Non-Columbia Heights Public Schools Aquatics Activities (Swim Club)**

The student-coach ratio during swimming coaching in a Columbia Heights Public Schools pool shall not exceed 20:1. Every person who is assigned to coach an aquatic activity must have on file with the Human Resources Department an appropriate certificate or license for the program they are coaching. In addition, Columbia Heights Public Schools requires each coach to maintain a lifeguard certificate or license, issued by the American Red Cross, or an equivalent approved by the Columbia Heights Public Schools.

All swim coaches shall be trained in the School District Crisis Plan and CPR.

## **VIII. RENEWAL OF LIFEGUARD AND WATER SAFETY INSTRUCTION CERTIFICATES**

- Columbia Heights Public Schools will provide annual lifeguard certification opportunities for physical education teachers and coaches, who are employees of the School District, to obtain their lifeguard's certificate or license at no cost to the employee. The lifeguard certification is valid for two years, after which each lifeguard shall obtain any retraining required to renew the certification.

Columbia Heights Public Schools physical education teachers and coaches must provide the Human Resource Department a copy of their lifeguard certificate or license. Failure

to maintain an updated lifeguard certificate or license shall make the physical education teacher ineligible to teach or supervise students in the pool or in the pool area.

## **IX. WATER SAFETY EQUIPMENT AND PROCEDURES**

Aquatic activities shall not be conducted at any pool owned by Columbia Heights Public Schools, unless safety equipment complying with Columbia Heights Public Schools pool policy and procedure is readily available for emergency use at all times the pool is open to use. The lifeguard will be responsible to ensure that all safety equipment is in place before any aquatic activity takes place.

### **Rescue Equipment**

Rescue equipment that complies with the requirements of Anoka County must be present in the pool area at all times.

### **Automated External Defibrillator**

An automated external defibrillator must be located near the pool area and must be accessible by the lifeguard at all times.

### **Emergency Telephone and Emergency Contact List**

A pool with a lifeguard present must have a telephone in or immediately adjacent to the pool area. When a telephone is provided, the emergency number must be posted.

### **Emergency Action Plans**

Aquatic Emergency procedures are established and available to all staff and pool patrons. In addition, an Aquatic Emergency Action Plan is posted by the emergency phone in the pool area.

### **Video Camera**

A video camera connected to the school surveillance system must be located in the pool deck.

### **Buoyed Safety Ropes**

Pool depth changes are clearly marked for all pools, and there is an effective barrier, such as stanchions and ropes to notify swimmers of pool depth changes. These safety ropes are used when it does not interfere with programming, and the barrier must permit easy removal for emergency access or maintenance.

### **Posted Pool Rules**

Pool rules that comply with the requirements of Anoka County must be present in the pool at all times.

### **Locked/Fobbed Access**

Pool doors will remain locked at all times when the pool is not in use. This will include time between classes when a pool is being used for instruction. No one is allowed in the pool without a lifeguard present.

When the pools are used by swim club members, the pool deck doors will remain locked until an authorized/qualified representative from the user group are present. In all cases, it is the responsibility of an authorized/qualified personnel representing the pool user to be the last to leave the pool area, and ensure the pool doors are locked.

## **X. STUDENT TRAVEL AND AQUATIC ACTIVITIES**

This policy regulates only those aquatic activities occurring on Columbia Heights Public Schools property. The policy does not apply to any off-campus events, whether or not affiliated with Columbia Heights Public Schools curricular, co-curricular or extracurricular activities.

Legal References:   Minn. Stat. § 123B.02  
                          Minn. Stat. § 123B.09  
                          Minn. Stat. § 123B.23  
                          Minnesota Statutes, Chapter 466

Cross References:   CHPS Policy 902 (Use of School Facilities and Equipment)