

SCHOOL PROPERTIES AQUATIC POLICY

I. PURPOSE

Bemidji Area Schools operates swimming pools at multiple locations and offers instruction in swimming and diving. In addition, Bemidji Area Schools may offer aquatic activities, including swimming and diving teams, clubs, and community usage. This policy is intended to promote safety for students, staff and community members by requiring appropriate staffing and appropriate water safety equipment at these pools while aquatic activities are being conducted.

II. GENERAL STATEMENT OF POLICY

This policy applies to all aquatic activities. "Aquatic activities" include: swimming, diving, water safety instruction and any other curricular or extra-curricular activity conducted in or at any pool, beach, lake or other water facility used, owned or leased by Bemidji Area Schools.

In the event that any person is harmed or injured while participating in an aquatic activity, District personnel should follow the applicable emergency response procedures. All aquatic accidents involving any person must be reported to the District Office within 24 hours. A First Report of Injury Form or Incident Report Form must be completed and submitted within 48 hours.

Any employee who violates any of the provisions of this policy shall be subject to disciplinary action, up to and including termination of employment with Bemidji Area Schools.

III. LIFEGUARDS

The following provisions shall pertain to lifeguards working at Bemidji Area Schools' pool facilities:

- A. All lifeguards must possess a current lifeguard's certificate or license issued by the American Red Cross or equivalent.
- B. All lifeguards must wear appropriate swimming attire and be identified as a lifeguard at all times while on duty.
- C. No lifeguard, while assigned to supervise a pool, may be used as a teacher, teacher's aide, coach, assistant coach or have any additional duties that would distract their attention from proper observation of the pool area.
- D. Lifeguards shall have the authority to order any person who does not comply with pool rules or the rules of the District to leave the pool.

III. CURRICULAR AQUATICS ACTIVITIES (during the school day)

The minimum number of lifeguards that shall be on duty during curricular aquatic activities will be one lifeguard per forty (40) individuals using the pool.

- A. Principals shall notify the Aquatics Manager at least five (5) days prior to any curricular aquatic activities. This includes, but is not limited to, physical education classes and activities, adaptive physical education classes and activities, and other Bemidji Area Schools' classes and activities. The Aquatics Manager will secure appropriately certified lifeguards to work during the activities. If, for whatever reason, no certified lifeguards can be present for the curricular aquatic activities, the aquatic activities may not take place and an alternative non-aquatic activity outside of the pool area must be conducted.
- B. Principals of buildings without a pool who wish to conduct curricular aquatic activities, shall follow the applicable Facilities Scheduling process to schedule such activities. If a pool is available for use, the Principal shall notify the Aquatics Manager at least five (5) days prior to any curricular aquatic activities. The Aquatics Manager will secure appropriately certified lifeguards to work during the activities. If, for whatever reason, no certified lifeguards can be present for the curricular aquatic activities, the aquatic activities may not take place and an alternative non-aquatic activity outside of the pool area must be conducted.

IV. CO-CURRICULAR AQUATICS ACTIVITIES

A lifeguard will not be assigned while a pool is used for district sponsored club, middle school, junior varsity, and varsity boys' and girls' swimming and diving teams. A swimming and diving coach must remain on the pool deck at all times, may never leave the pool unsupervised and must be the last person to leave the pool area at the end of all swimming and diving sessions.

Non-swimming and diving teams' use of the pool for training purposes, trainers working with student athletes, and other Bemidji Area Schools activities shall be required to have a lifeguard on duty while using the pool. The lifeguard may not be used as a teacher, teacher's aide, coach, assistant coach, or have any additional duties that would distract their attention from proper observation of the pool area. Coaches, trainers, or other staff wanting to use the pool shall notify the Aquatics Manager at least five (5) days prior to any aquatic activities. The Aquatics Manager shall hire and schedule lifeguards for all such activities. If, for whatever reason, no certified lifeguards can be present for the activities, the activities may not take place and an alternative activity outside of the pool area must be conducted.

V. NON-BEMIDJI AREA SCHOOLS AQUATICS ACTIVITIES

Lifeguards must be present whenever a Bemidji Area Schools pool is in use for any non-Bemidji Area School aquatic activities. Bemidji Area Schools Facility Use Policy (SBR 600-30-1) states:

“All groups using a swimming pool will be required to have a WSI or LGT certified lifeguard employed by the district.”

If, for whatever reason, no certified lifeguards can be present for the aquatics activities, the aquatics activities may not take place and the aquatics activity must be cancelled.

Staff are not permitted to use the pool for personal reasons unless reserved in accordance with the Facility Use Policy.

VI. AQUATICS TEACHERS AND COACHES

Every person who teaches an aquatics or swimming class at any Bemidji Area Schools school must have a current Minnesota license to teach Physical Education on file with the Human Resources Department.

Every person who coaches an aquatics activity/sport, assists in coaching an aquatic activity/sport, or serves as an instructor for a Community Education aquatics program must demonstrate appropriate education or experience in swimming/diving instruction, pool safety, and first aid/cpr. Preference will be given to applicants with a current Lifeguard or Water Safety Instructor certificate/license issued by the American Red Cross or an equivalent approved by Bemidji Area Schools.

VII. WATER SAFETY EQUIPMENT

Aquatic activities shall not be conducted at any pool owned, leased or used by Bemidji Area Schools unless safety equipment complying with Minnesota Department of Health pool standards is readily available for emergency use at all times the pool is open for use. This includes, at a minimum:

A. Rescue Equipment:

- a. One or more life poles or shepherd's crook pole with blunted ends and a minimum fixed length of 12 feet;
- b. One or more backboards/spine boards;
- c. One or more ring buoys equipped with 60 feet of 3/16 inch line;
- d. Two (2) or more rescue tubes for lifeguard use;
- e. A buoyed floating lifeline at or near the break in grade between the shallow and deep ends of the pool; and,
- f. One or more first aid kits.

B. Emergency Telephone and Emergency Contact List

- a. A telephone must be accessible in the pool enclosure; and,
- b. “911” and other emergency telephone numbers must be posted in a conspicuous place near the telephone and the name, address and telephone number of the pool must be listed by the telephone.

- C. Lifeguard Stations. Lifeguard stations must be located so as to provide a clear unobstructed view of the pool area under surveillance.
- D. Buoyed Safety Ropes. The buoyed floating lifeline at or near the break in grade between the shallow and deep ends of the pool shall be deployed whenever the pool is open for use unless buoyed safety-rope lane-markers are in place.

VIII. POOL ACCESS

Pool doors will remain locked at all times when the pools are 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 qualified Bemidji Area Schools' personnel present. Pool doors will not be unlocked until an authorized/qualified Bemidji Area schools employee is present. In all cases, authorized/qualified Bemidji Area Schools' personnel will be the last to leave the pool area and will be responsible for the doors being locked.

IX. STUDENT TRAVEL AND AQUATIC ACTIVITIES

No aquatic activities may be conducted at any out-of-town pool or other water facility unless the pool or water facility is properly licensed and a Bemidji Area Schools adult supervisor is present at the pool or water facility.