



STUDENT ACTIVITIES GUIDE

All District sponsored activities must comply with district Board Policies and Administration Regulations

RED LIGHT ACTIVITIES

Certain activities and events are either prohibited by the district or not covered under the Ventura County Schools Self-Funding Authority “Liability Coverage Memorandum” (LCM) for the school district. The “Red Light Activities” page in this guide lists activities that are not covered, have limited coverage, or are not recommended, and may be prohibited by the district.

YELLOW LIGHT ACTIVITIES

Occasionally, schools sponsor activities that may require additional insurance coverage, hold harmless agreements, Certificates of Insurance with an additional insured endorsement, or other special arrangements. Schools must strictly adhere to district guidelines and/or other special arrangements. All conditions must be met before undertaking any activities listed on the “Yellow Light Activities” page. The Risk Management Department or appropriate district department should be contacted for assistance.

GREEN LIGHT ACTIVITIES

Approved activities and events are listed on the “Green Light Activities” page of this guide. If using an outside vendor, contact Risk Management to see if a Certificate of Insurance or hold harmless agreement is required.

For each off-site activity, each student must submit an appropriate and complete “Field Trip/Excursion Authorization and Medical Treatment Authorization” form. Certain “on campus” activities may also require student waivers.

If a proposed activity is not listed in the red, yellow or green activity list please call the Risk Management Department or appropriate district department for assistance.

Under no circumstances should any school site administrator or staff sign a contract or a hold harmless agreement for a vendor or provider or agree in any way that the district will be held responsible for liability. All contracts and/or hold harmless agreements must be submitted to the Assistant Superintendent or Director of Business/Fiscal Services for review and signature.

RED LIGHT ACTIVITIES

The activities listed below may be prohibited because they are dangerous and jeopardize the safety of our students. Some activities compromise the district’s liability coverage; others are not covered under LCM for the school district.

Absolute Exclusions (no coverage)

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| <p>“In flight” operations of manned aircraft</p> <ul style="list-style-type: none"> • Transportation/rides • Aircraft demonstrations • Helicopter flight
(for helicopter landing refer to Yellow Light List) • Hot air balloons/balloon rides | <p>Nuclear facilities and materials
“Radioactive properties”</p> |
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Activities for which a District may have a Deductible (\$100,000)

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| <p>“Automobile” and/or motorcycle/motor bike racing</p> <p>Bungee Activities</p> <ul style="list-style-type: none"> • Bungee jumping • Bungee runs • Other activities with bungies <p>Catapult devices</p> <p>Donkey ballgames and similar activities;</p> <p>Parachuting, skydiving, parasailing, hang gliding, and any similar activity</p> | <p>Road rallies</p> <p>Rodeos, mechanical bulls and similar mechanical devices</p> <p>Trampolines and mini-trampolines (exception for special education)</p> <p>Underwater activities</p> <ul style="list-style-type: none"> • Deep sea diving • Scuba diving • Construction and demolition |
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Activities not Recommended by the VCSSFA Risk Management Committee

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| <p>Animal Rides</p> <p>Carnivals (with powered rides)</p> <p>Darts/dart games</p> <p>Fireworks Sales (prohibited by law)</p> <p>Human spheres including, but not limited to:</p> <ul style="list-style-type: none"> • Aqua balls • Bubble rollers • Human gyroscopes • Human hamster balls • Orbitron • Water walking balls • Water walking roller toys <p>Martial arts classes or programs</p> <p>Pyrotechnic displays and/or open flames</p> <ul style="list-style-type: none"> • Bonfires • Magic shows with flames • (for professional fireworks displays, refer to Yellow Light List) | <p>Skating on campus</p> <ul style="list-style-type: none"> • “Healies” or similar shoes • In-line skating (Roller blading) • Roller skating • Scooters • Segways or similar personal transporters • Skateboarding <p>Skating, roller derby</p> <p>Swim Parties at Private Pools
(for Water Activities (off campus) refer to Yellow Light List)</p> <p>Watercraft, privately owned
(i.e. boats owned by parents, teachers, students, etc.)
(for Field Trips Involving Watercraft refer to Yellow Light List)</p> <p>Tug-of-war</p> |
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YELLOW LIGHT ACTIVITIES

The activities listed below can be associated with significant risk and can be dangerous and jeopardize the safety of our students, and therefore, compromise the district’s liability coverage.

A supplement to these “Yellow Light Activities” can be found after the “Green Light Activities.” The supplement gives guidance for managing the risks of these activities.

This list is not all-inclusive – please check with the Risk Management Department or the appropriate district department concerning similar activities that are not listed.

Listed Activities

<p>Activities involving food</p> <ul style="list-style-type: none"> • After school treats • Food sales • Baked goods • Catered foods and snack food concessionaire • School gardens • Barbeques, Picnics, Potluck meals <p>Activity transportation</p> <p>Animals</p> <ul style="list-style-type: none"> • Animals in classrooms • Service and therapy animals • Animal demonstrations and petting zoos <p>Athletics and Sport teams</p> <ul style="list-style-type: none"> • Archery • Cheerleading • Competitive team sports and sport clubs • Powderpuff Football <p>Bicycle safety rodeos</p> <p>Carnivals and festivals (without powered rides and/or amusement vendors)</p>	<p>Child care/babysitting</p> <p>Classroom Safety</p> <p>Climbing walls and Activities</p> <ul style="list-style-type: none"> • Climbing walls on site • Climbing gyms • Climbing towers • Ropes/challenge courses • Zip lines <p>Field trips (see below)</p> <ul style="list-style-type: none"> • Field trips involving water craft • Overnight field trips <ul style="list-style-type: none"> ○ Outdoor school ○ New York; Washington, D.C. ○ (refer to Non-District Trip information) <p>Fundraisers</p> <ul style="list-style-type: none"> • Car wash fund raisers • Color run/jog-a-thon/walk-a-thon • Dunk tanks/ flush tanks (adults only in the tank) 	<ul style="list-style-type: none"> • Games of chance fundraisers (must be registered) <ul style="list-style-type: none"> ○ Bingo (local registration) ○ Poker night (state registration) <p>Gardens</p> <p>Go carts</p> <p>Grad Night</p> <p>Haunted house</p> <p>Hayride</p> <p>Helicopter landing</p> <p>Hoverboards and similar vehicles</p> <p>Inflatable amusement devices</p> <ul style="list-style-type: none"> • Bounce houses • Obstacle courses • Slides • Velcro walls <p>Kilns</p> <p>Model rockets</p> <p>Parade Participation</p> <p>Powered Utility Carts</p> <p>Story tellers/performers</p> <p>Unmanned Aircraft Systems (Drones)</p> <p>Water Activities on Field Trips (off campus)</p> <ul style="list-style-type: none"> ❖ Swimming ❖ Snorkeling ❖ Wading
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For each off-site activity, each student must submit an appropriate and complete “Field Trip/Excursion Authorization and Medical Treatment Authorization” form. Certain “on campus” activities may also require student waivers.

YELLOW LIGHT LIST

Other Guidance Documents

Animals

- Canine search

Athletics and Sport teams

- Concussion Management
- Sudden Cardiac Arrest
- Pregnant Athletes
- Volunteer Physician services for CIF sports

Use of Bleach

GREEN LIGHT ACTIVITIES

If using an outside vendor, contact Risk Management or the appropriate district department to see if a Certificate of Insurance with an additional insured endorsement and/or a hold harmless agreement is required.

This list is not all-inclusive – please check with the Risk Management Department or appropriate district department concerning similar activities that are not listed.

Activities involving prepackaged food:	Gift wrap sales	Pencil sales
• After school treats	Gift wrapping	Pizza night
• Candy Sales	Greeting card sales	Plant boutiques
• Popcorn sales	Hobby shows	Puzzle race
• Snack food sales	Holiday boutique	Reading night
Art & craft activities	Ice cream socials	Ring toss
Auction/silent auction	Jail auctions	Role reversal plays
Band concerts	Karaoke	Rummage sales
Balls or bean bags tossed through a target	Leg-a-thon	Sale of logo items
Bicycle displays	Magazine sales	Scarecrow competition
Book fair	Magic shows	School play
Broom hockey	Math fair	Science fair
Calendar sales	Movie night	Silhouettes
Christmas tree sales (no cutting or grinding)	“Nerf” bow and arrow	Spelling bee
Colored sand painting	Parent education workshops	Sponge toss
Cookbook sales	Pee wee golf	Taffy/sucker tug-of war
Costume carnival	Performing arts	Talent shows
Craft workshops	Picnic-type games (not competing against other schools or classes)	T-shirt sales
Dances	• Basketball shoot	Water balloon toss
Egg toss	• Bowling	Water bottle sales
Enrichment (academic only - see yellow list)	• Jump rope	Walk-a-thon/jog-a-thon (on campus - student participation)
Face painting	• Potato sack race	White elephant sale
Family portraits	• Sack races	Yearbook sales
Fashion shows	• Softball throw	
Fish ping-pong	• 3 - legged race	
Flea market		

For each off-site activity, each student must submit an appropriate and complete “Field Trip/Excursion Authorization and Medical Treatment Authorization” form. Certain “on campus” activities may also require student waivers.

YELLOW LIGHT ACTIVITIES SUPPLEMENT

Occasionally, schools, parents, and/or other organized groups sponsor activities, which may require additional insurance coverage, hold harmless agreements, Certificates of Insurance with an endorsement naming the district as additional insured, or other special arrangements. Sites are to strictly adhere to district guidelines. All conditions must be met and/or the Risk Management Department consulted before undertaking any activities listed on the yellow light activity list.

If a proposed activity is not listed in the red, yellow or green activity list please call the Risk Management Department for assistance.

	Call Risk Management	Refer to Best Practices, or Information Sheet	Student Waiver Required from Parent	Agreement with indemnification	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local Government for Ordinance
Activities involving food: <ul style="list-style-type: none"> • After school treats (prepared at home) • Food sales (prepared at home) • Baked goods • Catered foods and Snack food concessionaire • Cake walk • Dinners – potluck, pasta, international, etc. • Barbeques, Picnics, Potluck meals 		X						
		X		X	X			X
		X		X	X			X

For each off-site activity, each student must submit an appropriate and complete “Field Trip/Excursion Authorization and Medical Treatment Authorization” form. Certain “on campus” activities may also require student waivers.

Student Waivers include “Field Trip/Excursion Authorization and Medical Treatment Authorization” forms, “Informed Consent/Assumption of Risk” forms, transportation authorization forms, and any other form releasing the district from liability.

YELLOW LIGHT ACTIVITIES SUPPLEMENT (Continued)

	Call Risk Management	Refer to Best Practices, or Information Sheet	Student Waiver Required from Parent	Agreement with indemnification	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local Government for Ordinance
Activity transportation		X		X	X	X		
Animals in classrooms <ul style="list-style-type: none"> • Animals in classrooms • Animal demonstrations and petting zoos • Service and therapy animals 		X X X		X	X	X		
Athletics and Sports Teams <ul style="list-style-type: none"> • Archery • Cheerleading • Competitive team sports and sport clubs • Powderpuff football 	X		X X X					
Bicycle safety rodeo	X		X					
Carnivals (without powered rides and/or amusement vendors)	X			X	X			

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YELLOW LIGHT ACTIVITIES SUPPLEMENT (Continued)

	Call Risk Management	Refer to Best Practices, or Information Sheet	Student Waiver Required from Parent	Agreement with indemnification	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local Government for Ordinance
Child care/babysitting	X		X					
Climbing walls and activities <ul style="list-style-type: none"> • Climbing walls on site • Climbing gyms • Climbing towers • Ropes / challenge courses • Zip lines 	X	X X X X X	X	X X X	X X X			
Field trips (See below) <ul style="list-style-type: none"> • Field trips involving water craft • Overnight field trips 		X X X	X X X	X X X	X X X			
Fundraisers <ul style="list-style-type: none"> • Car wash fundraisers • Color run / jog-a-thon / walk-a-thon • Dunk tanks/flush tanks (adults only in the tank) 	X X	X	X	X	X			X X

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YELLOW LIGHT ACTIVITIES SUPPLEMENT (Continued)

	Call Risk Management	Refer to Best Practices, or Information Sheet	Student Waiver Required from Parent	Agreement with indemnification	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local Government for Ordinance
Fundraisers <ul style="list-style-type: none"> • Games of chance fundraisers (must be registered) <ul style="list-style-type: none"> ○ Bingo (local registration) ○ Poker night (state registration) 	X X			X X	X X			X X
Gardens <ul style="list-style-type: none"> • Community gardens • Gardens on-site 		X	X					
Go carts	X		X					
Grad Night	X		X	X	X			
Haunted house	X		X					
Hayride			X	X	X			
Helicopter landing	X	X		X	X			X

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YELLOW LIGHT ACTIVITIES SUPPLEMENT (Continued)

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Inflatable amusement devices <ul style="list-style-type: none"> • Bounce houses • Obstacle courses • Slides • Velcro walls 		X		X	X			
Kilns		X						
Model rockets		X						X
Parade participation		X	X					
Powered utility carts		X						
Story tellers/performers	X			X	X			
Unmanned aircraft (Drones)	X	X						X

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Water activities on field trips (off campus) <ul style="list-style-type: none"> • Swimming • Snorkeling • Wading 		X	X X X	X	X		X X X	

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