



STUDENT ACTIVITIES GUIDE

Adopted for Conejo Valley Unified School District Student Activities

All CVUSD-sponsored activities must comply with district Board Policies and Administration Regulations and this guide as adopted.

Red Light Activities

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

Yellow Light Activities

Occasionally, schools sponsor activities that may require agreements or contracts with indemnification, insurance coverage, Certificates of Insurance with an endorsement naming the CVUSD as additional insured, or other special arrangements. Schools must strictly adhere to CVUSD 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 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 an agreement or contract with indemnification, insurance coverage, certificates of insurance with an endorsement naming CVUSD as additional insured 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 or assumption of risk forms.

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

Under no circumstances should any school site administrator or staff sign a contract or agreement for a vendor or provider or agree in any way that CVUSD will be held responsible for liability. All contracts or agreements must be routed for approval and presented to the Board of Trustees for their approval.

RED LIGHT ACTIVITIES

The activities listed below are 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 district.

Absolute Exclusions (no coverage) - **PROHIBITED**

"In flight" operations of manned aircraft

- Transportation/rides
- Aircraft demonstrations
- Helicopter flight
(for helicopter landing refer to Yellow Light List)
- Hot air balloons/balloon rides

Nuclear facilities and materials
"Radioactive properties"

Activities for which have a Deductible (\$100,000) - **PROHIBITED**

"Automobile" and/or motorcycle/motor bike racing, including:

- E-bicycles (see Yellow Light List)
- Go carts
- Motorcycles

Bungee Activities

- Bungee jumping
- Bungee runs
- Other activities with bungies

Catapult devices

Donkey ballgames and similar activities;

Parachuting, skydiving, parasailing, hang gliding, and any similar activity

Road rallies

Rodeos, mechanical bulls and similar mechanical devices

Trampolines and mini-trampolines

(indoors or outdoors)

(exception for special education)

Underwater activities

- Deep sea diving
- Scuba diving
- Construction and demolition

Not Recommended by the VCSSFA Risk Management Committee - **PROHIBITED**

Animal Rides

Carnivals (with powered rides)

Darts/dart games

Fireworks Sales (if prohibited by law)

Human spheres including, but not limited to:

- Aqua balls
- Bubble rollers
- Human gyroscopes
- Human hamster balls
- Orbitron
- Water walking balls
- Water walking roller toys

Martial arts classes or programs

Pyrotechnic displays and/or open flames

- Bonfires
- Magic shows with flames
- (for professional fireworks displays, refer to Yellow Light List)

Skating on campus

- "Healies" or similar shoes

- In-line skating (Roller blading)

- Roller skating

- Scooters

- Segways or similar personal transporters

- Skateboarding

Skating, roller derby

Swim Parties at Private Pools

(for other Water Activities (off campus) refer to Yellow Light List)

Watercraft, privately owned

(i.e. boats owned by parents, teachers, students, etc.)

(for Field Trips Involving Watercraft refer to Yellow Light List)

Tug-of-war

Unicycles (motorized or unmotorized)

Additional activities prohibited:

Inflatable bounce houses and slides

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 concerning similar activities that are not listed.

Listed Student Activities

Activities involving food

- After school treats
- Food sales
- Baked goods
- Catered foods and snack food concessionaire
- Pizza night
- School gardens
- Barbeques, Picnics, Potluck meals

Activity transportation

Animals

- Animals in classrooms
- Animal demonstrations and petting zoos

Athletics and Sport teams

- Archery
- Cheerleading
- Competitive team sports and sport clubs

Bicycle safety rodeos /instruction

Carnivals and festivals (without powered rides and/or amusement vendors)

Childcare/babysitting

Climbing walls and Activities

- Climbing walls on site

- Climbing gyms
- Climbing towers
- Ropes/challenge courses
- Zip lines

Drones (Unmanned Aircraft Systems)

Field trips (see below)

- Field trips involving water craft
- Overnight field trips
 - Outdoor school
 - New York; Washington, D.C.
 - (refer to Non-LEA Trip information)

Fireworks/Pyrotechnics (Professional)

Fundraisers

- Car wash fund raisers
- Color run
- 5K, 10K run/walk (permit required on city/county streets)
- Dunk tanks/ flush tanks (adults only in the tank)

- Games of chance fundraisers (must be registered)
 - Bingo (local registration)
 - Poker night (state registration)
- Sales for fundraising of any kind

Gardens

Grad Night

Haunted house

Hayride

Helicopter landing

Hoverboards and similar vehicles

Inflatable amusement devices

- Obstacle courses
- Velcro walls

Kilns

Model rockets

Movie night (movie license required)

Parade Participation

Story tellers/performers

Water Activities on Field Trips (off campus)

- ❖ Swimming
- ❖ Snorkeling
- ❖ Wading

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
- Service and therapy animals

Athletics and Sport teams

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

Classroom Safety

GREEN LIGHT ACTIVITIES

If using an outside vendor, contact Risk Management 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 concerning similar activities that are not listed.

Activities involving prepackaged food:	Gift wrapping	Plant boutiques
• After school treats	Hobby shows	Puzzle race
• Candy Sales	Ice cream socials	Reading night
• Popcorn sales	Karaoke	Ring toss
• Snack food sales	Magic shows	Role reversal plays
Art & craft activities	Math fair	Sale of LEA/school logo items
Band concerts	“Nerf” bow and arrow	Scarecrow competition
Balls or bean bags tossed through a target	Parent education workshops	School play/musical show production
Bicycle displays	Pee wee golf	Science fair
Book fair	Performing arts	Silhouettes
Broom hockey	Picnic-type games (not competing against other schools or classes)	Spelling bee
Colored sand painting	• Basketball shoot	Sponge toss
Costume carnival	• Bowling	Talent shows
Craft workshops	• Egg toss	Tricycles on playgrounds
Dances	• Jump rope	Water balloon toss
Enrichment (academic only - see yellow list)	• Sack races	Walk-a-thon/jog-a-thon (on campus - student participation)
Face painting	• Softball throw	Yearbook sales
Family portraits	• 3 - legged race	
Fashion shows		
Fish ping-pong		

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 the district’s policies and 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 Guidance Documents	Student Waiver Required from Parent	Agreement with indemnification	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local or State 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 • Pizza night • School gardens • Barbeques, Picnics, Potluck meals 		X						
		X						X
		X		X	X			X
Activity transportation		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 Guidance Documents	Student Waiver Required from Parent	Agreement with indemnification	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local or State Government for Ordinance
Animals		X						
<ul style="list-style-type: none"> • Animals in classrooms • Animal demonstrations and petting zoos • Service and therapy animals 		X		X	X	X		
Athletics and Sports Teams	X							
<ul style="list-style-type: none"> • Archery • Cheerleading • Competitive team sports and sport clubs 		X	X					
Bicycle safety rodeos/instruction	X		X					
Carnivals and festivals (without powered rides and/or amusement vendors)	X			X	X			
Child care/babysitting	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 LEA from liability.

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

YELLOW LIGHT ACTIVITIES SUPPLEMENT (Continued)

	Call Risk Management	Refer to Guidance Documents	Student Waiver Required from Parent	Agreement with indemnification	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local or State Government for Ordinance
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	X X X			
Drones (unmanned aircraft systems)	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			
Fireworks/Pyrotechnics (Professional)	X			X	X	X		X
Fundraisers <ul style="list-style-type: none"> • Car wash fundraisers • Color run 	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 LEA from liability.

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

YELLOW LIGHT ACTIVITIES SUPPLEMENT (Continued)

	Call Risk Management	Refer to Guidance Documents	Student Waiver Required from Parent	Agreement with indemnification	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local or State Government for Ordinance
Fundraisers (Continued) <ul style="list-style-type: none"> • 5K, 10K run/walk • Dunk tanks/flush tanks (adults only in the tank) 	X X		X	X	X	X		X
Fundraisers (continued) <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
Fundraisers (continued) <ul style="list-style-type: none"> • Sales for fundraisers 	X							X
Gardens <ul style="list-style-type: none"> • Community gardens • Gardens on-site 		X	X					
Grad Night	X		X	X	X			
Haunted house	X		X					
Hayride			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 LEA from liability.

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

YELLOW LIGHT ACTIVITIES SUPPLEMENT (Continued)

	Call Risk Management	Refer to Guidance Documents	Student Waiver Required from Parent	Agreement with indemnification	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local or State Government for Ordinance
Helicopter landing	X	X		X	X			X
Hoverboards and similar vehicles		X						
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
Movie night (movie license required)	X							X
Parade participation		X	X					
Story tellers/performers	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 LEA from liability.

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

YELLOW LIGHT ACTIVITIES SUPPLEMENT (Continued)

	Call Risk Management	Refer to Guidance Documents	Student Waiver Required from Parent	Agreement with indemnification	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local or State Government for Ordinance
Water activities on field trips (off campus) <ul style="list-style-type: none"> • Swimming • Snorkeling • Wading 		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 LEA from liability.

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

YELLOW LIGHT LIST
Other Guidance Documents

	Call Risk Management	Refer to Guidance Documents	Student Waiver Required from Parent	Agreement with indemnification	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local or state Government for Ordinance
Animals: <ul style="list-style-type: none"> • Canine Search • Service and Therapy Animals 		X X		X X ¹	X X ²			
Athletics and Sport Teams <ul style="list-style-type: none"> • Concussion Management • Sudden Cardiac Arrest • Pregnant Athletes • Volunteer Physician services for CIF sports 	X	X X X	3 3					
Classroom Safety		X						

¹ An application is recommended for service animals. An agreement is not required for service animals but is required for therapy animals.

² Certificates of insurance with endorsements naming the district as additional insured are not required for service animals but are required for therapy animals.

³ Information sheets are specifically required for concussions and sudden cardiac arrent.