



## PLEASANT VALLEY SCHOOL DISTRICT

### 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 are 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 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 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, Business Services for review and signature.**

## RED LIGHT ACTIVITIES

All activities listed below **are prohibited** by Pleasant Valley School District 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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“In flight” operations of aircraft	Nuclear facilities and materials
❖ Transportation/rides	“Radioactive properties”
❖ Aircraft demonstrations	
❖ Helicopter flight and landing	
❖ Hot air balloons/balloon rides	

### Activities Limited by Gaps in Coverage (district pays first \$350,000)

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Adopt-A-Highway clubs	Selected Sport Clubs
“Automobile” and/or motorcycle/motor bike racing	(see also Yellow Light List for Sport clubs (competitive team))
Bungee jumping and bungee runs	Trampolines and mini-trampolines
Donkey ballgames and similar activities;	(exception for special education)
Parachuting, skydiving, parasailing, hang gliding, and any similar activity	Underwater activities
Road rallies	❖ Deep sea or SCUBA diving
Rodeos and mechanical bulls	❖ Construction and demolition

### Activities not Recommended by the VCSSFA Risk Management Committee

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Animal Rides	Skating on campus
Carnivals (with powered rides)	❖ “Healies” or similar shoes
Darts/dart games	❖ In-line skating (Roller blading)
Fireworks Sales (prohibited by law)	❖ Roller skating
Human spheres including, but not limited to:	❖ Scooters
❖ Aqua balls	❖ Segways or similar transporters
❖ Bubble rollers	❖ Skateboarding
❖ Human gyroscopes	Swim Parties at Private Pools
❖ Human hamster balls	(see also Yellow Light List for Water Activities (off campus))
❖ Orbitron	Watercraft, privately owned
❖ Water walking balls	(i.e. boats owned by parents, teachers, etc.)
❖ Water walking roller toys	(see also Yellow Light List for Ocean Field Trips Involving Watercraft)
Pyrotechnic displays and/or open flames	Tug-of-war
❖ Bonfires	
❖ Magic shows with flames	

### Other Activities Not Permitted by Pleasant Valley School District

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Climbing Walls; and/or rebounding devices, including but not limited to: Astro Walk, Bounce House, Castle Bounce, Jolly Jump, Moon Bounce; Carwash Fundraiser

## YELLOW LIGHT ACTIVITIES

The activities listed below can be associated with significant risk and can be dangerous and jeopardize the safety of our students. Some activities bear a deductible or loss retention under LCM for the school district; others 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.

### Qualified Activities for which a District may have a Deductible (\$5,000 to \$50,000)

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Ropes/challenge courses	Playgrounds (non-compliant)
Ocean field trips involving water craft	Competitive team sports and sport clubs
❖ Watercraft on open water	

### Other Activities

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Activities involving food	Dunk tanks/ flush tanks (adults only in the tank)	Service and Therapy Animals*
❖ After school treats	Field trips (see below)	Sport teams
❖ Food sales	Go carts (not on district facilities)	Story tellers/performers
❖ Baked goods	Grad Night	Sudden cardiac arrest (in athletics)*
❖ Catered foods and snack food (NO food trucks inside campuses – parking lot only) concessionaire	Haunted house	Unmanned aircraft systems (drones)*
❖ School gardens	Hayride	Velcro walls (No rebounding device can be used)
❖ Barbeques, Picnics, Potluck meals	Inflatable action events (non-rebounding)	Volunteer Physician services
Activity transportation	Kilns*	Walk-a-thon/jog-a-thon (off campus)
Animals in classrooms	Model rockets	Water Activities (off campus)
Bicycle safety rodeos	Obstacle courses	❖ Swimming
Bingo (must have license & permit)	Overnight activities and field trips	❖ Snorkeling
Carnivals (without powered rides and/or amusement vendors)	❖ Camps – enrichment & science	❖ Wading
Child care/babysitting	Parade Participation	
Cheerleading	Petting zoo/animal show w/ student contact is NOT permitted	*See VCSSFA website
Concussion management*	School Gardens*	

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.

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

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## 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.

	Deductible	Call Business Services	Refer to Guidelines, Best Practices, or Information Sheet	Student Waiver Required from Parent	Hold Harmless	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"> <li>❖ After school treats (prepared at home)</li> <li>❖ Food sales (prepared at home)</li> <li>❖ Baked goods</li> <li>❖ Catered foods and Snack food concessionaire</li> <li>❖ Cake walk</li> <li>❖ Dinners – potluck, pasta, international, etc.</li> <li>❖ Barbeques, Picnics, Potluck meals</li> </ul>			X						
			X			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)**

	Deductible	Call Business Services	Refer to Guidelines, Best Practices, or Information Sheet	Student Waiver Required from Parent	Hold Harmless	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local Government for Ordinance
Animals in classrooms			X						
Bicycle safety rodeo		X		X					
Bingo (must have license & permit)		X							X
Carnivals (without powered rides and/or amusement vendors)		X			X	X			
Child care/babysitting		X		X					
Cheerleading			X	X					
Dunk tanks/flush tanks (adults only in the tank)						X			
Field trips (See below)			X	X					
Go Carts – Not on district facilities				X	X	X			
Grad Night				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 district from liability.

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## YELLOW LIGHT ACTIVITIES SUPPLEMENT (Continued)

	Deductible	Call Business Services	Refer to Guidelines, Best Practices, or Information Sheet	Student Waiver Required from Parent	Hold Harmless	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local Government for Ordinance
Inflatable action events, (non-rebounding)		X	X		X	X	X		
Model rockets			X						X
Obstacle courses		X							
Ocean field trips involving water craft	X	X	X	X		X			
❖ Watercraft on open water	X	X		X				X	
Overnight activities and field trips			X	X					
❖ Camps – enrichment & science			X	X	X	X			
Parade participation			X	X					
Petting zoo/animal show (NO student contact)		X			X	X			
Playgrounds (non-compliant)	X		X						
Rebounding devices	X	X	X						
Competitive team sports and sport clubs	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.

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**YELLOW LIGHT ACTIVITIES SUPPLEMENT (Continued)**

	Deductible	Call Business Services	Refer to Guidelines, Best Practices, or Information Sheet	Student Waiver Required from Parent	Hold Harmless	Certificate of Insurance/w Endorsement	Additional Insurance Required	Certified Lifeguard Required	Consult Local Government for Ordinance
Sport teams (non-CIF)		X	X	X					
Story tellers/performers		X			X	X			
Velcro walls (no rebounding device can be used)		X				X			
Volunteer Physician services		X	X						
Walk-a-thon/jog-a-thon (off campus)		X		X					
Water activities (off campus)			X					X	
❖ Wading				X				X	
❖ Swimming				X				X	
❖ Skim boarding				X				X	
❖ Boogey boarding				X				X	
❖ Snorkeling				X				X	
❖ Activities at water parks				X	<del>X</del>	<del>X</del>		X	

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