



STUDENT ACTIVITIES GUIDE

All Local Educational Agency (LEA)-sponsored activities must comply with LEA Board Policies and Administration Regulations

Red Light Activities

Certain activities and events may be prohibited by the LEA 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, or are not recommended, and may be prohibited by the LEA.

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 LEA as additional insured, or other special arrangements. Schools must strictly adhere to LEA 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 LEA 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 or appropriate LEA department to see if an agreement or contract with indemnification, insurance coverage, certificates of insurance with an endorsement naming the LEA 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 or appropriate LEA 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 the LEA will be held responsible for liability. All contracts or 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 LEA's liability coverage; others are not covered under LCM for the covered LEA.

Absolute Exclusions (no coverage)

Any activity involving privately owned aircraft
including "lighter than air" craft
Nuclear facilities and materials

"Radioactive properties"

Activities for which a LEA may have a Deductible (\$100,000)

"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

Activities not Recommended by the VCSSFA Risk Management Committee

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)

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 LEA'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 LEA department concerning similar activities that are not listed.

Listed Student Activities

Activities involving food	• Climbing towers • Ropes/challenge courses • Zip lines	• Dunk tanks/ flush tanks (adults only in the tank) • Sales for fundraising of any kind
• After school treats • Food sales • Baked goods • Catered foods and snack food concessionaire • Pizza night • School gardens • Barbeques, Picnics, Potluck meals	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)	Gardens Grad Night Haunted house Hayride Helicopter landing Hoverboards and similar vehicles Inflatable amusement devices • Bounce houses • Obstacle courses • Slides • Velcro walls
Activity transportation		
• Transportation networks • Personal Vehicles • Commercial Air Transportation		
Athletics and Sport teams	Fireworks/Pyrotechnics (Professional only)	Kilns
• Archery • Cheerleading • Competitive team sports and sport clubs	Fundraisers	Laser Light Shows (Professional only)
Bicycles, E-Bikes and Scooters	• Car wash fund raisers • Color run • 5K, 10K run/walk (permit required on city/county streets) • Games of chance fundraisers (must be registered) ○ Bingo (local registration) ○ Poker night (state registration)	Model rockets
Carnivals and festivals (without powered rides and/or amusement vendors)		Movie night (movie license required)
Childcare/babysitting		Parade Participation
Climbing walls and Activities		Story tellers/performers
• Climbing walls on site • Climbing gyms		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

- Animals in the Classroom
- Animal Demonstration and petting zoos
- Canine search
- Service and therapy animals

Athletics and Sport teams

- Concussion Management
- Extreme Weather Conditions and Student Physical Activity
- Sudden Cardiac Arrest
- Pregnant Athletes
- Volunteer Physician services for CIF sports

Safety on LEA Sites

Powered Utility Carts

Use of Bleach

GREEN LIGHT ACTIVITIES

If using an outside vendor, contact Risk Management or the appropriate LEA 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 LEA 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 LEA as additional insured, or other special arrangements. Sites are to strictly adhere to LEA 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:		X						
• After school treats (prepared at home)								
• Food sales (prepared at home)		X						
• Baked goods		X						
• Catered foods and Snack food concessionaire		X		X	X			X
• Pizza night								X
• School gardens		X						
• Barbeques, Picnics, Potluck meals		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.

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
Activity transportation		X		X	X	X		
- Transportation Networks - Personal Vehicles - Air Transportation			X	X	X	X		
Bicycle, E-Bike Scooters	X	X	X					
Carnivals and festivals (without powered rides and/or amusement vendors)	X			X	X			
Child care/babysitting	X		X					
- Climbing walls and activities - Climbing walls on site - Climbing gyms	X	X						
Climbing towers		X	X	X	X			
Ropes / challenge courses		X	X	X	X			
Zip lines		X	X	X	X			

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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
Drones (unmanned aircraft systems)	X	X						X
- Field trips (See below) - Field trips involving water craft - Overnight field trips		X X X	X X X	X X X	X X X			
Fireworks/Pyrotechnics (Professional Only)	X	X		X	X	X		X
Fundraisers Car wash fundraisers		X						X
Color run	X		X					X
Fundraisers (Continued) 5K, 10K run/walk	X		X					X
Dunk tanks/flush tanks (adults only in the tank)	X			X	X	X		
Fundraisers (continued) Games of chance fundraisers (must be registered)								

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.

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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
○ Bingo (local registration)	X			X	X			X
• Poker night (state registration)	X			X	X			X
Fundraisers (continued)								
Sales for fundraisers	X							X
• Gardens		X						
• Community gardens			X					
• Gardens on-site								
• Grad Night	X		X	X	X			
○ Haunted house	X		X					
• Hayride			X	X	X			
Helicopter landing	X	X		X	X			X
• Hoverboards and similar vehicles		X						
Inflatable amusement devices		X		X	X			
• Bounce houses								
• Obstacle courses								
Slides								

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.

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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
Velcro walls								
Kilns		X						
Laser Shows (Professional Only)								
Model rockets		X						X
• Movie night (movie license required)	X							X
• Parade participation		X	X					
• Story tellers/performers	X			X	X			
Water activities on field trips (off campus)		X					X	
Swimming			X				X	
Snorkeling			X				X	
Wading			X				X	

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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
• • •								

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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: • Canine Search • Service and Therapy Animals		X X		X X ¹	X X ²			
• Animals in classrooms • Animal demonstrations and petting zoos • Service and therapy animals		X X X		X	X	X		
Athletics and Sport Teams • Concussion Management • Extreme Weather Conditions and Student Physical Activity • Sudden Cardiac Arrest • Pregnant Athletes • Volunteer Physician services for CIF sports •	X	X X X X	3 3					
Athletics and Sports Teams • Archery • Cheerleading	X	X	X					

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
Competitive team sports and sport clubs		X	X					
Classroom Safety		X						
Powered Utility Carts		X						
Use of Bleach		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 LEA 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 arrest.

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