



# CARNIVALS, GRAD PARTIES, CELEBRATIONS & SCHOOL EVENTS

The District Office would like to remind you to touch base with us before you make final plans for your events. To prevent as many injuries as we can, ensure adequate insurance and district procedures are in place, please review the following reminders:

[TTSD Parent-Guardian Permission & Liability Release Form](#) is required for **all** District field trips & activities.

## The following types of events/field trips are **conditional**:

- ✓ Animals - with so many allergies with our kids and staff, remember to follow the Board Policy ING and get your principal's approval for any pets on campus (i.e. show and tell). **NO** exotic animals like monkeys and tarantulas, please. (*Presentations by The Oregon Reptile Man are allowed.*)
- ✓ Inflatable slides or obstacle courses are okay, **only if** the toys are set up by the contractor, in good condition and secured for windy conditions preventing the toy from lifting off the ground. Continued adult supervision is required.
- ✓ The **only** swimming or water activities allowed are trips to TTAD and/or pools that are preapproved by the District: *Parents must identify student as swimmer or non-swimmer on the release form. Non-swimmers have to wear life vests at all times and stay in the shallow areas.*
  - *Preapproved pools: Tigard-Tualatin Aquatic District pools (Tualatin & Tigard), Aloha Swim Center, Beaverton Swim Center, Conestoga Recreation & Aquatic Center, Eastside Portland Community Center, Harman Swim Center, North Clackamas Aquatic Park, Oregon City Swimming Pool, Salem Salvation Army Kroc Center, Southwest Community Center, Sunset Swim Center, Tualatin Hills Aquatic Center*
- ✓ Amusement parks are allowed but need to be approved by the District.

## The following types of events/field trips are **PROHIBITED**:

- ⊗ Bounce-houses are **NOT** allowed on school properties or for District sponsored functions.
- ⊗ Mechanical bulls.
- ⊗ All trampolines & trampoline parks.
- ⊗ Dunk tanks.
- ⊗ Boat activities such as WyEast Expeditions, river rafting and jet boat excursions.
- ⊗ Swimming or any water activity – *see above for exceptions.*
- ⊗ Parents are not allowed to be "District Chefs-for-the-day".
- ⊗ Bungee jumping.
- ⊗ Horseback riding.

- ⊘ Paintball, laser tag or other activities involving shooting.
- ⊘ Open flames or activities involving fire.
- ⊘ iFLY, any indoor skydiving simulation or skydiving activity.
- ⊘ All airborne machines including private airplanes, helicopters, balloons.
- ⊘ Ropes courses, high or low, rock walls, and other such activities that involve height off the ground.

**Friendly reminders:**

- Celebrations & events need to be approved/supported by the school administrator.
- Most injuries occur when kids or STAFF crash into hard surfaces, each other or pull something trying to “keep up” with their peers/kids (i.e. staff /student basketball games or relay races).
- NEVER LEAVE CHILDREN IN ANY INFLATABLE WITHOUT AN ADULT PRESENT (OUTSIDE THE UNIT), SUPERVISING AT ALL TIMES! ALL EVENT EQUIPMENT MUST BE FULLY DISMANTLED AND REMOVED IMMEDIATELY AT THE END OF THE EVENT!
- DJs need to bring all their own equipment and will require a service agreement with the District Business Office unless they are on the Approved Vendor list.
- Please be mindful of the District’s Wellness Policy regarding celebrations & rewards, which is in effect from midnight to one hour after the school day ends. (Reference Board Policy [EFA: Local Wellness Program](#) at [www.ttstdschools.org](http://www.ttstdschools.org))
- Unless you are using a vendor from the approved vendor list, you will need to present a service agreement to the Business Office for approval **10 days prior to advertising your event**. Service agreement needs to include certificate of liability insurance. Certificate must: name TTSD as certificate holder & additional insured, show liability coverage of \$2 million per occurrence, auto coverage & worker’s comp. Please see service agreement documents & information on the Parent Organization Groups page of the TTSD website: [www.ttstdschools.org/Page/9035](http://www.ttstdschools.org/Page/9035) or contact Amber Summers at [asummers@ttsd.k12.or.us](mailto:asummers@ttsd.k12.or.us), 503-431-4076.
- Remember that the CFO and Superintendent are the **only** authorized signers for the District and thereby anything legally binding requiring a signature needs to go through the Business Office, including documents from approved vendors. (Any other persons who sign are placing themselves personally liable.)
- Parent groups are generally covered under the District’s Insurance program as long as the District’s requirements have been met. Events **must** be included on the school list that is presented to the Board in October in order to be covered. Events that are not presented to the Board will have to purchase separate insurance to cover the event. To secure insurance, use the same exact name for the insurance policy as the name given to rent the facility.
- TTSD graduation events are not allowed in Washington State due to the Tort Claims Act in Washington.

*Our goal is to help your schools have fun and safe activities, please do not hesitate to contact the Business Office with any questions at 503-431-4076.*



**Yes** ✓



**No** ⊘

