

**POLICY NO. PS-01**  
**FIELD TRIP AND SPORTS PERMISSION SLIPS**

Effective January 16, 1997  
Revised April 13, 2000

The following guideline of Risk Management Practices has been developed and adopted by the Board of Directors of the Organization of Self-Insured Schools ("OSS") and is effective as of the date indicated above pursuant to Article VIII of the Bylaws of OSS. Each Member District has agreed to the implementation of all guidelines of Risk Management Practices developed by the Board of Directors. The following policy shall be referred to for all purposes as Policy No. PS-01.

**1. AGREEMENT REQUIREMENTS**

In order to contain and limit liability exposure to the SIR pool of OSS, all Member Districts in OSS shall, subject to paragraphs 2.2 and 2.3 below, obtain an executed agreement in the form from time to time designated by the Executive Committee or Board of OSS, and hereinafter designated as **Form Nos. PS-100A, PS-100B, PS-100C and PS-100D** with respect to student field trips, and **Form No. PS-100E** with respect to student sports participation, in each circumstance where Member District students are involved in either field trips, sports activities, or as a member of an athletic team as defined in California Education Code Section 32220.

**2. OTHER REQUIREMENTS**

Participation of Member District students in either field trips, sports activities, or as a member of an athletic team as defined in California Education Code Section 32220, shall be further subject to the following requirements:

- 2.1 Students may participate in field trips, sports activities or as a member of an athletic team only after receipt by the Member District of the applicable fully completed **Form No. PS-100A, PS-100B, PS-100C or PS-100E**, as the case may be, duly signed by the student and/or the student's parent or guardian, as indicated on each form.
- 2.2 For field trips, the Member District may either obtain a signed **Form No. PS-100A** for each separate field trip, or obtain a signed **Form No. PS-100B** at the beginning of the school year and send **Form No. PS-100C** as a reminder to the parent/guardian prior to each specific field trip. Member District students shall be denied participation in field trip events until such time as the form is on file with the Member District. Member Districts may add any of the Optional Information provided on **Form No. PS-100D**, as may be deemed appropriate by the district. Any other information shall be approved by the OSS JPA Administrator.
- 2.3 For any sports or athletic activity, including cheerleading, a sports permission slip shall be maintained by each Member District for each student participant and shall be renewed at the beginning of each school year. Member District students shall be denied participation in activities, or as a member of an athletic team as defined in California Education Code Section 32220, until such time as **Form No. PS-100E** is on file with the Member District. Member Districts shall be entitled to use Permission Slip forms authorized by said Member Districts which are different in form than **Form No. PS-100E** so long as said form contains each of the provisions set forth in **Form No. PS-100E**. Changes or additions should be approved by the OSS JPA Administrator.  
**Note: Form No. PS-100E is a two-sided form.**

### **3. COPIES OF PERMISSION SLIPS**

A copy of all signed **Form Nos. PS-100A, PS-100B, PS 100C and PS-100E.**, obtained as a result of this Policy, shall be maintained by the Member Districts for twenty-four (24) months.

### **4. DEFINITIONS**

4.1 A “Member District” means any school district which has become a member of OSS pursuant to the provision of the OSS Agreement and Bylaws.

4.2 A **Member of an athletic team** shall have the meaning set forth in California Education Code Section 32220, which provides as follows:

A32220. As used in this chapter:

...(c) “Member of an athletic team” means member of any extramural athletic team engaged in athletic events on or outside the school grounds, maintained or sponsored by the educational institution or a student body organization thereof. “Member of an athletic team” also includes members of school bands or orchestras, cheerleaders and their assistants, pompon girls, team managers and their assistants, and any student or pupil selected by the school or student body organization to directly assist in the conduct of the athletic event, including activities incidental thereto, but only while such members are being transported by or under the sponsorship or arrangements of the educational institution or a student body organization thereof to or from a school or other place of instruction and the place at which the athletic event is being conducted.

Organized rooting sections, student body members who are spectators, and other spectator students, who are not actually participating in the conduct of the athletic event, are not members of an athletic team. Participants in a playday or field day activity occurring occasionally during a school year, in which students of one or more particular grade levels from two or more schools of a school district or community college district participate in athletic contests, are not members of an athletic team. Nothing in this subdivision shall be construed as prohibiting a governing board from extending the applicability of the provisions of this article to any of those persons, should be governing board elect so to do...

4.3 **Form Nos. PS-100A, PS-100B and PS-100C** shall mean the “Voluntary Excursion/Field Trip Notice/Permission” forms attached hereto as Exhibits “A”, “B” and “C”.

4.4 **Form Nos. PS-100D**, shall mean the “Optional Information” which may be included on the forms in section 4.3, above, attached hereto as Exhibit “D”.

4.5 **Form No. PS-100E** shall mean the “Voluntary Activities Participation – Acknowledgment and Assumption of Potential Risk” form attached hereto as Exhibit “E”.