

NON-INSTRUCTIONAL SERVICES: NON-INSTRUCTIONAL SERVICES [Risk Management]

School [-] Sponsored Activities

I. PURPOSE

TO PROVIDE GUIDELINES FOR THE REVIEW AND APPROVAL OF ACTIVITIES FOR STUDENTS SPONSORED BY THE BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).

II. [I.] Definitions

FOR PURPOSES OF THIS RULE, THE FOLLOWING DEFINITIONS SHALL APPLY:

- A. *High risk activities* - ACTIVITIES [Those] that expose the Board of Education OF BALTIMORE COUNTY (BOARD) and its employees to elevated risk of personal injury, property damage, general liability, and may be difficult to control and monitor. [Refer to intranet site, Office of Risk Management, for examples of high risk activities.]
- B. *NON-SCHOOL SPONSORED ACTIVITIES* – ACTIVITIES
- C. *SCHOOL DAY* – EACH DAY THAT SCHOOLS ARE OPEN FROM THE OPENING BELL SIGNALING THE COMMENCEMENT OF THE SCHOOL DAY UNTIL THE BELL SIGNALING DISMISSAL.
- D. *School-sponsored activities* – ACTIVITIES [those] that are SPONSORED, APPROVED, CONDUCTED, planned and/or SUPERVISED by school personnel regardless of whether they take place on or off school property or occur during normal school hours.

III. RESPONSIBILITY

A. OFFICE OF RISK MANAGEMENT

- 1. THE OFFICE OF RISK MANAGEMENT SHALL BE RESPONSIBLE FOR MAINTAINING A LIST OF ACTIVITIES THAT ARE DEEMED TO BE HIGH RISK AND NOT APPROVED AS SCHOOL-SPONSORED ACTIVITIES.

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2. THE LIST OF HIGH RISK ACTIVITIES WILL BE MADE AVAILABLE THROUGH THE OFFICE OF RISK MANAGEMENT AND ON THE OFFICE'S INTRANET SITE.

B. SCHOOL PRINCIPAL

1. ALL SCHOOL-SPONSORED EVENTS SHALL BE REVIEWED AND APPROVED BY THE PRINCIPAL PRIOR TO BEING SCHEDULED AND ANNOUNCED. THE PRINCIPAL SHALL BE VESTED WITH THE AUTHORITY TO REVOKE PARTICIPATION IN SUCH ACTIVITIES.
2. THE PRINCIPAL SHALL ENSURE THAT ALL CONTRACTS AND AGREEMENTS ARE APPROVED IN ACCORDANCE WITH BOARD POLICY, SUPERINTENDENT'S RULES, AND ESTABLISHED PROCEDURES.
3. THE PRINCIPAL SHALL BE THE SIGNATORY ON ALL SUCH CONTRACTS AND AGREEMENTS.
 - a. BCPS WILL NOT BE FINANCIALLY RESPONSIBLE FOR, AND HAS NO OBLIGATION TO REIMBURSE, INDIVIDUALS OR BUSINESSES FOR CONTRACTS OR AGREEMENTS THAT LACK AUTHORIZED SIGNATURES.
4. THE PRINCIPAL WILL BE RESPONSIBLE FOR ENSURING THAT THE SCHOOL-SPONSORED ACTIVITY IS CONSISTENT WITH THE EDUCATIONAL MISSION OF THE SCHOOL SYSTEM, EXTENDS LEARNING OPPORTUNITIES TO PARTICIPANTS, AND THAT PARTICIPATION IN THE ACTIVITY IS OPEN TO ALL QUALIFIED STUDENTS.

C. STAFF SPONSOR

THE STAFF SPONSOR SHALL ATTEND ALL MEETINGS, FUNCTIONS, OR PRACTICES OF THE ACTIVITY, ADVISE AND SUPERVISE STUDENTS, AND KEEP THE SCHOOL PRINCIPAL INFORMED REGARDING THE ACTIVITY.

D. OFFICE SPONSOR

1. COUNTYWIDE BCPS-SPONSORED ACTIVITIES, SPONSORED BY A BCPS OFFICE, MUST BE APPROVED BY THE OFFICE'S EXECUTIVE DIRECTOR.
2. THE EXECUTIVE DIRECTOR SHALL ENSURE THAT ALL CONTRACTS AND AGREEMENTS ARE APPROVED IN ACCORDANCE WITH BOARD POLICY, SUPERINTENDENT'S RULES, AND ESTABLISHED PROCEDURES.

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3. THE EXECUTIVE DIRECTOR SHALL BE THE SIGNATORY ON ALL SUCH CONTRACTS AND AGREEMENTS.
4. THE OFFICE HEAD WILL BE RESPONSIBLE FOR ENSURING THAT THE SCHOOL-SPONSORED ACTIVITY IS CONSISTENT WITH THE EDUCATIONAL MISSION OF THE SCHOOL SYSTEM, EXTENDS LEARNING OPPORTUNITIES TO PARTICIPANTS, AND THAT PARTICIPATION IN THE ACTIVITY IS OPEN TO ALL QUALIFIED STUDENTS.

IV. REVIEW PROCESS

- A. A WRITTEN REQUEST TO APPROVE AN ACTIVITY MUST BE SUBMITTED TO THE SCHOOL PRINCIPAL OR EXECUTIVE DIRECTOR AND INCLUDE A DESCRIPTION AND PURPOSE OF THE ACTIVITY; DATE, TIME, AND PLACE OF THE ACTIVITY; COST; ANY CONTRACTS/AGREEMENTS REQUIRED FOR PARTICIPATION IN THE ACTIVITY; AND ANY ADDITIONAL INFORMATION THAT MAY ASSIST THE ADMINISTRATOR IN REVIEWING THE REQUEST.
- B. THE PRINCIPAL OR EXECUTIVE DIRECTOR WILL DENY ANY ACTIVITY THAT IS LISTED AS A HIGH-RISK ACTIVITY AS DETERMINED BY THE OFFICE OF RISK MANAGEMENT.
- C. [II.] THOSE ACTIVITIES NOT LISTED AS HIGH RISK BY THE OFFICE OF RISK MANAGEMENT, BUT [Any school/office-sponsored high risk activities or programs that] MAY expose the Board [of Education] to an elevated risk of property damage, loss, and/or bodily injury, must be submitted for review TO THE OFFICE OF RISK MANAGEMENT. THE PRINCIPAL OR OFFICE HEAD SHALL INITIATE THE REVIEW BY COMPLETING THE [using the request for] *Risk Management Review Form* AND SUBMITTING THE FORM to the Office of Risk Management at least thirty (30) business days prior to the event.
 1. [III.] The Office of Risk Management WILL [shall] approve or reject the PROPOSED activity.
 2. [IV.]. The Office of Risk Management will send the disposition of ITS [the Request for] risk [Management] review to the PRINCIPAL OR OFFICE HEAD WHO MADE THE REQUEST, [area] assistant superintendent [or executive director] with oversight responsibility for the requesting school, OR [and] office.
 3. PRINCIPALS [School-based administrators]/office heads shall not sign any contract for HIGH RISK school-sponsored activities

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[/programs that include high-risk activities] until approval is obtained FROM THE OFFICE OF RISK MANAGEMENT.

- D. [V.] Activities and programs that are excluded from the Board's [of Education's] insurance coverage are prohibited. [Refer to intranet site, Office of Risk Management.]

[VI. School-based administrators/office heads shall not sign any contract for school-sponsored activities/programs that include high-risk activities until approval is obtained.]

V. NON-SCHOOL SPONSORED ACTIVITIES

- A. ACTIVITIES THAT ARE SPONSORED BY INDIVIDUALS AND ORGANIZATIONS OTHER THAN THE SCHOOL SYSTEM SHALL NOT BE PLANNED DURING THE SCHOOL DAY, MONIES SHALL NOT BE COLLECTED IN THE SCHOOL, AND INFORMATION CONCERNING THE TRIP SHALL NOT BE DISCUSSED OR DISTRIBUTED IN THE SCHOOL OR DURING THE SCHOOL DAY.
- B. THE BOARD AND THE SCHOOL SYSTEM SHALL ASSUME NO RESPONSIBILITY OR LIABILITY FOR NON-SCHOOL SPONSORED ACTIVITIES.
- C. EMPLOYEES SHALL NOT, DURING THE REGULAR SCHOOL DAY, PARTICIPATE IN, ADVERTISE, PROMOTE, OR ENROLL STUDENTS FOR NON-SCHOOL SPONSORED ACTIVITIES, NON-SCHOOL SPONSORED TRAVEL-STUDY PROGRAMS, OR NON-SCHOOL SPONSORED TRIPS.
- D. EMPLOYEES SHALL NOT USE SCHOOL SYSTEM FUNDS, RESOURCES, OR EQUIPMENT TO ADVERTISE, PROMOTE, OR ENROLL STUDENTS FOR NON-SCHOOL SPONSORED ACTIVITIES.
- E. TRAVEL AGENCIES OR OTHER ORGANIZATIONS SHALL NOT BE PERMITTED TO COME INTO SCHOOLS FOR THE PURPOSE OF ADVERTISING, PROMOTING, OR ENROLLING STUDENTS FOR NON-SCHOOL SPONSORED TRAVEL-STUDY PROGRAMS OR TRIPS.
- F. NOTHING IN THIS RULE WILL PRECLUDE A PT(S)A OR OTHER ESTABLISHED SCHOOL-SPONSORED BUSINESS PARTNERSHIP

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FROM DISSEMINATING MATERIALS ABOUT SUCH PROGRAMS AS LONG AS THE MATERIALS CLEARLY INDICATE THAT THE ACTIVITY IS NOT AFFILIATED WITH, SPONSORED BY, OR ENDORSED BY BALTIMORE COUNTY PUBLIC SCHOOLS.

- G. EMPLOYEES WHO PARTICIPATE IN THE PLANNING AND PROMOTION OF NON-SCHOOL SPONSORED ACTIVITIES MUST:
 - 1. NOTIFY STUDENT PARTICIPANTS AND PARENTS THAT THE ACTIVITY IS NOT SCHOOL-SPONSORED AND THAT THE BOARD IS NOT LIABLE FOR LOSSES INCURRED AS A RESULT OF THE ACTIVITY.
 - 2. DO SO OUTSIDE OF THE NORMAL WORK DAY.
- H. INDIVIDUALS AND ORGANIZATIONS WHO ORGANIZE OR PLAN NON-SCHOOL SPONSORED ACTIVITIES ON SCHOOL PROPERTY MUST COMPLETE AN *APPLICATION FOR USE OF FACILITIES*.
- I. STUDENTS WHO PARTICIPATE IN A NON-SCHOOL SPONSORED ACTIVITY AND WHO ARE ABSENT DURING ALL OR PART OF THE SCHOOL DAY SHALL BE CODED AS UNLAWFULLY ABSENT.

VI. COMPLIANCE

ALL EMPLOYEES ARE RESPONSIBLE FOR FOLLOWING BOARD POLICIES, INCLUDING THE BOARD'S ETHICS CODE, RULES, AND ESTABLISHED PROCEDURES WHEN ENTERING INTO CONTRACTS AND AGREEMENTS FOR SCHOOL-SPONSORED ACTIVITIES.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND*, EDUCATION ARTICLE §4-105, *COMPREHENSIVE LIABILITY INSURANCE; DEFENSE OF SOVEREIGN IMMUNITY*.

RELATED POLICIES: BOARD OF EDUCATION POLICY 1300, *USE OF SCHOOL FACILITIES*
BOARD OF EDUCATION POLICY 2361, *DISTRIBUTION OF NON-SCHOOL MATERIALS*
BOARD OF EDUCATION POLICY 3125, *SCHOOL ACTIVITY FUNDS*

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BOARD OF EDUCATION POLICY 3150, *BOARD
INSURANCE*

BOARD OF EDUCATION POLICY 3160, *SCHOOL-
SPONSORED ACTIVITIES*

BOARD OF EDUCATION POLICY 5320,
ORGANIZATIONS

BOARD OF EDUCATION POLICY 5330, *SOCIAL EVENTS*

BOARD OF EDUCATION POLICY 6701,
EXTRACURRICULAR ACTIVITIES

BOARD OF EDUCATION POLICY 6800, *FIELD TRIPS*

BOARD OF EDUCATION POLICY SUB SERIES 8360,
ETHICS CODE

BOARD OF EDUCATION POLICY 8410, *FRAUD
REPORTING*

RELATED RULE: SUPERINTENDENT'S RULE 2361, *DISTRIBUTION OF
NON-SCHOOL MATERIALS*

Rule
Approved: 06/12/07
REVISED: _____

Superintendent of Schools