

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** February 13, 2007

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **BOARD OF EDUCATION POLICY 3160 – NON-  
INSTRUCTIONAL SERVICES: SCHOOL SPONSORED  
ACTIVITIES**

**ORIGINATOR:** J. Robert Haines, Esq., Deputy Superintendent

**RESOURCE  
PERSON(S):** Don Dent, Executive Director, Planning and Support Operations  
Michele Prumo, Manager, Risk Management

**RECOMMENDATION**

Board of Education Policy 3160 is being proposed to establish a consistent process whereby school-sponsored events or programs that include high-risk activities will need to be reviewed and approved by the Office of Risk Management. This is the first reading of Policy 3160.

Attachment I – Policy Analysis  
Attachment II – Policy 3160

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
Policy Analysis for Proposed New Policy and Rule 3160:  
Review of School-Sponsored Events Policy

Statement of Issues Addressed by the Proposed Policy

Policy (1300) reviews activities or programs from outside organizations to ensure that insurance requirements are met and that any proposed activities are reviewed for risk of possible property damage, property loss or bodily injury. However, there is no policy or rule that addresses school-sponsored events not covered by policy 1300.

Cost Analysis and Fiscal Impact on School System

There is no new fiscal impact on the system as a result of the proposed policy and rule. Not having such a policy in place could increase BCPS' liability exposure.

Relationship to Other Board of Education Policies

Related Policies are: Policies 1300, 3150 and 6104.

Legal Requirement

Annotated Code of Maryland, Education Article, Section 7-401

Similar policies adopted by Other School Systems

Prince George's and Anne Arundel Counties have policies which address safety programs and a healthy school environment.

Draft of Proposed Policy and Rule (see attached)

Other Alternative Considered by Staff

No other alternatives would require approval by the Office of Risk Management to prevent unknowingly exposing the school system to the potential of enormous liability unless each school were to complete a Use of Facilities Form for school-sponsored activities held on site or the Office of Risk Management were to be involved in approval of field trips which included high risk activities.

NON-INSTRUCTIONAL SERVICES – RISK MANAGEMENT

SCHOOL-SPONSORED ACTIVITIES

CONSISTENT WITH THE BOARD OF EDUCATION’S GOAL TO PROVIDE A SAFE AND ORDERLY LEARNING ENVIRONMENT, THE SUPERINTENDENT OF SCHOOLS SHALL ESTABLISH ADMINISTRATIVE PROCEDURES FOR THE REVIEW AND APPROVAL OF SCHOOL-SPONSORED ACTIVITIES AND PROGRAMS THAT CARRY A HIGH RISK OF EXPOSURE FOR PROPERTY DAMAGE, PROPERTY LOSS, OR BODILY INJURY.

POLICY  
ADOPTED:

BOARD OF EDUCATION OF BALTIMORE COUNTY