



NON-INSTRUCTIONAL SERVICES: Risk Management

School-Sponsored Activities

I. Definitions

- A. High risk activities are those that expose the Board of Education 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. School-sponsored activities are those that are planned and/or controlled by school personnel regardless of whether they take place on or off school property or occur during normal school hours.

II. Any school/office-sponsored high risk activities or programs that expose the Board of Education to an elevated risk of property damage, loss, and/or bodily injury must be submitted for review using the Request for Risk Management Review form to the Office of Risk Management at least thirty (30) business days prior to the event.

III. The Office of Risk Management shall approve or reject the activity/program.

IV. The Office of Risk Management will send the disposition of the Request for Risk Management Review to the area assistant superintendent or executive director with oversight responsibility for the requesting school and office.

V. Activities and programs that are excluded from the Board 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.

Rule

Superintendent of Schools

Approved: 3/13/07

Baltimore County Public Schools  
Office of Risk Management  
Request for Risk Management Review  
School Sponsored Activities  
*(Must be submitted 30 business days prior to the event)*

Date Request Made \_\_\_\_\_ Date Response Needed By \_\_\_\_\_

Principal \_\_\_\_\_

School \_\_\_\_\_ Telephone # \_\_\_\_\_

Date of Event \_\_\_\_\_ Sponsored by \_\_\_\_\_

**Description of Program or Activity**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Frequency:  One Time Event  Ongoing  Other  
*(please describe)*

**Population Involved**

Elementary School Students \_\_\_\_\_ High School Students \_\_\_\_\_  
Middle School Students \_\_\_\_\_ Other (describe) \_\_\_\_\_  
\_\_\_\_\_

Is school required to enter into contract or release form: Yes \_\_\_\_\_ No \_\_\_\_\_  
*(If Yes, Contract/Release Form must be reviewed by Office of Risk Management, before signature)*

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

**Risk Manager Recommendations**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Risk Manager \_\_\_\_\_  
(Print Name) (Signature) (Date)