

## **P3710 DISTRICT LIABILITY**

### **BOARD POLICY:**

**Unified School District 259 shall provide a comprehensive program, administered by Employee Benefits & Insurance Management for the protection of district assets by assumption of risk, transfer of risk purchase of insurance, or by establishing self-insurance programs.**

Administrative Implemental Procedures:

1. Insurance may be purchased through a Board of Education selected carrier or a self-funded insurance program may be established by the Board.
2. Employees acting within the scope of their assigned job duties are named as additional insureds on district insurance policies.
3. The district shall not enter into any contractual agreement, written or verbal, that requires the district to assume responsibility for the action or lack of action by any students, non-district individual, or non-district entity.
4. Employees are not to sign contracts which contain provisions that require the district to hold harmless any other institution. The district will not honor any such contract which has been entered into by an unauthorized employee.
5. The district shall not purchase insurance for the benefit of any student, non-district individual, or non-district entities without Board authorization.
6. The Board of Education shall designate a reliable insurance company to make an accident expense policy available to students.
  - a. The student accident information and application will be made available to parents and guardians online during student enrollment.
  - b. The legal guardians of the student should forward the application for insurance with premium payment directly to the insurance company. The district will not be responsible for payment.
  - c. Claim forms shall be furnished by the insurance carrier.
7. District liability coverage applies to all Career and Technical Education programs, on-the-job training programs, mentor programs, business partnership programs, high school executive internship programs, community-based education programs, and any other district programs by whatever name that utilizes district resources to place district students in the care or supervision of a non-district individual or a non-district entity.

Administrative Responsibility: Human Resources - Employee Benefits & Insurance Management

Latest Revision Date: April 2019

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