

Administrative Procedure 550

Business Administration

INSURANCE

BACKGROUND

The charter board will carry the minimum level of insurance coverage required by legislation and will carry additional insurance as required to meet its students and contractual needs.

The superintendent and secretary-treasurer are jointly responsible for the administration of this policy.

PROCEDURES

1. The secretary-treasurer is responsible to ensure that the types and amounts of insurance coverage and deductible amounts are reviewed on an annual basis and to make a report and recommendations for changes.
2. The secretary-treasurer will maintain photographs of typical physical education, classroom and office spaces for insurance valuation purposes.
3. The general liability coverage extends to staff administering medications or medical treatment to students in accordance with charter board policy.
4. The secretary-treasurer will ensure that all students are covered by a Student Accident Policy.

Legal Reference:	<i>Education Act</i>
Cross Reference:	AP 560 Student Transportation Off-Campus AP 546 Risk Management AP 474 Secretary-Treasurer – Role Description AP 260 Field Trips AP 316 Administration of Medication or Medical Treatment
Date of Adoption:	April 11, 2002
Date of Revision:	December 5, 2003, March 4, 2014, July 5, 2018, February 2, 2021
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