

Richmond National Insurance Company 11013 West Broad Street, Suite 300 Glen Allen, VA 23060

SCHOOL BOARD LEGAL LIABILITY APPLICATION

I. INSTRUCTIONS

- 1. All application questions must be fully answered. If more space is needed, continue on a separate sheet and indicate the question number.
- 2. If a question does not apply, write "N/A".
- 3. When applicable, provide copies of:
 - a. Loss runs, dated within 60 days of submission, covering the past five (5) or more years.
 - b. Expiring Declarations Page with retroactive date (if applicable)
 - c. Current Budget

	d. Current Year End Financial Stateme	ent	
II.	GENERAL INFORMATION		
1.	Legal Name of Entity:		
2.	Email		
3.	Address: City: County:		Zip Code:
4.	When was entity established:		
5.	Entity's website: www		
6.	How many schools comprise this district?	_	
7.	Entity's location is: Rural (not located within 25 miles of Suburban (located within 25 miles of Urban (located within a population)	of 250,000 population)	
8.	Private 2 or 4 year 0 Private Parochial Special Need Charter Graduate / I	ly) Service District College or University ds / Behavioral Professional (ex. Medic ify):	•

 a. If private school or community college, do you provide financial aid for students? Yes No b. Do you offer scholarship money? Yes No c. Do you have students living on campus? Yes No d. If educational service district, provide complete description of responsibilities of your district: 							
9. Have you had on-site monitoring visits by state or federal regulatory agencies within Yes No the last three (3) years, outside of routine visits? If yes, provide name of agency and the purpose of the visit:							
10. Are all entities requesting of by the Internal Revenue Se	_	tified as 501 (c)(3), tax exe	mpt organiza	ations	Yes No	
11. Has the entity been criticize If yes, attach details.	ed by the state	e board of edu	cation?			Yes No	
 STUDENT INFORMATION Please indicate the following 	ng.						
1. Fredse marcate the following	'6'				Ne	xt Year	
		Current Ye	ear	Last Year	Est	timate	
Teacher/Student Ratio							
Teacher/ Student Ratio Avera	ge Class Size						
2. Student Enrollment:							
2. Student Enrollment.	Curr	ent Year	Lact	Year	Novt V	ear Est.	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	
K-8					, c 1		
9-12							
Pre-school							
2 or 4 year undergraduate							
Graduate							
Other:							
TOTAL				1		1	

3. Has the entity established writt Transfer Demotion Promotion Corporal Punishment Dress Code	en policies and proce Yes No	edures governing students in Attendance Extracurricular Activ Locker Use Parking Facility Use	Yes No
4. Please indicate the number of S Current Year:	Special Education Stud Last Year:		imate:
5. Has the entity established writt areas? (Special students are the Transfer Demotion Promotion Corporal Punishment Dress Code	ose requiring special progression of the second special progression of the		dents in the following Yes No Yes No Yes No Yes No
6. Is the student handbook, include to all students at the time o	•	s and procedures, distribut	ed Yes No
Do you have written policies an a. Do these procedures all		_	Yes No
8. Do you allow strip searches on a. Do you have a written p If you allow strip search	olicy regarding your s		Yes No
9. Do you have written policies an orientation & gender identity?	d procedures that ad	dresses student sexual	Yes No
10. Have the following policies bee Student Policies Special Student Policies Drug Testing Policies Strip Search Policy Sexual Orientation & Gende	· [[[orney? Yes No Yes No Yes No Yes No Yes No	N/AN/AN/AN/AN/AN/A
a. If yes, do you require a s guardians for each s b. Do you allow students to i. Amusement Parl ii. Swimming Pools iii. Inside a Jail or Do If yes, explain pu	signed permission slip tudent? o take field trips to th ks?	ne following institutions/ pla	Yes No
c. Are students always acc	ompanied by an adul	t?	Yes No

/. EMPLOYEE INFORMATION					
. LIVII LOTEL IIVI OKNIJATION					
. Employee Count:					
. ,					
		CURREN	T YEAR		
	Full 1	Гime	Part Tir	ne	
Certified Teaching Faculty					
Non-certified Teaching Faculty					
Medical Personnel					
Administration					
Counselors / Psychologists					
Volunteers					
Security/ Law Enforcement Other (Specify):					
TOTAL					
	Employed or	_ —	ntracted o		
Do they have medical malpra		_ —	0		
Do they have medical malpra . Are bus drivers: Em	ployed or	Yes N	0		
Do they have medical malpra . Are bus drivers: Em . Percent of workforce that are . Do you use an employment a	ployed or	Yes N Contracte	o d] Yes 🗌	No
Do they have medical malpra Are bus drivers: Em Percent of workforce that are	ployed or e union members:	Yes N Contracte	o d] Yes 🗌	No
Do they have medical malpra Are bus drivers: Em Percent of workforce that are Do you use an employment a If yes, does it contain:	ployed or e union members: pplication during y	Yes N Contracte % /our hiring	o d process?		
Do they have medical malpra Are bus drivers: Em Percent of workforce that are Do you use an employment a lf yes, does it contain: a. An employment at wi	ployed or ployed or ployed or ployed or pplication during yell statement.	Yes N Contracte % Our hiring	o d process?	s?	Yes No
 Are bus drivers:	ployed or ployed or ployed or ployed or ployed or pplication during y ll statement. It references & crirture attesting that	Yes N Contracte % our hiring minal convi	o d process?	s?	Yes No
Do they have medical malpra. Are bus drivers: Em Percent of workforce that are Do you use an employment a lf yes, does it contain: a. An employment at wide. Authorization to check c. The Applicant's signary d. An equal employment.	ployed or ployed or ployed or ployed or ppplication during yell statement. It references & crinture attesting that topportunity state	Yes N Contracte % our hiring minal convi	o d process?	s?	Yes No Yes No Yes No
Do they have medical malpra. Are bus drivers:	ployed or ployed or ployed or ployed or pplication during yell statement. It references & crirture attesting that topportunity state checks on all:	Yes N Contracte % our hiring ninal convi	process?	s? true?	Yes No Yes No Yes No Yes No
Do they have medical malpra Are bus drivers: Em Percent of workforce that are Do you use an employment a lf yes, does it contain: a. An employment at wide b. Authorization to check c. The Applicant's signary	ployed or ployed or ployed or ployed or ppplication during yell statement. It references & crinture attesting that topportunity state	Yes N Contracte % our hiring ninal convi	o d process?	s? true?	Yes No Yes No Yes No Yes No
Do they have medical malpra. Are bus drivers:	ployed or ployed or ployed or ployed or punion members: pplication during yell statement. It references & crinture attesting that topportunity state thecks on all: New Hires Yes	Yes N Contracte % your hiring minal convi	d process? iction record ntations are	s? true? Yes	Yes No Yes No Yes No Yes No
Do they have medical malpra. Are bus drivers:	ployed or ployed or ployed or ployed or punion members: pplication during yell statement. It references & crinture attesting that topportunity state thecks on all: New Hires Yes	Yes N Contracte % Your hiring minal convitable represesement? No de: (check a	d process? iction record ntations are	s? true? Yes	Yes No Yes No Yes No Yes No

	Driving Record										
	Academic Credentials										
	Licenses										
	Other										
	7. Total number of terminations over the past year:8. Total number of employee-initiated terminations over the past year:										
Ο.	Total namber of employee in	itiatea t	C11	imiacioi	is over the	. p	ast year				
9.	Do you have a risk manager o	n staff?									Yes No
10). Who is responsible for the Hu	ıman Re	SO	urces or	Personne	ΙFι	unctions?	Title:			
13	1. Who is designated to handle a	all empl	oyı	ment-re	lated incic	len	ts? Title: ₋				
12	2. Are the persons in #9 & #10 a practice issues?	bove ed	luc	ated an	d experier	ice	d in emplo	oyment			Yes No
13	3. Do you require all employment in #9 & #10 above prior to the				be review	ed	by the pe	rson list	ed		Yes No
14	1. Have you informed supervisor You with prompt notice of an				-		-	bility to	pro	ovide	Yes No
15	5. Do you have a written person	nel poli	cie	s and pr	ocedures	ma	inual?				Yes No
16	16. Do the written policies and procedures governing teachers/ supervisory personnel and non-professional employees address the following areas? Hiring Yes No Sexual Harassment Yes No Termination Yes No Medical Leave Yes No Background Checks Yes No Grievance Checks Yes No Suspension Yes No										
17	7. Date of Manual: Date of last revision/update: _										
18	18. Has the manual been reviewed by an attorney prior to implementation? Is the manual periodically reviewed and updated by an attorney? Yes No										
19	19. Does the written manual apply to all departments? Yes No If no, which departments have their own manual?										
20). Is the manual distributed to a	ll emplo	ye	es?							Yes No
2:	1. Is the manual reviewed with t	them as	pa	rt of the	eir employ	ee	orientatio	on?			Yes No
22	2. Do you have written policies a	and prod	cec	lures in	place for o	dru	g testing:				

	Bus Drivers Yes No Teaching Faculty Yes No Other Employees Yes No	
	Do these procedures allow for random drug testing of: Bus Drivers Yes No Teaching Faculty Yes No Other Employees Yes No	
V.	OPERATIONS INFORMATION	
1.	In the last three (3) years, have you been involved in any school mergers/closings or plan to do so within the next twelve (12) months? If yes, then: a. Has your attorney reviewed the plan? b. Were any employees or are any expected to be laid off as a result of the merger/closing?	Yes No
	c. If schools are merging, did the merged school carry school Yes No board liability coverage?	
2.	Are any school openings expected in the next eighteen (18) months? a. If yes, what is the estimated increase in personnel? b. What is the estimated increase in enrollment?	Yes No
3.	Do you expect a reduction in staff in the next eighteen (18) months? If yes, has your attorney reviewed your staff reduction plan?	Yes No
4.	Did any of the following take place in the last three (3) years? If yes, attach details. a. Strikes, slowdown or other disruptions: Yes No If yes, did it involve: teachers or other employees? b. Lay-offs or staff reductions? Yes No If yes, did it involve: teachers tenured teachers or other employees?	Yes No
5.	Is your attorney an employee of the entity or on retainer? Employee Retainer	
6.	Does the district have written guidelines for administrative hearings and appeals? If yes, have these guidelines been reviewed by an attorney? Yes No	Yes No
7.	Does your attorney regularly participate in all grievances or administrative hearings? If no, why not?	Yes No
8.	How many administrative hearings have taken place in the last 12 months? a. How many involved students? b. How many involved teachers?	

		olved other staff? vere these hearings?				
9.	regarding early studen		Yes No			
	If yes, have you notifie	?				
10). Does this entity have a If yes, is separate Polic	Yes No				
11	Do you have metal det	ectors or other screening de	evices in any of the schools?	Yes No		
12	. Do you have a written the schools?	policy and procedure on ha	ndling threats of violence in	Yes No		
13	13. In the past year, have you had any violent acts involving threats of violence involving weapons/guns or threats of violence at any school, including bomb threats? If yes, how many and the type of violence/threat:					
14	•	policy and procedure on act	tive shooter situation?	Yes No		
VI	. FINANCIAL INFORMAT	ION				
VI	. FINANCIAL INFORMAT	ION				
		ION for the past three years:				
			EXPENDITURES			
	Provide budget figures	for the past three years:	EXPENDITURES			
	Provide budget figures	for the past three years:	EXPENDITURES			
	Provide budget figures	for the past three years: REVENUE	EXPENDITURES			
	Provide budget figures YEAR	for the past three years: REVENUE	EXPENDITURES			
	Provide budget figures YEAR	for the past three years: REVENUE				
1.	Provide budget figures YEAR Provide an explanation	for the past three years: REVENUE		☐ Yes ☐ No		
1.	Provide budget figures YEAR Provide an explanation Has state or federal aid Do you expect a budget	for the past three years: REVENUE for any budget deficits: d been reduced or eliminate et reduction in the next year	ed in the past year?			
1.	Provide budget figures YEAR Provide an explanation Has state or federal aid Do you expect a budge a. If yes, how much	for the past three years: REVENUE for any budget deficits: d been reduced or eliminate et reduction in the next year	ed in the past year?	Yes No		
1. 2. 3.	Provide budget figures YEAR Provide an explanation Has state or federal aid Do you expect a budge a. If yes, how much b. What programs	for the past three years: REVENUE for any budget deficits: d been reduced or eliminate et reduction in the next year ch? \$ s will be affected?	ed in the past year?	Yes No		
1. 2. 3.	Provide budget figures YEAR Provide an explanation Has state or federal aid Do you expect a budge a. If yes, how much b. What programs What is the amount of	for the past three years: REVENUE In for any budget deficits: In the determinate of the reduction in the next year of the series of the ser	ed in the past year? ?? rograms Personnel Other:	Yes No		
1. 2. 3. 4. 5.	Provide budget figures YEAR Provide an explanation Has state or federal aid Do you expect a budge a. If yes, how much b. What program What is the amount of Latest bond rating (Mo	for the past three years: REVENUE In for any budget deficits: In the determinate of the reduction in the next year of the series of the ser	ed in the past year? ? cograms Personnel Other:	Yes No		

	If yes, what	was bond fo	r?				
7.	Has your pu	blic entity b	een in default on principal or	interest of any	bond?	Yes No	
VII.	. INSURANCE	AND LOSS H	IISTORY				
POL	ICY PERIOD	CARRIER	PER CLAIM/ AGGREGATE LIMIT	DEDUCTIBLE	RETROACTIVE DATE	PREMIUM	
						\$	
						\$	
						\$	
						\$	
						\$	
-		7 -	ap between effective dates.				
1.			n declined, canceled, or not re			Yes No	
2.	Expiration D	oate:	carrier:				
3.	Is the entity If yes, pleas		nder any court orders? y:			Yes No	
4.	Has any clai	m been mad	le/presented to your current	or prior insurer	rs?	Yes No	
5.	Has any clai	m been mad	e against the entity that was	not covered by	insurance?	Yes No	
6. Has any person, former employee or job applicant made claim alleging unfair or improper treatment regarding hiring, salary, advancement, demotion, suspension or termination?							
7.	Has any ent	ity been forr	mally criticized by the state bo	oard of education	on?	Yes No	
8.	•	_	ding disputes of integration, sen filed in the past five (5) year		crimination or	Yes No	
0	civil rights violations been filed in the past five (5) years? 9. Has any claim been made or is one now pending against any person in his/her Yes No official capacity as an official employee or volunteer of the entity?						
9.	official capa	city as an of	ficial employee or volunteer of	of the entity?			

	negligent act, error, omission, or breach of duty which may reasonably be expected to give rise to a claim?	
	Is the Applicant aware of any claims, acts, omissions, incidents, or circumstances Which might reasonably be expected to be the basis of a claim or suit?	Yes No
	Have any of the claims, acts, omissions, incidents, or circumstances identified in response to the preceding question been reported to an insurance carrier?	Yes No
	Does the Applicant carry General Liability Insurance: If yes, provide: a. Insurer: b. Limits:	Yes No
	c. Does the coverage include Products/ Completed Operations Hazards?	Yes No
VIII.	FRAUD WARNINGS	

General Fraud Warning: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Applicable Notice to Applicants in:

Alabama	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution, fines, or confinement in prison, or any combination thereof.
Alaska	A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.
Arizona	For your protection Arizona law requires the following statement to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.
Arkansas	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
California	For your protection California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.
Colorado	It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable for insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.
Delaware	Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.
District of Columbia:	WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.
Florida	Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony of the third degree.
Idaho	Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement containing any false, incomplete, or misleading information is guilty of a felony.

Indiana	A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false,
	incomplete, or misleading information commits a felony.
Kentucky	Any person who knowingly and with intent to defraud any insurance company or other person files a statement of
	claim containing any materially false information or conceals, for the purpose of misleading, information concerning
	any fact material thereto, commits a fraudulent insurance act, which is a crime.
Louisiana	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly
	presents false information in an application for insurance is guilty of a crime and may be subject to fines and
	confinement in prison.
Maine	It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the
N 0 =	purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.
Maryland	Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be
	subject to fines and confinement in prison.
Minnesota	
New	A person who files a claim with intent to defraud, or helps commit a fraud against an insurer, is guilty of a crime. Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim
Hampshire	containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance
riairipsiiii e	fraud, as provided in RSA 638:20.
New Jersey	Claim: Any person who knowingly files a statement of claim containing any false or misleading information is subject
Jeisey	to criminal and civil penalties.
	Application: Any person who includes any false or misleading information on an application for an insurance policy
	is subject to criminal and civil penalties.
New Mexico	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly
	presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and
	criminal penalties.
New York	Any person who knowingly and with intent to defraud any insurance company or other person files an application
	for insurance or statement of claim containing any materially false information, or conceals for the purpose of
	misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime,
	and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for
	each such violation.
Ohio	Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an
	application or files a claim containing a false or deceptive statement is guilty of insurance fraud.
Oklahoma	WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim
	for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a
	felony.
Pennsylvania	Any person who knowingly and with intent to defraud any insurance company or other person files an application
	for insurance or statement of claim containing any materially false information or conceals for the purpose of
	misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime
Rhode Island	and subjects such person to criminal and civil penalties.
Knode Island	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and
	confinement in prison.
Tennessee	It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the
i Cilile33EE	purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.
Virginia	It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the
- 11 8 11 11 11	purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.
Washington	It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the
vv a 3 i i i i g to i i	purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.
West	Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly
Virginia	presents false information in an application for insurance is guilty of a crime and may be subject to fines and
D	confinement in prison.

IX. NOTICE TO APPLICANT

NOTICE: THE INSURANCE COVERAGE FOR WHICH THE APPLICANT IS APPLYING IS WRITTEN ON A CLAIMS MADE AND REPORTED POLICY, WHICH APPLIES ONLY TO **CLAIMS** FIRST MADE AND REPORTED DURING THE **POLICY PERIOD** AS STATED IN THE DECLARATIONS, OR ANY APPLICABLE **EXTENDED REPORTING PERIOD**. THE LIMIT OF LIABILITY TO PAY **DAMAGES** WILL BE REDUCED AND MAY BE EXHAUSTED BY **CLAIM EXPENSES**, AND **CLAIM EXPENSES** MAY BE APPLIED AGAINST THE DEDUCTIBLE AMOUNT, IF APPLICABLE. IN NO EVENT WILL WE BE LIABLE FOR **DAMAGES** OR **CLAIM EXPENSES** IN EXCESS OF THE APPLICABLE LIMIT OF LIABILITY. IT IS IMPORTANT THAT YOU REPORT ANY KNOWN CLAIMS AND/OR CIRCUMSTANCES OR INCIDENTS THAT COULD RESULT IN A CLAIM TO YOUR CURRENT INSURER OR PURCHASE AN EXTENDED REPORTING PERIOD ENDORSEMENT TO POTENTIALLY COVER SUCH CLAIMS AND/OR CIRCUMSTANCES OR INCIDENTS. WE WILL NOT PROVIDE COVERAGE, AND COVERAGE IS EXPRESSLY EXCLUDED, FOR CLAIMS AND/OR CIRCUMSTANCES OR INCIDENTS OF WHICH THE APPLICANT HAS KNOWLEDGE AND/OR IS AWARE PRIOR TO THE EFFECTIVE DATE OF THIS POLICY, IF OFFERED AND ACCEPTED. PLEASE READ THE ENTIRE **APPLICATION** CAREFULLY BEFORE SIGNING.

X. REPRESENTATION AND WARRANTY

The Applicant acknowledges that the answers provided herein are based on a reasonable inquiry and/or investigation. The Applicant represents and warrants that the above statements and particulars together with any attached or appended documents are true and complete and do not misrepresent, misstate, or omit any material facts. The Applicant agrees it has a continuing obligation to notify us of any material changes in the answers to the questions on this questionnaire which may arise prior to the effective date of any policy issued pursuant to this questionnaire and the Applicant understands that any outstanding quotations may be modified or withdrawn based upon such changes at our sole discretion. Completion of this form does not bind coverage. Applicant's acceptance of the company's quotation is required prior to binding coverage and policy issuance. All written statements and materials furnished to the company in conjunction with this application are hereby incorporated by reference into this application and made a part of this application.

Name of Applicant:	
Signature of person authorized to execute on behalf of the applicant:	Date:
Print name and title of person authorized on	
behalf of the applicant:	
Agent/Broker Name:	