

SCHOOL FACILITIES

Care of School Property

The following steps shall be taken upon evidence that school property has been damaged or lost, whether or not the action was willful:

1. Damage of any nature to school property shall be reported to the school principal.
2. A Damage or Loss Report shall be submitted to the superintendent. In the event of a break-in, whether damage was noted or not, the superintendent shall report the occurrence to a law enforcement agency. Care shall be taken to avoid damaging prints or any other evidence that may be associated with the break-in.
3. An investigation to establish the individuals responsible for acts of vandalism or theft shall be initiated.
4. Repair or replacement costs for damage shall be estimated by the maintenance department on a work request form.
5. Parents shall be notified of the estimated damages by the principal.
6. The business office upon receipt of the damage or loss report shall bill the student's parent for the repair or replacement costs.

Revised: November 22, 1993