

# Property Loss

Report property loss immediately to Kira Acker, Director of Financial Services, by phone at 360-709-7019.

Report theft and vandalism to Tumwater Police at 360-754-4200 or the Thurston County Sheriff at 360-704-2740 as appropriate.

Research details of the loss, complete a Property Loss Notice (next page). Submit the completed Property Loss Notice to Kira Acker in Financial Services as soon as possible.

## Frequently Asked Questions

Q. What property is covered?

A. Real and personal property of the district whether lost, stolen, damaged or destroyed.

Q. Is personal property of school district employees covered?

A. Generally, no. Employees may consult their personal insurance agent about coverage provided by the homeowners' policy. Personal property lost in a fire or other disaster may be covered up to a maximum of \$5,000 if on school grounds with the Principal's knowledge and approval. In addition, Article 20.C. of the TEA contract covers the loss of a teacher's personal property up to \$500 if the employee has submitted detailed information about the property and received prior approval by the Principal.

Q. Is a student's personal property covered?

A. No, unless it is lost, damaged, or destroyed through the negligence of the school district, in which case the student or parent may pursue a general liability claim against the district.

Q. What is the deductible for property loss?

A. \$5,000. The deductible, and any covered loss below \$5,000 comes directly out of the district's resources.

**SCHOOLS INSURANCE ASSOCIATION OF WASHINGTON  
PROPERTY LOSS NOTICE**

Clear Risk Solutions  
451 Diamond Drive  
Ephrata, WA 98823

Date: \_\_\_\_\_

Date & time of loss:  
\_\_\_\_\_ am/pm

**INSURED:** Tumwater School District

Person to Contact: Kira Acker

Contact's Phone Number: (360)709-7019, kira.acker@tumwater.k12.wa.us

**LOSS:** \_\_\_\_\_

Location of Loss: \_\_\_\_\_

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

Police or Fire Department Reported: \_\_\_\_\_

Kind of Loss (Fire, Wind, Explosion, etc.): \_\_\_\_\_

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

Probable Amount: \_\_\_\_\_

Description of Loss and Damage: \_\_\_\_\_

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

Remarks: \_\_\_\_\_

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

**Reported By:** \_\_\_\_\_

**Phone:** \_\_\_\_\_