

Director Procedure Number: DH114
Title: Theft/Damage to School Property
Section: Property

Theft/Damage to School Property

Any theft or vandalism of School property, illegal entry upon School premises, or damage to School property from these and other unlawful causes shall be reported immediately to the Executive Director. School property includes buildings, grounds and equipment.

The Executive Director may, at his/her discretion, report such incidents to the local police department.

Within twenty-four (24) hours of receiving a report of theft or vandalism of School property, illegal entry upon School premises, or damage to School property, the Executive Director or designee shall prepare a written statement/report detailing the relevant circumstances, the nature and scope of the theft, vandalism, illegal entry, or damage which shall be sent to the Business Manager. At the discretion of the Executive Director, a copy may also be sent to the local police department.

The Executive Director or designee shall be responsible for arranging the repair of damages caused by vandalism or other means.

Hours spent, materials used, and other costs incurred in repairing damages due to vandalism or other means shall be documented.

Upon completion of the repairs, the Executive Director or designee will prepare a complete cost breakdown including the time spent, materials used, and other costs incurred. This information will be sent to the Business Manager for processing of any applicable insurance claims.

Adopted: 9/14/16