

*Reporting of Theft of or Unlawful Damage to District Property*

Any theft or vandalism of District property, illegal entry upon District premises, or damage to District property from these and other unlawful causes shall be reported to the school principal when involving school property or the Maintenance Supervisor when non-school property. District property includes buildings, grounds or equipment.

The principal or their designee shall report to the Maintenance Supervisor the extent of any facilities or grounds damage to school property.

Any verbal report should be followed by a written report, within twenty-four (24) hours, to the Business Manager.

The Maintenance Supervisor is responsible for arranging the repair of damages caused by vandalism or other means.

Hours spent and materials used by custodial, maintenance employees, and/or contracted service providers in repairing damages due to vandalism or other means shall be recorded. This record shall be forwarded to the Maintenance Supervisor.

The Business Manager is responsible for determining any information needed for an insurance claim.

Upon completion of the damages, the Maintenance Supervisor will send a complete cost breakdown to the Business Manager for processing of any insurance claim involved.

When determined appropriate by the Superintendent or the Business Manager, or when required by applicable law, the local police will also be contacted regarding instances of theft, vandalism, or illegal entry upon District premises, as contemplated herein.

Revised: September 1995

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