



THORNTON TOWNSHIP HIGH SCHOOL DISTRICT 205

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Nathaniel Cunningham Jr., Ph.D., Superintendent

Date: August 12, 2026

To: Thornton Township High School District 205 Employees

From: Dr. Sheila Johnson, Assistant Superintendent for Finance and Operations/CSBO

RE: District 205 Personal Property Loss

The Board of Education and administration have taken many steps to ensure the safety of personal property of employees. Despite these steps and the employee's attention to the care of personal property, losses will occur. The purpose of this bulletin is to define the procedures for protecting personal property and the process of filing a claim for a personal loss.

Each employee contract outlines the coverage for a personal loss. For the teaching staff this information is contained in Article Eleven; for secretaries in Article 18; for paraprofessionals in Article VI; and buildings, grounds and maintenance employees in Article 10.

If you have experienced a personal loss obtain a "**Personal Loss Claim Form**" from the Principal's Office and complete the form as soon as the loss is discovered. **If damaged property is involved, an assistant principal or principal should examine the damaged property.** If you have a car which has been damaged so that it cannot be driven, the principal or assistant principal will provide the employee with assistance in resolving the transportation problem.

If an automobile is not operable or is damaged to the point of making driving unsafe, an immediate remedy may be sought with administrative approval. If no building administrator is available, the District Business Office should be contacted.

Once the form has been completed, follow the instructions for: [1] cash or personal property loss; [2] damage claim under \$100; or [3] damage claim over \$100. If the instructions are unclear or if a problem exists within following the instructions, please contact the Business Office for a clarification.

The employee can expect a response from the Business Office within two weeks of submission of the form to the principal's office. A final determination can be provided to the employee if the "Personal Loss Claim" is fully completed, and all steps are followed as stated. Lack of following the procedures, will cause a delay in processing the claim. If the employee does not receive a response to the claim, the Business Office should be contacted.