

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:

- A. Damage of any nature to school property shall be reported to the school principal.
- B. A Damage or Loss Report shall be submitted to the superintendent. In the event of a break-in, whether damage is 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.
- C. An investigation to establish the individuals responsible for acts of vandalism or theft shall be initiated.
- D. Repair or replacement costs for damage shall be estimated by the maintenance department on a work request form.
- E. Parents shall be informed, in writing, regarding the nature of the damages, how restitution may be made, and how appeal may be initiated.
- F. The business office upon receipt of the damage or loss report shall bill the student's parent for the repair or replacement costs.
- G. Copies of the parent notification along with estimate of damages shall be sent to the superintendent.
- H. The superintendent or designee will review any appeal made by the student and/or parent.
- I. The student and/or parent shall be advised that they may appeal the decision of the superintendent at the next regular meeting of the board of directors. (See Policy 3520)