

*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 immediately 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 shall immediately report by telephone to the Maintenance Supervisor and the police department the extent of any facilities or grounds damage to school property. The Maintenance Supervisor shall immediately report by telephone to the police department the extent of any other facilities or grounds damage.

The verbal report should be followed by a written report, within twenty-four (24) hours, to the Business Manager. One copy of this report will be sent by the principal when involving school property to the Maintenance Supervisor and one to the police department. The Maintenance Supervisor will send one copy to the police department when involving non-school property.

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

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

Upon completion of the repairs the Maintenance Supervisor will prepare a complete cost breakdown including the time spent and materials used by custodians or maintenance staff. This information will be sent to the Business Manager for processing of the insurance claims involved.