

PROCEDURES FOR REPORTING LOSS-DAMAGE INCIDENTS

1. The "Loss-Damage Report" should be used whenever building damage occurs due to vandalism or illegal entry and when loss of equipment occurs due to theft or mysterious disappearance.
  - a. The report must be filed within 24 hours of the discovery of a loss or damage.
  - b. The report is to be made out in duplicate with the following distribution: One copy to the Business Office and one copy retained for the school office.

The "Loss/Damage Articles Detail Form" should also be completed as fully as possible as the Business Office needs this information for insurance purposes.

2. School personnel shall not contact the insurance company at any time. All such contacts will be made by the Business Office.
3. Replacement of lost, stolen or damaged items will be authorized by the Business Office and shall not be secured by the staff prior to such authorization.
4. Whenever illegal entry occurs, the police department should be notified immediately.
5. In the event that the loss or damage creates an emergency, the principal should notify the Business Office by phone with the completed report to follow.
6. In the event that disciplinary action is considered, the principal should take action.

REVISED: April 23, 2013