

Bigfork School District #38

SCHOOL FACILITIES

9321P

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:

1. Damage to school property shall be reported to the school principal.
2. A memo shall be submitted to the Superintendent. In the event of a break-in, whether damage is noted or not, the principal 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.
3. An investigation to establish the individuals responsible for acts of vandalism or theft shall be initiated (Sheriff called.).
4. Repair or replacement costs for damage shall be estimated by the maintenance department with a report submitted to the principal and the Superintendent.
5. Parents shall be informed by the principal, in writing, regarding the nature of the damages, how restitution may be made, and how appeal may be initiated.
6. The district office, upon receipt of the damage or loss memo shall bill the student's parent for the repair or replacement costs.
7. The district's property insurer shall be notified by the district office as soon as possible.
8. Copies of the parent notification along with estimate of damages shall be sent to the Superintendent.
9. The Superintendent will review any appeal made by the student and/or parent.
10. 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 Trustees (see policy #3520)
11. The Superintendent shall take whatever steps are necessary within the limits of the law to collect for damages.

Executed Date: December 7, 1996

Review Date: January 20, 2004