

### **Lost/Stolen/Vandalized Property\*\***

All employees will report to the principal or immediate supervisor any incidents of district property vandalism, and either lost or stolen items, and the names of the person or persons believed to be responsible. A copy of the Lost/Stolen/Vandalism Report shall be filled out.

1. A district Lost/Stolen/Vandalism Report form will be completed to ensure that a sufficient investigation at the building or district level has been made before replacement is requested or granted.
2. Law enforcement agencies will be notified when there is evidence that an act of vandalism, damage or theft has occurred.
3. The report will be directed to the appropriate supervisor who will review for completeness and will make a decision about replacement:
  - a. If an item(s) is approved for replacement, a copy of the approved form shall be sent to the appropriate department;
  - b. If the replacement is not approved, a copy shall be sent back to the reporting official.
4. It will be the responsibility of the following departments to provide budgeted allocations for lost/stolen/vandalized property for appropriate areas:
  - a. Purchasing - equipment and supplies;
  - b. Facilities and Maintenance - buildings and grounds.
5. The types of items which will be considered for replacement:
  - a. Non-consumables;
  - b. Items costing over \$500;
  - c. In the case of a break-in where a great number of items costing less than \$500 are taken, 50 percent of their total cost under the insurance deductible will be considered.

Students or adults who willfully destroy school property through vandalism or arson, or who commit larceny, will be referred to law enforcement authorities. Students who are caught vandalizing school property can be suspended and a parent conference arranged, in accordance with the Board's policy on student suspensions. Officials will seek payments for damages to school property from those who are

legally responsible. Grade reports, diplomas and records may be withheld for failure to make restitution for assessed damages. Records requested by another school district to determine a student's appropriate placement may not be withheld.