

## DAMAGE OR LOSS CHARGES

Following discovery of damage or loss of school properties, the School Administrator shall make written report to the Superintendent or designee as to the nature and extent of damage as well as the ability to provide quality education until repairs can be made. (EB) Cases of loss or theft will be addressed as stated in the Policy on Fixed Asset Management. (DOA)

The School Administrator reporting the damage to or loss of school property shall submit known names and addresses of the party or parties responsible for damage or loss. In the case of a minor, the name and address of his parent or legal guardian also shall be given. If responsible persons' names are obtained subsequent to the report, such information is to be submitted forthwith in writing. The Superintendent or designee shall have the loss or damage evaluated and direct the finance office to invoice the parties involved for the amount of damage or loss. On receipt of payment the School Administrator making the report will be notified by the finance office that payment has been made.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: December 18, 1978

AMENDED: October 16, 1989

August 4, 2016

REVIEWED: April 4, 2017

November 9, 2021