

No. 713-AR

ADMINISTRATIVE  
REGULATION

TURKEYFOOT VALLEY AREA  
SCHOOL DISTRICT

MISSING EQUIPMENT OR PROPERTY DAMAGE

1. The first person to discover equipment missing or property damaged shall report it to the principal or head teacher.
2. The proper law enforcement agency and Director of Operations shall then be notified by the principal or head teacher if criminal activity is suspected.
3. If the damage or loss occurred when the school is not in session, the law enforcement agency should be contacted first, and then the principal or head teacher, followed by the Director of Operations.
  - a. If attempts to notify the above individuals fail, the next appropriate administrator at the District office level should be notified.
4. The Director of Operations and Maintenance shall keep a written record of the notification and make any necessary temporary repairs or adjustments to secure the property or the facility.
  - a. The Director of Operations and Maintenance shall furnish the Director of Business Affairs with a detailed accounting of labor and materials for all repairs, temporary and/or permanent.
5. The school principal will attempt to determine whether any additional damage or theft has occurred and, if so, will report to the investigating officer.
  - a. The school principal shall report the incident to the appropriate administrator and to the Superintendent.
  - b. The investigating administrator shall likewise report the original cost of any equipment (with serial numbers and material to the Director of Business Affairs as well as to the investigating officer or law enforcement agency).

Adopted: March 18, 2013