DAMAGE OR LOSS CHARGES

Following discovery of damage or loss of school properties, the principal shall make written report to the superintendent or designee as to the nature and estimated cost of damage, or current replacement price of loss. (EB)

The administrative officer reporting 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 shall be given also. 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 administrator making the report will be notified by the finance office that payment has been made.

SOURCE: Jackson Public School District, Jackson, Mississippi
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