

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2850-1</b>
<b>SUBJECT:</b>  <b>DAMAGE TO AND THEFT OF SCHOOL DISTRICT PROPERTY</b>	<b>DATE OF ISSUE: 06/18/80</b> <hr/> <b>REVISIONS: 06/01/88; 08/01/96</b> <hr/> <b>PREPARING OFFICE: BUSINESS SERVICES</b>

**I. PURPOSE:**

To establish authorized procedure for reporting and bringing charges against individuals who are accused of committing malicious damage to and/or theft of school property.

**II. PROCEDURES:**

If the criminal laws or juvenile code relating to or involving any school personnel or property are violated, whether it be to the building, contents, real estate or otherwise; or in the event of theft of school property, the principal of the building where such violation or theft occurs shall:

- A. Report to the school security division, and the school security division shall report to the proper law enforcement officers.
- B. Report to the Board of Education Business Office, and the Business Office shall report to the Board of Education insurance manager.
- C. When the extent of the damage and/or loss has been ascertained, the principal shall make a written report to the general director of fiscal services and send carbon copies of such report to the general director of instruction and learning and to the office of the director of central services and facilities planning.