

Business

Collection for Damage to School Property

The school principal and/or respective police department shall investigate damages to school property. After this investigation, the school principal shall submit a written "Damage and Loss" report to the attention of the Director of Facilities and Operations.

When an investigation establishes the responsible party (parties), such information shall be included in the "Damage and Loss" report and appropriate efforts to collect reimbursement for the loss shall commence.

The charges will include both labor (labor shall be hourly rate plus employee benefits) and materials necessary for repairs (materials will be charged at school district purchase price).

When payment is not received within thirty (30) days, a notice of payment due will be sent and a second notice in sixty (60) days from date of charges. If payment is not received within ninety (90) days from date of original charges, collection efforts shall commence.

Legal Reference: Wisconsin Statutes § 120.13(8); § 895.035

Administrative Regulation adopted: October 9, 1972
Administrative Regulation revised: October 17, 1983
Administrative Regulation reviewed: October 20, 1997
Administrative Regulation reviewed: May 20, 2013