

## SUPPORT SERVICES

File: ECA-R

### INVENTORY AND REPORTING OF LOSS OR DAMAGE

#### A. Inventories

1. The Assistant Superintendent for Administrative Services shall serve as the Superintendent's designee to devise an adequate system of inventory of school property.
2. The Assistant Superintendent shall assign the responsibility of attaching identification tags to all nonconsumable equipment and adding the item to the inventory to a staff member.
3. Each school's inventory shall be available at the school with a copy in the office of the Assistant Superintendent to identify items for the purpose of insurance and to control the loss of property. The inventory may be maintained as an electronic file or [paper copy](#).
4. A copy of the divisionwide inventory shall be available at the office of the Assistant Superintendent. The inventory may be maintained as an electronic file or paper copy.
5. The inventory shall include, but not be limited to, the following: buildings, movable equipment, vehicles, and all other items of significant value. Each school shall keep a complete inventory of all equipment, listing make, source, date of purchase, model, serial number, and other identifying data.

#### B. Reporting Losses

1. All loss of or damage to school property shall be promptly reported to the Superintendent or designee. A [report](#) of the item(s), location, cause for loss or damage, approximate costs, and any additional necessary information shall be provided.

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Legal Reference: Code of Virginia, 1950, as amended, section 22.1-78.

Cross References: ECAB Vandalism  
EI Insurance Management  
JFC-R(10) Standards of Student Conduct (Vandalism)

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### VANDALISM

1. Staff, students and members of the general public shall be encouraged to report any vandalism to school authorities or law enforcement officials.
2. Following an investigation to determine the person responsible for vandalism or damage to any CCS property, the Superintendent may recommend action to the School Board to recover from the parent(s) of the offender, living with such parent(s), up to \$2500 for damages.
3. A student who damages or destroys public property will be subject to whatever disciplinary action is deemed necessary and advisable by the school principal. The process for determining any disciplinary action will not be same as a process to recover damages through the court system.

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Legal Reference: Code of Virginia, 1950, as amended, sections 8.01-43, 22.1-78, 22.1-253.13:7.C.3.

Cross Reference: JFC-R Standards of Student Conduct.  
ECA Inventory and reporting of Loss or Damage