

INSURANCE

1. What do I do if I have theft or vandalism caused by a student to my car?

Follow the procedures set out in Policy FAA. This can be found on the web under Administrative Services – Forms – Board Policies.

After you have followed the guidelines submit your paid original invoice to Gay Hoffman for processing. If you have a package policy we will pay the deductible if under \$200.00.

2. What do I do if our school is vandalized or has been damaged in any other way (wind, water, fire)?

Report the incident to Administrative Services immediately so we can initiate the insurance process.

3. Where do I send the Student and Staff Incident Reports?

Please send completed original form to the Assistant Manager - Administrative Services. The form is located on the web under Administrative Services – Insurance – Forms – School Incident Report.